

**NEBRASKA REAL PROPERTY APPRAISER BOARD
NRPAB OFFICE MEETING ROOM, FIRST FLOOR
NEBRASKA STATE OFFICE BUILDING
301 CENTENNIAL MALL SOUTH, LINCOLN, NE**

November 16, 2023 Meeting Minutes

A. OPENING

Chairperson Walkenhorst called to order the November 16, 2023 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m. in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

B. NOTICE OF MEETING

Chairperson Walkenhorst announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at www.nebraska.gov on November 8, 2023. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material (https://appraiser.ne.gov/board_meetings/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, Cody Gerdes of Lincoln, Nebraska, and Kevin Hermsen of Gretna, Nebraska were present. Thomas Luhrs of Imperial, Nebraska was absent and excused. Also present were Director Tyler Kohtz, Licensing Programs Manager Allison Nespor, and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska.

ADOPTION OF THE AGENDA

Chairperson Walkenhorst reminded those present for the meeting that the agenda cannot be altered 24 hours prior to the meeting except for emergency items according to the Open Meetings Act. Board Member Downing moved to adopt the agenda as printed. Board Member Gerdes seconded the motion. With no further discussion, the motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

Board Member Downing moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Gerdes seconded the motion. The time on the meeting clock was 9:02 a.m. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

Board Member Downing moved to come out of executive session at 9:45 a.m. Board Member Gerdes seconded the motion. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

Break from 9:45 a.m. to 9:50 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Walkenhorst welcomed all to the November 16, 2023 meeting of the Nebraska Real Property Appraiser Board and thanked everyone for attending. The Chairperson recognized Roger Morrissey and Eric Kasik as the only members of the public present for the meeting, and recognized temporary employee Karen Loll as a guest.

H. BOARD MEETING MINUTES

1. APPROVAL OF OCTOBER 26, 2023 MEETING MINUTES

Chairperson Walkenhorst asked for any additions or corrections to the October 26, 2023 meeting minutes. With no discussion, Chairperson Walkenhorst called for a motion. Board Member Downing moved to approve the October 26, 2023 meeting minutes as presented. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

I. DIRECTOR'S REPORT

1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS

a. Real Property Appraiser Report

Director Kohtz presented nine charts outlining the number of real property appraisers as of November 16, 2023 to the Board for review and indicated that trends are stable. The Director then informed the Board that the 2024-25 Appraiser Count Renewal Progress Report charts have also been added to the Real Property Appraiser Report and reported that as of November 15, 2023, 118 real property appraiser credentials have been renewed out of 488 due, and 81 renewal applications are currently pending. The Director asked for any questions or comments. There was no further discussion.

b. Temporary Real Property Appraiser Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of October 31, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and the trends are stable. The Director asked for any questions or comments. There was no discussion.

c. Supervisory Real Property Appraiser Report

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of November 16, 2023 to the Board for review. The Director stated that the trends are stable and asked for any questions or comments. There was no discussion.

d. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of November 16, 2023 to the Board for review and remarked that the downward trend in the number of registered AMCs has resumed, as the number of registrations dropped from 79 to 76. The Director asked for any questions or comments. There was no further discussion.

2. DIRECTOR APPROVAL OF APPLICANTS

a. Real Property Appraiser Report

Director Kohtz presented the Real Property Appraiser Report to the Board for review showing real property appraiser applicants approved for credentialing by the Director, and the real property appraiser applicants approved to sit for exam by the Director, for the period between October 18, 2023 and November 7, 2023. The Director asked for any questions or comments. There was no further discussion.

b. Education Activity and Instructors Report

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activity and instructors approved by the Director for the period between October 18, 2023 and November 7, 2023. The Director asked for any questions or comments. There was no further discussion.

3. 2023-24 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

Director Kohtz presented the 2023-2024 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and provided a status update. The Director brought attention to the Laws, Rules, and Guidance Documents goals and objectives and reported that, concerning the goals to work with the Banking, Commerce, and Insurance Legislative Committee's Legal Counsel to draft bills for introduction addressing the changes needed in the Real Property Appraiser Act and Appraisal Management Company Registration Act, REQ05050 and REQ05049 have been made available for public comment with a deadline of December 12, 2023 for the submission of comments. The Director then directed the Board's attention to the Personnel goals and objectives, and reported that, if all goes as planned, Karen Loll's first day as a full-time teammate will be December 18, 2023. Finally, Director Kohtz guided the Board's attention to the Public Information goals and objectives and indicated that the objective to populate the Disciplinary History Search with ten-year real property appraiser and AMC disciplinary action history for active credential and registration holders was completed on November 3, 2023. The Director reported that a demo will be provided under Section N on the agenda.

