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

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of the Minutes (4-6)
   1. October 19, 2017

C. Administrative Matters
   1. Staff Updates
   2. Election of Officers – Board Secretary
   3. Liaison Delegation and Appointments

D. Legislative and Administrative Rule Matters – Discussion and Consideration (7)
   1. REEB 16 and 25 Relating to Obsolete Cross-References and Update Terminology
   2. Update Regarding 2017 Wisconsin Act 110
   3. Update on Legislation and Pending or Possible Rulemaking Projects

E. Real Estate Contractual Forms Advisory Council Update
   1. Review and Consider Approval of Revised Real Estate Forms

F. Items Received After Preparation of the Agenda – Discussion and Consideration
   1. Introductions, Announcements and Recognition
   2. Election of Board Officers
   3. Appointment of Board Liaison(s)
   4. Administrative Updates
   5. Education and Examination Matters
   6. Credentialing Matters
   7. Practice Matters
   8. Legislation/Administrative Rule Matters
   9. Liaison Report(s)
  10. Informational Items
  11. Presentation on Petition(s) for Summary Suspension(s)
  12. Presentation on Designation(s) of Hearing Official
13. Requests for Disciplinary Proceeding Presentations
14. Motions
15. Petitions
16. Appearances from Requests Received or Renewed
17. Speaking Engagement(s), Travel, or Public Relation Request(s)

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 (DLSC) Matters (8-41)
1. Administrative Warning(s)
   a. 17 REB 059 – M.J.M.
2. Case Closing(s)
   a. 16 REB 014 & 16 REB 015 – D.H.G.
   b. 16 REB 021 – M.S.
   c. 16 REB 025 – C.P.
   d. 16 REB 060 – S.K., W.K., A.C.S., LLC.
   e. 16 REB 070 – D.J.
   f. 16 REB 105 – B.E.D.
   g. 17 REB 008 – S.P.H.
   h. 17 REB 009 – T.G.L., T.R.G., LLC.

I. Deliberation on Order Fixing Costs (42-50)
1. Julia Luna, Respondent (DHA Case Number SPS-16-0020, DLSC Case Number 14 REB 108)

J. Deliberation of Items Received After Preparation of the Agenda
1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Professional Assistance Procedure (PAP)
5. Monitoring Matters
6. Petitions for Summary Suspension(s)
7. Proposed Stipulation(s), Final Decision(s) and Order(s)
8. Administrative Warning(s)
9. Review of Administrative Warning(s)
10. Proposed Final Decisions and Orders
11. Orders Fixing Costs/Matters Related to Costs
12. Case Closings

K. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

L. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
M. Open Session Items Noted Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING DATE: FEBRUARY 1, 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 EXAMINING BOARD
MEETING MINUTES
OCTOBER 19, 2017

PRESENT:    Jerry Lyons, Dennis Pierce, Thomas Richie, Robert Webster
EXCUSED:    Richard Marino
STAFF:      Erin Karow, Executive Director; Laura Smith, Bureau Assistant; and other Department Staff

CALL TO ORDER
Robert Webster, Chairperson, called the meeting to order at 10:00 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

• Remove from Roster: Kitty Jedwabny, Real Estate Sales/Broker Member

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

APPROVAL OF THE MINUTES OF AUGUST 17, 2017

MOTION:    Jerry Lyons moved, seconded by Thomas Richie, to approve the minutes of August 17, 2017 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Board Member Recognition and Introductions

MOTION:    Robert Webster moved, seconded by Dennis Pierce, to thank Kitty Jedwabny for her service to the Real Estate Examining Board. Motion carried unanimously.

MOTION:    Robert Webster moved, seconded by Jerry Lyons, to welcome Robert Larson to the Board. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

Scope Statement on REEB 24.17 Relating to Violation of Board Orders

MOTION:    Jerry Lyons moved, seconded by Thomas Richie, to approve the Scope Statement on REEB 24.17 violation of Board orders for submission to the Department of Administration and publication, and to authorize the Chair to approve the scope for implementation no less than 10 days after publication. Motion carried unanimously.

