

**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.

2016 BOARD OFFICERS	
Board Chair	Lawrence Nicholson
Vice Chair	Carl Clementi
Secretary	Steven Miner

Liaison Appointments

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