

IOWA REAL ESTATE APPRAISER EXAMINING BOARD
200 E. Grand, Suite 350, Des Moines | Bureau Conference Room
November 21, 2016 | 2:00 p.m.

Board Members present for all or part of the meeting:

Fred Greder, Vice Chair	Amanda Luscombe, Chair
Bob Felderman	Gene Nelsen
Joan Scotter	Caryl Swaim

Staff present:

Brandy March, Executive Officer	Teresa Stull, Licensing Specialist
Luke Dawson, Assistant Attorney General	Lori SchraderBachar, Site Manager

Public present:

None

Call to Order

Call to Order by Luscombe at 2:00 p.m.
Quorum was established.

Motion by Nelsen to approve the November 21, 2016 Board Meeting Agenda.

Seconded by Scotter.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Motion by Scotter to approve the October 7, 2016 Closed Session Minutes, October 17, 2016 Open and Closed Session Minutes, and the October 19, 2016 Open Session Minutes.

Seconded by Swaim.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

TAF Corrective Courses for Appraisers

March stated The Appraisal Foundation has developed four training courses that States can utilize in disciplinary orders. These courses cannot be used for continuing education. Appraisers would be able to sign up for these courses from The Appraisal Foundation's website. Discussion was held on whether or not these courses could be beneficial for new appraisers and if the Board members would be able to obtain the course material to see what the course entails. It was determined that since most Board members are appraisers, they are subject to discipline and may be required to take these courses should they be subjected to discipline, therefore, they would not be able to receive the material. It was decided that if an associate appraiser is deferred during work product review, the committee would be able to recommend to the Board that the associate take these courses as part of the deferral criteria.

Board Member Reports

Luscombe stated that March and Dawson has looked at processes and has implemented new things. Board members are encouraged to notify Luscombe if they wish to change committees. In addition, they should notify March if they have ideas for process changes. Luscombe stated that the Board is struggling to find a new Board member and speculated that it could be due to time commitment requirements and the loss of income resulting from time spent in travel and Board business. March will call surrounding states to compare the Board per diems. .

SchraderBachar stated that the \$50 per diem for Board members is statewide and cannot be changed by each Board.

Staff Reports & Comments

SchraderBachar stated that Board member appointments will not take place prior to May. Nelsen and Swaim must notify the Governor's office as soon as possible that they will no longer be serving on the Board as their terms will be up in April 2017. SchraderBachar stated that the Governor's Office is having a hard time finding the right person to fill the vacancy on the Board.

SchraderBachar mentioned that PLB is fully staffed. SchraderBachar reported on the new licensing database and said it should be available next year. Dawson stated that the Ombudsman's office would

like to see more discussion and documentation when committee members make recommendations to the full Board. Board members should have access to all the information being presented in order to make an informed decision. Board members should voice any concerns and offer their comments during the discussion.

March gave an update on the AARO Conference. March stated the Appraisal Foundation Website has a Q&A which is updated regularly. Questions submitted are answered within 24 hours and those deemed relevant to all States are posted on the website. March commented on a breakout session in which States discussed what makes a complete application with regard to background checks.. March stated that States need to ensure that their websites are easy to use and kept up to date. March stated that she was elected as an alternate Director of AARO. It was recommended that Board members attend the AARO conferences.

March provided a handout for the Voluntary Disciplinary Action Matrix and advised the Board members review the recommended paths of discipline. It was noted that is a reference and not mandatory discipline paths.

March presented the mass appraisal log which was discussed at the AARO conference. This will be provided to individuals who wish to claim mass appraisal experience for certification.

Public Comments

None

Future Board Meeting Date Selection

December 2016 will be held via Teleconference.

January 2017 will be held in-person and the Board will meet with the peer reviewers.

February 21, 2017 – will be held via Teleconference

March 17, 2017 – Work Product Committee Meeting

March 30, 2017 – will be held via Teleconference

April 21, 2017 – Work Product Committee Meeting

April 27, 2017 – will be held in-person

May 19, 2017 – Work Product Committee Meeting

May 25, 2017 – will be held in-person

July 28, 2017 – will be held in-person and the Board will meet with the ASC.

Unlicensed Complaints

Case #16-29 – Hanna Mark

Motion by Nelsen to file Notice of Intent to impose civil penalty.

Seconded by Luscombe.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Motion by Felderman to go into closed session at 3:06 p.m. pursuant to Iowa Code section 21.5(a) to review records deemed confidential by law, specifically complaint files, investigation files, other investigation reports, and other investigative information deemed confidential by Iowa Code section 272C.6(4)(a); and Iowa Code section 21.5(d) to discuss whether to initiate licensee disciplinary investigations or proceedings. Such review and discussion will include any cases ready for final resolution through closure or consent order.

Seconded by Scotter.

VOTE: Roll Call: Greder, aye; Nelsen, aye; Scotter, aye; Felderman, aye; and Luscombe, aye; Swaim, aye;

Motion carried.

Motion by Greder to return to open session at 3:33 p.m.

Seconded by Felderman.

VOTE: Aye: All Nay: None Abstaining: None

Motion carried.

Motion by Felderman to sign and accept the amended consent agreement in Cases 12-32 and 16-03 and 16-11 as discussed in closed session and to give March authorization to sign the amended consent order in Cases 16-03 and 16-11.

Seconded by Nelsen.

VOTE: Aye: All Nay: None Abstaining: None

Motion carried.

Motion by Scotter to find probable cause in Cases 16-05 and 16-06 as discussed in closed session.

Seconded by Nelsen.

VOTE: Aye: All Nay: None Abstaining: None

Motion carried.

Motion by Nelsen to close case 16-27 as discussed in closed session.

Seconded by Scotter.

VOTE: Aye: All Nay: None Abstaining: None

Motion carried.

Upcoming Meetings and Last Minute Comments

Work Product Committee – December 16, 2016 at 10:30

Discipline Committee – Teleconference – December 22, 2016 at 12:30

Board Meeting – In Person – Teleconference – December 22, 2016 at 2:00

ASC Compliance Review – July 26-28, 2017, with a board meeting all day on Friday, July 28, 2017.

Adjournment

Luscombe adjourned the meeting at 3:38 p.m.

These minutes accurately reflect the minutes approved by the Board at the meeting on:

12-22-16
DATE

Amanda Luscombe Bm
By: Amanda Luscombe, Chair