



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
November 7, 2023**

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 August 1, 2023 (4-6)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements, and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Board Updates
 - 2) Board Members – Term Expiration Dates
 - a. Coates, Jennifer M. – 5/1/2019
 - b. Figurski, Daniel J. – 5/1/2026
 - c. Kneesel, Thomas J. – 5/1/2022
 - d. Krueger, Christopher D. – 5/1/2024
 - e. Myers, Dennis – 5/1/2021
 - f. Rubow, Richard L. – 5/1/2023
 - g. Wagner, David J. – 5/1/2026
- F. Administrative Rule Matters – Discussion and Consideration**
 - 1) Updates (7-8)
 - a. SPS 85, Relating to Appraiser Experience Requirements (PAREA)
 - b. SPS 85, Relating to Uniform Standards of Professional Appraisal Practice (USPAP)
 - 2) Pending or Possible Rulemaking Projects (8)
- G. Report from the Real Estate Appraisers Application Advisory Committee
- H. 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) Public Health Emergencies
- 12) Liaison Reports
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

I. 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.).

J. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) **Proposed Stipulations and Final Decision and Orders**
 - a. 21 APP 041 & 22 APP 061 – John Wood **(9-15)**
 - b. 21 APP 065 and 22 APP 062 – Ashley Hinkens **(16-22)**
- 2) **Case Closing**
 - a. 22 APP 003 – P.D. **(23-25)**
- 3) **Monitoring Matters**
 - a. Candice Coopman, Licensed Appraiser – Requesting termination of mentor requirement. **(26-43)**

K. 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

L. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
November 7, 2023**

REAL ESTATE APPRAISERS BOARD

2023 WISCONSIN ETHICS AND PUBLIC RECORDS LAW FACILITATED TRAINING

9:30 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING

A quorum of the Real Estate Appraisers Board may be present; however, no Board business will be conducted.

NEXT MEETING: 2024 To Be Determined

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 , or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
MEETING MINUTES
AUGUST 1, 2023**

PRESENT: Jennifer Coates, Daniel Figurski, Thomas Kneesel, Christopher Krueger, Richard Rubow, David Wagner (*excused at 10:05 a.m.*) (*arrived at 10:29 a.m.*)

EXCUSED: Dennis Myers

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rule Coordinator; Dialah Azam, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

Daniel Figurski, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with six (6) members present.

ADOPTION OF AGENDA

MOTION: Thomas Kneesel moved, seconded by Richard Rubow, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 23, 2023

MOTION: Thomas Kneesel moved, seconded by Jennifer Coates, to approve the minutes of May 23, 2023 as published. Motion carried unanimously.

CLOSED SESSION

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

The Board convened into Closed Session at 9:17 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations and Final Decision and Orders

21 APP 033 – Brian J. Haferman

MOTION: Jennifer Coates moved, seconded by Daniel Figurski, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Brian J. Haferman, DLSC Case Number 21 APP 033. Motion carried unanimously.

21 APP 034 – Barbara A. Shannon

MOTION: Thomas Kneesel moved, seconded by Daniel Figurski, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Barbara A. Shannon, DLSC Case Number 21 APP 034. Reasons for Remedial Education Order: prior discipline is over ten (10) years old, nature of present violations is minor and does not involve the ethics rule or competency rule. Motion carried unanimously.

21 APP 056 – Trenton J. Krueger

MOTION: Daniel Figurski moved, seconded by Jennifer Coates, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Trenton J. Krueger, DLSC Case Number 21 APP 056. Motion carried unanimously.

21 APP 062, 21 APP 067, and 22 APP 024 – Carol L. Berg

MOTION: Richard Rubow moved, seconded by Daniel Figurski, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Carol L. Berg, DLSC Case Numbers 21 APP 062, 21 APP 067, and 22 APP 024. Reasons for Remedial Education Order: prior discipline is over ten (10) years old, nature of present violations is minor and does not involve the ethics rule or competency rule. Motion carried unanimously.

(David Wagner excused at 10:05 a.m.)

21 APP 069 – Dominic J. Mickelson

MOTION: Thomas Kneesel moved, seconded by Jennifer Coates, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Dominic J. Mickelson, DLSC Case Number 21 APP 069. Motion carried unanimously.

Case Closing

22 APP 067 – B.E.Y.

MOTION: Jennifer Coates moved, seconded by Daniel Figurski, to close DLSC Case Number 22 APP 067, against B.E.Y., for Prosecutorial Discretion (P1). Motion carried unanimously.

Monitoring Matters

Candice Coopman – Requesting Termination of Mentor Requirement

MOTION: Daniel Figurski moved, seconded by Richard Rubow, to table the request of Candice Coopman for termination of mentor requirement until the November 7, 2023 meeting. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Daniel Figurski moved, seconded by Richard Rubow, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:29 a.m.

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

MOTION: Jennifer Coates moved, seconded by Richard Rubow, 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.)

(David Wagner arrived at 10:29 a.m.)

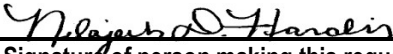
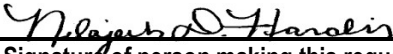
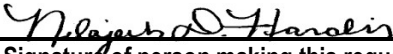
ADJOURNMENT

MOTION: Daniel Figurski moved, seconded by Thomas Kneesel, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:30 a.m.

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

AGENDA REQUEST FORM

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|--|------------|----------------------|--|--|---|----------|--|--|-------------|--|--|--|--|---------------------------------|-------------|--|--|--|--|---|-------------|--|--|--|
| 1) Name and title of person submitting the request: Nilajah Hardin Administrative Rules Coordinator | | 2) Date when request submitted: 10/25/23 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: 11/07/23 | 5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 6) How should the item be titled on the agenda page? Administrative Rules – Discussion and Consideration 1. Update: a. SPS 85, Relating to Appraiser Experience Requirements (PAREA) b. SPS 85, Relating to Uniform Standards of Professional Appraisal Practice (USPAP) 2. Pending or Possible Rulemaking Projects | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9) Name of Case Advisor(s), if required: N/A | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10) Describe the issue and action that should be addressed: Status update on board rules. Attachment: Rule Project Chart Copies of Board Rule Projects can be found here: https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">11)</td> <td style="width: 60%; text-align: center;">Authorization</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"></td> <td style="text-align: center;">10/25/23</td> </tr> <tr> <td></td> <td style="text-align: center;">Signature of person making this request</td> <td style="text-align: center;">Date</td> </tr> <tr> <td colspan="3" style="border-top: 1px solid black; height: 20px;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Supervisor (if required)</td> <td style="text-align: center;">Date</td> </tr> <tr> <td colspan="3" style="border-top: 1px solid black; height: 20px;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="text-align: center;">Date</td> </tr> <tr> <td colspan="3" style="border-top: 1px solid black; height: 20px;"></td> </tr> </table> | | | | 11) | Authorization | | |  | 10/25/23 | | 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 | | | |
| 11) | Authorization | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  | 10/25/23 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 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 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Administrative Rule | Status of Current Project | Anticipated Next Steps | Comments |
|--|---|--|-----------------|
| SPS 85, relating to Appraisal Experience Requirements (PAREA) | Drafting | Board Review of Preliminary Rule Draft | None. |
| SPS 85, relating to the Uniform Standards of Professional Appraisal Practice (USPAP) | Scope Pending DSPPS Secretary Signature for Publication | Scope Submitted to Governor's Office for Review and for Publication in Legislature's Administrative Register | None. |