

IOWA REAL ESTATE APPRAISER EXAMINING BOARD  
200 East Grand Avenue, Suite 350, Des Moines, IA 50309 – Electronic Means  
**Wednesday, March 24, 2021 | 1:00 p.m.**

*Pursuant to Iowa Code 21.8, the Real Estate Appraiser Examining Board conducted the March 24, 2021, 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:**

Dan Fuhrmeister, Chair	Jordan Maus
Loretta Laubach, Vice Chair	Fred Greder
Mark Kapfer	Teresa Selberg
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
Brad Horn, AAG	Rod Reed, Bureau Chief

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

Clint Cota	Brady Severson
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**Call to Order**

Call to Order by Fuhrmeister at 1:03 p.m.

**Welcome, Introduction & Roll Call**

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

**Approval or Revision of Agenda**

No changes made to the agenda.

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

Seconded by Selberg.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Approval of Minutes**

**Motion by Crimmins to approve the February 17, 2021, open session minutes as presented.**

Seconded by Laubach.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Fuhrmeister authorized March to sign the minutes on his behalf.

**Public Comments**

None.

**Board Member Reports**

Chair Report – Fuhrmeister had nothing to report.

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

Code Committee Report – Greder, Kapfer, and March had nothing to report.

Discipline Committee Report – Selberg stated that the committee met on March 18, 2021, held two informal interviews and reviewed 21 open cases with 7 of those being new.

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

Rules Committee Report – Greder, Crimmins, and March had nothing to report as it will be a future agenda item.

WPR Committee Report – Fuhrmeister and Laubach had nothing to report as it will be a future agenda item.

Board Member Individual Reports – Board members had nothing to report.

#### **Staff Reports**

Reed stated that IDOB tentatively plans to move to Phase II in May and Phase IV on June 28, 2021, which would allow in-person board meetings by July; although, dates are subject to change.

March stated she was planning a volunteer gathering in the Waterloo/Cedar Falls area and for board members to check their email accounts for more information. March stated this was not considered board business and no per diem or mileage would be offered. March stated that if any members of the board print confidential materials, such as discipline or closed session meeting minutes, they need to be disposed of properly which means shredded with a cross-cut shredder or brought to the board's office. She went on to note that documents which have handwritten notes and could be part of a litigation matter cannot be destroyed and must be retained.

#### **Legal Report**

Horn reported that HF682 is in committee with the deadline date of April 2, 2021, to be out committee. Horn added to March's comments regarding disposal of confidential documents.

#### **Old Business**

COVID-19

Nothing new to report.

#### **AQB Corrective Action Discipline Courses**

Maus was to report on Ethics, Competency and Negligence and the Assignment Conditions, Elements, and Results corrective education courses, but was unable to sit for the classes and stated he would report at the next meeting.

#### **New Business**

Waiver Requests

March reported that she received a waiver request from ASFMRA for the ASFMRA/RLI joint meeting to be held via Zoom. Fuhrmeister had previously approved the waiver request on March 10, 2021, but a full board vote is required.

#### **Motion by Maus to approve waiver request for ASFMRA.**

Seconded by Crimmins.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Fuhrmeister gave EO March permission to sign waiver on his behalf.

Notice of Intent Changes to IAC 193F Chapters 1 and 3-12

**Motion by Greder to file a notice of intent to IAC 193F Chapters 1 and 3-12 based on the high and partial medium priority changes as part of the 5 year rolling review.**

Seconded by Crimmins.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Following the motion Mr. Reed inquired on the requirement of a supervisor to attend the WPR meetings. March responded that this is a requirement by the board and the WPR committee and is currently being practiced. Reed also inquired on the addition of the "retired" status. March noted that this was of no benefit of the board but would benefit licensee. Crimmins responded that this was a request of the licensees and feels strongly that this should be an option as "lapsed" has a negative connotation and the only option for licensees who stop practicing. Reeds last inquiry was regarding the number of paper copies required for WPR and why any would be needed. March noted that the paper copy is mailed to the peer reviewer per their request and that she scans the paper copy but uses the electronic copy as the state's copy in the event of any scanning error.

