

IOWA REAL ESTATE APPRAISER EXAMINING BOARD
Professional Licensing Bureau
August 12, 2014
200 E Grand, Suite 350 – Des Moines, Iowa 50309

PRESENT: Gene Nelsen, Fred Greder, Amanda Luscombe, Greg Harms Lee
Schoenewe, Joan Scotter and Caryl Swaim

STAFF PRESENT: Pam Griebel, Assistant Attorney General; Toni Bright, Executive
Officer; Cheryl Merriman, Staff.

ABSENT: None

PUBLIC MEMBERS PRESENT: Samuel Schumacher

Call to Order:

The meeting was called to order at 10:04 p.m. by Chair, Gene Nelsen.

Approval of Minutes:

Motion made by Schoenewe, second by Luscombe, to approve as written the
open and closed session minutes of June 5, 2014. Motion carried unanimously.

Renewal Update:

Bright informed the board that there were 604 renewals through the months of
June and July. Bright sent an email reminder to the lapsed licensees on July 8,
2014. Bright provided the board with the following appraiser statistics:

1170 Active Licensees
38 Inactive Licensees
67 Lapsed (53 Certified; 14 Associates)

Work Product Review Report:

Motion made by Swaim, second by Greder to defer Jeff Adams and approve for
certification the work product review submitted by the following associates:

David Fugslang,
Eric Losen
Samuel Schumacher
Todd Mortensen
Jacob Folger
Ken Kruger

Motion carried unanimously.

Public Comment:

Samuel Schumacher thanked the Board for their assistance. Schumacher was
impressed with the work product review process and learned through it.

Executive Officer Travel:

Motion made by Luscombe, second by Harms to approve travel for Executive Officer to attend October meetings of ASCAC, AQB and AARO in Washington D.C. Motion carried unanimously.

2015 ASC Compliance review dates:

Bright reported that the 2015 ASC Compliance review date is scheduled for July 20 - 23, 2015. The Board discussed having an "Afternoon with the Board" the afternoon of the 23rd. Nelsen approved Bright researching additional information to start preparing for an Afternoon with the Board.

Administrative Hearing

Jeff Evans, Executive Officer arrived at 10:50 a.m.

Hearing scheduled for 11:00 a.m. for Complaint Case No. 14-20 was delayed until 11:10 a.m. to allow time for respondent to appear. Respondent did not appear.

Administrative Law Judge Heather Palmer conducted an administrative hearing on Case 14-20 (Respondent Christopher Hauser) which was recorded by Peterson Court Reporting Service. The hearing commenced at 11:10 a.m. and concluded at 11:25 a.m. After hearing all arguments, MOTION by Scotter, second by Harms, to go into closed session pursuant to Iowa Code 21.5(1)(a), 21.5(1)(d), and 21.5(1)(f) to deliberate. Roll call vote as follows: Nelsen, aye; Swaim, aye; Scotter, aye; Schoenewe, aye; Luscombe, aye; Greder, aye; and Harms, aye. Motion carried unanimously. The Board convened in closed session at 11:25 a.m. and returned to open session at 12:03 p.m. by MOTION made by Swaim, second by Schoenewe. Once in open session, motion made by Scotter, second by Luscombe, to direct Judge Palmer to draft a Findings of Fact, Conclusions of Law, Decision and Order in Case 14-20 consistent with deliberations in closed session. Roll call votes as follows: Nelsen, aye; Greder, aye; Luscombe, aye; Harms, aye; Schoenewe, aye; Scotter, aye; and Swaim, aye.

Discussion of Home Base Iowa Rule:

Griebel provided guidance on how the Home Base Iowa Rule will be applied to their profession.

Vote on Home Base Rule:

Motion made by Schoenewe, second by Luscombe to approve to Notice Home Base Iowa in the Bureau rules. Motion carried unanimously.

Strategic Planning:

Bright thanked Nelsen for his participation and input at the Strategic Planning. Bright advised the Board that the plan is in the final stages and will be provided to the Board at the next in-office Board meeting.

Staff Update:

Bright reported the loss of long time staff within the Bureau. Bright also reported that each staff member is working diligently to minimize any impact on the service to the Boards.

Set dates for the following:

- a. Disciplinary Meeting – September 15, 2014 10:00 a.m.
- b. WPR Meeting – August 28, 2014 at 9 a.m.
- c. Board Meeting – September 18, 2014 at 9:00 a.m. Teleconference
October 8, 2014 at 9:00 a.m. Teleconference

Board Member Reports

No Reports

Staff Reports

Bright reported that the Bureau is pursuing a new database and is currently working through process flows. The entire project is anticipated to take 15 months and hopes the appraiser's next renewal cycle will be the last on the current system. Bright advised that the implementation of a new licensing database should assist staff in better time management.

Discipline and Work Product Committee best practices:

Griebel briefed the Board on best practices as it applies to discipline and work product review. Griebel advised refraining from personal interaction with the candidate until the peer review has been completed and there has been a recommendation to the Board. Griebel also reminded the Board members that all decisions are based on the facts, not personal feeling. She commended the Board for their abilities in the past to do this and reminded them that failure to continue this practice could disqualify any board member should the case ever go to hearing.

Discussion of proposed re-write to Chapters 3, 4, 5, 6, 9, 11 and 15:

The Board discussed the changes as written in the Notice of Intended Action as it will apply to Administrative Rule 193F.

Vote to Notice Administrative Rule 193F Chapters: 3, 4, 5, 6, 9, 11 and 15:

Motion made by Schoenewe, second by Scotter. Motion carried unanimously.

Assistant Attorney General report:

Griebel had nothing additional to report.

With all agenda items covered, the meeting adjourned at 1:49 p.m.

These minutes accurately reflect the minutes approved by the Board at the meeting on September 18, 2014.


Chair