

IOWA REAL ESTATE APPRAISER EXAMINING BOARD  
200 East Grand Avenue, Suite 350, Des Moines, IA 50309 – Electronic Means  
**Thursday, April 30, 2020 | 9:00 a.m.**

*Pursuant to Iowa Code 21.8, the Real Estate Appraiser Examining Board conducted the April 30, 2020, meeting by electronic means due to the health and safety concerns stemming from the COVID-19 virus, which have rendered an in-person meeting impossible or impractical.*

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

Fred Greder, Chair	James Pooley, Vice Chair
Dan Fuhrmeister	Teresa Selberg
Loretta Laubach	Mark Kapfer
Tracy Crimmins	

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

None

**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:**

Jordan Maus

**Call to Order**

Call to Order by Greder at 9:00 a.m.

**Welcome, Introduction & Roll Call**

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

**Approval or Revision of Agenda**

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

Seconded by Fuhrmeister.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Rod Reed, Bureau Chief, joined the meeting at 9:04 a.m.

**Approval or Revision of Minutes**

**Motion by Selberg to approve the March 26, 2020 open and closed session minutes as presented.**

Seconded by Laubach.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Greder authorized March to sign the minutes on his behalf.

**Public Comments**

Maus announced his term begins tomorrow on May 1 and that he will review the different committees and inform EO March know which one(s) he is interested in serving on.

**Board Member Reports**

Chair Report – Greder had nothing to report.

Associate Committee Report – Crimmins, Selberg and Laubach had nothing to report.

Code Committee Report – Dawson, Greder and Pooley had nothing to report.

Discipline Committee Report – Selberg and Greder met on April 22, 2020. Selberg stated they discussed a total of 12 cases with 5 being new cases. Committee recommendations will be discussed in closed session.

Peer Reviewer Committee Report –Fuhrmeister, Laubach and Selberg had nothing to report.

Rules Committee Report – Crimmins, Dawson, Laubach and March had nothing to report.

WPR Committee Report – Fuhrmeister and Pooley met April 9, 2020, and will present later in the agenda.

COVID-19 Committee Report – Fuhrmeister reported that Luscombe and Gehring drafted a letter regarding the COVID-19 pandemic that was emailed out to all licensed appraisers on April 16.

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

#### **Staff Reports**

Reed had nothing to report.

March stated that Jordan Maus will join the Board next month. March also noted the May meeting will be longer than normal due to a potential hearing and all the yearly trainings that need to be conducted along with a vote for the Board Chair and Vice Chair positions from May 2020 through April 2021. Dawson requested the annual legal training of board members be postponed to the June meeting due to the formal hearing in May. The board agreed to move this portion of the training to the June Board Meeting. Greder stated he has served as the Board Chair for two (2) years and would like to not be considered for the chair or vice chair position.

March then mentioned that the Newsletter is set to go out on May 1 and if any changes or additions need made, she will need contacted immediately.

March stated she is sending out emails to all licensees regarding PSI's 3 part National Real Estate Appraiser Job Analysis Study. The "Save the Date" email went out on April 27, 2020. March also mentioned that PSI has instructed her that the 30-40 minute survey should be distributed on May 4, with reminder emails be sent out on May 20 and 27, and June 3. March stated the survey is to be completed by June 5.

March reported on an ASC grant webinar she attended on April 29. March stated that states can get either a non-competitive grant or a competitive grant. March explained the non-competitive grants would be 3-year awards with 1-year operating budgets between \$25,000 and \$120,000, while the competitive grants would be for special initiatives or pilot programs and have an unknown dollar amount. March also explained that the grants can only be used for items not already covered by state funds and can include such items as staff, facilities, equipment, supplies, training, consultants, newsletters, temporary staff, subscription services, travel, CRM software, meetings, and so on. March stated the grant applications will be on a rolling quarterly application deadline and the first NOFA is set to come out in May or June with the first round of applications due by August and money being distributed in September. Greder inquired if Reed felt the State should apply for any of the ASC grants. Reed recommended that with the surplus of funds that the State should wait until further notice. Greder requested a grant topic be added to the June 2020 meeting agenda.