Director Kohtz closed the Director's Report by introducing Eric Kasik as the budget analyst assigned to the agency from the legislative fiscal office. The Board welcomed Kasik. Chairperson Walkenhorst mentioned that it is always good to put a face with the name. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. APPROVAL OF OCTOBER RECEIPTS AND EXPENDITURES

The receipts and expenditures for October were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the Conference Registration Expense in the amount of \$600.00, which was the cost for his Fall AARO Conference registration. The Director then guided the Board's attention to the Voice Equipment expenditure in the amount of \$197.99 and informed the Board that this expenditure for the headset approved for purchase by the Board at its September meeting. Director Kohtz moved on to Household and Institutional Expense and reported that this expenditure in the amount of \$9.51 is for office cleaning supplies. Director Kohtz then proceeded to the Insurance Expense of \$18.18 and reported that this expenditure is the blanket bond for agency employees. For the Other Operating Expenditure, the expenditure in the amount of \$40.00 is for ACH returns. The Director explained that if the bank is unable to make the draft for an ACH payment, the State Treasurer's Office would reject the payment. There is a \$20.00 fee paid to the State Treasurer's Office for each occurrence. Director Kohtz then indicated that the expenditures for the month of October totaled \$24,413.29, and the year-to-date expenditures for the fiscal year are \$111,911.21, which amounts to 25.82 percent of the budgeted expenditures for the fiscal year; 33.70 percent of the fiscal year has passed. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then brought the Board's attention to revenues and reported that the total revenues for the month were typical for this time of year. For the month of October, the total revenues were \$35,300.84, and the year-to-date total revenues for the fiscal year are \$96,750.69, which amounts to 26.47 percent of the projected revenues for the fiscal year. The Director reiterated that 33.70 percent of the fiscal year has passed. Director Kohtz asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the MTD General Ledger Detail report for the month of October and guided the Board's attention to Batch #7282513 for Continuing Ed Renewal Fees on page J.4 and reported that this journal entry moved revenue in the amount of \$10.00 from continuing education renewal fees to qualifying education fees because a continuing education renewal application was not processed and the provider requested that the funds be applied to a qualifying education activity application. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz presented four graphs showing expenses, revenues, and cash balances. The Director again noted the expenditures and revenues for the month of October for the Real Property Appraiser program, which includes both the Appraiser Fund and the AMC Fund. The Director reported that the Real Property Appraiser Fund expenses totaled \$15,849.99, the Real Property Appraiser Fund revenues totaled \$22,075.62, the AMC Fund expenses totaled \$8,563.30, and the AMC Fund revenues totaled \$13,225.22. Director Kohtz remarked that the cash balance for the AMC Fund is \$322,332.08, the Appraiser Fund is \$404,321.22, and the overall cash balance for both funds is \$726,653.30 as of the end of October. The Director asked for any questions or comments. There was no further discussion.

Board Member Downing moved to accept and file the October financial reports for audit. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

2. 2024 AARO MEMBERSHIP DUES

Director Kohtz presented an invoice from AARO for 2024 membership dues to the Board for consideration. The Director asked the Board if it would like to remain a member of AARO. Board Member Downing moved to approve payment of 2024 AARO membership dues in the amount of \$600.00. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

3. APS-11 ELECTRONIC HOOK SWITCH ADAPTER

Director Kohtz presented a Memo to the Board requesting approval for funding in the amount of \$32.00 to be transferred from Other Operating Expenses, 559100, to Voice Equip, 532260, for the purchase of one APS-11 Electronic Hook Switch Adapter for Plantronics CS540 Wireless DECT Headset and Mitel 6567 Phone through Amazon business for the Business Programs Manager workstation. The Director reported that the headset does not properly connect to the phone without the hook switch adapter. When the State switched to the Mitel phones, OCIO was providing the hook switch adapters, but is no longer doing so. Board Member Downing moved to approve funding in the amount of \$32.00 to be transferred from Other Operating Expenses to Voice Equipment for the purchase of one APS-11 Electronic Hook Switch Adapter for Plantronics CS540 Wireless DECT Headset and Mitel 6567 Phone. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

