

**REAL ESTATE APPRAISERS BOARD
MEETING MINUTES
February 14, 2017**

PRESENT: Carl Clementi (*via GoToMeeting*), Jennifer Coates, Thomas Kneesel, Steven Miner (*via GoToMeeting*), Dennis Myers, Lawrence Nicholson

STAFF: Tom Ryan, Executive Director; Laura Smith, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

Lawrence Nicholson, Chair, called the meeting to order at 9:30 a.m. A quorum of six (6) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- **K.2(e) – 15 APP 059**

MOTION: Dennis Myers moved, seconded by Thomas Kneesel, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Jennifer Coates moved, seconded by Steven Miner, to approve the minutes of November 1, 2016 as published. Motion carried unanimously.

NOMINATIONS, ELECTIONS AND APPOINTMENTS

Election of Officers

Board Chair

NOMINATION: Carl Clementi nominated Lawrence Nicholson for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Lawrence Nicholson was elected as Chair by unanimous consent.

Vice Chair

NOMINATION: Thomas Coates nominated Carl Clementi for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Carl Clementi was elected as Vice Chair by unanimous consent.

Secretary

NOMINATION: Jennifer Coates nominated Steven Miner for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Steven Miner was elected as Secretary by unanimous consent.

2017 OFFICERS	
Board Chair	Lawrence Nicholson
Vice Chair	Carl Clementi
Secretary	Steven Miner

Liaison Appointments

2017 LIAISON APPOINTMENTS	
Monitoring Liaison	Carl Clementi <i>Alternate: Steven Miner</i>
Continuing Education Liaison	Lawrence Nicholson <i>Alternate: Thomas Kneesel</i>
Credentialing Liaison	Carl Clementi; <i>Alternate: Thomas Kneesel</i>
DLSC Liaison	NONE
Education and Exams Liaison	Lawrence Nicholson <i>Alternate: Carl Clementi</i>
Legislative Liaison	Lawrence Nicholson <i>Alternate: Carl Clementi</i>
Travel Liaison	Lawrence Nicholson <i>Alternate: Carl Clementi</i>
Website Liaison	Jennifer Coates <i>Alternate: Dennis Myers</i>
Rules Liaison	Carl Clementi <i>Alternate: Thomas Kneesel</i>
Professional Assistance Procedure Liaison	Jennifer Coates <i>Alternate: Dennis Myers</i>
ASC and AQB Liaison	Carl Clementi <i>Alternate: Lawrence Nicholson</i>
REA Application Advisory Committee Chair	Thomas Kneesel <i>Alternate: Carl Clementi</i>
Screening Panel	NONE

MOTION: Dennis Myers moved, seconded by Thomas Kneesel, to affirm the Chair’s appointment of Liaisons for 2017. Motion carried unanimously.

Delegation of Authority

Delegated Authority for Urgent Matters

MOTION: Dennis Myers moved, seconded by Jennifer Coates, 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, make appointments to vacant liaison, panel and committee positions, 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.

Delegated Authority for Application Denial Reviews

MOTION: Dennis Myers moved, seconded by Jennifer Coates, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Monitoring Delegation

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

Travel Delegation

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair 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; Thomas Kneesel – yes; Steven Miner – yes; Dennis Myers – yes; Lawrence Nicholson – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:33 a.m.

RECONVENE TO OPEN SESSION

MOTION: Dennis Myers moved, seconded by Carl Clementi, to reconvene in Open Session. Motion carried unanimously.

The Board convened into Open Session at 11:09 a.m.

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

MOTION: Dennis Myers moved, seconded by Jennifer Coates, 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.)

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Administrative Warnings

15 APP 034 (G.A.G.).

MOTION: Jennifer Coates moved, seconded by Dennis Myers, to issue an Administrative Warning in the matter of 15 APP 034 (G.A.G.). Motion carried unanimously.

Proposed Stipulations, Final Decisions and Orders

15 APP 057 – Paul G. Martin

MOTION: Dennis Myers moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Paul G. Martin, DLSC case number 15 APP 057. Motion carried unanimously.

16 APP 021 – Martin R. Rose

MOTION: Steven Miner moved, seconded by Thomas Kneesel, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Martin R. Rose, DLSC case number 16 APP 021. Motion carried unanimously.

16 APP 025 – Theodore M. Morgan

MOTION: Thomas Kneesel moved, seconded by Dennis Myers, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Theodore M. Martin, DLSC case number 16 APP 025. Motion carried unanimously.

16 APP 057 – Ralph H. Bauch

MOTION: Dennis Myers moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Ralph H. Bauch, DLSC case number 16 APP 057. Motion carried unanimously.

15 APP 059 – Kurt R. Campbell

MOTION: Jennifer Coates moved, seconded by Dennis Myers, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Kurt R. Campbell, DLSC case number 15 APP 059. Motion carried unanimously.

Case Closings

16 APP 047 and 16 APP 049 (L.S.L.)

MOTION: Jennifer Coates moved, seconded by Dennis Myers, to close case 16 APP 047 and 16 APP 049, against L.S.L., for No Violation. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 11:14 a.m.