### Legal Report

Dawson mentioned that on April 27, 2020, Governor Reynolds issued a new proclamation continuing the State Public Health Emergency Declaration until May 27, 2020. Dawson stated it would not affect renewals deadlines and to contact him with any questions.

### Old Business

#### COVID-19

March inquired if the annual traveling board meeting should be cancelled due to COVID-19. Some board members felt it might need to be cancelled. Greder stated a decision should wait until more information is obtained regarding the COVID-19 pandemic. He requested this topic be added to future agendas until a decision is made.

### New Business

#### UNI Board Meeting Recap (4/8/2020)

March stated the university paid out over five and one-half million dollars in refunds to students due to the COVID-19 pandemic and that all face-to-face interactions are shut down with some complaints received. March also mentioned the NAIOP Challenge presentations have been cancelled for the second year in a row but students will still submit reports. March noted the year's Capstone project is land by the airport but they have seen an 80 to 90% reduction in traffic recently and the development costs are different than what they were two months ago. March stated they went into major discussions regarding offering online classes and that the University wants all courses to be offered online by Spring 2021. March also went on to state that most of the adjunct teaching positions had been cut due to budget restraints. March discussed the major fundraising effort that is underway with a goal to raise \$250 million by 2025 with \$80 million obtained to date. March stated she reported to the UNI Board the recent Guidance and the increase in appraisers and TPP's for this past quarter.

#### The Columbia Institute Waiver W20-03

Pursuant to IAC 193F-18.11, on April 7, 2020, Greder, as Chair of the Board, approved Waiver #20-03 filed by The Columbia Institute in which they requested a waiver of IAC 193F-11.6 to conduct four courses via electronic means without IDECC approval. Board members were asked to provide any concerns on the waiver. No concerns were noted.

#### The Columbia Institute Waiver W20-04

Pursuant to IAC 193F-18.11, on April 15, 2020, Greder, as Chair of the Board, approved Waiver #20-04 filed by The Columbia Institute in which they requested a waiver of IAC 193F-11.6 to conduct one course via electronic means without IDECC approval. Board members were asked to provide any concerns on the waiver. No concerns were noted.

#### WPR Review for Kevin Maurer (AR03541)

Fuhrmeister stated that Kevin Maurer, supervised by Kerrie Woodley, was seeking certified residential status and has passed the exam. Fuhrmeister noted Mr. Maurer does not do income properties; had not completed an income approach; and that three reports selected for Standard 3/4 review were not USPAP compliant. Pooley stated that Maurer could not answer some simple questions in regards to the cost approach.

**Motion by Selberg to defer the WPR for Kevin Maurer for 60 days and request two reports which contain the cost approach and to also send the redacted WPR reviews to Maurer's supervisor.**

Seconded by Pooley.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Reed inquired if the supervisor should be contacted to help with training concerns to improve the WPR process. Crimmins agreed that supervisors should be contacted and requested Dawson provide his legal viewpoint. Fuhrmeister mentioned that only the applicant receives a redacted copy of the Standard 3 Review. Crimmins inquired if the Standard 3 should be sent to both parties. Dawson presented the rules regarding WPR and stated that it would be appropriate for the supervisor to receive the Standard 3 Review as well. Fuhrmeister explained the process they go through for WPR, which includes a face-to-face meeting with both the applicant and the supervisor. This allows for feedback to both parties to ensure the supervisor is aware of any weaknesses in the report and of the trainee. March stated that the Board does have authority to file a complaint against the supervisor if they feel this is warranted. Reed and Crimmins both agreed that filing a complaint against the supervisor should not be done as it would deter others from becoming supervisors. March also stated that the committee is working on parameters for WPR's in the future. Pooley provided insight on the Supervisor training class and what is expected of a supervisor and felt that Woodley may not be supervising Maurer to the best of her ability. Pooley also requests that at least two of the three approaches to value be submitted for future WFR. March stated this has already been implemented.

