

Iowa Real Estate Appraiser Examining Board  
**Agenda**  
9 N. Federal Ave, Mason City, IA 50401 | 3<sup>rd</sup> Floor Conference Room  
**Wednesday, September 18, 2019 | 12:00 p.m.**



The Board will consider and take appropriate action on the following agenda items:

1. Meeting Called to Order (Fred)
2. Welcome, Introductions & Roll Call (Kimberly/Brandy)
3. Housekeeping / CE Credit Overview
4. Superintendent Address
5. Approval or Revision of Agenda (Fred)
6. Approval of Minutes (Fred)
  - a. **Exhibit A** Open and Closed Session Minutes from August 29, 2019
7. Board Member Reports
  - a. Chair Report (Chair)
  - b. Committee Reports, if Any
    - Associate Committee (Tracy/Teresa)
    - Code Committee (Fred/Jim/Luke)
    - Discipline Committee (Teresa/Fred)
    - Peer Reviewer Committee (Dan/Teresa)
    - Rules Committee (Tracy/Brandy/Luke)
    - Work Product Review Committee (Jim/Dan)
  - c. Board Member Individual Reports (All Board Members)
8. Staff Reports
  - a. IDOB Report (Rod)
  - b. **Exhibit B** Financial Report FY 2019 (Rod)
  - c. **Exhibit C** Executive Officer Report (Brandy)
9. Legal Report (Luke)
10. **Exhibit D** Board Chair Presentation (Fred)
11. Public Comment Period (1:30 hour) (Fred /Public)
12. Old Business (All)
  - a. **Exhibit E** Gmail Accounts
  - b. **Exhibit F** Kyle Craig WPR Remedial Plan
13. New Business

*Board meetings are open to the public. The site is accessible for people with mobility limitations. If you are a person with a disability and need a reasonable accommodation to participate, please contact Brandy March, (515) 725-9025 or [brandy.march@iowa.gov](mailto:brandy.march@iowa.gov), at least 48 hours in advance of the meeting.*

- a. **Exhibit G** Vote to Adopt Changes to IAC 193F Chapters 1, 5, 6, and 15 as published in ARC 4567C.
- b. **Exhibit H** Vote to Adopt Changes to IAC 193F Chapters 21 and 25 and Adopt New Chapters 26-29 as published in ARC 4566C.
- c. AQB PAREA Exposure Draft & Webinar

14. Discipline (Fred)

- a. **Exhibit I** The Board will go into closed session pursuant to: **1)** 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 2)** Iowa Code section 21.5(d) to discuss whether to initiate licensee disciplinary investigations or proceedings; **and 3)** Such review and discussion will include any cases ready for final resolution through closure or consent order.”
- b. Go Back Into Open Session to Vote on the Items Discussed in Closed session (All)

15. Upcoming Meetings and Last Minute Comments (All)

- a. UNI Board Meeting – October 3, 2019 at 11:30 AM (Brandy)
- b. WPR Committee Meeting – October 8, 2019 at 10:30 AM (In-Person)
- c. AARO Conference – October 18-21, 2019 (Board Staff)
- d. Discipline Committee – October 31, 2019 at 10:00 AM (In-Person)
- e. Board Meeting – October 31, 2019 at 12:00 PM (In-Person)

16. Adjournment (Fred)

**NOTICE: On August 29, 2019, after the Board Meeting concludes, some members of the Iowa Real Estate Appraiser Examining Board will be taking a guided tour of the Historic Park Inn at 7 W. State Street in Mason City, IA. No official business will be conducted; however, a majority of the board members may be present.**