



**REAL ESTATE APPRAISER
APPLICATION ADVISORY COMMITTEE MEETING
Room 121A, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
March 12, 2014**

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

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda**
- B) Welcome New Members**
 - 1) Marla Britton, Chairperson
- C) Approval of Minutes of January 22, 2014 (4-7)**
- D) Appointments/Reappointments/Confirmations**
- E) Administrative Updates**
 - 1) Staff Updates
 - 2) Appointment of Liaisons, Alternates, and Delegates
 - a) Credentialing Liaison **(8)**
 - 1) Education Approval Authority
- F) Real Estate Appraiser Licensing Changes-Board Discussion (9-11)**
 - 1) **10:15 A.M. – APPEARANCE** – Carolann Puster, Division of Professional Credential Processing
- G) Items Added After Preparation of Agenda:**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Education and Examination Matters
 - 4) Credentialing Matters
 - 5) Practice Matters
 - 6) Legislation/Administrative Rule Matters
 - 7) Liaison Report(s)
 - 8) Informational Item(s)
 - 9) Disciplinary Matters

- 10) Presentations of Petition(s) for Summary Suspension
- 11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 12) Presentation of Proposed Decisions
- 13) Presentation of Interim Order(s)
- 14) Petitions for Re-Hearing
- 15) Petitions for Assessments
- 16) Petitions to Vacate Order(s)
- 17) Petitions for Designation of Hearing Examiner
- 18) Motions
- 19) Petitions
- 20) Appearances from Requests Received or Renewed
- 21) Speaking Engagement(s), Travel, or Public Relation Request(s)

H) Public Comments

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

I) Review and Consideration of Applicant's Appraisal Experience and Appraisal Reports, or Any Received After Preparation of the Agenda (12-13)

- 1) Benjamin Bares
- 2) Kyle Bjerke
- 3) Pierce Buchinger
- 4) Matthew Hoefing
- 5) Ashley Liebhauser
- 6) Debra Mercier
- 7) Curt Nushart
- 8) Heather Posthuma
- 9) Heidi Zahn
- 10) Stephanie Zielke

J) 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) Petition(s) for Extension of Time
- 8) Proposed Interim Orders
- 9) Petitions for Assessments and Evaluations
- 10) Petitions to Vacate Orders
- 11) Remedial Education Cases
- 12) Proposed Stipulations, Final Decisions and Orders
- 13) Administrative Warnings
- 14) Proposed Decisions
- 15) Matters Relating to Costs
- 16) Complaints
- 17) Case Closings
- 18) Case Status Report

- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

K) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

L) Open Session Items Noticed Above not Completed in the Initial Open Session

M) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

**REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE
WEB/VIRTUAL MEETING MINUTES
January 22, 2014**

PRESENT: (None)

PRESENT VIA GOTOMEETING: Lawrence Nicholson, Frank Hopp, David Wagner, Thomas Kneesel

EXCUSED: Gary Gruenisen

STAFF: Tom Ryan, Executive Director; Daniel Agne, Bureau Assistant; and other Department staff

CALL TO ORDER

Lawrence Nicholson, Chair, called the meeting to order at 10:04 A.M.

ADOPTION OF AGENDA

Amendments:

- Item "H.5" (Closed Session) will be deferred to later meeting.
- Item "H.12" **ADD** the agenda item titled "Application Reviews – Tim Martin"
- Item "H.13" **ADD** the agenda item titled "Application Reviews – Jay Diefenbaugh"

MOTION: Thomas Kneesel moved, seconded by Frank Hopp, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Frank Hopp moved, seconded by David Wagner, to approve the minutes of November 21, 2013 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

ELECTION OF OFFICERS

COMMITTEE CHAIR

NOMINATION: David Wagner nominated Lawrence Nicholson for the Office of Committee Chair. Nomination carried by unanimous consent.

Tom Ryan called for other nominations three (3) times.

Lawrence Nicholson was elected as Committee Chair.

VICE CHAIR

NOMINATION: Lawrence Nicholson nominated Frank Hopp for the Office of Vice Chair.
Nomination carried by unanimous consent.

Tom Ryan called for other nominations three (3) times.

Frank Hopp was elected as Vice Chair.

SECRETARY

NOMINATION: Lawrence Nicholson nominated David Wagner for the Office of Secretary.
Nomination carried by unanimous consent.

Tom Ryan called for other nominations three (3) times.

David Wagner was elected as Secretary.

2014 ELECTION RESULTS	
Committee Chair	Lawrence Nicholson
Vice Chair	Frank Hopp
Secretary	David Wagner

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

CREDENTIALING LIAISON

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to appoint Lawrence Nicholson as the Credentialing Liaison, whose authority includes but is not limited to review of qualifying education for equivalency. Motion carried unanimously

CLOSED SESSION

MOTION: Lawrence Nicholson moved, seconded by David Wagner, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigations with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). The preceding motion statement was read by Committee Chair, Lawrence Nicholson. Roll Call Vote: Frank Hopp - yes; Thomas Kneesel - yes; Lawrence Nicholson - yes; and David Wagner - yes. Motion carried unanimously.

The Committee convened into Closed Session at 10:33 A.M.

RECONVENE TO OPEN SESSION

MOTION: David Wagner moved, seconded by Frank Hopp, to reconvene in open session at 11:54 A.M. Motion carried unanimously.

