

Phone: 608-266-2112 Web: http://dsps.wi.gov Email: <u>dsps@wisconsin.gov</u>

Tony Evers, Governor Dawn B. Crim, Secretary

## VIRTUAL/TELECONFERENCE REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE MEETING Virtual, 4822 Madison Yards Way, Madison Contact: Tom Ryan (608) 266-2112 January 18, 2022

The following agenda describes the issues that the Committee 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 Committee.

# AGENDA

# 10:00 A.M.

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

- A. Adoption of Agenda (1-2)
- B. Approval of Minutes of September 21, 2021 (3-4)
- C. Reminders: Conflicts of Interests, Scheduling Concerns

#### D. Introductions, Announcements, and Recognition

1) Recognition: Wanda Wood, Certified Residential Appraiser Member (Resigned: 12/31/2021)

#### E. Administrative Matters – Discussion and Consideration

- 1) Department, Staff, and Committee Updates
- 2) Annual Policy Review (5-7)
- 3) Committee Members
  - a. Bronek, Peter A.
  - b. Heins, Duane A.
  - c. Kneesel, Thomas J.
  - d. Moegenburg, Peter A.
  - e. Wagner, David J.
- F. Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports, Including Any Reports Mailed or Received After Preparation of the Agenda (8-9)
  - 1) Certified General Appraiser Applicant:
    - a. Amanda Koss
  - 2) Licensed Appraiser Applicant:
    - a. Mary Ellen Schultz
- G. Discussion and Consideration of Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Credentialing Matters
- 4) Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports
- 5) Practice Matters
- 6) Legislative and Administrative Rule Matters
- 7) Liaison, Panel, and Committee Reports
- 8) Informational Items
- 9) Appearances from Requests Received or Renewed
- 10) Speaking Engagements, Travel, or Public Relation Requests, and Reports
- H. 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 individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

- I. Deliberation of Items Added After Preparation of the Agenda
  - 1) Credentialing Matters
  - 2) Appearances from Requests Received or Renewed

#### RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- J. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate
- K. Open Session Items Noticed Above Not Completed in the Initial Open Session

## ADJOURNMENT

## NEXT MEETING: APRIL 12, 2022

#### 

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 at 608-266-2112 and Meeting Staff at 608-266-5439.

#### VIRTUAL/TELECONFERENCE REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE MEETING MINUTES SEPTEMBER 21, 2021

- **PRESENT:** Peter Bronek, Duane Heins, Thomas Kneesel, Peter Moegenburg, Wanda Wood (*arrived at 10:02 a.m.*)
- **EXCUSED:** David Wagner
- **STAFF:** Valerie Payne, Executive Director; Jameson Whitney, Legal Counsel; Katlin Schwartz, Bureau Assistant; Kimberly Wood, Program Assistant Supervisor-Advanced; and other Department Staff

#### **CALL TO ORDER**

Thomas Kneesel, Chairperson, called the meeting to order at 10:01 a.m. A quorum was confirmed with four (4) members present.

#### **ADOPTION OF AGENDA**

**MOTION:** Peter Moegenburg moved, seconded by Duane Heins, to adopt the Agenda as published. Motion carried unanimously.

(Wanda Wood arrived at 10:02 a.m.)

#### **APPROVAL OF MINUTES OF JUNE 29, 2021**

**MOTION:** Peter Bronek moved, seconded by Wanda Wood, to approve the Minutes of June 29, 2021 as published. Motion carried unanimously.

#### REVIEW AND CONSIDERATION OF APPLICANTS' APPRAISAL EXPERIENCE AND APPRAISAL REPORTS, INCLUDING ANY REPORTS MAILED OR RECEIVED AFTER PREPARATION OF THE AGENDA

#### **Certified Residential Appraiser Applicant**

#### **Catherine Boelter**

MOTION: Wanda Wood moved, seconded by Duane Heins, to recommend issuing a Notice of Intent to Deny the application of Catherine Boelter, and to request that the applicant submit three new reports in which the applicant is properly acknowledged. <u>Reason for Denial:</u> The reports submitted lack proper foundation to support the applicant's request for licensure under USPAP Standard 2-3 because the applicant is not acknowledged in any of the submitted reports. Motion carried unanimously.

#### ADJOURNMENT

**MOTION:** Duane Heins moved, seconded by Wanda Wood, to adjourn the meeting. Motion carried unanimously.

Virtual/Teleconference Real Estate Appraisers Application Advisory Committee Meeting Minutes September 21, 2021 Page 1 of 2 The meeting adjourned at 10:22 a.m.

Virtual/Teleconference Real Estate Appraisers Application Advisory Committee Meeting Minutes September 21, 2021 Page 2 of 2

