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**REAL ESTATE APPRAISERS BOARD**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Tom Ryan (608) 266-2112**  
**June 19, 2018**

*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 record of the actions of the Board.*

**AGENDA**

**9:00 A.M.**

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

- A) Adoption of Agenda (1-4)**
- B) Approval of Minutes of February 13, 2018 (5-10)**
- C) Administrative Updates**
  - 1) Department and Staff Updates
  - 2) Introductions, Announcements, and Recognitions
  - 3) Board Members – Board Member Status
    - a) Carl Clementi – 5/1/2020
    - b) Jennifer Coates – 5/1/2019
    - c) Thomas Kneesel – 5/1/2018
    - d) Steven Miner – 5/1/2019 (appointed but not yet confirmed)
    - e) Dennis Myers – 5/1/2021
    - f) Lawrence Nicholson – 5/1/2018
- D) Conflicts of Interest**
- E) Credentialing Matters**
- F) Legislative/Administrative Rule Matters**
  - 1) Update on Legislation and Pending or Possible Rulemaking Projects
- G) Report from Real Estate Appraisers Application Advisory Committee**
- H) Informational Items**
- I) Items Added After Preparation of Agenda:**
  - 1) Introductions, Announcements and Recognition
  - 2) Nominations, Elections, and Appointments
  - 3) Board Liaison Training and Appointment of Mentors
  - 4) Administrative Updates

- 5) Education and Examination Matters
- 6) Credentialing Matters
- 7) Practice Matters
- 8) Legislation/Administrative Rule Matters
- 9) Liaison, Panel, and Committee Report(s)
- 10) Informational Item(s)
- 11) Disciplinary Matters
- 12) Presentations of Petition(s) for Summary Suspension
- 13) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 14) Presentation of Proposed Decisions
- 15) Presentation of Interim Order(s)
- 16) Petitions for Re-Hearing
- 17) Petitions for Assessments
- 18) Petitions to Vacate Order(s)
- 19) Petitions for Designation of Hearing Examiner
- 20) Requests for Disciplinary Proceeding Presentations
- 21) Motions
- 22) Petitions
- 23) Appearances from Requests Received or Renewed
- 24) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports

**J) Public Comments**

**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.).**

**K) Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) Monitoring
  - a) Richard Conrad – Requesting Removal of the Words “Limited License – See Order” from Physical License Copy **(11-35)**
- 2) Administrative Warning(s)
  - a) 17 APP 031 – A.R.S. **(36-38)**
  - b) 18 APP 014 – D.H.D. **(39-40)**
  - c) 18 APP 018 – M.M.M. **(41-42)**
  - d) 18 APP 023 – A.B.S. **(43-44)**
- 3) Proposed Stipulation(s), Final Decisions and Orders
  - a) 17 APP 013 – Ronald A. Wright **(45-53)**
  - b) 17 APP 024 – Scott M. Aussprung **(54-59)**
  - c) 17 APP 025 – Robbin D. Erickson **(60-65)**
  - d) 17 APP 029 – Eric J. Widman **(66-72)**
  - e) 17 APP 039 – Kathy A. Kornowski **(73-79)**
  - f) 18 APP 008 – Cara E. Barton **(80-85)**
  - g) 18 APP 009 – Vaughn H. Bauch **(86-91)**
  - h) 18 APP 010 – Douglas P. Brodzik **(92-97)**

- i) 18 APP 012 – James M. Corcoran **(98-103)**
- j) 18 APP 016 – David R. Langevin **(104-109)**
- k) 18 APP 019 – Carie A. Nachreiner **(110-115)**
- l) 18 APP 020 – Mark D. Purcell **(116-121)**
- m) 18 APP 022 – John L. Shirey **(122-127)**
- n) 18 APP 024 – Melvyn B. Wolf **(128-133)**
- 4) Case Closings
  - a) 18 APP 013 – M.S.D. **(134-136)**
  - b) 18 APP 017 – G.M.L **(137-139)**

L) Deliberation of Items Added After Preparation of the Agenda:

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Board Liaison Training
- 7) Petition(s) for Summary Suspensions
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Administrative Warnings
- 10) Proposed Decisions
- 11) Matters Relating to Costs
- 12) Complaints
- 13) Case Closings
- 14) Case Status Report
- 15) Petition(s) for Extension of Time
- 16) Proposed Interim Orders
- 17) Petitions for Assessments and Evaluations
- 18) Petitions to Vacate Orders
- 19) Remedial Education Cases
- 20) Motions
- 21) Petitions for Re-Hearing
- 22) Appearances from Requests Received or Renewed

M) Consulting with Legal Counsel

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

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

O) Credentialing Liaison Training

P) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

**ADJOURNMENT**

**NEXT SCHEDULED MEETING: AUGUST 7, 2018**

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**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 at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. 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. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**REAL ESTATE APPRAISERS BOARD  
TELECONFERENCE/VIRTUAL MEETING MINUTES  
February 13, 2018**

**PRESENT:** Carl Clementi, Jennifer Coates, Thomas Kneesel, Steven Miner, 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 9:00 a.m. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES**

**MOTION:** Jennifer Coates moved, seconded by Dennis Myers, to approve the minutes of November 14, 2017 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**Election of Officers**

*Board Chair*

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

Tom Ryan called for nominations three (3) times.

Carl Clementi was elected as Chair by unanimous consent.

