

**REAL ESTATE APPRAISERS BOARD  
VIRTUAL TELECONFERENCE MEETING MINUTES  
AUGUST 4, 2016**

**PRESENT:** Carl Clementi (*via GoToMeeting*), Jennifer Coates (*via GoToMeeting*), Thomas Kneesel (*via GoToMeeting*), Steven Miner (*via GoToMeeting*), Lawrence Nicholson (*via GoToMeeting*), 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 9:34 a.m. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- *Add Open Session Item: "Appraiser Qualifications Board Experience Survey- REA Board Input"*
- *Add Closed Session Item: "15 APP 047 – Goeff G. Goodlad"*
- *Remove Item: "D) 3) a) Scott Brunner – 5/1/2016"*

**MOTION:** Henry Simon moved, seconded by Jennifer Coates, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Carl Clementi moved, seconded by Steven Miner, to approve the minutes of May 5, 2016 as published. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**Appraisal Management Company (AMC) Legislation**

**MOTION:** Steven Miner moved, seconded by Carl Clementi, to authorize the Chair to gather information from the Real Estate Valuation Advocacy Association (REVAA) and to explore the possibility of the REVAA addressing the Board. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Henry Simon moved, seconded by Thomas Kneesel, 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: Carl Clementi - 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 10:34 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Steven Miner moved, seconded by Henry Simon, to reconvene in Open Session at 11:18 a.m. Motion carried unanimously.

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

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

**DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS****Proposed Stipulations, Final Decisions and Orders**

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

1. 14 APP 039, 14 APP 064, and 14 APP 069 – Bill L. Schumacher
2. 15 APP 014 - Jeanna I. Fischbach
3. 15 APP 045 – Charles A. Hartung
4. 15 APP 052 – Joshua M. Briggs
5. 16 APP 014 – David B. Lockrem
6. 16 APP 016 – Cori Hutchison-Mateuffel
7. 16 APP 018 – John D. Martin
8. 16 APP 034 – Douglas X. Adams
9. 15 APP 047 – Geoff G. Goodlad

Motion carried unanimously.

**Case Closings*****15 APP 044 (R.J.K.)***

**MOTION:** Henry Simon moved, seconded by Thomas Kneesel, to close case 15 APP 044, against R.J.K., for Prosecutorial Discretion (P5-Flag). Motion carried unanimously.

***16 APP 020 (T.R.)***

**MOTION:** Carl Clementi moved, seconded by Henry Simon, to close case 16 APP 020, against T.R., for No Violation. Motion carried unanimously.

**Monitoring*****Mark Snoda – Requesting Full Licensure***

**MOTION:** Jennifer Coates moved, seconded by Carl Clementi, to grant the request of Mark Snoda for full licensure. Motion carried unanimously.

*Willard Parr – Requesting Voluntary Surrender of License*

**MOTION:** Jennifer Coates moved, seconded by Steven Miner, to offer the respondent, Willard Parr, a Stipulation and Order specifying the terms under which the Board would accept the surrender of his Certified Residential Appraiser license. Motion carried unanimously.

**ORDER(S) FIXING COSTS****Kelly McNamara, Respondent (ORDER0004703)(DHA Case # SPS-16-0010)(DLSC Case # 15 APP 037)**

**MOTION:** Carl Clementi moved, seconded by Jennifer Coates, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Kelly McNamara, Respondent (ORDER0004703) (DHA Case # SPS-16-0010)(DLSC Case # 15 APP 037). Motion carried unanimously.

**MOTION:** Jennifer Coates moved, seconded by Carl Clementi, to delegate the Chair's signature authority to Tom Ryan for the documents from today's meeting. Motion carried unanimously.

**ADJOURNMENT**

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

The meeting adjourned at 11:21 a.m.