4. NRPAB CONFERENCE ROOM TABLE UPDATE

Director Kohtz presented a Memo to the Board requesting approval for funding in the amount of \$1,830.00 to be transferred from Other Operating Expenses, 559100, to Non-Capitalized Equip PU, 532100, for the purchase of four 70x30 H Frame Tables, Cornhusker Industries Item #G-TB-132 with Blackened Fiberwood Finish, at \$300.00 per table, and two 84x30 H Frame Tables, Cornhusker Industries Item #G-TB-133 with Blackened Fiberwood Finish, at \$315.00 per table. The Director informed the Board that the five tables in the NRPAB Office Meeting Room were purchased in 2014 from Office Depot as part of the Board's 2014 relocation from the lower level to the first-floor south wing of the State Office Building. These tables were the most cost-effective option available at that time for the space available and the use. The Board has since relocated to its current location, in which the NRPAB Office Meeting Room has a different shape compared to the former location. The current tables are showing significant structural wear and are no longer functionally suitable, as less workspace depth is required at board meetings due reduced paperwork and increased computer use.

(Continued on page 6)

(Continued from page 5)

Board Member Gerdes asked if the tables could be customized to have electrical connections. The Director responded that he would look into this and report back the costs for this addition. Board Member Gerdes recommended that it would be reasonable to include an additional amount for this work in the approval. Director Kohtz agreed that it would be reasonable. Board Member Gerdes moved to approve funding in the amount of \$1,830.00 to be transferred from Other Operating Expenses, 559100, to Non-Capitalized Equip PU, 532100, for the purchase of four 70x30 H Frame Tables, Cornhusker Industries Item #G-TB-132, and two 84x30 H Frame Tables, Cornhusker Industries Item #G-TB-133, with an additional amount of up to \$300.00 to be transferred from Other Operating Expenses, 559100, to Non-Capitalized Equip PU, 532100, for table-top electrical outlets. Board Member Downing seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

5. PER DIEMS

Director Kohtz informed the Board that he had no per diem requests for this meeting and asked if any board members had a request for the Board to consider. There was no further discussion.

K. GENERAL PUBLIC COMMENTS

Chairperson Walkenhorst asked for any public comments. With no comments, Chairperson Walkenhorst moved on to Consideration of Education/Instructor Requests.

L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS: No discussion.

M. UNFINISHED BUSINESS

1. OPEN AT-LARGE LICENSED REAL ESTATE BROKER POSITION

Director Kohtz informed the Board that he has no updates regarding the open At-Large Licensed Real Estate Broker position, specifically. The Director informed the Board that he contacted the Governor's office a couple time last week by email, but received no response. The Director reported that the letter requested by the Board at its October 26, 2023 meeting was drafted, signed by Chairperson Walkenhorst, and hand-delivered to the Governor's office on November 13, 2023. The Director noted that, at this point, there has been no response to the letter. Director Kohtz was asked about the number of applicants for each position. Director Kohtz responded that he believes that there are four total for the Broker position and three total for the Financial Institutions position, although he is not completely sure of this. Board Member Downing asked if any applicants have withdrawn their name from consideration. Director Kohtz responded that there was one that he was made aware of. Chairperson Walkenhorst expressed hope that appointments would be made soon. There was no further discussion.

2. OPEN AT-LARGE REPRESENTATIVE OF FINANCIAL INSTITUTIONS POSITION

Director Kohtz informed the Board that he has no additional update regarding the open At-large Representative of Financial Institutions position. There was no further discussion.

