



# 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

Jana S. Barker, Member  
John P. Smithson, Member  
Patti L. Fisher, Member  
Betty J. Cagle, Member

## AGENDA

A regular meeting of the Oklahoma Real Estate Appraiser Board will be held on Friday, December 7, 2012, 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 Wednesday, December 5, 2012 at 9:30 a.m. Copies were mailed or transmitted by the undersigned to the offices of the aforementioned members on Thursday, November 29, 2012. This agenda was posted to the Oklahoma Insurance Department website ([www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)) on Wednesday, December 5, 2012.

## MEETING PROCEDURE

- I. Call to Order.  
Roll Call of Board Members.
- II. Reading and Approval of Minutes.  
November 2, 2012 Regular Session.
- III. Discussion and Possible Action Regarding a Disciplinary Hearing Panel Recommendation in the Matter of Jeffrey D. Phillips; Complaint #11-080; 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 Notice to Appear and Order to Show Cause in the Matter of Jeffrey D. Phillips and Zachary A. Phillips; Complaint #10-102; 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. Discussion and Possible Action Regarding a Consent Order in the Matter of Cassie A. Everett; Complaint #12-003; 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.

- VI. Discussion and Possible Action Regarding a Consent Order in the Matter of John H. Jones; Complaint #12-004; 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.

- VII. Discussion and Possible Action Regarding Small Claims Actions filed in Oklahoma County District Court, Case # SC-16627 and #SC-16630, resulting from Board Order #09-027 in Complaint #08-076; In the Matter of Tony M. Hensley and Board Order #11-017 in Complaint #11-003; In the Matter of Tony M. Hensley

Possible Executive Session as authorized by 25 O.S. 2011 §307(B)(4) regarding the above matter in order to engage confidential communications between a public body and its attorney(s) concerning a pending investigation, claim, or action if the public body, with the advice of its attorney(s), determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

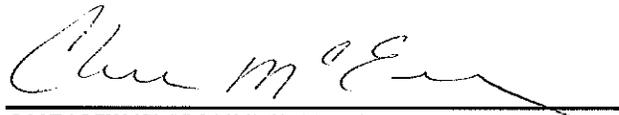
- VIII. Chairperson's Report.  
Vice-Chairperson's Report.  
Director's Report.

- A. Discussion and possible action regarding suspension of individuals for non-payment of annual fees due on September 30, 2012.
- B. Discussion and possible action regarding approval of renewal applications due by January 31, 2013 and authority to issue certificates.
- C. Discussion and possible action regarding approval of original certificates of registration for appraisal management companies.
- D. Discussion and possible action regarding approval of AMC renewal applications due by January 31, 2013 and authority to issue certificates.

- IX. 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.
- X. 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 2013.
- XI. Discussion and Possible Action Regarding Appointment of Board Members as Co-Chairs of the Board's Standing Committees for the Calendar Year 2013.
- XII. Discussion and Possible Action Regarding Application of Glinda Cordell.
- XIII. Discussion and Possible Action Regarding a Request for an Extension to Complete Board-Ordered Corrective Education under Board Order #12-011; Complaint #11-051; In the Matter of Jaime L. Parker.
- 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.
- IVX. New Business.
- XV. Adjournment.

  
CHRISTINE MCENTIRE, Director