



# OKLAHOMA REAL ESTATE APPRAISER BOARD

OKLAHOMA INSURANCE DEPARTMENT

TO: John D. Doak, Chairperson  
Lee R. Caesar Jr., Vice-Chairperson  
P. Lane Wheeler, Member  
Stephen C. Walton, Member

Shelley Pruitt, Member  
John P. Smithson, Member  
James R. Artman, Member  
Betty J. Cagle, Member

## AGENDA

A special meeting of the Oklahoma Real Estate Appraiser Board will be held on Wednesday, February 12, 2014, at 9:30 a.m. The meeting will be held in the Public Conference Room of the Oklahoma Insurance Department, Five Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112.

This Agenda was posted at the main entrance of the Oklahoma Insurance Department, Five Corporate Plaza, 3625 Northwest 56th Street, Suite 100, Oklahoma City, Oklahoma 73112 on Monday, February 10, 2014 at 9:00 a.m. Copies were transmitted by the undersigned to the offices of the aforementioned members on February 10, 2014. This agenda was posted to the Oklahoma Insurance Department website ([www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)) on February 10, 2014.

## MEETING PROCEDURE

- I. Call to Order.  
Roll Call of Board Members.
- II. Reading and Approval of Minutes.  
January 8, 2014 Regular Session.
- III. Tabled from December 4, 2013 and January 8, 2014 Regular Session:  
Discussion and Possible Action Regarding a Consent Agreement as to Complaint # A13-001; Against ACT Appraisal, Inc., d/b/a Accurate, Concise & Timely Appraisals; to Include any Associated Matters or Motions.

Possible Executive Session as authorized by 25 O.S. 2011 §307(B)(8) regarding the above matter in order to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.

- IV. Discussion and Possible Action Regarding a Consent Agreement as to Complaint # 13-007; In the Matter of K. Jill Dickson, to include any Associated Matters or Motions.

Possible Executive Session as authorized by 25 O.S. 2011 §307(B)(8) regarding the above matter in order to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.

V. Chairperson's Report.

Vice-Chairperson's Report.

Director's Report.

- A. Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on November 30, 2013.
- B. Discussion and possible action regarding approval of renewal applications due by March 31, 2014 and authority to issue certificates.
- C. Discussion and possible action regarding approval of original certificates of registration for appraisal management companies. NO REPORT
- D. Discussion and possible action regarding approval of AMC renewal applications due by March 31, 2014 and authority to issue certificates.

VI. Committee Reports.

- A. Disciplinary Procedures Committee.
- B. Education, Experience & Testing Committee.
  - 1. Discussion and possible action regarding approval of course submittals.
  - 2. Discussion and possible action regarding approval or disapproval of various applications received and authority to issue certificates.
  - 3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants.
- C. Legislation & Rules Committee.
- D. Probable Cause Committee.
  - 1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee.
  - 2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.
  - 3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.

VII. Discussion and Possible Action Regarding Implementation of the Mandatory Supervisor-Trainee Course Pursuant to the January 1, 2015 Real Property Appraiser Qualification Criteria.

VIII. Adjournment.

  
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CHRISTINE MCENTIRE, Director