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**REAL ESTATE APPRAISERS BOARD  
VIRTUAL/TELECONFERENCE MEETING  
Room 121C, 1400 East Washington Avenue, Madison  
Contact: Tom Ryan (608) 266-2112  
August 26, 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) Welcome New Members
- B) Adoption of Agenda (1-3)**
- C) Approval of Minutes of August 3, 2015 (4-7)**
- D) Administrative Updates**
  - 1) Department and Staff Updates
  - 2) Appointments/Reappointments/Confirmations
  - 3) Other Items
- E) Nominations, Elections, and Appointments
- F) Legislative/Administrative Rule Matters
  - 1) Status of Statute and Administrative Rule Matters
  - 2) Mandatory Appraiser Licensing Legislation
  - 3) Appraisal Management Company (AMC) Legislation
- 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) 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) Presentation and/or Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC)**

- 1) 13 APP 007 – Craig S. Liesener **(8-13)**
- 2) 13 APP 065 – Adeline D. Bernard **(14-20)**
- 3) 13 APP 069 – Cara E. Barton **(21-28)**
- 4) 13 APP 074 and 15 APP 002 – Jennifer A. Jacobson **(29-37)**
- 5) 13 APP 099 – Carol A. Leygraaf **(38-42)**

**L) Presentation and Deliberation on Administrative Warning(s)**

- 1) 13 APP 063 – J.E.B. **(43-44)**
- 2) 13 APP 067 – K.J.E. **(45-46)**
- 3) 13 APP 097 – J.J.H. **(47-48)**

M) Monitoring Matters

**N) Case Closing(s)**

- 1) 13 APP 071 – R.H. **(49-52)**
- 2) 13 APP 105 – P.W. **(53-58)**

O) 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

P) Consulting with Legal Counsel

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

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

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

**ADJOURNMENT**

**REAL ESTATE APPRAISERS BOARD  
TELECONFERENCE/VIRUTAL MEETING  
MEETING MINUTES  
August 3, 2015**

**PRESENT:** Scott Brunner (*via GoToMeeting*), Carl Clementi (*via GoToMeeting*), Thomas Kneesel, Lawrence Nicholson

**EXCUSED:** Jose Perez, Marla Britton, Henry Simon

**STAFF:** Tom Ryan - Executive Director; Nilajah Madison-Head - Bureau Assistant

**CALL TO ORDER**

Lawrence Nicholson, Chair, called the meeting to order at 9:43 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES**

**MOTION:** Thomas Kneesel moved, seconded by Carl Clementi, to approve the minutes of May 6, 2015 as published. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Thomas Kneesel moved, seconded by Carl Clementi, 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.). Lawrence Nicholson 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; Carl Clementi - yes; Thomas Kneesel - yes; Lawrence Nicholson – yes. Motion carried unanimously.

The Board convened into Closed Session at 11:13 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Thomas Kneesel moved, seconded by Carl Clementi, to reconvene in Open Session at 12:40 p.m. Motion carried unanimously.

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

**MOTION:** Carl Clementi moved, seconded by Scott Brunner, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

## **PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS**

### **13 APP 015, 13 APP 043, and 15 APP 032 – David R. Masterjohn**

**MOTION:** Scott Brunner moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of David R. Masterjohn (DLSC case numbers 13 APP 015, 13 APP 043, and 15 APP 032). Motion carried unanimously.

### **13 APP 048 and 14 APP 031 – Steve F. Reich**

**MOTION:** Thomas Kneesel moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Steve F. Reich (DLSC case numbers 13 APP 048 and 14 APP 031). Motion carried unanimously.

### **13 APP 056 and 13 APP 058 – Elizabeth E. Kauffman**

**MOTION:** Scott Brunner moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Elizabeth E. Kauffman (DLSC case number 13 APP 056 and 13 APP 058). Motion carried unanimously.

### **13 APP 061 and 13 APP 062 – Scott P. Reiske**

**MOTION:** Scott Brunner moved, seconded by Thomas Kneesel, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Scott P. Reiske (DLSC case numbers 13 APP 061 and 13 APP 062). Motion carried unanimously.

### **13 APP 065 – Adeline D. Bernard**

**MOTION:** Carl Clementi moved, seconded by Scott Brunner, to defer the matter of Adeline D. Bernard (DLSC case number 13 APP 065) to a future meeting. Motion carried unanimously.

### **13 APP 066 – Peter J. Didier**

**MOTION:** Scott Brunner moved, seconded by Thomas Kneesel, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Peter J. Didier (DLSC case number 13 APP 066). Motion carried unanimously.

### **13 APP 069 – Cara E. Barton**

**MOTION:** Carl Clementi moved, seconded by Scott Brunner, to defer the matter of Cara E. Barton (DLSC case number 13 APP 069) to a future meeting. Motion carried unanimously.

**13 APP 077 – Craig W. Konowalski**

**MOTION:** Thomas Kneesel moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Craig W. Konowalski (DLSC case number 13 APP 077). Motion carried unanimously.

**13 APP 080 – Richard N. Atkinson**

**MOTION:** Thomas Kneesel moved, seconded by Scott Brunner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Richard N. Atkinson (DLSC case number 13 APP 080). Motion carried unanimously.

**13 APP 103 – Michael E. Elkins**

**MOTION:** Scott Brunner moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Michael E. Elkins (DLSC case number 13 APP 103). Motion carried unanimously.

**ADMINISTRATIVE WARNINGS**

**13 APP 082 – M.A.E.**

**MOTION:** Scott Brunner moved, seconded by Thomas Kneesel, to issue an Administrative Warning in the matter of DLSC case number 13 APP 082 – M.A.E. Motion carried unanimously.

**13 APP 093 – K.J.S.**

**MOTION:** Carl Clementi moved, seconded by Scott Brunner, to issue an Administrative Warning in the matter of DLSC case number 13 APP 093 – K.J.S. Motion carried unanimously.

**13 APP 093 – L.A.D.**

**MOTION:** Carl Clementi moved, seconded by Scott Brunner, to issue an Administrative Warning in the matter of DLSC case number 13 APP 093 – L.A.D. Motion carried unanimously.

**13 APP 096 – K.K.S.**

**MOTION:** Thomas Kneesel moved, seconded by Carl Clementi, to issue an Administrative Warning in the matter of DLSC case number 13 APP 096 – K.K.S. Motion carried unanimously.

## MONITORING MATTERS

### Patrick Collins – Requesting Modification and Extension

**MOTION:** Scott Brunner moved, seconded by Thomas Kneesel, to grant in part the request of Patrick Collins for reasonable accommodation. The Board waives the examinations relating to the Residential Site Valuation and Cost Approach and Residential Sales Comparison and Income Approach courses. The Board grants the Respondent's request for a second extension to complete the 15 hour USPAP course until 10/24/2015. Additionally, the Board allows the Respondent to take the 15 hour USPAP course either online or in person. The Board denies the Respondent's request to waive the examination for the 15 hour USPAP course per the Board's Order (02/11/2015). Motion carried unanimously.

### CASE CLOSINGS

#### 13 APP 071 – R.H.

**MOTION:** Carl Clementi moved, seconded by Scott Brunner, to defer case 13 APP 071, against Robert Hasselkus, to a future meeting. Motion carried.

*(Thomas Kneesel abstained from voting in the matter of 13 APP 071 – R.H.)*

### ADJOURNMENT

**MOTION:** Thomas Kneesel moved, seconded by Carl Clementi, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:41 p.m.