



**TELECONFERENCE/VIRTUAL MEETING
REAL ESTATE APPRAISERS BOARD
Room 199B, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
April 8, 2015**

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) Adoption of Agenda (1-3)**
- B) Welcome New Members
- C) Approval of Minutes of February 11, 2015 (4-9)**
- D) Administrative Updates**
 - 1) Department and Staff Updates
 - 2) Appointments/Reappointments/Confirmations
 - 3) Other Informational Items
- E) Education and Examination Matters
- F) Legislative/Administrative Rule Matters
- G) Speaking Engagement(s), Travel, or Public Relation Request(s)
- H) Informational Items
- I) 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) Requests for Disciplinary Proceeding Presentations
- 19) Motions
- 20) Petitions
- 21) Appearances from Requests Received or Renewed
- 22) 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) Monitoring Matters

L) Presentation and/or Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC)

- 1) Ronald A. Wright – 12 APP 084 and 13 APP 094 **(10-18)**
- 2) Tricia A. Storandt – 13 APP 017 and 14 APP 033 **(19-28)**
- 3) Karl F. Albrecht – 13 APP 019 **(29-36)**
- 4) Timothy Denman – 13 APP 025 **(37-45)**
- 5) Gerald E. Elmer – 13 APP 029 **(46-53)**
- 6) Michelle M. Skipchak – 13 APP 035 **(54-62)**
- 7) James E. Van Vonderen – 13APP 059 **(63-70)**
- 8) Mark W. Showers – 13 APP 060 **(71-78)**

M) Presentation and Deliberation on Administrative Warnings

- 1) 13 APP 023 – R.R.G. **(79-80)**
- 2) 13 APP 023 – S.S.V. **(81-82)**
- 3) 13 APP 101 – C.E.C. **(83-84)**

N) Case Closing(s)

- 1) 14 APP 061 – B.E.Y. **(85-88)**
- 2) 15 APP 010 – M.W.R. **(89-92)**

O) Case Status Report

P) 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

Q) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

T) Ratification of Licenses and Certificates

ADJOURNMENT

**REAL ESTATE APPRAISERS BOARD
MEETING MINUTES
February 11, 2015**

PRESENT: Marla Britton, Scott Brunner (*via teleconference*), Carl Clementi (*via teleconference*), Lawrence Nicholson, Henry Simon

ABSENT: Jose Perez

STAFF: Tom Ryan, Executive Director; Taylor Thompson, Bureau Assistant; and other Department staff

CALL TO ORDER

Lawrence Nicholson, Chair, called the meeting to order at 9:32 A.M. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

Amendments:

- A Proposed Stipulation, Final Decision and Order was added after the preparation of the agenda.

MOTION: Marla Britton moved, seconded by Henry Simon, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Henry Simon moved, seconded by Carl Clementi, to approve the minutes of November 12, 2014 as published. Motion carried unanimously.

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Marla Britton nominated Lawrence Nicholson for the Office of Board Chair.

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

Lawrence Nicholson was elected as Chair by unanimous vote.

VICE CHAIR

NOMINATION: Henry Simon nominated Carl Clementi for the Office of Vice Chair.

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

Carl Clementi was elected as Vice Chair by unanimous vote.

SECRETARY

NOMINATION: Henry Simon nominated Scott Brunner for the Office of Secretary.

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

Scott Brunner was elected as Secretary by unanimous vote.

2015 OFFICERS	
Board Chair	Lawrence Nicholson
Vice Chair	Carl Clementi
Secretary	Scott Brunner

APPOINTMENT OF LIAISONS

2015 LIAISON APPOINTMENTS	
Monitoring Liaison	Carl Clementi <i>Alternate: Marla Britton</i>
Continuing Education Liaison	Lawrence Nicholson; <i>Alternate: Marla Britton</i>
Credentialing Liaison	Carl Clementi; <i>Alternate: Marla Britton</i>
DLSC Liaison	NONE
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	Scott Brunner; <i>Alternate: Henry Simon</i>
Rules Liaison	Carl Clementi; <i>Alternate: Marla Britton</i>
Professional Assistance Procedure Liaison	Henry Simon; <i>Alternate: Scott Brunner</i>
ASC and AQB Liaison	Carl Clementi; <i>Alternate: Lawrence Nicholson</i>
REA Application Advisory Committee Chair	Marla Britton; <i>Alternate: Carl Clementi</i>
Screening Panel	NONE

