

IOWA REAL ESTATE APPRAISER EXAMINING BOARD  
200 East Grand Avenue, Suite 350 – PLB Large Conference Room  
Tuesday, December 10, 2019 | 12:30 p.m.

**Board Members present for all or part of the meeting:**

Fred Greder, Chair	Teresa Selberg
Dan Fuhrmeister – via teleconference	Mark Kapfer
James Pooley, Vice Chair	Loretta Laubach

**Board Members not present for the meeting:**

Tracy Crimmins

**Staff present for all or part of the meeting:**

Brandy March, Executive Officer	Kimberly Gleason, Licensing Specialist
Luke Dawson, AAG	

**Public present for all or part of the meeting:**

None.

**Call to Order**

Call to Order Greder 12:36 p.m.

**Welcome, Introduction & Roll Call**

Attendance: Roll Call by Gleason: Greder; aye; Selberg; aye; Kapfer; aye; Pooley; aye; and Laubach, aye.  
Quorum was established.

Greder introduced the newest board member, Loretta Laubach. Laubach's start date with the Board was December 2, 2019. Laubach is a certified residential appraiser in northwest Iowa. She has been appraising since 1996. Everyone in attendance gave a brief overview of their personal and/or professional history.

**Approval or Revision of Agenda**

**Motion by Selberg to approve the agenda as presented.**

Seconded by Kapfer.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Approval or Revision of Minutes**

**Motion by Selberg to approve the October 31, 2019 open and closed session minutes as presented.**

Seconded by Pooley.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Public Comments**

None.

Fuhrmeister joined the meeting via teleconference at 12:55 p.m.

**Board Member Reports**

Chair Report – Greder reported on the 7-Hour National USPAP Update Course he and Pooley attended and comments made during the training regarding the Board being housed under the Division of Banking. Greder cited his own personal concerns with having the Board being housed under the Division of Banking. Dawson noted that the Division of Banking has never reversed a decision the Board has made. Selberg commented that the Board of Trustees for The Appraisal Foundation (TAF) is primarily made up of bankers.

Associate Committee Report – Selberg had nothing to report.

Code Committee Report – Dawson reported that the proposal to change to Iowa Code 543E did not pre-clear the Governor's office. No explanation was provided. Greder requested that the Code Committee schedule a meeting to discuss the matter and develop a plan for the future.

Discipline Committee Report – Selberg & Greder had nothing to report.

Peer Reviewer Committee Report – Selberg & Fuhrmeister had nothing to report.

Rules Committee Report – March reported a meeting is on the calendar for January 24, 2020. Once the prioritization is agreed upon by the committee, the drafting of changes will commence.

WPR Committee Report – Fuhrmeister & Pooley meet on November 15 and December 5, 2019.

Board Member Individual Reports – No one had anything to report.

**Staff Reports**

March reported on a meeting with Reed to review financials. Due to a surplus, March proposed a six (6) year plan which would reduce licensing fees. March and Reed will work on finalizing a new fee structure to present to the Board. The Board stated they wish to reassess the Peer Review fees and requested that March add this topic to the next Board meeting.

**Legal Report**

Dawson had nothing to report.

**Work Product Report (WPR) Candidates**

Nick Meyer (AR03251)

Fuhrmeister reported that Meyer passed the exam and was very knowledgeable. His reports were all USPAP compliant. The committee recommends approval.

Marcia Holstad (AR03520)

Fuhrmeister reported that Holstad passed the exam and is a very strong candidate. Her reports are USPAP compliant. The committee recommends approval.

Mandy Hoistad (AG03524)

Fuhrmeister reported that Hoistad has not passed the exam. Her reports are strong and USPAP compliant. The committee recommends approval.

Kellen Sweeney (AR03552)

Fuhrmeister reported that Sweeney passed the exam. Sweeney did not interview as well as the others in this group, but he seems competent. His reports are all USPAP compliant. The committee recommends approval.

