

**REAL ESTATE EXAMINING BOARD  
MEETING MINUTES  
February 20, 2014**

**PRESENT:** Stephen Beers (via GoTo Meeting), Marie Hetzer, Randal Savaglio (via GoTo Meeting), Charles Szafir, Tammy Wagner (via GoTo Meeting), and Michael Mulleady (via GoTo Meeting), Dennis Pierce

**STAFF:** Brittany Lewin, Executive Director; Matt Guidry, Bureau Assistant; and other Department staff

**CALL TO ORDER**

The Chair, called the meeting to order at 10:01 a.m. A quorum of seven (7) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Dennis Pierce moved, seconded by Michael Mulleady, to adopt the agenda as published. Motion carried unanimously.

**MINUTES FROM JANUARY 16, 2014**

**MOTION:** Michael Mulleady moved, seconded by Marie Hetzer, to approve the minutes of January 16, 2014 as published. Motion carried unanimously.

**ELECTION OF OFFICERS**

**CHAIR**

**NOMINATION:** Randal Savaglio nominated Stephen Beers for the Office of Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Stephen Beers was elected as Chair.

**VICE CHAIR**

**NOMINATION:** Randal Savaglio nominated Michael Mulleady for the Office of Vice Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Michael Mulleady was elected as Vice Chair.

**SECRETARY**

**NOMINATION:** Dennis Pierce nominated Randal Savaglio for the Office of Secretary.

Executive Director Brittany Lewin called for nominations three (3) times.

Randal Savaglio was elected as Secretary.

**MOTION:** Charles Szafir moved, seconded by Tammy Wagner, to acknowledge the following 2014 Officer Election Results. Motion carried unanimously.

<b>2014 OFFICER ELECTION RESULTS</b>	
Board Chair	Stephen Beers
Vice Chair	Michael Mulleady
Secretary	Randal Savaglio

*Stephen Beers assumes the role of Chair of the meeting.*

*Michael Mulleady assumes the role of Vice Chair of the meeting.*

*Randal Savaglio assumes the role of Secretary of the meeting.*

#### **APPOINTMENT OF LIAISONS AND COMMITTEE MEMBERS**

The Chair appoints the following members to:

<b>2014 LIAISON APPOINTMENTS</b>	
Credentialing Liaison	Randal Savaglio
DLSC (PAP/Monitoring)	Marie Hetzer
Continuing Education Liaison	Tammy Wagner
Screening Panel Team 1	Dennis Pierce and Stephen Beers
Screening Panel Team 2	Marie Hetzer and Michael Mulleady
Screening Panel Team 3	Randal Savaglio and Tammy Wagner

**MOTION:** Randal Savaglio moved, seconded by Dennis Pierce, to acknowledge the appointments made by the chair as the 2014 Liaisons and Screening Panel. Motion carried unanimously.

#### **DELEGATION OF AUTHORITIES**

**MOTION:** Tammy Wagner moved, seconded by Michael Mulleady, that the Board delegates authority to the Chair 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:** Randal Savaglio moved, seconded by Dennis Pierce, 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 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:** Tammy Wagner moved, seconded by Marie Hetzer, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document. Motion carried unanimously.

**MOTION:** Michael Mulleady moved, seconded by Tammy Wagner, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

**MOTION:** Tammy Wagner moved, seconded by Michael Mulleady, to delegate authority to the DSPS paralegal to address specific issues related to review of applications where the only conviction is a single OWI or underage alcohol possession or have a felony conviction within three (3) years. Motion carried unanimously.

### **LEGISLATION AND ADMINISTRATIVE RULES MATTERS**

**MOTION:** Michael Mulleady moved, seconded by Marie Hetzer, to accept all Clearinghouse comments for CR 13-100 relating to Apprentices and Inactive Licenses. Motion carried unanimously.

**MOTION:** Tammy Wagner moved, seconded by Marie Hetzer, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule #13-100 repealing chs. REEB 22 & 26, relating to Apprentices and Inactive Licenses for submission to the Governor's Office and Legislature. Motion carried unanimously.

**MOTION:** Dennis Pierce moved, seconded by Michael Mulleady, to designate the chair to approve the Adoption Order for Clearinghouse Rule 13-073, ch. REEB 16, forms and legal advice, pending final action by JCRAR. Motion carried unanimously.

**MOTION:** Randal Savaglio moved, seconded by Michael Mulleady, to designate the chair to approve the Adoption Order for Clearinghouse Rule 13-072, ch. REEB 18, trust accounts, pending final action by JCRAR. Motion carried unanimously.

### **CONVENE TO CLOSED SESSION**

**MOTION:** Marie Hetzer moved seconded by Dennis Pierce, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), 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.). Marie Hetzer read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Stephen Beers - yes; Marie Hetzer - yes; Michael Mulleady - yes; Dennis Pierce – yes; Randal Savaglio - yes; Charles Szafir - yes; Tammy Wagner - yes. Motion carried unanimously.

The Board convened into Closed Session at 10:54 a.m.

### **CASE CLOSINGS**

#### **13REB030**

**MOTION:** Dennis Peirce moved, seconded by Marie Hetzer, to close DLSC case number 13REB030, J.A., for prosecutorial discretion (P1). Motion carried unanimously.

### **ADMINISTRATIVE WARNINGS**

**MOTION:** Marie Hetzer moved, seconded by Michael Mulleady, to issue an Administrative Warning in the matter of DLSC case number 12REB092 R.M.S. Motion carried unanimously.

**MONITORING**

**Charlene L. Nasgovitz – Requesting Full Licensure**

**MOTION:** Randal Savaglio moved, seconded by Tammy Wagner, to approve the request of Charlene L. Nasgovitz to remove all limitations on her license. Motion carried unanimously.

**RECONVENE TO OPEN SESSION**

**MOTION:** Tammy Wagner moved, seconded by Marie Hetzer, to reconvene into open session. Motion carried unanimously.

The meeting reconvened into open session at 11:02 a.m.

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

**MOTION:** Michael Mulleady moved, seconded by Tammy Wagner, to affirm all votes made in Closed Session. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Michael Mulleady moved, seconded by Charles Szafir, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:04 a.m.