**Couse Audit: The Columbia Institute A532-1010**

EO March stated she conducted a second course audit on The Columbia Institute to ensure that proper attendance verification and photo identification took place. March noted concern of attendees not having their screens on the entire time. March noted she contacted TAF and was advised that live and interactive means that the instructor and student can see each other 100% of the time then the ASC was contacted to see if the Board could still allow the course. March noted the ASC and TAF disagreed on the 100% face to face contact with ultimately, the ASC saying it's up to the Board to approve the course and grant credit. March also noted that the power point used was not the same one submitted in 2018 when the course was approved; yet the overall content was the same.

**Motion by Selberg to approve The Columbia Institute's remote course offerings of Desktop Appraisals: Next Generation Valuations, No. 028 and send out the course audit as presented.**

Seconded by Fuhrmeister.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Extenuating Circumstances Jane Flack**

Selberg gave a short overview of Jane Flack's extenuating circumstances. March stated that Flack became an associate appraiser on August 17, 2015, with David Conn as her supervisor. March noted that in 2018 Flack was asked to provide a progress report and then on August 29, 2019, the Board voted to require Flack to upgrade by June 30, 2020, without extenuating circumstances. March said that on April 27, 2020, she received a Flack's extenuating circumstances. Fuhrmeister noted that everyone goes through hard times and stopping the licensing process was not in the Boards best interest. Crimmins stated she agreed with a renewal.

**Motion by Laubach to approve the extenuating circumstance for Jane Flack and allow her to renew her Associate Residential license number AR03428 by June 30, 2020.**

Seconded by Pooley

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Farewell to Board Member James "Jim" Pooley**

Greder recognized Pooley for his service to the Board from May 1, 2017 to April 30, 2020. March noted a plaque was mailed to Pooley. Pooley stated it was a pleasure to serve on the Board and he would love to do it again. Everyone gave their farewells to Jim and wished his success in his future endeavors.

**2020 Renewals**

March noted that renewals will begin on May 16, 2020, for those that initially registered with the last name beginning with A-K. She said there are approximately 644 appraisers who need to renew and that she will be conducting approximately 70 CE audits within 60 days of the renewals. March noted that licensees will lapse if not renewed by July 1, 2020. March stated that the grace period of July 1-30 will require appraisers to provide 14 extra CE hours in addition to the required renewal CE hours. March also included information about renewals in the Newsletter and that reminder postcards will be mailed out in May.

**Schedule Future Board and Committee Meetings**

March requested meetings be scheduled for the June and July 2020 Board Meetings. The board agreed on June 23 and July 28 at noon.

**Motion Laubach to go into closed session at 10:17 a.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(1) (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 Fuhrmeister.

VOTE: Roll Call by Gleason: Greder; aye, Pooley; aye, Fuhrmeister; aye, Laubach; aye, Kapfer; aye, Crimmins; aye; and Selberg, aye.

Motion carried.

**Motion by Fuhrmeister to return to open session at 10:31 a.m.**

Seconded by Selberg.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Motion by Laubach to close cases 19-25, 20-02, 20-07, and 20-08 as discussed in closed session.**

Seconded by Crimmins.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Upcoming Meetings and Last Minute Comments**

WPR Committee Meeting (Zoom)	May 20, 2020 at 10:30 a.m.
Discipline Committee Meeting (Zoom)	May 20, 2020 at 12:00 p.m.
Board Meeting (Zoom)	May 26, 2020 at 9:30 a.m.

Greder turned over the meeting to Pooley.

**Adjournment**

Pooley adjourned the meeting at 10:32 a.m.

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

5/27/2020  
Date

B March for  
By: Dan Fuhrmeister, Chair