REAL ESTATE CONTRACTUAL FORMS ADVISORY COUNCIL UPDATE
MOTION: Dennis Pierce moved, seconded by Thomas Richie, to designate the Chair to approve the final versions of the WB-2 Farm Listing Contract, WB-3 Vacant Land Listing Contract, WB-4 Residential Condominium Listing Contract, WB-5 Commercial Listing Contract, WB-6 Business Listing Contract, and WB-37 Residential Listing Contract forms as recommended and presented at today’s meeting. Motion carried unanimously.

MOTION: Jerry Lyons moved, seconded by Thomas Richie, to eliminate the WB-8 Time Share Listing Contract. Motion carried unanimously.

CLOSED SESSION

MOTION: Thomas Richie moved, seconded by Jerry Lyons, 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.). The Chair read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Jerry Lyons-yes; Dennis Pierce-yes; Thomas Richie-yes; Robert Webster-yes. Motion carried unanimously.

The Board convened into Closed Session at 11:24 a.m.

RECONVENE TO OPEN SESSION

MOTION: Robert Webster moved, seconded by Jerry Lyons, to reconvene into open session. Motion carried unanimously.

The meeting reconvened into Open Session at 12:31 a.m.

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

MOTION: Jerry Lyons moved, seconded by Thomas Richie, to affirm all votes made 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 Warning(s)

16 REB 087 – (M.L.)

MOTION: Thomas Richie moved, seconded by Dennis Pierce, to issue an Administrative Warning in the matter of DLSC case number 16 REB 087. Motion carried unanimously.
Proposed Stipulations, Final Decisions and Orders

17 REB 017 – Donald E. Knutson

MOTION: Jerry Lyons moved, seconded by Thomas Richie, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Donald E. Knutson, DLSC case number 17 REB 017. Motion carried unanimously.

MONITORING

Gabriel Albrecht – Requesting Full Licensure

MOTION: Jerry Lyons moved, seconded by Dennis Pierce, to grant the request of Gabriel Albrecht for full licensure. Motion carried unanimously.

Eulonda Martin – Requesting Full Licensure

MOTION: Robert Webster moved, seconded by Dennis Pierce, to retroactively approve Debbie Gritt as applicant’s supervising Broker, and to deny the request of Eulonda Martin for full licensure. Reason for Denial: Failure to demonstrate continuous, successful compliance with the Order (lack of reports). Applicant needs to submit two additional, on-time, satisfactory quarterly self-reports, employer-reports, and AA/NA logs. Motion carried unanimously.

Travis Schinke – Requesting Full Licensure

MOTION: Robert Webster moved, seconded by Jerry Lyons, to table the request of Travis Schinke for full licensure and to request additional information. Motion carried unanimously.

ADJOURNMENT

MOTION: Robert Webster moved, seconded by Jerry Lyons, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:34 a.m.
State of Wisconsin  
Department of Safety & Professional Services  

**AGENDA REQUEST FORM**

<table>
<thead>
<tr>
<th>1) Name and Title of Person Submitting the Request:</th>
<th>2) Date When Request Submitted:</th>
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<tbody>
<tr>
<td>Sharon Henes</td>
<td>29 November 2017</td>
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<tr>
<td>Administrative Rules Coordinator</td>
<td></td>
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</tbody>
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Items will be considered late if submitted after 12:00 p.m. on the deadline date:

- 8 business days before the meeting

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<th>3) Name of Board, Committee, Council, Sections:</th>
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<tr>
<td>Real Estate Examining Board</td>
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<tr>
<th>4) Meeting Date:</th>
<th>5) Attachments:</th>
<th>6) How should the item be titled on the agenda page?</th>
</tr>
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<tbody>
<tr>
<td>11 December 2017</td>
<td>☑ Yes</td>
<td>Legislation and Rule Matters – Discussion and Consideration</td>
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1. REEB 16 and 25 Relating to Obsolete Cross-References and Update Terminology  
2. Act  
3. Update on Pending Legislation and Pending and Possible Rules

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<th>7) Place Item in:</th>
<th>8) Is an appearance before the Board being scheduled?</th>
<th>9) Name of Case Advisor(s), if required:</th>
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<tbody>
<tr>
<td>☑ Open Session</td>
<td>☑ Yes (Fill out Board Appearance Request)</td>
<td></td>
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<tr>
<td>☐ Closed Session</td>
<td>☐ No</td>
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<tr>
<td>☐ Both</td>
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<th>10) Describe the issue and action that should be addressed:</th>
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11) Authorization  

**Sharon Henes**  
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.