



# OKLAHOMA REAL ESTATE APPRAISER BOARD

OKLAHOMA INSURANCE DEPARTMENT

TO: John D. Doak, Chairperson  
Stephen C. Walton, Vice-Chairperson  
H.E. Ted Smith, Member  
Becky Zarecki, Member

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

## AGENDA

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held on Wednesday, November 2, 2016, 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, October 31, 2016 at 9:30 a.m. Copies were transmitted by the undersigned to the offices of the aforementioned members on October 26, 2016. This agenda was posted to the Oklahoma Insurance Department website ([www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)) on October 31, 2016.

## MEETING PROCEDURE

- I. Call to Order.  
Roll Call of Board Members.
- II. Reading and Approval of Minutes.  
October 5, 2016 Regular Session
- III. Chairperson's Report.  
Vice-Chairperson's Report.  
Director's Report.
  - A. Discussion and possible action regarding suspension of individuals for nonpayment of annual fees due on August 31, 2016.
  - B. Discussion and possible action regarding approval of renewal applications due by December 31, 2016 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 December 31, 2016 and authority to issue certificates.
- IV. 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. **NO REPORT**
  - 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.
- V. Discussion and Possible Action Regarding Appointment of Individuals to Education, Experience and Testing Committee; Legislation and Rules Committee; and Individuals to Standards and Disciplinary Procedures Committee with Concurrent Appointment as Appraiser Hearing Officers for the Calendar Year 2017.
- VI. (Tabled from October 5 board meeting)  
Discussion and Possible Action Regarding Administrative Policies and Procedures Related to the Enforcement of Probation on a Respondent in a Complaint Filing to Include any Associated Matters or Motions.
- VII. Discussion and Possible Action Regarding the Report of Board Members and Board Staff as to their Attendance at the Fall Conference of the Association of Appraiser Regulatory Officials in Washington, D.C.
- VIII. New Business.
- IX. Adjournment.



  
CHRISTINE MCENTIRE, Director