*Vice Chair*

**NOMINATION:** Carl Clementi nominated Steven Miner for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Steven Miner was elected as Vice Chair by unanimous consent.

*Secretary*

**NOMINATION:** Lawrence Nicholson nominated Thomas Kneesel for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Thomas Kneesel was elected as Secretary by unanimous consent.

<b>2018 OFFICERS</b>	
<b>Board Chair</b>	Carl Clementi
<b>Vice Chair</b>	Steven Miner
<b>Secretary</b>	Thomas Kneesel

**Liaison Appointments**

<b>2018 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison</b>	<b>Carl Clementi;</b> <i>Alternate: Thomas Kneesel</i>
<b>Education and Exams Liaison</b>	<b>Carl Clementi</b> <i>Alternate: Thomas Kneesel</i>
<b>Continuing Education Liaison</b>	<b>Thomas Kneesel</b> <i>Alternate: Steven Miner</i>
<b>Monitoring Liaison</b>	<b>Carl Clementi</b> <i>Alternate: Steven Miner</i>
<b>Professional Assistance Procedure Liaison</b>	<b>Jennifer Coates</b> <i>Alternate: Dennis Myers</i>
<b>Legislative Liaison</b>	<b>Carl Clementi</b> <i>Alternate: Dennis Myers</i>
<b>Travel Liaison</b>	<b>Carl Clementi</b> <i>Alternate: Jennifer Coates</i>
<b>ASC and AQB Liaison</b>	<b>Carl Clementi</b> <i>Alternate: Thomas Kneesel</i>
<b>REA Application Advisory Committee Chair</b>	<b>Thomas Kneesel</b> <i>Alternate: Carl Clementi</i>
<b>Occupational License Review Liaison</b>	<b>Carl Clementi</b> <i>Alternate: Steven Miner</i>
<b>Rules Liaison</b>	<b>Carl Clementi</b> <i>Alternate: Thomas Kneesel</i>
<b>Website Liaison</b>	<b>Jennifer Coates</b> <i>Alternate: Dennis Myers</i>

**MOTION:** Dennis Myers moved, seconded by Lawrence Nicholson, to affirm the Chair's appointment of Liaisons for 2018. Motion carried unanimously.

**Delegation of Authority**

*Delegated Authority for Urgent Matters*

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, 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.

### ***Document Signature Delegation***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, that the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, 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.

### ***Delegated Authority for Application Denial Reviews***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, 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.

### ***Monitoring Delegation***

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

### ***Travel Delegation***

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

### ***Voluntary Surrenders***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender of a license by a licensee who has a pending complaint or disciplinary matter per Wis. Stat. § 440.19. Motion carried unanimously.

### ***Continuing Education Delegation or Education Delegations***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to delegate authority to the Office of Education and Examination Liaison(s) to address all issues related to CE, education and examinations. Motion carried unanimously.

### ***Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Bodies***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to authorize Department staff to provide national regulatory bodies with all Board member contact information that the Department retains on file. Motion carried unanimously.

***Optional Renewal Notice Insert Delegation***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, that the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

***Rules Committee Delegation***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to grant the Rules Committee the ability to address all rule-making. Motion carried unanimously.

***Legislative Liaison Delegation***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

***Occupational Licensure Study Liaison***

**MOTION:** Dennis Myers moved, seconded by Thomas Kneesel, to designate Carl Clementi as the Board's liaison and Steven Miner as alternate, to represent and speak on behalf of the Board regarding occupational license review and related matters. Motion carried unanimously.

**APPRAISAL QUALIFICATIONS BOARD'S REAL PROPERTY APPRAISER  
QUALIFICATION CRITERIA**

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to recommend the Department adopt the Federal Appraisal Qualification Board's Real Property Appraisers Qualification Criteria as published effective May 1, 2018. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**Position Statements of the Real Estate Appraisers Board**

**MOTION:** Carl Clementi moved, seconded by Dennis Myers, to remove the existing Position Statements and Frequently Asked Questions on the Real Estate Appraisers Board's webpage. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Dennis Myers moved, seconded by Thomas Kneesel, 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 10:41 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Dennis Myers moved, seconded by Thomas Kneesel, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 11:57 a.m.

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

**MOTION:** Dennis Myers moved, seconded by Steven Miner, 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**

#### **Proposed Stipulations, Final Decisions and Orders**

#### ***16 APP 054 – Ronald J. Tallinger***

**MOTION:** Dennis Myers moved, seconded by Carl Clementi, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Ronald J. Tallinger, case number 16 APP 054. Motion carried unanimously.

#### ***17 APP 008 – James D. Dhein***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of James D. Dhein, case number 17 APP 008. Motion carried unanimously.

#### ***17 APP 009 – Dan W. Berry***

**MOTION:** Thomas Kneesel moved, seconded by Dennis Myers, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Dan W. Berry, case number 17 APP 009. Motion carried unanimously.

#### ***17 APP 018 – Brian P. Knowles***

**MOTION:** Dennis Myers moved, seconded by Steven Miner, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Brian P. Knowles, case number 17 APP 018. Motion carried unanimously.

***17 APP 023 – Daniel P. Currier***

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the matter of Daniel P. Currier, case number 17 APP 023. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Lawrence Nicholson moved, seconded by Dennis Myers, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:02 a.m.

DRAFT