



STATE OF OKLAHOMA
REAL ESTATE APPRAISER BOARD

OFFICIAL MINUTES

June 5, 2013

Date

250

Number

The Real Estate Appraiser Board, established pursuant to the provisions of the Oklahoma Certified Real Estate Appraisers Act, held its regularly scheduled meeting on June 5, 2013 at 9:30 a.m. The Meeting was held in the Public Meeting Room of the offices of the Oklahoma Insurance Department at 5 Corporate Plaza, 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma. In compliance with the Open Meeting Act, 25 O.S. § 301 et seq., the agenda for this meeting was posted at the main entrance of the Oklahoma Insurance Department at 3625 NW 56th Street, Suite 100, Oklahoma City, Oklahoma on Monday, June 3, 2013 at 10:00 a.m., and was mailed or hand delivered to the offices of the Board members on May 28, 2013 and posted to the REAB website on June 3, 2013. The agenda is attached as Exhibit A.

- I. **CALL TO ORDER.** Vice-Chairperson Lee R. Caesar, Jr. 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 R. Caesar, Jr.;
Patti L. Fisher;
Betty J. Cagle;
P. Lane Wheeler
Stephen C. Walton; and
John P. Smithson

Board members excused were: John D. Doak, Chairperson and Shelley Pruitt

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

Others in attendance were: Christine McEntire, Director; Barron Brown, Counsel for Commissioner John D. Doak; Bryan Neal, Assistant Attorney General; Rebecca Keesee, Legal Secretary; and Eric Schoen, Board Secretary. Others present were: Steve McCaleb, Phil Easley, James Singley, Mike Voorhees, Brittany Byers, Bronte Smithson and Jenny Smithson.

- II. **READING AND APPROVAL OF MINUTES.** (Exhibit B) Mr. Wheeler moved that the reading of the minutes of the May 1, 2013 session be waived and approved as published and distributed. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

- III. **Discussion and Possible Action Regarding a Disciplinary Hearing Panel Recommendation in the Matter of James R. Singley; Complaint #12-006; to include a Request for Oral Argument and any Associated Matters or Motions** (Exhibit C)

Mr. Caesar recused himself from consideration of Agenda Item III due to Probable Cause Committee service.

Upon recusal of Mr. Caesar, Mr. Wheeler moved that Ms. Fisher be nominated as interim Vice-Chairperson. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Recused

THE RESULT WAS FIVE IN THE AFFIRMATIVE, NONE OPPOSED AND ONE RECUSED. THE MOTION WAS AGREED TO.

Upon hearing oral argument by Mike Voorhees, Counsel for Respondent, Singley and Board Prosecutor, Stephen L. McCaleb, Ms. Cagle made a Motion to go into executive session. The Motion was seconded by Mr. Wheeler. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

Shelley Pruitt entered the meeting at 10:01 a.m.

The Chair declared the Board to be back in opensession. The Chair ordered a roll call to establish a quorum.

Board members present were: Patti L. Fisher;
Betty J. Cagle;
P. Lane Wheeler
Stephen C. Walton;
Shelley Pruitt; and
John P. Smithson

Mr. Wheeler made a Motion to adopt the recommended discipline as presented. The Motion was seconded by Mr. Smithson. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Excused
	Mr. Smithson	Yes
	Mr. Caesar	Recused

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

Ms. Pruitt was included in the Roll Call Vote and voted in the affirmative but it was determined that her voted needed to be stricken due to the fact that she was not present during the Executive Session.

IV. **CHAIRPERSON'S REPORT.** The Chairperson offered no report.

VICE-CHAIRPERSON'S REPORT. The Vice-Chairperson offered no report.

DIRECTOR'S REPORT.

A. Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on March 31, 2013. (Exhibit D)

Ms. Fisher made a Motion and it was seconded by Mr. Smithson to issue an order to suspend the individuals listed in Agenda Item IV, Director's Report A. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

B. Discussion and possible action regarding approval of renewal applications due by July 31, 2013 and authority to issue certificates. (Exhibit E)

Mr. Wheeler made a Motion and it was seconded by Mr. Walton to approve Board staff to issue renewal certificates to the individuals listed in Agenda Item IV, Director's Report B. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

C. Discussion and possible action regarding approval of original certificates of registration for Appraisal Management Companies. (Exhibit F)

Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to approve the recommendation of denial of the application for original certification of registration as to the company listed in Agenda Item IV, Director's Report C. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

D. Discussion and possible action regarding approval of AMC renewal applications due by July 31, 2013 and authority to issue certificates. (Exhibit G)

Ms. Fisher made a Motion and it was seconded by Mr. Wheeler to issue certificates of registration to the companies listed in Agenda Item IV, Director's Report D. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

E. Discussion and possible action regarding Issuance of Replacement Credentials to non-AQB Compliant State Licensed Appraisers pursuant to the Appraiser Qualification Criteria effective July 1, 2013. (Exhibit H)

Ms. Fisher made a Motion and it was seconded by Mr. Smithson to issue new credentials to all individuals listed in Agenda Item IV, Director's Report D. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

V. COMMITTEE REPORTS:

A. Standards and Disciplinary Procedures Committee. No report.

B. Education, Experience and Testing Committee:

1. Discussion and possible action regarding approval of course submittals. (Exhibit I)

Mr. Wheeler made a Motion and it was seconded by Ms. Fisher to approve the recommendation as presented in Agenda Item V. B. 1. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

2. Discussion and possible action regarding approval or disapproval of various applications received and authority to issue certificates.(Exhibit J)

2(A) Ms. Fisher made a Motion and it was seconded by Mr. Smithson to allow staff to be given authority to issue reciprocal licenses to the individuals listed in Agenda Item V. B. 2(A). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes

Mr. Smithson	Yes
Mr. Caesar	Yes

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

2(B) Ms. Fisher made a Motion and it was seconded by Mr. Wheeler to allow staff to approve the application for transfer and to allow staff to be given authority to issue an Oklahoma certificate to the individual listed in Agenda Item V. B. 2(B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

2(C) Ms. Fisher made a Motion and it was seconded by Mr. Smithson to allow staff to approve the application for reinstatement of reciprocal credential and be given authority to issue a credential to the individual listed in Agenda Item V. B. 2(C). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

2(D) Ms. Fisher made a Motion and it was seconded by Ms. Pruitt to allow staff to approve the application for reinstatement and be given authority to issue a credential to the individual listed in Agenda Item V. B. 2(D). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

3. Discussion and possible action regarding approval or disapproval of experience documentation of applicants. (Exhibit K)

3(A) Ms. Fisher made a Motion and it was seconded by Mr. Wheeler to allow the staff to be given authority to approve the applications for upgrade and be given authority to issue upgrade certificates to the individuals listed in Agenda Item V. B. 3(A), contingent upon receipt of proof of acceptable examination results and payment of required fees. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes

Mr. Walton	Yes
Ms. Pruitt	Yes
Mr. Smithson	Yes
Mr. Caesar	Yes

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

3(B) Mr. Walton made a Motion and it was seconded by Ms. Fisher to allow the staff to be given authority to deny the application for upgrade of the individual listed in Agenda Item V. B. 3(B). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

3(C) Ms. Fisher made a Motion and it was seconded by Mr. Walton to allow the staff to be given authority to deny the application for upgrade of the individual listed in Agenda Item V. B. 3(C). The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

C. Legislation and Rules Committee. No Action.

D. Probable Cause Committee.

1. Discussion and possible action regarding appointment of volunteers and/or committee members to assist Probable Cause Committee. No action.

2. Discussion and possible action regarding standing operating procedures for the Probable Cause Committee. No action.

3. Discussion and possible action regarding Probable Cause Committee disciplinary recommendations. No Action.

VI. Discussion and Possible Action Regarding Attendance at the Spring Conference of the Association of Appraiser Regulatory Officials by Board Members and Board Staff. (Exhibit L) No Action.

VII. Discussion and Possible Action Regarding Exercising the Second of Four Options to Renew a Contract for Lobbying Services with Capital City Associates for Fiscal Year 2014 to include any Associated Matters or Motions (Exhibit M)

Ms. Fisher made a Motion and it was seconded by Mr. Wheeler that the Contract for Lobbying Services with Capital City Associates be approved as presented. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes

Mr. Walton	Yes
Ms. Pruitt	Yes
Mr. Smithson	Yes
Mr. Caesar	Yes

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

VIII. **Discussion and Possible Action Regarding Exercising the Third of Four Options to Renew a Contract for Testing Services with Psychological Services, Inc., for Fiscal Year 2014 to include any Associated Matters or Motions** (Exhibit N)

Ms. Fisher made a Motion and it was seconded by Mr. Wheeler that the Contract for Testing Services with Psychological Services, Inc. be approved as presented. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Yes

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

IX. **Discussion and Possible Action Regarding an Affidavit of Voluntary Surrender of Appraiser Credential in Lieu of Disciplinary Proceedings in the Matter of William A. Burns; Complaint #12-036; to Include Any Associated Matters or Motions.** (Exhibit O)

Mr. Caesar recused himself from consideration of Agenda Item IX due to Probable Cause Committee service.

Upon recusal of Mr. Caesar, Mr. Wheeler moved that Ms. Fisher be nominated as interim Vice-Chairperson. The Motion was seconded by Mr. Walton. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

THE RESULT WAS SIX IN THE AFFIRMATIVE, NONE OPPOSED AND ONE RECUSED. THE MOTION WAS AGREED TO.

Mr. Wheeler made a Motion and it was seconded by Mr. Smithson to accept the Voluntary Surrender of Appraisal in Lieu of Disciplinary Proceedings as presented. The Chair ordered a roll call vote with the following results:

ROLL CALL VOTE:	Ms. Fisher	Yes
	Ms. Cagle	Yes
	Mr. Wheeler	Yes
	Mr. Walton	Yes
	Ms. Pruitt	Yes
	Mr. Smithson	Yes
	Mr. Caesar	Recused

THE RESULT WAS SIX IN THE AFFIRMATIVE, NONE OPPOSED AND ONE RECUSED. THE MOTION WAS AGREED TO.

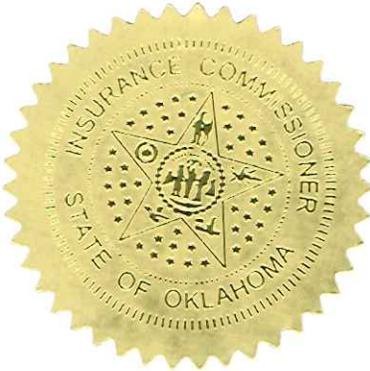
X. **NEW BUSINESS.** Mr. Caesar initiated a discussion as to the interest of OCU in implementing a college degree program related to Real Estate Appraisers.

Ms. Fisher also thanked the Board and staff for making the time that she has served on the Board a very rewarding and enjoyable time.

XI. **ADJOURNMENT.** The Board adjourned by general consent.

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 a digital audio recording device to be retained as arecord in the office of the Board. Exhibits are A through O.



A handwritten signature in black ink, appearing to read "Lee R. Caesar Jr.", written over a horizontal line.

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

A handwritten signature in blue ink, appearing to read "Eric M. Schoen", written over a horizontal line.

ERIC M. SCHOEN, BOARD SECRETARY
OKLAHOMA REAL ESTATE APPRAISER BOARD