MOTION: Henry Simon moved, seconded by Marla Britton, to affirm the Chair’s appointment of liaisons for 2015. Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Scott Brunner moved, seconded by Henry Simon, 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, to fill vacant appointment positions, and to act where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: Marla Britton moved, seconded by Henry Simon, that the Board delegates authority to the Chair, highest ranking officer, or longest serving member of the Board, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Marla Britton moved, seconded by Scott Brunner, that 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.

MOTION: Scott Brunner moved, seconded by Marla Britton, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATION REQUEST(S)

AARO SPRING 2015 CONFERENCE – MAY 1-3, 2015 – NASHVILLE, TN

MOTION: Marla Britton moved, seconded by Henry Simon, to designate Lawrence Nicholson to attend the Association of Appraiser Regulatory Officials (AARO) Spring 2015 Conference on May 1-3, 2015, in Nashville, Tennessee, and to authorize travel. Motion carried unanimously.

DESIGNATION OF PRESIDING OFFICER TO ATTEND CLOSING CONFERENCE OF ASC AUDIT

MOTION: Marla Britton moved, seconded by Henry Simon, to designate Lawrence Nicholson to attend the closing conference of the ASC Audit, and to authorize travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Henry Simon moved, seconded by Scott Brunner, 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: Marla Britton - yes; Scott Brunner - yes; Carl Clementi - yes; Lawrence Nicholson - yes; Henry Simon - yes. Motion carried unanimously.

The Board convened into Closed Session at 10:55 A.M.

RECONVENE TO OPEN SESSION

MOTION: Marla Britton moved, seconded by Henry Simon, to reconvene in Open Session at 12:45 P.M. Motion carried unanimously.

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

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

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

12 APP 081 RONALD A. FUHRMANN

MOTION: Marla Britton moved, seconded by Scott Brunner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 12 APP 081 – Ronald A. Fuhrmann. Motion carried unanimously.

12 APP 082 BETH M. DARST

MOTION: Marla Britton moved, seconded by Scott Brunner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 12 APP 082 – Beth M. Darst. Motion carried unanimously.

12 APP 084 AND 13 APP 094 RONALD A. WRIGHT

MOTION: Marla Britton moved, seconded by Henry Simon, to table the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 12 APP 084 and 13 APP 094 – Ronald A. Wright. Motion carried unanimously.

**13 APP 006
PATRICK J. COLLINS**

MOTION: Marla Britton moved, seconded by Scott Brunner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 APP 006 – Patrick J. Collins. Motion carried unanimously.

**13 APP 008 AND 13 APP 045
ALLEN L. BAEHR**

MOTION: Marla Britton moved, seconded by Henry Simon, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 APP 008 and 13 APP 045 – Allen L. Baehr. Motion carried unanimously.

**13 APP 009
LARRY W. FOLTZ**

MOTION: Carl Clementi moved, seconded by Scott Brunner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 APP 009 – Larry W. Foltz. Motion carried unanimously.

**13 APP 016
KATHLEEN M. MCCARTAN**

MOTION: Marla Britton moved, seconded by Scott Brunner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 APP 016 – Kathleen M. McCartan. Motion carried unanimously.

**13 APP 037
KELLY J. BERRIMAN**

MOTION: Henry Simon moved, seconded by Scott Brunner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 APP 037 – Kelly J. Berriman. Motion carried unanimously.

**13 APP 044
DAWN A. DORSHA**

MOTION: Marla Britton moved, seconded by Scott Brunner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 APP 044 – Dawn A. Dorsha. Motion carried unanimously.

**13 APP 047
JACK C. LIDBETTER**

MOTION: Marla Britton moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of 13 APP 047 – Jack C. Lidbetter. Motion carried unanimously.

ADJOURNMENT

MOTION: Carl Clementi moved, seconded by Scott Brunner, to adjourn the meeting.
Motion carried unanimously.

The meeting adjourned at 12:47 P.M.

DRAFT