



**STATE OF WISCONSIN**  
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**Governor Scott Walker      Secretary Dave Ross**

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**REAL ESTATE APPRAISERS BOARD**  
**Room 121C, 1400 E. Washington Avenue, Madison**  
**Contact: Tom Ryan 608-261-2378**  
**May 23, 2013**

*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 description of the actions of the Board.*

**9:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-4)**
- B. Recognition of Board Members**
- C. Welcome New Board Members**
- D. Approval of Minutes – February 13, 2012 (5-10)**
- E. Administrative Updates**
  - 1) Staff Changes
  - 2) Paperless Initiative (11-14)
  - 3) Other
- F. DLSC Matters**
- G. Practice Matters**
- H. Legislative/Administrative Rule Matters:**
  - 1) Executive Order 51 – Report of Rules Review from Board Members
  - 2) Status of Statute and Administrative Rules Matters
  - 3) Mandatory Appraiser Licensing Legislation
  - 4) Appraisal Management Company (AMC) Legislation
- I. Informational Items**
- J. Items Added After Preparation of the Agenda:**
  - 1) Introductions, Announcements and Recognition
  - 2) Presentations of Petition(s) for Summary Suspension
  - 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)

- 4) Presentation of Final Decisions
- 5) Disciplinary Matters
- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislation/Administrative Rule Matters
- 11) Liaison Report(s)
- 12) Informational Item(s)
- 13) Speaking Engagement(s), Travel, or Public Relation Request(s)

**K. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation 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.)**

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

- 1) Dean R. Poirier - 10 APP 073 **(15-22)**
- 2) Terrence R. Christ - 11 APP 047 **(23-30)**
- 3) William M. Schultz - 11 APP 058 **(31-38)**
- 4) Ann A. Kalcik – 12 APP 042 **(39-46)**
- 5) Beatta K. Christoffersen – 12 APP 054 **(47-56)**
- 6) Jacob D. Hoaglund – 12 APP 060 **(57-64)**

**M. Presentation and Deliberation of Proposed Administrative Warnings by the Division of Legal Services and Compliance**

- 1) 12 APP 052 **(65-66)**
- 2) 12 APP 056 **(67-68)**
- 3) 12 APP 065 **(69-70)**
- 4) 12 APP 080 **(71-72)**

**N. Deliberation of Monitoring Cases**

- 1) Karee K. Dunham (Chapman) – Request for Removal of Limitations and Full Licensure **(73-104)**

**O. Division of Legal Services and Compliance**

- 1) Case Status Report **(105-106)**
- 2) Case Closing(s)
  - a) 12 APP 064 **(107-112)**

**P. Deliberation of Items Received After Preparation of the Agenda:**

- 1) Disciplinary Matters
- 2) Education and Examination Matters
- 3) Credentialing 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) Motions
- 12) Petitions for Rehearing
- 13) Formal Complaints
- 14) Case Closings
- 17) Appearances from Requests Received or Renewed

**Q.** Consulting with Legal Counsel

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

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

**ADJOURNMENT**

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**REAL ESTATE APPRAISERS BOARD  
MINUTES  
FEBRUARY 13, 2013**

**PRESENT:** Marla Britton, Sharon Fiedler (via telephone), Lawrence Nicholson, Henry Simon

**ABSENT:** Jose Perez

**STAFF:** Tom Wightman, Executive Director; Pamela Stach, Legal Counsel; Shawn Leatherwood, Paralegal; Karen Rude-Evans, Bureau Assistant; other DSPS staff.

**CALL TO ORDER**

Marla Britton, Chair, called the meeting to order at 9:32 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments:**

- Item K10 (closed session) – Proposed Stipulation, Final Decision and Order, Carl Nicholson - 11 APP 055 – Case Advisor, Lawrence Nicholson – insert after page 106
- Case Status Report – insert at the end of closed session

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

**APPROVAL OF MINUTES OF NOVEMBER 28, 2012**

**MOTION:** Lawrence Nicholson moved, seconded by Henry Simon, to approve the minutes of November 28, 2012 as written. Motion carried unanimously.

**EXECUTIVE DIRECTOR MATTERS**

**ELECTION OF OFFICERS**

**CHAIR**

**NOMINATION:** Henry Simon nominated Marla Britton for the Office of Chair.

Thomas Wightman called for other nominations three (3) times.

**VICE CHAIR**

**NOMINATION:** Henry Simon nominated Sharon Fiedler for the Office of Vice Chair.

Thomas Wightman called for other nominations three (3) times.

**SECRETARY**

**NOMINATION:** Henry Simon nominated Lawrence Nicholson for the Office of Secretary.

Thomas Wightman called for other nominations three (3) times.

**MOTION:** Henry Simon moved, seconded by Sharon Fiedler, to elect the slate of officers as nominated. Motion carried unanimously.

**BOARD APPOINTMENTS**

**MOTION:** Henry Simon moved, seconded by Lawrence Nicholson, to acknowledge the appointments made by Marla Britton, Chair of the Real Estate Appraisers Board:

- Monitoring Liaison – Sharon Fiedler
- CE Liaison – Lawrence Nicholson

Motion carried unanimously.

