



---

**VIRTUAL/TELECONFERENCE  
REAL ESTATE APPRAISERS BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Tom Ryan (608) 266-2112  
November 17, 2022**

*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.*

**AGENDA**

**9:00 A.M.**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of October 24, 2022 (4-6)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff, and Board Updates
  - 2) Board Members – Term Expiration Dates
    - a. Clementi, Carl N. – 5/1/2020
    - b. Coates, Jennifer M. – 5/1/2019
    - c. Figurski, Daniel J. – 5/1/2026
    - d. Kneesel, Thomas J. – 5/1/2022
    - e. Myers, Dennis – 5/1/2021
    - f. Rubow, Richard L. – 5/1/2023
    - g. Wagner, David J. – 5/1/2026
- E. APPEARANCE: Byron Miller, AQB Member: Present Information about “Practical Applications of Real Estate Appraisal (PAREA)” – Discussion and Consideration (7-8)**
- F. Communications Regarding Department Resources – Discussion and Consideration (9-16)**
- G. COVID-19 – Discussion and Consideration
- H. Report from the Real Estate Appraisers Application Advisory Committee
- I. Discussion and Consideration of Items Added After Preparation of Agenda
  - 1) Introductions, Announcements and Recognition

- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative and Policy Matters
- 10) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

#### **J. Public Comments**

**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.).**

#### **K. Deliberation on Review of Administrative Warnings**

- 1) **9:15 A.M. APPEARANCE:** Renee Parton, DLSC Attorney; Craig M. Capilla, Attorney for Respondent; K.J.D., Respondent: WARN00001469 – 21 APP 012 – K.J.D. **(17-94)**

#### **L. Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Proposed Stipulations and Final Decision and Orders**
  - a. 20 APP 064 – James J. Hock, Jr. **(95-100)**
- 2) **Monitoring Matters**
  - a. Joy A. Newton, Appraiser – Requesting Full Licensure **(101-129)**

#### **M. Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters

- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 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

N. Consulting with Legal Counsel

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

O. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

P. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING: JANUARY 31, 2023 (TENTATIVE)**

\*\*\*\*\*  
 MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
REAL ESTATE APPRAISERS BOARD  
MEETING MINUTES  
OCTOBER 24, 2022**

**PRESENT:** Carl Clementi, Jennifer Coates, Daniel Figurski, Thomas Kneesel (*arrived at 9:02 a.m.*), Dennis Myers, Richard Rubow, David Wagner

**STAFF:** Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Katlin Schwartz, Bureau Assistant; and other DSPS Staff

**CALL TO ORDER**

Carl Clementi, Chairperson, called the meeting to order at 9:01 a.m. A quorum was confirmed with six (6) members present.

*(Thomas Kneesel arrived at 9:02 a.m.)*

**ADOPTION OF AGENDA**

**MOTION:** Dennis Myers moved, seconded by Daniel Figurski, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF AUGUST 2, 2022**

**MOTION:** Richard Rubow moved, seconded by Daniel Figurski, to approve the minutes of August 2, 2022 as published. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Dennis Myers moved, seconded by Thomas Kneesel, 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.). Carl Clementi, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Carl Clementi-yes; Jennifer Coates-yes; Daniel Figurski-yes; Thomas Kneesel-yes; Dennis Myers-yes; Richard Rubow-yes; and David Wagner-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:05 a.m.

## DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

### Administrative Warnings

*21 APP 047 – D.A.M.*

**MOTION:** Dennis Myers moved, seconded by Daniel Figurski, to issue an Administrative Warning in the matter of D.A.M., DLSC Case Number 21 APP 047. Motion carried unanimously.

### Case Closings

**MOTION:** Daniel Figurski moved, seconded by Thomas Kneesel, to close the following DLSC Cases for the reasons outlined below:

1. 21 APP 022 – S.E. – Prosecutorial Discretion (P3)
2. 21 APP 027 – M.S. – No Violation
3. 21 APP 032 – R.G.T. – Prosecutorial Discretion (P3)
4. 21 APP 055 – T.A.C. – Prosecutorial Discretion (P7)

Motion carried unanimously.

### Proposed Stipulations and Final Decision and Orders

**MOTION:** Dennis Myers moved, seconded by Daniel Figurski, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 21 APP 007 – Mark A. Tralmer
2. 21 APP 018 – Lori A. Clubb
3. 21 APP 023 – Colleen M. Daavettilla
4. 21 APP 027 – Francine N. Klonis
5. 21 APP 028 – Aari K. Roberts
6. 21 APP 031 – Mark C. Maerz
7. 22 APP 022 – Superstition Management Inc.

Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Richard Rubow moved, seconded by Jennifer Coates, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 9:11 a.m.

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

**MOTION:** Dennis Myers moved, seconded by Daniel Figurski, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)*

## ADJOURNMENT

**MOTION:** Jennifer Coates moved, seconded by Richard Rubow, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:12 a.m.

DRAFT

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

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Aida Dedajic, Director of Engagement, The Appraisal Foundation		2) Date when request submitted: 7/8/2022 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: Real Estate Appraisers Board			
4) Meeting Date: 11/17/2022	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Practical Applications of Real Estate Appraisal (PAREA) presentation	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A
10) Describe the issue and action that should be addressed:  PAREA is an alternative pathway for appraisers in training to fulfill their experience requirements. Wisconsin does not currently recognize PAREA as a pathway for appraisers in training to fulfill the requirements.  PAREA website <a href="https://www.appraisalfoundation.org/imis/TAF/Resources/Aspiring_Appraisers/PAREA/TAF/PAREA.aspx?hkey=7f759f5d-e8b7-4b32-8f0b-fef28a11810a">https://www.appraisalfoundation.org/imis/TAF/Resources/Aspiring_Appraisers/PAREA/TAF/PAREA.aspx?hkey=7f759f5d-e8b7-4b32-8f0b-fef28a11810a</a>			
11) <b>Authorization</b>			
Signature of person making this request			Date
Supervisor (Only required for post agenda deadline items)			Date
Executive Director signature (Indicates approval for post agenda deadline items)			Date
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 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.			

## BOARD APPEARANCE REQUEST FORM

**NOTE: Appearances for Department Staff do not require completion of this form, instead enter the name of staff appearance on [Agenda Request Form](#)**

### Appearance Information

**Board Name:** Real Estate Appraisers Board

**Board Meeting Date:** 11/17/2022

**Person Submitting Agenda Request:** Tom Ryan, on behalf of Carl Clementi

**Person(s) requesting an appearance:** Byron Miller, AQB member

**Reason for Appearance: Present Information about ‘Practical LApplications of Real Estate Appraisal (PAREA)’**

### AppearanceContact Information

*(NOTE: If the appearing party is represented by an attorney skip the “Appearance Contact Information” section and complete the “Attorney Contact Information” section.)*

**Mailing address:** The Appraisal Foundation, 1155 15<sup>th</sup> Street NW, Suite 1111, Washington, DC

**Email address:** [bmappraisals@isd.net](mailto:bmappraisals@isd.net) (delivering presentation)  
[aida@appraisalfoundation.org](mailto:aida@appraisalfoundation.org) (requested appearance)

**Telephone #:** 202-624-3058

\*\*\*\*\*

### Attorney Contact Information

**Attorney Name:**

**Attorney’s mailing address:**

**Attorney’s e-mail address:**

**Attorney’s telephone #:**



**From:** [Daniel Figurski](#)  
**To:** [Schwartz, Katlin - DSPS](#); [Ryan, Tom - DSPS](#)  
**Cc:** [Carl Clementi](#)  
**Subject:** Re: SCHEDULED – Real Estate Appraisers Board 10/24/2022  
**Date:** Tuesday, October 11, 2022 2:03:33 PM

---

**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good Afternoon Tom and Katlin,

I would like an item added to the agenda related to our efforts on raising awareness to the funding issue at the DSPS. I have been in touch with numerous individuals at the Wisconsin Appraisal Institute Chapter as well as the national office of the Appraisal Institute. Each has been made aware of the situation, and the Wisconsin Chapter is discussing it at their next meeting. Mike Esser, who is the Wisconsin Chapter Appraisal Institute President stated he would be interested in attending the next board meeting to discuss this topic. Would this be possible? I directed Mike to reach out to Tom for further details on the topic. In addition, I spoke with Scott Dibiasio, who is a relations manager for the nation Appraisal Institute chapter, and he stated the Appraisal Foundation may have funds available for the issue that we are working to raise awareness of and potentially find a viable solution / resolution. I also directed Scott to reach out to Tom for further details. If I remember correctly, he also stated he may wish to be part of an upcoming meeting as well.

Thank you,

Dan Figurski, MBA, AI-RRS  
Chief Appraiser, American Advisors Group  
State of Wisconsin Real Estate Appraisers Board Member  
Wisconsin Certified General Appraiser



September 14, 2022

CHRIS RUDITYS – CHAPTER EXECUTIVE DIRECTOR  
APPRAISAL INSTITUTE – WISCONSIN CHAPTER  
11801 WEST SILVER SPRING DRIVE # 200  
MILWAUKEE WI 53225

Dear Mr. Ruditys,

As a professional group that supports the needs of Appraisal Institute – Wisconsin Chapter, we are in need of your association’s attention on a matter of joint concern.

