



---

**REAL ESTATE APPRAISERS BOARD**  
**Room N208, 4822 Madison Yards Way, 2<sup>nd</sup> Floor, Madison**  
**Contact: Valerie Payne (608) 266-2112**  
**May 5, 2020**

*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 February 11, 2020 (4-9)**
- C. Conflicts of Interest
- D. Administrative Matters – Discussion and Consideration**
  - 1. Department, Staff, and Board Updates
  - 2. Board Members – Term Expiration Dates
- E. Administrative Rule Matters – Discussion and Consideration**
  - 1. SPS 88, Relating to Real Estate Appraisal Management Companies
  - 2. Pending or Possible Rulemaking Projects
- F. COVID-19 – Discussion and Consideration**
- G. Report from 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. 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

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 Matters**

**1. Proposed Stipulations, Final Decisions, and Orders**

- a. 19 APP 002 – Gerald J. Long **(10-18)**
- b. 19 APP 013 – Tyler P. Biesterveld **(19-24)**

**K. Deliberation on Matters Relating to Orders Fixing Costs**

1. Thomas M. Prock (DHA Case number SPS-19-0021/DLSC Case Number 13 APP 092) **(25-40)**
2. Shara L. Dahlik (DHA Case Number SPS-19-0018/DLSC Case Number 17 APP 038) **(41-57)**

L. 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

M. Consulting with Legal Counsel

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

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

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

**ADJOURNMENT**

**NEXT MEETING: AUGUST 4, 2020**

\*\*\*\*\*  
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  
FEBRUARY 11, 2020**

**PRESENT:** Carl Clementi (*via Skype*), Jennifer Coates (*via Skype*), Thomas Kneesel (*via Skype*), Dennis Myers

**STAFF:** Valerie Payne, Executive Director; Jameson Whitney, Legal Counsel; Megan Glaeser, Bureau Assistant; and other DSPS Staff

**CALL TO ORDER**

Carl Clementi, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with four (4) members present.

**ADOPTION OF AGENDA**

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

**APPROVAL OF MINUTES OF NOVEMBER 15, 2019**

**MOTION:** Thomas Kneesel moved, seconded by Jennifer Coates, to approve the minutes of November 15, 2019 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

*Chairperson*

**NOMINATION:** Dennis Myers nominated Carl Clementi for the Office of Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Carl Clementi was elected as Chairperson by unanimous voice vote.

*Vice Chairperson*

**NOMINATION:** Dennis Myers nominated Jennifer Coates for the Office of Vice Chairperson.

Valerie Payne, Executive Director, called for nominations three (3) times.

Jennifer Coates was elected as Vice Chairperson by unanimous voice vote.

*Secretary*

**NOMINATION:** Carl Clementi nominated Dennis Myers for the Office of Secretary.

Valerie Payne, Executive Director, called for nominations three (3) times.

Dennis Myers was elected as Secretary by unanimous voice vote.

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Carl Clementi
<b>Vice Chairperson</b>	Jennifer Coates
<b>Secretary</b>	Dennis Myers

**Appointment of Liaisons and Alternates**

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

## Delegation of Authorities

### *Document Signature Delegations*

**MOTION:** Thomas Kneesel moved, seconded by Dennis Myers, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

**MOTION:** Jennifer Coates moved, seconded by Dennis Myers, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

### *Delegated Authority for Urgent Matters*

**MOTION:** Jennifer Coates moved, seconded by Thomas Kneesel, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

### *Delegation to Chief Legal Counsel Due to of Loss of Quorum*

**MOTION:** Dennis Myers moved, seconded by Jennifer Coates, to delegate the review of disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum. Motion carried unanimously.

### *Monitoring Delegations*

**MOTION:** Jennifer Coates moved, seconded by Thomas Kneesel, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" as presented in the February 11, 2020 agenda materials. Motion carried unanimously.

### *Credentialing Authority Delegations*

#### Delegation of Authority to Credentialing Liaison

**MOTION:** Thomas Kneesel moved, seconded by Jennifer Coates, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them except that potential denial decisions shall be referred to the full Board for final determination. Motion carried unanimously.

## **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Jennifer Coates moved, seconded by Dennis Myers, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

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

**MOTION:** Jennifer Coates moved, seconded by Thomas Kneesel, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

### ***Voluntary Surrenders***

**MOTION:** Dennis Myers moved, seconded by Carl Clementi, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

### ***Education, Continuing Education and/or Examination Delegation(s)***

**MOTION:** Jennifer Coates moved, seconded by Dennis Myers, to delegate authority to the Education, Continuing Education and/or Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

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

**MOTION:** Jennifer Coates moved, seconded by Carl Clementi, to authorize DSPS staff to provide national regulatory related bodies with all board member contact information that DSPS retains on file. Motion carried unanimously.

### ***Optional Renewal Notice Insert Delegation***

**MOTION:** Dennis Myers moved, seconded by Jennifer Coates to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) 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.

### ***Legislative Liaison Delegation***

**MOTION:** Jennifer Coates moved, seconded by Carl Clementi, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

### ***Travel Delegation***

**MOTION:** Jennifer Coates moved, seconded by Dennis Myers, to delegate authority to the Travel Liaison to approve any board member 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 (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 9:44 a.m.

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

#### **Administrative Warnings**

#### ***19 APP 008 – J.W.V.S.***

**MOTION:** Dennis Myers moved, seconded by Jennifer Coates, to issue an Administrative Warning in the matter of J.W.V.S., DLSC Case Number 19 APP 008. Motion carried unanimously.

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

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

1. 18 APP 025 – Tom Martin
2. 19 APP 006 – Alexander Amadi-Emina

Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

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

The Board reconvened into Open Session at 9:50 a.m.

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

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

The meeting adjourned at 9:51 a.m.

DRAFT