Laubach lost internet connection from 1:20 p.m. until 1:25 p.m.

WPR- Brady Severson

Laubach reported that the WPR Committee met with Brady Severson on March 9, 2021. Laubach stated that the reports are well written and thorough. She also mentioned that he seemed accepting of the committee's recommendations and recommends approval. Fuhrmeister reiterated the report was written very well and that the 3 reports were USPAP compliant.

**Motion by Selberg to approve the WPR for Brady Severson.**

Seconded by Kapfer.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Cota left the meeting at 1:31 p.m.

TAF Updates

Fuhrmeister asked for input on the exposure drafts and emails The Appraisal Foundation have been sending out since the last board meeting. Laubach inquired about the one-year extension of the 2020-2021 edition of USPAP and what type of statement appraisers should include in their reports in 2022 regarding expiration date. Opinions were given, but the board tasked Laubach to reach out to TAF for clarification. March will supply Laubach with the contact information for TAF.

Extenuating Circumstances Evan Summy

March reported that the Associate Committee sent notices on upgrades and Evan Summy inquired on getting an extension due to extenuating circumstances.

**Motion by Maus to accept the extenuating circumstances for Evan Summy and allow him to renew his associate general registration.**

Seconded by Laubach.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

AARO Conference

**Motion by Maus to approve Ms. March to speak on behalf of the board at the AARO conference regarding the board's adoption of PAREA, if the presentation proposal is accepted, and have either Fuhrmeister or Laubach assist with the presentation as needed.**

Seconded by Crimmins.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Fuhrmeister called for a break from 1:40 p.m. until 1:46 p.m. Severson left the meeting at 1:41 p.m.

**Discipline**

**Motion Selberg to go into closed session at 1:48 p.m. pursuant to Iowa Code section 21.5(1)(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 Laubach

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

**Motion by Greder to return to open session at 2:33 p.m.**

Seconded by Selberg.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Motion by Maus to approve the associate registration application for Kevin Kron.**

Seconded by Crimmins.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Motion by Laubach to close case numbers 20-34 and 20-38 as discussed in closed session.**

Seconded by Selberg

VOTE: Aye: Crimmins, Fuhrmeister, Kapfer, Laubach, Maus, and Selberg      Nay: None

Abstaining: Greder

Motion passed.

**Motion by Laubach to close case numbers 20-03, 20-44, and 21-09 as discussed in closed session.**

Seconded by Selberg

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Motion by Laubach to find probable cause in case numbers 20-24 and 20-33 as discussed in closed session.**

Seconded by Selberg

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Motion by Crimmins to accept and counter sign the amendment to the statement of charges and settlement agreement in case number 19-26 as discussed in closed session.**

Seconded by Maus

VOTE: Aye: Crimmins, Fuhrmeister, Kapfer, Laubach, Maus, and Selberg      Nay: None  
Abstaining: Greder

Motion passed.

Fuhrmeister authorized March to sign on his behalf.

**Motion by Crimmins to accept and counter sign the amendment to the statement of charges and settlement agreement in case numbers 20-15 and 20-19 as discussed in closed session.**

Seconded by Selberg.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Fuhrmeister authorized March to sign on his behalf.

**Upcoming Meetings and Last Minute Comments**

WPR Committee Meeting (Zoom)	April 13, 2021 at 10:30 p.m.
Discipline Committee Meeting (Zoom)	April 22, 2021 at 10:30 a.m.
Board Meeting (Zoom)	April 28, 2021 at 1:00 p.m.

Fuhrmeister thanked Kapfer for his service to the board as he will not be in attendance at the next scheduled board meeting.

**Adjournment**

Fuhrmeister adjourned the meeting at 2:44 p.m.

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

4/28/21  
Date

Dan Fuhrmeister bm  
By: Dan Fuhrmeister, Chair