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TELECONFERENCE/VIRTUAL
REAL ESTATE APPRAISERS BOARD
Room N206, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Valerie Payne (608) 266-2112
November 15, 2019

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

8:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of August 6, 2019 (4-6)

C. Conflicts of Interest

D. Administrative Matters – Discussion and Consideration
1. Department, Staff and Board Updates
2. Board Members – Term Expiration Dates

E. Report from Real Estate Appraisers Application Advisory Committee

F. Deliberation on 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

G. 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.).

H. Deliberation on Division of Legal Services and Compliance Matters

1. Proposed Stipulations, Final Decisions, and Orders

a. 14 APP 046 – Dean R. Poirier **(7-15)**
b. 18 APP 025 & 18 APP 039 – Robert D. Cole **(16-25)**
c. 18 APP 027 – Donald E. Lindquist **(26-33)**
d. 18 APP 028 – Michael J. Locke **(Amend Agenda at Meeting)** **(34-39)**
e. 18 APP 031 – Daniel T. Wilkins **(40-45)**
f. 18 APP 037 – Dominic J. Mickelson **(46-51)**

I. Deliberation on Proposed Final Decision and Orders

1. Chief Legal Counsel Al Rohmeyer's Decision Regarding the Proposed Decisions for Shara L. Dahlk and Thomas M. Prock **(52)**

J. Orders Fixing Costs

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

NEXT MEETING: FEBRUARY 11, 2020 (TENTATIVE)

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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 4822 Madison Yards Way, 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.

TELECONFERENCE/VIRTUAL
REAL ESTATE APPRAISERS BOARD
MEETING MINUTES
AUGUST 6, 2019

PRESENT: Carl Clementi *(in person)*, Jennifer Coates, Thomas Kneesel, Dennis Myers *(in person)*

STAFF: Yolanda McGowan, Division Administrator; Dale Kleven, Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Advanced; Gayle Nimmerguth, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

Carl Clementi, Chairperson, called the meeting to order at 9:02 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Dennis Myers moved, seconded by Carl Clementi, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 7, 2019

MOTION: Dennis Myers moved, seconded by Carl Clementi, to approve the Minutes of May 7, 2019 as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Dennis Myers moved, seconded by Jennifer Coates, 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; Thomas Kneesel-yes; and Dennis Myers-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:23 a.m.

DRAFT

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations, Final Decisions and Orders

MOTION: Dennis Myers moved, seconded by Thomas Kneesel, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against:

1. 14 APP 068 – Patrick A. Wilborn
2. 17 APP 052 – Robert W. Niederdorfer
3. 18 APP 033 – Robert E. Scheetz
4. 18 APP 034 – Jeffrey D. White
5. 18 APP 035 – P. Linas Norusis

Motion carried unanimously.

Deliberations on Proposed Final Decision and Orders

Shara L. Dahlk, Respondent – DHA Case Number SPS-19-0018/DLSC Case Number 17 APP 038

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to delegate to Department Chief Legal Counsel the Board's authority to preside over and resolve the matter of disciplinary proceedings against Shara L. Dahlk, Respondent – DHA Case Number SPS-19-0018/DLSC Case Number17 APP 038. Motion carried unanimously.

Thomas M. Prock, Respondent – DHA Case Number SPS-19-0021/DLSC Case Number 13 APP 092

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to delegate to Department Chief Legal Counsel the Board's authority to preside over and resolve the matter of disciplinary proceedings against Thomas M. Prock, Respondent – DHA Case Number SPS-19-0021/DLSC Case Number 13 APP 092. Motion carried unanimously.

Orders Fixing Costs

Michael G. Donahue, Respondent
DHA Case Number SPS-18-0010/DLSC Case Number 17 APP 026

MOTION: Dennis Myers moved, seconded by Thomas Kneesel, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Michael G. Donahue, Respondent – DHA Case Number SPS-18-0010/DLSC Case Number 17 APP 026. Motion carried unanimously.

RECONVENE TO OPEN SESSION

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

The Board reconvened into Open Session at 9:52 a.m.

DRAFT

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

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

The meeting adjourned at 9:54 a.m.

DRAFT