Pooley added that all four (4) candidates are very promising.

**Motion by Fuhrmeister to approve WPR for Nick Meyer, Marcia Holstad, Mandy Hoistad and Kellen Sweeney.**

Seconded by Selberg.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Old Business**

Traveling Board Meetings – The Board reviewed the results of the survey sent out by March. Greder read a number of the comments. Cedar Rapids and Iowa City received the most requests as a meeting location. The Board agrees that once per year, in the fall, a meeting outside of Des Moines is warranted.

**Motion by Kapfer to approve a Board Meeting to be held outside of the Des Moines office, once a year, during the Fall, with the location of the 2020 meeting to be located in the vicinity of the I-380 corridor and future locations to be selected yearly.**

Seconded by Selberg.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**New Business**

Liza Connor's Upgrade Request – The Board discussed Connor's request and reviewed the rules and Criteria. Pooley had concerns over the ability for an applicant to pass the examination without current courses. Dawson reminded the Board that any decision may not be binding should other circumstances change such as Board make-up and rules. The Board is not willing to provide informal guidance as to the application of its rules at this time and will review the matter again should Connor submit an application. The Board tasked Dawson and March to draft a letter to Connor stating such.

CJIS Training – March reported, with the exception of Laubach, all Board members have completed the mandatory CJIS training.

AQB Exam Pass Rates – March presented the AQB Exam Pass Rate handout to the board. No discussion was held.

Dawson left the meeting at 2:13 p.m. and returned to the meeting at 2:17 pm.

AQB Public Meeting Recap – March presented a recap of the AQB Public meeting held on November 1, 2019. There are new corrective action courses coming out in February 2020. The existing courses will be updated with the 2020/2021 USPAP and will soon be available for Board members to take. March reviewed other comments made during the webinar including the degree approval program, CAP courses, the USPAP instructor recertification period, and the vote to change the AQB Criteria regarding supervisory appraisers.

AQB Adoption of Second Exposure Draft to RPAQC – March reported the changes will go into effect on January 1, 2020. March also noted that the Rules Committee will need to review these changes and decide if they should be incorporated into the upcoming rule changes.

Peer Reviewer Contracts – March reported that Pruett will not be renewing his peer reviewer contract. She noted that Gene Nelsen has agreed to be a certified general peer reviewer. Pooley stated that Nelsen has experience in the bricks and mortar side of appraising which is needed as most of our general appraisers are focused on agriculture. March stated that there is a need for a peer reviewer to do Standard 3 reviews on Nebraska properties. The Director in Nebraska recommended a couple of people. Brian Harness has agreed to perform the appraisals needed.

**Motion by Pooley to approve and have the Administrator and Executive Officer sign the peer reviewer contracts for Nebel, Harness, Kestner, Passmore, Nelson, Wilmes, and Griffith; also for Cota if he returns the contract.**

Seconded by Selberg.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

PSI Contract Extension

**Motion by Selberg to approve a one year extension with PSI for examination services and authorized Ms. March to draft a letter to PSI stating such.**

Seconded by Kapfer.

VOTE: Aye: All

Nay: None

Abstaining: None

Motion passed.

**Upcoming Meetings and Last Minute Comments**

WPR Committee Meeting (In-Person)

January 14, 2020 at 10:30 a.m.

Discipline Committee Meeting (In-Person)

January 22, 2020 at 11:30 a.m.

Board Meeting (In-Person)

January 22, 2020 at 12:30 p.m.

Rules Committee Meeting (In-Person)

January 24, 2020 at 2:00 p.m.

Selberg reported concerns regarding a copy of an evaluation received during the appraisal of a property. She did not have specifics on the document. Selberg will further review the document, and if necessary, forward to the Board for review or discipline.

**Adjournment**

Greder adjourned the meeting at 2:35 p.m.

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

1/29/2020  
Date

B March for  
By: Fred Greder, Chair