



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

January 7, 2005
Date

152
Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its One Hundred Fifty Second regular meeting January 7, 2005 at 9:30 a.m. The Meeting was held in the Boardroom of the offices of the Oklahoma Insurance Department at 2401 Northwest 23rd Street, Suite 28, Oklahoma City, Oklahoma. In compliance with the Open Meeting Act, 25 O.S. § 301 et seq, this agenda for this meeting was posted at the main entrance to the offices of the Oklahoma Insurance Department on Tuesday, December 21, 2004 at 11:00 a.m. This Agenda was posted on the Insurance Department website at (www.oid.state.ok.us) on December 21, 2004. Copies of this Agenda were delivered or e-mailed by the undersigned to the office of the aforementioned members on Tuesday, December 21, 2004.

An Addendum was published and posted in the main entrance of the Insurance Department and on the website on December 29, 2004. The Addendum was delivered or mailed by the undersigned to the offices of the aforementioned Members of the Board on December 29, 2004. The Agenda and the Addendum are attached as **Exhibit A**.

I. **CALL TO ORDER.** Lee R. Caesar Jr., Vice-Chairman, called the meeting to order at 9:30 a.m. The roll of Board members was called to establish a quorum.

Board members present were:

Lee Caesar, Jr.;
Jimmie R. Burton;
Harold J. Snyder III;
Patti L. Fisher; and
James W. Hoyt

Excused were:

Travis Parsons, Member
Jana S. Barker, Member

Based on the result of the roll call, a quorum was declared present by the Chair.

Others in attendance were: Mike Ridgeway, Department Counsel, Oklahoma Insurance Department; Daryl England, Deputy Commissioner; George R. Stirman, III, Director; Janet McDaniel, acting Board Secretary; Steve McCaleb, David Kisner, and Austin Boring.

Open Meetings Act Compliance Statement presented by Lee Ceasar, Jr, Vice-Chair.

II. **READING AND APPROVAL OF MINUTES.** The Chair asked for approval of the minutes as presented from the Board meeting held on December 3, 2004. Mr. Hoyt moved to accept the minutes as amended, Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED.
THE MOTION WAS AGREED TO.

III. **CHAIRMAN'S REPORT.** Discussion from Mr. Daryl England regarding putting Real Estate Appraiser Board name outside the Oklahoma Insurance Department office and noted that additional space has been made available for the Real Estate Appraisal Board to use at the Oklahoma Insurance Department.

VICE-CHAIRMAN'S REPORT. None

DIRECTOR'S REPORT. The Director, George R. Stirman III, offered a written report, a copy of which is attached as **Exhibit B.**

Director recommends discussion and possible action regarding revocation of individuals for non-payment of annual fees as shown on exhibit B Agenda item III (A). Ms. Fisher moved to revoke license of the individuals on Director's Report Agenda item III (A), Mr. Burton seconded the motion. The Chair orders a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED.
THE MOTION WAS AGREED TO.

Director recommends that the following individuals whose licenses expire in the month indicated be approved for renewal and that the staff be given authority to issue renewal certificates contingent on receipt of proof of the appropriate continuing education hours and payment of required fees, exhibit B, Agenda item III (B). Mr. Hoyt moved to accept the recommendation, Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED.
THE MOTION WAS AGREED TO.

Discussion of sending complaint #02-075 to the prosecutor and the Board shall adopt as a formal complaint. Complaint shown as **Exhibit B-1.** Mr. Hoyt moves to ratify complaint, Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED.
THE MOTION WAS AGREED TO.

Discussion of Case No. CJ-2004-10188, Bill Williams, Petitioner. No action taken. Case shown as **Exhibit B-2.**

IV. BOARD MEMBERS REPORTS.

A. Disciplinary Procedures Committee. No report given.

B. Education, Experience and Testing Committee. Exhibit C

Mr. Hoyt moves to accept the education submissions as presented and approve individuals request for continuing education as presented on **Agenda item IV (B) (1).** Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED.
THE MOTION WAS AGREED TO.

Mr. Hoyt moves to accept recommendation as presented on **Agenda item IV (B) (2) (A-D)** and shown as **Exhibit C-1**, Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED.
THE MOTION WAS AGREED TO.

C. Legislation and Rules Committee. No report given.

D. Probable Cause Committee. No report given.

Meeting scheduled was cancelled and will be rescheduled. Director will meet with Joann Stevenson before the next PCC meeting. All Board members welcome to attend the meeting.

1. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations.

2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee.

3. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee. Mr. Hoyt makes a motion to re-appoint Stewart Zinc to serve one more term as the next PCC member volunteer, Mr. Burton seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Deputy Commissioner Daryl England no longer in attendance.

V. Discussion and possible action regarding disciplinary hearing panel recommendation in the Matter of James A. Boring, Case Number 02-0547-DIS and 02-0548-DIS, Complaints Number 02-001 and 02-019, to include hearing of oral argument under the provisions of OAC 600:15-1-17. Exhibit D.

Discussion from Mr. Kisner to waive case to next months agenda.

Mr. Burton moves to table Mr. Borings hearing before the Board until next month, Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

Possible Executive Session as authorized by 25 O.S. 2001 §307(B)(8), regarding the above matter and in order for the Board to discuss legal matters related to this action with its attorney.

VI. Discussion and possible action regarding request from Doyle R. Reynolds for amendment of licensure status from revoked to expired. Exhibit E. It is the Directors suggestion to approve the order NP-05-02 as recommended. Mr. Burton moves to approve the Directors recommendation, Mr. Hoyt seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VI. (A). Discussion and possible action regarding approval of a standing order regarding scheduling of disciplinary matters. Exhibit F. Mr. Hoyt moves to accept recommendation, Ms. Fisher seconded the motion. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Mr. Burton	Yes
	Ms. Fisher	Yes
	Mr. Snyder	Yes
	Mr. Hoyt	Yes
	Mr. Caesar	Yes

THE RESULT WAS FIVE VOTES IN THE AFFIRMATIVE AND NONE OPPOSED. THE MOTION WAS AGREED TO.

VII. OLD BUSINESS. None

VIII. NEW BUSINESS. The Chair opened the floor for new business.

IX. ADJOURNMENT. There being no further business, the Chair ordered the meeting adjourned.

OFFICIAL MINUTES.

The action taken by the Oklahoma Real Estate Appraiser Board on the items for consideration after motion duly made and seconded has been noted herein and made a part of these minutes.

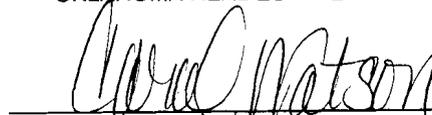
The Board caused the entire proceeding of the meeting, excepting any executive sessions, to be recorded on an audio recording device with audiotape to be retained as a record in the office of the Board.

EXHIBITS are A through F.

In witness we have hereunto set our hand and caused the Seal of the State of Oklahoma to be affixed by the Board Secretary, at the City of Oklahoma City, State of Oklahoma, this 7th day of January, 2005.



LEE R. CAESAR JR., VICE-CHAIRMAN
OKLAHOMA REAL ESTATE APPRAISER BOARD



CAROL WATSON, SECRETARY
OKLAHOMA REAL ESTATE APPRAISER BOARD