



VIRTUAL/TELECONFERENCE

**REAL ESTATE APPRAISER
APPLICATION ADVISORY COMMITTEE MEETING
Room 121A, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
July 28, 2015**

The following agenda describes the issues that the Committee 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 Committee.

AGENDA

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda**
- B) Approval of Minutes of June 1, 2015**
- C) Administrative Updates**
 - 1) Appointments/Reappointments/Confirmations
 - 2) Department and Staff Updates
 - 3) Other Informational Items
- D) Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports, or Any Reports Mailed or Received After Preparation of the Agenda**
 - 1) Corey Gipp
 - 2) Kelsey Bayba
- E) Items Added After Preparation of Agenda**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Credentialing Matters
 - 4) Practice Matters
 - 5) Legislation/Administrative Rule Matters
 - 6) Liaison Report(s)
 - 7) Informational Item(s)
 - 8) Appearances from Requests Received or Renewed
 - 9) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports
- F) 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

individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

G) Credentialing Matters

H) Deliberation of Items Added After Preparation of the Agenda

1) Credentialing Matters

2) Appearances from Requests Received or Renewed

I) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

**REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE
VIRTUAL TELECONFERENCE MEETING MINUTES
May 5, 2015**

PRESENT: Marla Britton (*via GoToMeeting*), Duane Heins (*via GoToMeeting*), Frank Hopp (*via GoToMeeting*), Peter Moegenburg (*via GoToMeeting*), Wanda Wood (*via GoToMeeting*)

EXCUSED: David Wagner

STAFF: Tom Ryan, Executive Director; and Nilajah Madison-Head, Bureau Assistant; and other Department staff

CALL TO ORDER

Marla Britton, Chair, called the meeting to order at 10:02 a.m. Five (5) members were present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- *Under Item I) Consulting with Legal Counsel Add Item:
 - 1) APPEARANCE – DSPS Staff Sara E. Norberg and Ken Baranowski – Discussion of Application Reviews*

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

APPROVAL OF MINUTES

MOTION: Peter Moegenburg moved, seconded by Frank Hopp, to approve the minutes of March 4, 2015 as published. Motion carried unanimously.

REVIEW AND CONSIDERATION OF APPLICANTS' APPRAISAL EXPERIENCE AND APPRAISAL REPORTS, OR ANY RECEIVED AFTER PREPARATION OF THE AGENDA

Kari Sepnafski

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason For Denial:** Reports do not comply with USPAP Standards 1 and 2. Motion carried unanimously.

Megan Tursi

MOTION: Duane Heins moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason For Denial:** Reports do not comply with USPAP Standards 1 and 2. Motion carried unanimously.

CLOSED SESSION

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, 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; Duane Heins- yes; Frank Hopp- yes; Peter Moegenburg- yes; Wanda Wood-yes. Motion carried unanimously.

The Board convened into Closed Session at 11:02 a.m.

RECONVENE TO OPEN SESSION

MOTION: Frank Hopp moved, seconded by Peter Moegenburg, to reconvene in Open Session at 11:28 a.m. Motion carried unanimously.

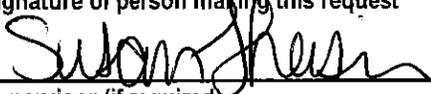
ADJOURNMENT

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

The meeting adjourned at 11:32 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:		7/21/2015	
Eleanor Shea, LPPA		Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:			
REA Application Advisory Committee			
4) Meeting Date:	5) Attachments:	6) How should the item be titled on the agenda page?	
7/28/15	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Applications to be considered for licensure	
7) Place Item in:		8) Is an appearance before the Board being scheduled?	9) Name of Case Advisor(s), if required:
<input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		<input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	
10) Describe the issue and action that should be addressed:			
Applicants to be considered for licensure: 1) Corey Gipp 2) Kelsey Bayba 3) Dan Schummer 4) Alison Ungar 5) Fred "Russ" Rutter 6) Matthew Hietpas			
11) Authorization			
 Signature of person making this request		7/21/15 Date	
 Supervisor (if required)		7/21/15 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.			