You may be aware of low staffing and high turnover challenges in the Division of Professional Credential Processing at the Wisconsin Department of Safety and Professional Services (DPS) and their impact on the wait time for professional licensing application reviews to be completed. As Chairperson of the Wisconsin Real Estate Appraisers Board, I have encountered too many instances of delayed applications, as have other board members.

The Board has decided to take action in an effort to reduce license application timelines. So, on behalf of the Board, I have communicated the following two-part motion, passed by the Board at our June 8 meeting, to the 2022 Wisconsin Legislative Council Study Committee on Occupational Licenses and the Legislature’s Joint Committee on Finance:

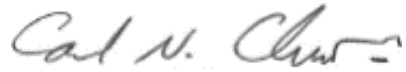
*... to express concern to the Legislature and Joint Finance Committee that its ongoing restrictions on the Department of Safety and Professional Services’ (DPS) ability to add staff and spending authority have created backlogs in licensing timelines that have in turn created unnecessary delays in real estate appraisers being licensed in a timely manner. This has resulted in delays in real estate appraisers’ ability to enter the workforce, serve clients, and earn a living. Staffing levels at DPS are simply not adequate to manage the increasing volume of license applications. The number of complaints about the slow pace of licensing has increased significantly due to the staff and spending authority restrictions.*

*The Real Estate Appraisers Board urges the legislature to take immediate action to increase staffing and spending authority of DPS and to immediately discontinue its practice of diverting real estate appraiser license fee program revenue for other purposes.*

The Study Committee will make recommendations in its report when it concludes its work, so we will request that they include our concern in its report and our action steps for the Joint Committee on Finance and the Legislature in its recommendations. As the principal legislative committee charged with the review of all state appropriations and revenues, we believe that it is appropriate to also communicate our concern and suggested action steps directly to the Joint Committee on Finance with the request that they act to provide the additional resources as soon as possible.

The Board would like to suggest that your influential group also communicate this concern to the Wisconsin State Legislature and specifically to members of the 2022 Legislative Council Study Committee on Occupational Licenses and the Joint Committee on Finance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carl N. Clementi".

Carl Clementi  
Chairperson, Wisconsin Real Estate Appraisers Board



September 14, 2022

## LEGISLATIVE COUNCIL STUDY COMMITTEE ON OCCUPATIONAL LICENSES

Dear Committee Members,

My name is Carl Clementi. I am the Chair of the Wisconsin Real Estate Appraisers (REA) Board. On behalf of the REA Board, I write to you as members of the 2022 Legislative Council Study Committee on Occupational Licenses.

The REA Board is aware of the severely low staffing levels at the Wisconsin Department of Safety and Professional Services (DSPS). As the Chair of the Board, I would like to convey to you that the REA Board passed a two-part motion at our June 8 meeting regarding the resource deficit at DSPS, as follows:

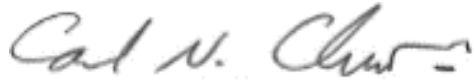
*... to express concern to the Legislature and Joint Finance Committee that its ongoing restrictions on the Department of Safety and Professional Services' (DSPS) ability to add staff and spending authority have created backlogs in licensing timelines that have in turn created unnecessary delays in real estate appraisers being licensed in a timely manner. This has resulted in delays in real estate appraisers' ability to enter the workforce, serve clients, and earn a living. Staffing levels at DSPS are simply not adequate to manage the increasing volume of license applications. The number of complaints about the slow pace of licensing has increased significantly due to the staff and spending authority restrictions.*

*The Real Estate Appraisers Board urges the legislature to take immediate action to increase staffing and spending authority of DSPS and to immediately discontinue its practice of diverting real estate appraiser license fee program revenue for other purposes.*

I understand that the Study Committee will make recommendations in its report at the conclusion of its reviews. I respectfully request that the Committee include our motion in the report and include in its recommendations the actions put forward in our motion. We will also write to the Joint Committee on Finance (JFC), as the principal legislative committee charged with the review of all state appropriations and revenues, to ask that the Committee take action to increase the Department's position allocation and spending authority as soon as possible.

Finally, I would like to extend my appreciation to the Committee for your interest in occupational licensing and for all efforts toward improving the credentialing process in Wisconsin. Thank you!