**MOTION:** Sharon Fiedler moved, seconded by Henry Simon, to acknowledge Lawrence Nicholson's appointment as Chair of the Application Advisory Committee. Motion carried unanimously.

**CONVENE TO CLOSED SESSION**

**MOTION:** Henry Simon moved, seconded by Sharon Fiedler, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), 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. Roll call vote: Marla Britton-yes, Sharon Fiedler-yes; Lawrence Nicholson-yes; Henry Simon - yes. Motion carried unanimously.

Open Session recessed at 12:25 p.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Henry Simon moved, seconded by Lawrence Nicholson, to reconvene into open session. Motion carried unanimously.

Open session reconvened at 1:51 p.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON  
IN CLOSED SESSION**

**REAFFIRM MOTIONS MADE IN CLOSED SESSION**

**MOTION:** Henry Simon moved, seconded by Lawrence Nicholson, to reaffirm all motions made in closed session with the exception of case closing 11 APP 053. Motion carried unanimously.

**PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS**

**MOTION:** Lawrence Nicholson moved, seconded by Sharon Fiedler, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **John M. Bosanec (10 APP 020, 10 APP 053 and 11 APP 017)**. Motion carried unanimously.

- MOTION:** Henry Simon moved, seconded by Lawrence Nicholson, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **James E. Gargulak (11 APP 018)**. Motion carried unanimously.
- MOTION:** Sharon Fiedler moved, seconded by Henry Simon, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **Robert Hasselkus (11 APP 057)**. Motion carried unanimously.
- MOTION:** Lawrence Nicholson moved, seconded by Henry Simon, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **Joshua L. Posthuma (11 APP 060)**. Motion carried unanimously.
- MOTION:** Lawrence Nicholson moved, seconded by Henry Simon, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **Daniel R. Heffron, Jr. (12 APP 001)**. Motion carried unanimously.
- MOTION:** Sharon Fiedler moved, seconded by Henry Simon, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **Mark D. Olson (12 APP 006)**. Motion carried unanimously.
- MOTION:** Sharon Fiedler moved, seconded by Lawrence Nicholson, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **Peter L. Walls (12 APP 008)**. Motion carried unanimously.
- MOTION:** Henry Simon moved, seconded by Sharon Fiedler, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **James D. Dhein (12 APP 041)**. Motion carried unanimously.
- MOTION:** Lawrence Nicholson moved, seconded by Henry Simon, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **Jennifer A. Jacobson (11 APP 056)**. Motion carried unanimously.
- MOTION:** Henry Simon moved, seconded by Sharon Fiedler, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the disciplinary proceedings against **Carl Nicholson (11 APP 055)**. Motion carried unanimously.

### MONITORING

**MOTION:** Lawrence Nicholson moved, seconded by Sharon Fiedler, to deny the request from **Thomas M. Prock** for an extension of time to complete education. Motion carried unanimously.

**MOTION:** Henry Simon moved, seconded by Sharon Fiedler, to remove the limitations and reinstate the full license of **April L. Konczal (Certified Residential and Licensed Appraiser)**. Motion carried unanimously.

### CASE CLOSINGS

**MOTION:** Sharon Fiedler moved, seconded by Lawrence Nicholson, to close case **11 APP 030 for insufficient evidence**. Motion carried unanimously.

**MOTION:** Lawrence Nicholson moved, seconded by Henry Simon, to close case **11 APP 053 for prosecutorial discretion (P3) and refer the matter to the Real Estate Examining Board**. Motion carried. One member opposed.

### ADJOURNMENT

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

The meeting adjourned at 1:54 p.m.

**NEXT MEETING SCHEDULED FOR MAY 8, 2013**

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Karen Rude-Evans		<b>2) Date When Request Submitted:</b>  4/18/2013 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Real Estate Appraisers Board			
<b>4) Meeting Date:</b>  May 8, 2013	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Paperless Initiative	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  Introduction to the Department's paperless initiative, SharePoint instructions and the use of DSPS laptops.			
<b>11) Authorization</b>			
Karen Rude-Evans		4/18/2013	
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	
<b>Directions for including supporting documents:</b> 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.			

## How to register for a username/password on <http://register.wisconsin.gov> .

In order to access the Board SharePoint site, Board Members must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Board Members will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password to access DOA/Wisconsin Logon and password verifies your identity, so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

**User Acceptance Agreement**

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

**Sign Up for your DOA/Wisconsin Logon**

**Self Registration** (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create your **personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

**Change / Update Your Information**

**Profile Management** allows you to change your account information, e-mail address and other information.

**Change Your Password**

**Password Management** allows you to change your password.

**Forgot Your Logon ID or Password?**

**Logon ID/Password Recovery** allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009  
DOA/Wisconsin Logon Management System  
Direct Contact: [BISS@DOA](mailto:BISS@DOA.wisconsin.gov)  
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**Not sure if you already have DOA/State of WI account?**

Use the 'Forgot Your Logon ID or Password' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'

**Account Creation**

\* Indicates Required Field

**Profile Information**

First Name  \*

Middle Initial  \*

Last Name  \*

Suffix

E-Mail  \*

Phone  ext.

