

IOWA REAL ESTATE APPRAISER EXAMINING BOARD
200 East Grand Avenue, Suite 350, Des Moines, IA 50309
Tuesday, August 31, 2021 | 1:00 p.m.

Board Members present for all or part of the meeting:

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|-----------------------------|----------------|
| Dan Fuhrmeister, Chair | Jordan Maus |
| Loretta Laubach, Vice Chair | Leila Granger |
| Cody Seeley - electronic | Teresa Selberg |

Board Members not present for the meeting:

None

Staff present for all or part of the meeting:

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|---------------------------------|--|
| Brandy March, Executive Officer | Kimberly Gleason, Licensing Specialist |
| Brad Horn, AAG - electronic | Rod Reed, Bureau Chief |

Public present for all or part of the meeting (in person):

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|-------------|--------------------|---------------|
| Gene Nelson | Julie Ann Griffith | Terry Kestner |
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Public present for all or part of the meeting (electronic):

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| Cris Wilmes | Renae Mitchell | William Pruett |
| Clint Cota | David Passmore | Spencer Wilson |

Call to Order

Call to Order by Fuhrmeister at 1:01 p.m.

Welcome, Introduction & Roll Call

Attendance: Roll Call by Gleason: Fuhrmeister, Granger, Laubach, Maus, Seeley, and Selberg.
Quorum was established.

Approval or Revision of Agenda

Motion by Laubach to approve the agenda as presented.

Seconded by Selberg.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Approval of Minutes

Motion by Maus to approve the open and closed session minutes from July 21, 2021, as presented.

Seconded by Granger.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Cota joined the meeting at 1:07 p.m.

New Business

WPR – Renae Mitchell AR03676

WPR – Spencer Wilson AR03678

Laubach stated that the WPR Committee and Fuhrmeister met with candidates Mitchell and Wilson on August 12, 2021. Laubach mentioned that Mitchell has a degree in Real Estate. Mitchell has passed the exam as well. Laubach also stated that the reports looked fine and that Mitchell answered the questions well and the committee was impressed.

Seeley reported that Wilson has passed the exam. Seeley mentioned that Wilson had some issues answering questions and they had some small concerns on the reports. The committee felt that Wilson needs to work on the cost approach and may need to take education to review the cost approach but overall did a nice job.

Motion by Selberg to approve the WPR for Renae Mitchell and Spencer Wilson.

Seconded by Maus.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Mitchell and Wilson left the meeting at 1:12 p.m.

Peer Reviewer Training

March presented a PowerPoint training to the seven peer reviewers in attendance. Not in attendance were peer reviewers Bruce and Nebel. The peer reviewers requested more frequent trainings and feed back on the reviews. The committee members noted that they would like to see more positive comments and more detail on the comments that are made regardless of positive or negative. The committee members stated that "canned" comments are not helpful and should be avoided as they don't contain detail. Nelson mentioned that he would like a manual to be mailed out so they are all producing similar product to the board. Reed requested the board host a yearly training/review. Griffith requested that the board email out examples of helpful statements from the reports they receive. Kester inquired if the supervisors are or should be disciplined during WPR since the supervisor is responsible for the report. March noted that the board does file complaints but urged peer reviewers to file the complaint. Passmore requested that the files be sent electronic while others requested paper and electronic. The peer reviewers inquired if they could contact other peer reviews for assistance and advice, EO March was tasked with providing peer reviewer contact information to everyone.

Fuhrmeister called for a break from 2:07 p.m. until 2:18 p.m. Nelson and Pruett left the meeting at 2:08 p.m.

Waiver Requests

Lucas Riesenberg

Mark Reiland

March stated that Reiland did not complete the waiver request and will be added to the next board meeting if needed. March presented the waiver request from Riesenberg which requested David Mielnicki be approved as his supervisor even though Mielnicki had not been licensed in Iowa for three years (IAC Rule 193F-15.3(1)). March reached out to the AQB and did some investigation and found that Mielnicki meets the AQB criteria. March inquired if the rules committee would like to review the 3-year requirement to match the AQB. EO March will add the supervisory guidelines to the rules committee agenda.

Motion by Seeley to approve the waiver request from Lucas Riesenberg.

Seconded by Laubach.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Associate Appraiser Renewal Restrictions

Fuhrmeister reported that he and Selberg reviewed the associate appraiser progress reports, their years of registration, and extenuating circumstances. The committee's recommendation is provided in the exhibit.

