

**REAL ESTATE APPRAISERS BOARD
MEETING MINUTES
February 12, 2014**

PRESENT: Marla Britton, Carl Clementi, Henry Simon, Lawrence Nicholson, Scott Brunner

PRESENT VIA GOTOMEETING: Sharon Fiedler

ABSENT: Jose Perez

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

CALL TO ORDER

Marla Britton, Chair, called the meeting to order at 9:41 A.M. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Henry Simon moved, seconded by Carl Clementi, to adopt the agenda as published. Motion carried unanimously.

Lawrence Nicholson entered the meeting at 9:43 A.M.

Scott Brunner entered the meeting at 9:44 A.M.

APPROVAL OF MINUTES

MOTION: Henry Simon moved, seconded by Carl Clementi, to approve the minutes of November 13, 2013 as published. Motion carried unanimously.

Corrections:

➤ Add that a discussion was held on 165-SPS 85 during the Jan 21, 2014 teleconference.

MOTION: Carl Clementi moved, seconded by Scott Brunner, to approve the minutes of January 21, 2014 as amended. Motion carried unanimously.

ADMINISTRATIVE MATTERS

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Henry Simon nominated Marla Britton for the Office of Board Chair. Nomination declined by Marla Britton.

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

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

Lawrence Nicholson was elected as Board Chair.

VICE CHAIR

NOMINATION: Marla Britton nominated Carl Clementi for the Office of Vice Chair. Nomination carried.

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

Carl Clementi was elected as Vice Chair.

SECRETARY

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

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

Scott Brunner was elected as Secretary.

2014 ELECTION RESULTS	
Board Chair	Lawrence Nicholson
Vice Chair	Carl Clementi
Secretary	Scott Brunner

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Henry Simon moved, seconded by Carl Clementi, to approve the following appointments made by the Chair:

- 1) **Monitoring Liaison:** **Sharon Fiedler;**
(Carl Clementi as the Alternate)
- 2) **Continuing Education Liaison:** **Lawrence Nicholson;**
(Marla Britton as the Alternate)
- 3) **Credentialing Liaison:** **Carl Clementi;**
(Marla Britton as the Alternate)
- 4) **DLSC Liaison:** [NONE]
- 5) **Education and Exams Liaison:** **Lawrence Nicholson;**
(Carl Clementi as the Alternate)
- 6) **Legislative Liaison:** [NONE]
- 7) **Travel Liaison:** **Lawrence Nicholson;**
(Carl Clementi as the Alternate)
- 8) **Website Liaison:** **Scott Brunner;**
(Sharon Fiedler as the Alternate)
- 9) **Rules Liaison:** **Marla Britton;**
(Sharon Fiedler as the Alternate)
- 10) **Professional Assistance Procedure Liaison:** **Henry Simon;**
(Scott Brunner as the Alternate)
- 11) **ASC and AQB Liaison:** **Carl Clementi;**
(Sharon Fiedler as the Alternate)
- 12) **REA Application Advisory Committee Chair:** **Marla Britton;**
(Carl Clementi as the Alternate)
- 13) **Screening Panel:** [NONE]

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Marla Britton moved, seconded by Henry Simon, to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

MOTION: Marla Britton moved, seconded by Scott Brunner, that the Board delegates authority to the Chair (or order of succession) 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 for purposes of facilitating the completion of assignments during or between meetings. The Chair delegates the authority to the Executive Director to sign the name of the Chair (or order of succession) on documents as necessary. Motion carried unanimously.

MOTION: Scott Brunner moved, seconded by Carl Clementi, 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 and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

ASSOCIATION OF APPRAISAL REGULATORY OFFICIALS (AARO) MATTERS

SPRING AARO CONFERENCE – APRIL 11-13, 2014 – SAN FRANCISCO, CA – BOARD CONSIDERATION

MOTION: Marla Britton moved, seconded by Henry Simon, to designate a Department representative to attend the Spring 2014 AARO Conference on April 11-13, 2014 in San Francisco, California, and to approve travel. Motion carried unanimously.

PUBLIC COMMENTS

Sherryl Andrus, Wisconsin Coalition of Appraisers, appeared before the Board to comment on Licensing Legislation.

CLOSED SESSION

MOTION: Carl Clementi moved, seconded by Henry Simon, 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 Chair read the preceding aloud. Roll Call Vote: Marla Britton- yes; Scott Brunner - yes; Carl Clementi - yes; Lawrence Nicholson - yes; Henry Simon – yes; Sharon Fiedler – yes. Motion carried unanimously.

The Board convened into Closed Session at 11:29 A.M.

RECONVENE TO OPEN SESSION

MOTION: Sharon Fiedler moved, seconded by Marla Britton, to reconvene in Open Session at 12:16 P.M. Motion carried unanimously.

MONITORING MATTERS – DELIBERATION

MOTION: Marla Britton moved, seconded by Scott Brunner, to accept the surrender of the right to automatically renew the credential of Daniel R. Heffron, Jr., to practice as a licensed real estate appraiser in the State of Wisconsin. Prior to consideration of any application for relicensure, Daniel R. Heffron, Jr., shall comply with all terms of the Final Decision and Order (0002295) issued on February 13, 2013. Motion carried unanimously.

MOTION: Marla Britton moved, seconded by Carl Clementi, to refer the matter of Daniel R. Heffron, Jr., to the Real Estate Examining Board. Motion carried.

Scott Brunner voted No in the above matter.

MOTION: Marla Britton moved, seconded by Scott Brunner, to accept the surrender of the right to automatically renew the credential of June Jackson to practice as a licensed real estate appraiser in the State of Wisconsin. Prior to consideration of any application for relicensure, June Jackson shall comply with all terms of the Final Decision and Order (0001379) issued on February 22, 2012. Motion carried unanimously.

MOTION: Marla Britton moved, seconded by Henry Simon, to refer the matter of June Jackson to the appropriate credentialing authority for licensed insurance agents in Wisconsin. Motion carried.

Scott Brunner voted No in the above matter.

MOTION: Marla Britton moved, seconded by Sharon Fiedler, to grant the request of Derek P. Prock (Licensed Appraiser) for removal of the limitations and to reinstate his full license. Motion carried unanimously.

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

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

ADJOURNMENT

MOTION: Henry Simon moved, seconded by Marla Britton, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:16 P.M.