

Iowa Real Estate Appraiser Examining Board  
**Agenda**  
200 East Grand Ave., Suite 350 in Des Moines, IA 50309  
**Wednesday, January 22, 2020 | 12:30 PM**



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. Approval or Revision of Agenda (Fred)
4. Approval of Minutes (Fred)
  - a. Open Session Minutes from December 10, 2019 *Exhibit A*
5. Public Comments
6. Board Member Reports
  - a. Chair Report (Chair)
  - b. Committee Reports, if Any
    - Associate Committee (Tracy/Teresa/Loretta)
    - Code Committee (Fred/Jim/Luke)
    - Discipline Committee (Teresa/Fred)
    - Peer Reviewer Committee (Dan/Teresa/Loretta)
    - Rules Committee (Tracy/Loretta/Brandy/Luke)
    - Work Product Review Committee (Jim/Dan)
  - c. Board Member Individual Reports (All Board Members)
7. Staff Reports
  - a. IDOB Report (Rod)
  - b. Executive Officer Report (Brandy) *Exhibit B*
8. Legal Report (Luke)
9. Old Business (All)
10. New Business
  - a. Course Audit – The Columbia Institute’s Appraiser Disaster Readiness *Exhibit C*
  - b. Waiver Request from IAC 193F–15.3(1)(a) – Trevor Brovold (CG03542) *Exhibit D*
  - c. Peer Reviewer Fees *Exhibit E*
  - d. Peer Reviewer Contract (Richard Bruce)
  - e. AARO Training & Conference Spring 2020
    - Attendance at AARO Investigator Training (April 2 in San Antonio, TX)
    - Attendance at AARO Regulator Training (April 2 in San Antonio, TX)
    - Attendance at AARO Spring 2020 Conference (April 3-5 in San Antonio, TX)
  - f. TAF Investigator Training Attendance Levels I, II, and III

*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.*

11. Discipline (Fred)

- a. **Exhibit G** 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)

12. Upcoming Meetings and Last Minute Comments (All)

- a. Rules Committee Meeting – January 24, 2020 at 2:00 PM (Teleconference)
- b. Work Product Committee – January 10, 2020 at 10:30 AM (In-Person)
- c. Discipline Committee – March 26, 2020 at 11:30 AM (In-Person)
- d. Board Meeting – March 26, 2020 at 12:30 PM (In-Person)

13. Adjournment (Fred)