Motion by Laubach to instruct EO March to send out the notice to each candidate based on the recommendations presented.

Seconded by Granger.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Updated AQB Criteria

March shared the AQB Press Release with the adoption of the process that will go into effect in January 1, 2022. March noted that states must verify work product before they issue the exam letter and the other change to the AQB Criteria was the use of virtual course. March mentioned that both these changes would require a change in the rules.

December Board Meeting Cancellation

Motion by Selberg to cancel the December 1, 2021, meeting unless EO March deems it necessary.

Seconded by Granger.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Old Business

Renewal Update

March reported that renewals ended on August 30, 2021, with 78 individuals not renewing.

AARO Fall Conference Attendees

March inquired on which board and staff would be attending the conference in order for arrangements to be made. Granger stated she would have a response by the end of the week. Laubach stated she would like to attend. Reed confirmed that he was fine with Gleason attending.

COVID

Nothing new to report.

Traveling Board Meeting

The board agreed to hold a traveling board meeting in Davenport in September 2022. Horn has been tasked to inquire if Maus' family can host at their restaurant.

Public Comments

Wilmes commented that he would like to see more peer reviewer trainings/meeting.

Due to peer reviewers in attendance the board moved discipline to the end of the agenda.

Board Member Reports

Chair Report – Fuhrmeister had nothing to report.

Associate Committee Report – March, Fuhrmeister, and Selberg had nothing to report.

Code Committee Report – Granger, Horn, Laubach, and March had nothing to report.

Discipline Committee Report – Committee reported that 2 informal hearings had been held in August.

Peer Reviewer Committee Report – March reported that Keller documentation is needed before approval.

Rules Committee Report – March stated that they will have a number of items to review and for the committee members to be prepared.

WPR Committee Report – Laubach, March, and Seeley had nothing to report and the September meeting may get cancelled per EO March.

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

Staff Reports

Reed had nothing to report.

March informed board members that emails from DAS (Wanda/Workday) are system generated and not to proceed until she reached out to them. March is going to get clarification from DAS on what board members are required to do.

Legal Report

Horn had nothing to report.

The remaining public members left the meeting at 3:04 p.m. EO March will issue CPE certificates to those in attendance for 2 hours.

Discipline – Closed Session 1

Motion Maus to go into closed session at 3:05 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 Selberg.

VOTE: Roll Call Vote by Gleason: Fuhrmeister; aye, Granger; aye, Laubach; aye, Maus; aye, Seeley; aye, and Selberg; aye.

Motion by Maus to return to open session at 3:46 p.m.

Seconded by Selberg.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Motion by Maus to find probable cause in case 21-08 as discussed in closed session.

Seconded by Selberg.

VOTE: Aye: All Nay: None Abstaining: Fuhrmeister

Motion passed.

Motion by Selberg to find probable cause in cases 21-10 and 21-13 as discussed in closed session.

Seconded by Laubach.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Motion by Maus to close case 21-05 as discussed in closed session.

Seconded by Selberg.

VOTE: Aye: All Nay: None Abstaining: Seeley

Motion passed.

Motion by Granger to close cases 21-07, 21-17, 21-20, 21-21, 21-24 and 21-26 as discussed in closed session.

Seconded by Selberg.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Closed Session 2

Motion Laubach to go into closed session at 3:52 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 Granger.

VOTE: Roll Call Vote by Gleason: Fuhrmeister; aye, Granger; aye, Laubach; aye, Maus; aye, Seeley; aye, and Selberg; aye.

Seeley lost connection from 3:57 p.m. until 3:59 p.m. during the closed session.

Motion by Laubach to return to open session at 4:11 p.m.

Seconded by Selberg.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Motion by Selberg to deny the eligibility determination request as discussed in closed session

Seconded by Laubach.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Fuhrmeister gave EO March permission to sign on his behalf. March is to send the letter to the board for review before mailing.

Upcoming Meetings and Last Minute Comments

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| Rules Committee | September 7, 2021 at 10:00 a.m. |
| WPR Committee Meeting | September 8, 2021 at 10:30 a.m. |
| Discipline Committee Meeting | September 22, 2021 at 11:30 a.m. |
| Board Meeting | September 28, 2021 at 1:00 p.m. |

Adjournment

Fuhrmeister adjourned the meeting at 4:13 p.m.

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

9/28/21
Date

Dan Fuhrmeister bm
By: Dan Fuhrmeister, Chair