APPLICATION REVIEWS

LUKE ALGER

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to table this matter until the next meeting. Motion carried unanimously.

MARY BLOTT

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to recommend an intent to deny the appraisal reports for not being in compliance with USPAP Standards 1 and 2 requirements. The applicant must provide one additional appraisal report which demonstrates a credible Cost Approach with Land Value Analysis. Motion carried unanimously.

KENNETH HANSON

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to recommend denial of the appraisal reports for not being in compliance with USPAP Standards 1 and 2 requirements. Motion carried unanimously.

ANDREW HENERY

MOTION: Thomas Kneesel moved, seconded by David Wagner, to recommend approval of the appraisal reports, as being in compliance with USPAP requirements, and provide coaching comments. Motion carried unanimously.

DEBRA MERCIER

MOTION: Frank Hopp moved, seconded by Thomas Kneesel, to table this matter until the next meeting. Motion carried unanimously.

NICHOLAS POTTS

MOTION: David Wagner moved, seconded by Frank Hopp, to recommend approval of the appraisal reports as being in compliance with USPAP requirements. Motion carried unanimously.

DAVID ROMANOWSKY

MOTION: Frank Hopp moved, seconded by David Wagner, to recommend approval of the appraisal reports as being in compliance with USPAP requirements. Motion carried unanimously.

PAMELA WEBER

MOTION: Frank Hopp moved, seconded by David Wagner, to recommend denial of the appraisal reports for not being in compliance with USPAP Standards1 and 2 requirements. Motion carried unanimously.

LYNN BECK

MOTION: Thomas Kneesel moved, seconded by David Wagner, to recommend denial of the appraisal reports for not being in compliance with USPAP Standards1 and 2 requirements, and to refer the matter to DLSC. Motion carried unanimously.

STEVE BIEDERMANN

MOTION: Thomas Kneesel moved, seconded by David Wagner, to table this matter. Motion carried unanimously.

STACY EIERSMAN

MOTION: Thomas Kneesel moved, seconded by Frank Hopp, to table this matter. Motion carried unanimously.

TIM MARTIN

MOTION: David Wagner moved, seconded by Thomas Kneesel, to recommend approval of the appraisal reports as being in compliance with USPAP requirements, and provide coaching comments. Motion carried unanimously.

JAY DIEFENBAUGH

MOTION: Frank Hopp moved, seconded by David Wagner, to recommend denial of the appraisal reports for not being in compliance with USPAP Standards1 and 2 requirements, and refer this matter and the supervisor to DLSC. Motion carried unanimously.

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

MOTION: David Wagner moved, seconded by Thomas Kneesel, to affirm all motions made and all votes taken in Closed Session. Motion carried unanimously.

ADJOURNMENT

MOTION: Frank Hopp moved, seconded by David Wagner, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:55 A.M.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Carolann Puster, Program and Policy Analyst		2) Date When Request Submitted: 1/8/2014	
		Items will be considered late if submitted after 4:30 p.m. on the deadline date: <ul style="list-style-type: none"> ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Real Estate Appraiser Application Advisory Committee			
4) Meeting Date: 3/12/2014	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Credentialing Liaison Education Approval Authority	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p>The Credentialing Liaison currently has authority to approve Continuing Education. The Division of Professional Credential Processing requests that this authority be expanded to include review and approval of Pre-license Education and Education submitted when applying for Re-Registration in instances where the appropriateness of the education cannot be easily determined by the Credentialing Specialist.</p> <p>FYI- Lawrence Nicholson was appointed Committee Credentialing Liaison on 1/22/2014. He was subsequently replaced as Committee Chair by Marla Britton at the 2/12/2014 meeting of the RE Appraisers Board.</p>			
11) Authorization			
Carolann Puster		1/8/2014	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Daniel Agne, Bureau Assistant on behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 2/24/2014 Items will be considered late if submitted after 4:30 p.m. on the deadline date: § 8 business days before the meeting for paperless boards § 14 business days before the meeting for all others	
3) Name of Board, Committee, Council, Sections: Real Estate Appraisers Application Advisory Committee			
4) Meeting Date: 3/12/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required: Real Estate Appraiser Licensing Changes-Board Discussion	
10) Describe the issue and action that should be addressed: Discussion w/Carolann Puster of the Credentialing Division, regarding RE Appraiser licensing requirement changes taking effect 1/1/2015.			
11) Authorization			
Daniel Agne <hr/> Signature of person making this request Date <hr/> Supervisor (if required) Date <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Real Estate Appraisers Application Advisory Committee

Board Meeting Date: 3/12/2014

Person Submitting Agenda Request: Daniel Agne

Person(s) requesting an appearance: Carolann Puster, Div of Professional Credential Processing

(NOTE: Contact information is not required for Department staff.)

Reason for Appearance: Discussion w/Carolann Puster of the Credentialing Division, regarding RE Appraiser licensing requirement changes taking effect 1/1/2015.

AppearanceContact Information

(NOTE: If the appearing party is represented by an attorney skip the "AppearanceContact Information" section and complete the "Attorney Contact Information" section.)

Mailing address:

Email address:

Telephone #:

Attorney Contact Information

Attorney Name:

Attorney's mailing address:

Attorney's e-mail address:

Attorney's telephone #: