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**VIRTUAL TELECONFERENCE  
REAL ESTATE APPRAISERS BOARD  
Room 121A, 1400 East Washington Avenue, Madison  
Contact: Tom Ryan (608) 266-2112  
May 5, 2016**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**9:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A) Welcome New Members
- B) Adoption of Agenda (1-3)**
- C) Approval of Minutes of February 10, 2016 (4-8)**
- D) Administrative Updates**
  - 1) Department and Staff Updates
  - 2) Appointments/Reappointments/Confirmations
  - 3) Board Members – Term Expiration Dates
    - a) Scott Brunner – 5/1/2016
    - b) Carl Clementi – 5/1/2016
    - c) Jennifer Coates – 5/1/2019
    - d) Thomas Kneesel – 5/1/2018
    - e) Steven Miner – 5/1/2019
    - f) Lawrence Nicholson – 5/1/2018
    - g) Henry Simon – 5/1/2009
  - 4) Other Items
- E) Nominations, Elections, and Appointments
- F) Report from Real Estate Appraisers Application Advisory Committee**
- G) Legislative/Administrative Rule Matters**
  - 1) Status of Statute and Administrative Rule Matters
  - 2) Mandatory Appraiser Licensing Legislation
  - 3) Appraisal Management Company (AMC) Legislation
- H) Informational Items

- I) Items Added After Preparation of Agenda:
- 1) Introductions, Announcements and Recognition
  - 2) Nominations, Elections, and Appointments
  - 3) Administrative Updates
  - 4) Education and Examination Matters
  - 5) Credentialing Matters
  - 6) Practice Matters
  - 7) Legislation/Administrative Rule Matters
  - 8) Liaison Report(s)
  - 9) Informational Item(s)
  - 10) Disciplinary Matters
  - 11) Presentations of Petition(s) for Summary Suspension
  - 12) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 13) Presentation of Proposed Decisions
  - 14) Presentation of Interim Order(s)
  - 15) Petitions for Re-Hearing
  - 16) Petitions for Assessments
  - 17) Petitions to Vacate Order(s)
  - 18) Petitions for Designation of Hearing Examiner
  - 19) Requests for Disciplinary Proceeding Presentations
  - 20) Motions
  - 21) Petitions
  - 22) Appearances from Requests Received or Renewed
  - 23) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports
- J) Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).**

**K) Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Administrative Warnings**
  - a) 15 APP 001 and 15 APP 003 – W.C.M. **(9-11)**
  - b) 15 APP 036 – D.M.B. **(12-13)**
  - c) 15 APP 042 – P.R.E. **(14-15)**
- 2) **Proposed Stipulations, Final Decisions and Orders**
  - a) 14 APP 058 - Joshua L. Posthuma **(16-23)**
  - b) 14 APP 063 – Robert E. Sherman **(24-30)**
  - c) 14 APP 070 – Michael T. Fisher **(31-36)**
  - d) 15 APP 007 – Lucas T. Schreiber **(37-46)**
  - e) 15 APP 011 – John M. Guarisco **(47-56)**
  - f) 15 APP 018 – Diane L. Blomfelt **(57-62)**
  - g) 15 APP 021 – Amy J. Battle **(63-69)**
  - h) 15 APP 021 – James R. Boneham **(70-77)**

- 3) **Case Closings**
  - a) 16 APP 004 – P.J.D. **(78-81)**
- 4) **Monitoring**
  - a) Mark Snoda – Requesting Full Licensure **(82-99)**

**L) Deliberation on Proposed Final Decision(s) and Order(s) in the Matter of Disciplinary Proceedings Against:**

- 1) Kelly McNamara, Respondent (DHA Case # SPS-16-0010)(DLSC Case # 15 APP 037) **(100-108)**

**M) Deliberation of Items Added After Preparation of the Agenda:**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Complaints
- 12) Case Closings
- 13) Case Status Report
- 14) Petition(s) for Extension of Time
- 15) Proposed Interim Orders
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

**N) Consulting with Legal Counsel**

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

- O) Open Session Items Noticed Above not Completed in the Initial Open Session
- P) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- Q) **Board Member Training Presentation**

**ADJOURNMENT**

The Next Scheduled Meeting is August 4, 2016.

**REAL ESTATE APPRAISERS BOARD  
MEETING MINUTES  
FEBRUARY 10, 2016**

**PRESENT:** Scott Brunner, Carl Clementi (*via GoToMeeting, excused from the meeting at 10:01 a.m., and rejoined the meeting at 10:25 a.m.*), Jennifer Coates, Thomas Kneesel (*via GoToMeeting*), Steven Miner, Lawrence Nicholson, Henry Simon

**STAFF:** Tom Ryan - Executive Director; Nilajah Hardin - Bureau Assistant, and other DSPS Staff

**CALL TO ORDER**

Lawrence Nicholson, Chair, called the meeting to order at 9:35 a.m. A quorum of seven (7) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Scott Brunner moved, seconded by Henry Simon, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Scott Brunner moved, seconded by Steven Miner, to approve the minutes of November 11, 2015 as published. Motion carried unanimously.

**NOMINATIONS, ELECTIONS AND APPOINTMENTS**

**Election of Officers**

***Board Chair***

**NOMINATION:** Scott Brunner nominated Lawrence Nicholson for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Lawrence Nicholson was elected as Chair by unanimous consent.

***Vice Chair***

**NOMINATION:** Scott Brunner nominated Carl Clementi for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Carl Clementi was elected as Vice Chair by unanimous consent.

***Secretary***

**NOMINATION:** Henry Simon nominated Steven Miner for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Steven Miner was elected as Secretary by unanimous consent.

<b>2016 BOARD OFFICERS</b>	
<b>Board Chair</b>	Lawrence Nicholson
<b>Vice Chair</b>	Carl Clementi
<b>Secretary</b>	Steven Miner

**Liaison Appointments**

<b>2016 LIAISON APPOINTMENTS</b>	
<b>Monitoring Liaison</b>	<b>Carl Clementi</b> <i>Alternate: Steven Miner</i>
<b>Continuing Education Liaison</b>	<b>Lawrence Nicholson;</b> <i>Alternate: Thomas Kneesel</i>
<b>Credentialing Liaison</b>	<b>Carl Clementi;</b> <i>Alternate: Thomas Kneesel</i>
<b>Education and Exams Liaison</b>	<b>Lawrence Nicholson;</b> <i>Alternate: Carl Clementi</i>
<b>Legislative Liaison</b>	<b>Lawrence Nicholson;</b> <i>Alternate: Carl Clementi</i>
<b>Travel Liaison</b>	<b>Lawrence Nicholson;</b> <i>Alternate: Carl Clementi</i>
<b>Website Liaison</b>	<b>Jennifer Coates;</b> <i>Alternate: Henry Simon</i>
<b>Rules Liaison</b>	<b>Carl Clementi;</b> <i>Alternate: Thomas Kneesel</i>
<b>Professional Assistance Procedure (PAP) Liaison</b>	<b>Jennifer Coates;</b> <i>Alternate: Henry Simon</i>
<b>ASC and AQB Liaison</b>	<b>Carl Clementi;</b> <i>Alternate: Lawrence Nicholson</i>
<b>REA Application Advisory Committee Chair</b>	<b>Thomas Kneesel;</b> <i>Alternate: Carl Clementi</i>

**MOTION:** Scott Brunner moved, seconded by Steven Miner, to affirm the Chair's appointment of Liaisons. Motion carried unanimously.

**Delegation of Authority**

***Delegated Authority for Urgent Matters***

**MOTION:** Henry Simon moved, seconded by Carl Clementi, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

*Delegated Authority for Application Denial Reviews*

**MOTION:** Steven Miner moved, seconded by Scott Brunner, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

*Document Signature Delegation*

**MOTION:** Jennifer Coates moved, seconded by Carl Clementi, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

*Monitoring Delegation*

**MOTION:** Jennifer Coates moved, seconded by Thomas Kneesel, to affirm the Chair's appointment of Carl Clementi as the Monitoring Liaison, and Steven Miner as the alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

*Travel Delegation*

**MOTION:** Scott Brunner moved, seconded by Henry Simon, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

*Carl Clementi was excused from the meeting at 10:01 a.m.*

**CLOSED SESSION**

**MOTION:** Jennifer Coates moved, seconded by Henry Simon, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Scott Brunner – yes; Jennifer Coates – yes; Thomas Kneesel – yes; Steven Miner – yes; Lawrence Nicholson – yes; Henry Simon - yes. Motion carried unanimously.

The Board convened into Closed Session at 10:04 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Carl Clementi moved, seconded by Scott Brunner, to reconvene in Open Session at 12:30 p.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,  
IF VOTING IS APPROPRIATE**

**MOTION:** Jennifer Coates moved, seconded by Steven Miner, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

**APPEARANCE: K.R.C. - REVIEW OF ADMINISTRATIVE WARNING  
(WARN00000395)(DLSC CASE # 14 APP 053)**

*Carl Clementi rejoined the meeting at 10:25 a.m.*

**MOTION:** Scott Brunner moved, seconded by Carl Clementi, to rescind the Administrative Warning in the matter of DLSC case number 14 APP 053 – K.R.C. Motion carried unanimously.

**MOTION:** Scott Brunner moved, seconded by Carl Clementi, to issue a **new** Administrative Warning in the matter of DLSC case number 14 APP 053 – K.R.C. Motion carried unanimously.

**DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

**Administrative Warnings**

***14 APP 056 – W.O.W.***

**MOTION:** Jennifer Coates moved, seconded by Henry Simon, to issue an Administrative Warning in the matter of DLSC case number 15 APP 056 – W.O.W. Motion carried unanimously.

***14 APP 072 – J.A.B.***

**MOTION:** Jennifer Coates moved, seconded by Henry Simon, to issue an Administrative Warning in the matter of DLSC case number 14 APP 072 – J.A.B. Motion carried unanimously.

**Proposed Stipulations, Final Decisions and Orders**

**MOTION:** Carl Clementi moved, seconded by Thomas Kneesel, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the following matters:

1. 13 APP 091 and 13 APP 095 – Lynette C. Ketcham
2. 14 APP 006 – David W. Ihler
3. 14 APP 008 and 15 APP 016 – David E. Holzhauer
4. 14 APP 038 – Lee A. Hietpas
5. 14 APP 060 – Christopher L. Buchholtz
6. 14 APP 071 – Jacob D. Hoaglund
7. 15 APP 004 and 15 APP 030 – Dragan Radjenovic
8. 15 APP 005 – James A. Begg III

Motion carried unanimously.

## Case Closings

### *14 APP 070 – M.T.F. – New Case Closure Options – Presentation – APPEARANCE – Sarah Norberg, DLSC Attorney Supervisor and Andrea Brauer, DLSC Attorney*

**MOTION:** Henry Simon moved, seconded by Steven Miner, to **table** case 14 APP 070, against Michael T. Fisher, for a future meeting. Motion carried unanimously.

### *15 APP 055 – M.Z.S.*

**MOTION:** Scott Brunner moved, seconded by Steven Miner, to close case 15 APP 055, against M. Zita Stewart, for No Violation. Motion carried unanimously.

### *15 APP 061 – J.D.H.*

**MOTION:** Scott Brunner moved, seconded by Carl Clementi, to close case 15 APP 061, against Jacob D. Hoaglund, for Prosecutorial Discretion (P7). Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** Henry Simon moved, seconded by Jennifer Coates, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:06 p.m.