Mailing Address

Street Address

City

State/Province

Zip Code  -

**Systems You Will Access**

Use your mouse to highlight the system that you want to access.

Systems  \*

SharePoint  
 iWinCC

**Account Information**

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID  \*

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

Password  \*

Re-enter Password  \*

**Logon ID/Password Recovery**

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

Secret Question  \*

Secret Answer  \*

**Verification**

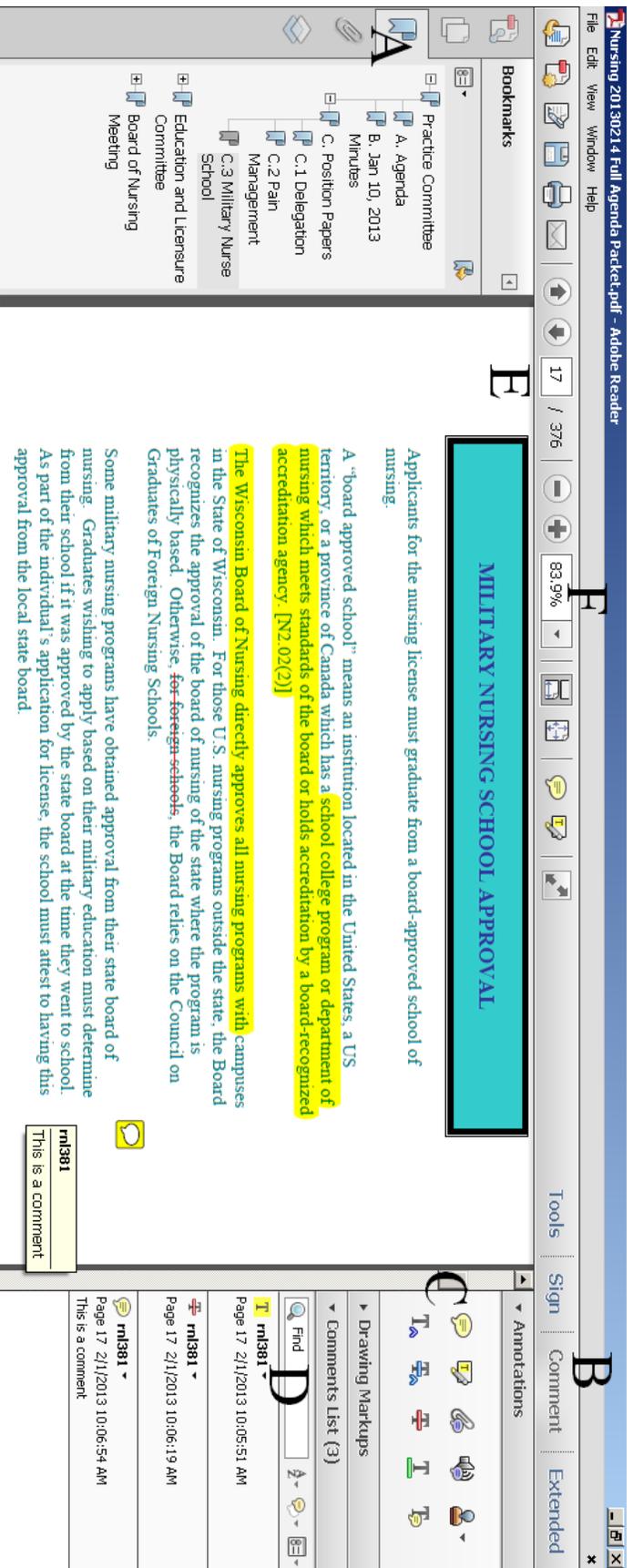
This step helps prevent automated registrations.  
If you cannot see the number below, click here.

Please enter the number as it is shown in the box to the left.  \*

**Please use a login ID of your first initial followed by your middle initial followed by your last name, as in the example to the left.**

**Remember your logon ID, as you will need to provide that to DSPS staff in order for you to receive proper access rights.**

**Once you have been granted permission to access the Board's website, you should receive an automated 'Welcome to SharePoint' email with a link to the site.**



Above is an example of an agenda packet page, with some features you can access through Adobe Reader.

**A: Bookmarks** – When the Bureau Assistant creates the Agenda Packet, it is possible to place in bookmarks for quick reference during meetings. You can expand and minimize categories to better enable you to jump from section to section of your agenda here.

**B: Comment** – On specially designated .pdf files, it is possible for Adobe Reader to be given comment privileges. This allows a Board member to make comments on documents, as well as edit, highlight, or insert text in suitable files. Please note, if the file is a scanned copy, it is likely that the highlight and text editing features will not be usable. The comment feature will still work in such an issue.

**C: Annotations & Drawing Markups** – These are the different options you can use to mark up your document for your reference. If you mouse over an option, it will give a brief description of what it can do for you. Feel free to experiment and find out what works best for you!

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