# State of Wisconsin Department of Safety & Professional Services

AGENDA REQUEST FORM								
1) Name and title of pers	son submitting the request:		2) Date when request submitted:					
Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Division of Policy Development Executive Directors 3) Name of Board, Committee, Council, Sections:			12/13/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting					
All Boards								
	5) Attachmenter	6) How of	hauld tha itam ha tit	lad an the arounda name?				
4) Meeting Date:	5) Attachments:			led on the agenda page?				
First Meeting of 2022	⊠ Yes □ No	Annua	al Policy Review					
Please be advised of the 1. Attendance/Qu meeting or if yo appreciated as 2. Walking Quoru	8) Is an appearant scheduled? □ Yes ☑ No nd action that should be add following Annual Policy Re forum: Thank you for your se ou have scheduling conflicts quorum is required for our I um: Board/Section/Council m	dressed: view items ervice and s impacting Boards, Se tembers m	s: for your commitmer g your attendance, p ections and Councils just not collectively o	9) Name of Case Advisor(s), if applicable: N/A nt to meeting attendance. If you cannot attend a clease let us know ASAP. Timely notification is s to meet pursuant to Open Meetings Law. discuss the body's business outside of a members could be violating the open meetings				
<ul> <li>properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law.</li> <li>3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting)</li> <li>4. Travel Voucher Submissions: Please submit all reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Travel Voucher Example)</li> <li>5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time.</li> <li>If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate.</li> <li>6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely.</li> </ul>								
11)	A	Authorization	on					
Kimberly Wood				12/13/2021				
Kimberly Wood12/13/2021Signature of person making this requestDate								
Supervisor (Only require	ed for post agenda deadline	items)		Date				
Executive Director signa	ature (Indicates approval for	post agen	ıda deadline items)	Date				
2. Post Agenda Deadlin	saved with any other docum e items must be authorized l	by a Super	rvisor and the Policy	Items folders. / Development Executive Director. to the Bureau Assistant prior to the start of a				

Annual Policy Review - Revised 12/2021

meeting.

# **Timeline of a Meeting**

**8 business days prior to the meeting:** All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

**7 business days prior to the meeting:** The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

**5 business days prior to the meeting:** The approved agenda is returned to the Bureau Assistant for agenda packet production and compilation.

**4 business days prior to the meeting:** Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

## Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- o Open Session Items
  - Public Hearings (on Admin Rules)
  - Administrative Matters
  - Legislation and Policy Matters
  - Administrative Rules Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
  - Public Comments
- o Closed Session items
  - Deliberations on Proposed Disciplinary Actions
    - Stipulations
    - Administrative Warnings
    - Case Closings
    - o Monitoring Matters
    - Professional Assistance Procedure (PAP) Issues
  - Proposed Final Decisions and Orders
  - Orders Fixing Costs/Matters Relating to Costs
  - Credentialing Matters
  - Education and Exam Issues

**Thursday of the Week Prior to the Meeting:** Agendas are published for public notice on the Public Notices and Meeting Minutes website: **publicmeetings.wi.gov**.

**1 business day after the Meeting:** "Action" lists are distributed by staff detailing board actions on closed session business.

**5 business days after the Meeting:** "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Department's website.

State of Wisconsin

#### DOCUMENT NUMBER TL

											DOCOMENT			
Travel Vou	cher				Staple Re	eceipts Fa	ice Up On Ba	ckside					For Agency	y Use Only
Safety & P	rofessional Serv	ices												
Department/ Division Example Examining Board			Emp ID			Z								
State Officer/Employee Name Mary Sunshine			Address	2424 Ha	appy Road									
Mo/Yr		From/To:		-	City	Pleasan	t Prairie	State	WI	Zip-Code	53158			
		BUSINESS		APPR						BALANCE	REPORTING	PROJECT	AMO	UNT
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				22100										
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with Wisconsir	n statute 16.53 and relat	ed agreements. Th	is claim represents	reasonable ar	nd actual						Less Travel A	dvance		
expenses necessarily incurred by me personally in the performance of official duties and no per-				no portion						Net Amount D	Due			
was previously reimbursed to me by the State or any other source.					I certify that	all expenses on th	nis voucher cor	nform to statute	ory, department	al or applicable c	ollective bargai	ning provisions,	and were	
					l certify that all expenses on this voucher conform to statutory, departmental or applicable collective bargaining provisions, and were necessary in the official performance of duties required by the State Expenditures are determined to be reasonable and proper, and that									
Date Claimant's Signature					sufficient funds are available to pay this claim.									
	travel claim is reasonable	-	ormity with applicable											
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Date Supervisor's Signature Audited						Audited in	accordance with \$	5. 10.53 W ISCO	msin Statutes	and allowed by	me provisions of	or chapter 20.		

# State of Wisconsin Department of Safety & Professional Services

1) Name and Title of Per	rson Submitting the Request	: 2) Date When Requ	2) Date When Request Submitted:					
		12/29/21						
James Kuehn, LPP	A		Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting					
3) Name of Board, Com	mittee, Council, Sections:							
Deal Estate Annua	icore Analisation Advis							
Real Estate Appraisers Application Advisory Committee         4) Meeting Date:       5) Attachments:       6) How should the item be titled on the agenda page?								
01/18/22	Yes							
01/10/22	2 No Applications for Review							
			1					
7) Place Item in:		ce before the Board being	9) Name of Case Advisor(s), if required:					
Open Session	scheduled?	Deard Annearance Deguaat)						
Closed Session		Board Appearance Request)						
10) Describe the issue a	│	Iraccad'						
io) Describe the issue a		105500.						
1) Consideration	of listed credential a	pplications (page 2)						
SharePoint								
<u>Sharer Olin</u>								
44)								
11) Signature of person ma		uthorization	Date 12/29/2020					
James Kuehn	ang ano request							
Supervisor (if required)			Date					
Executive Director cign		add post agenda deadline iten	n to aαenda) Date					
Executive Director signa	ature (indicates approval to a	iuu post agenua ueaunne nen	n to agenda) Date					
	supporting documents:							
1. This form should be attached to any documents submitted to the agenda.								
<ol> <li>Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director.</li> <li>If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a</li> </ol>								
meeting.								
<b></b>								

# AGENDA REQUEST FORM

# State of Wisconsin Department of Safety & Professional Services

Applicant	Туре:	Committee member	Date sent	Worksheet rec'd	Recommend:
Koss, Amanda	Certified General Appraiser	Wanda Wood	9/30/21	11/18/21	Intent to Deny
Schultz, Mary Ellen	Licnesed Appraiser	Wanda Wood	11/2/21	12/15/21	Intent to Deny