Sincerely,

A handwritten signature in cursive script, appearing to read "Carl N. Clementi".

Carl Clementi (On behalf of the Board)  
Chairperson, Wisconsin Real Estate Appraisers Board



September 14, 2022

MIKE THEO  
PRESIDENT AND CHIEF EXECUTIVE OFFICER  
WISCONSIN REALTORS ASSOCIATION  
4801 FOREST RUN ROAD 201  
MADISON WI 53704

Dear Mr. Theo,

As a professional group that supports the needs of Wisconsin real estate appraisers, we are in need of your association's attention on a matter of joint concern.

You may be aware of low staffing and high turnover challenges in the Division of Professional Credential Processing at the Wisconsin Department of Safety and Professional Services (DSPS) and their impact on the wait time for professional licensing application reviews to be completed. As Chairperson of the Wisconsin Real Estate Appraisers Board, I have encountered too many instances of delayed applications, as have other board members.

The Board has decided to take action in an effort to reduce license application timelines. So, on behalf of the Board, I have communicated the following two-part motion, passed by the Board at our June 8 meeting, to the 2022 Wisconsin Legislative Council Study Committee on Occupational Licenses and the Legislature's Joint Committee on Finance:

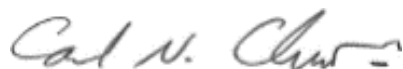
*... to express concern to the Legislature and Joint Finance Committee that its ongoing restrictions on the Department of Safety and Professional Services' (DSPS) ability to add staff and spending authority have created backlogs in licensing timelines that have in turn created unnecessary delays in real estate appraisers being licensed in a timely manner. This has resulted in delays in real estate appraisers' ability to enter the workforce, serve clients, and earn a living. Staffing levels at DSPS are simply not adequate to manage the increasing volume of license applications. The number of complaints about the slow pace of licensing has increased significantly due to the staff and spending authority restrictions.*

*The Real Estate Appraisers Board urges the legislature to take immediate action to increase staffing and spending authority of DSPS and to immediately discontinue its practice of diverting real estate appraiser license fee program revenue for other purposes.*

The Study Committee will make recommendations in its report when it concludes its work, so we will request that they include our concern in its report and our action steps for the Joint Committee on Finance and the Legislature in its recommendations. As the principal legislative committee charged with the review of all state appropriations and revenues, we believe that it is appropriate to also communicate our concern and suggested action steps directly to the Joint Committee on Finance with the request that they act to provide the additional resources as soon as possible.

The Board would like to suggest that your influential group also communicate this concern to the Wisconsin State Legislature and specifically to members of the 2022 Legislative Council Study Committee on Occupational Licenses and the Joint Committee on Finance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carl N. Clementi".

Carl Clementi  
Chair, Wisconsin Real Estate Appraisers Board

cc: Debbi Conrad, Wisconsin Realtors Association



To: Carl Clementi, Chair  
Wisconsin Real Estate Appraiser Board

From: Michael Theo, President & CEO  
Wisconsin REALTORS® Association

Date: October 6, 2022

RE: Staffing at the Department of Safety and Professional Services

Mr. Clementi,

Thank you for reaching out. The Wisconsin REALTORS® Association (WRA) also shares the same concern about delays associated with licensing at the Department of Safety and Professional Services (DPS). Furthermore, we have expressed said concerns to both DPS leadership and the Wisconsin state legislature as well as other professions credentialed or licensed at the DPS.

Additionally, to date, the WRA supported the 2021-23 state budget provision that provided a \$5,000,000 expenditure for the third phase of the modernization of the DPS' information technology platform, to allow the replacement of the trades credentialing system and provide funding for the license and customer portals.

In our support of this expenditure by the legislature, the WRA cited different benefits this modernization and other changes the DPS could make, including creating efficiencies at the DPS that will expedite credentialing, streamline and create process efficiencies, reducing staff time dedicated to maintaining or inputting the information manually and lessen errors that can accompany manual input of information by staff which in turn should allow for more staff time to focus on other professions.

As the budget process begins, we will continue to promote our goals of creating efficiencies that will help reduce staff time and we will evaluate if the addition of staff hired by DPS is warranted to help serve those goals. Lastly, the WRA historically has been supportive of using the license fees to the programs and services that benefits the license holder.

Again, thank you for reaching out as a partner for the betterment of the real estate industry.

Thank you,

A handwritten signature in blue ink, appearing to read "Michael Theo", with a long, sweeping horizontal line extending to the right.

Michael Theo, CAE, RCE  
President & CEO