N. NEW BUSINESS

1. NEW AMC AND REAL PROPERTY APPRAISER DISCIPLINARY HISTORY WEBSITE SEARCH

EPM Sims presented the AMC and real property appraiser disciplinary history public search on the website to the Board for review. EPM Sims noted that all fields on the disciplinary action search do not need to be filled, and as of now, a disciplinary action record would be available for ten years. For AMCs, disciplinary action records will be displayed if the registration card is active or for six months after the expiration date. For real property appraisers, if the credential is active or inactive, disciplinary history records will be available for public review. If a credential is expired, surrendered, revoked, or canceled, disciplinary action records would appear for six months after the status change. If the status is deceased, no disciplinary action records will be available. EPM Sims asked for any questions or comments. Public Member Roger Morrissey requested permission to speak. Chairperson Walkenhorst granted Morrissey permission to speak. Morrissey asked if the ten-year disciplinary history action is based on the Real Estate Commission's rules and regulations. Morrissey also commented that ten years is a long time to display disciplinary action. Director Kohtz responded that the ten-year period was determined by the Board approximately ten years or so ago. At the time, the Board just didn't want to have information on the website for more than ten years. Morrissey asked about other state agencies. The Director responded by informing Morrissey that what is being made available is public record, and as far as he is aware, the Board is the only agency amongst its peers that puts a time frame on making this information readily available to the public. Morrissey expressed concern that the information is too easy to get. Chairperson Walkenhorst stated that ten years is a long time, however, some appraisers are on that list more than one time. The Director asked if the Board would like to wait until January to approve moving the public disciplinary action search to the live website. Board Member Hermesen indicated that there is no reason to hold off. Board Member Downing moved to make the AMC and Real Property Appraiser Disciplinary History Website Search publicly available on the website. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst asked for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

O. LEGISLATIVE REPORT AND BUSINESS

1. NEBRASKA REAL PROPERTY APPRAISER ACT UPDATE

a. 2024 Update to Nebraska Real Property Appraiser Act Summary

Director Kohtz presented the 2024 Update to Nebraska Real Property Appraiser Act Summary to the Board for review. The Director informed the Board that this document was prepared for public review as a complement to REQ05050. The Director asked for any questions or comments. There was no further discussion.

b. REQ05050_October 31, 2023

Director Kohtz presented REQ05050_October 31, 2023 to the Board for review and informed the Board that a couple minor changes have been made since the Board's last review. The Director guided the Board to page O.7, line 13, and informed that Board that the year was changed from 2022 to 2024 for the definition of Financial Institutions Reform, Recovery, and Enforcement Act of 1989. Director Kohtz then moved to page O.18, line 12, and reported that the subdivision citation was corrected from (c)(i) to (b)(i) in Neb. Rev. Stat. §76-2230 to reference education instead of experience. Finally, the Director led the Board to page O.37, line 13 and 14, and noted that since USPAP has an effective date of January 1, 2024, an emergency clause has been added to this bill. This bill would become law as soon as the bill is passed and signed into law by the Governor. The Director asked for any questions or comments. There was no further discussion.

2. NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT UPDATE

a. 2024 Update to Nebraska Appraisal Management Company Registration Act Summary

Director Kohtz presented the 2024 Update to Nebraska Appraisal Management Company Registration Act Summary to the Board for review. The Director informed the Board that this document was prepared for public review as a complement to REQ05049. The Director asked for any questions or comments. There was no further discussion.

b. REQ05049_October 31, 2023

Director Kohtz presented the REQ05049 to the Board for review and informed the Board that one minor change has been made since the Board's last review. The Director proceeded to page O.45, line 8, and informed the Board that the year was changed from 2019 to 2024 for the date in the definition of AMC Rule. Director Kohtz questioned why the strike is not showing in the REQ. LPM Nespor reminded the Director that this is a new definition as the entire previous definition, AMC Final Rule, was stricken. Director Kohtz acknowledged this change and thanked LPM Nespor for the help. The Director asked for any questions or comments.

Director Kohtz then informed the Board that REQ05050 and REQ05049 have been made available to the public, real property appraisers, AMCs, and education providers for comment. In addition, a copy of REQ05050, along with an in-depth summary of the draft changes to the Nebraska Real Property Appraiser Act, and REQ05049, along with an in-depth summary of the draft changes to the Nebraska Appraisal Management Company Registration Act, have been provided to the Nebraska Chapter of the Appraisal Institute, the National Appraisal Institute, the Nebraska Banker's Association, the University of Nebraska at Omaha Real Estate and Land Use Economics Program, the Department of Revenue, the Department of Banking, the Real Estate Commission, the Appraisal Subcommittee, NACO, REVVA, Nebraska Realtor's Association, and the Platte Institute for comment. Comments will be accepted through December 12, 2023. The Director asked for any questions or comments. There was no further discussion.

3. OTHER LEGISLATIVE MATTERS: No discussion.

P. ADMINISTRATIVE BUSINESS

- 1. GUIDANCE DOCUMENTS:** No discussion.
- 2. INTERNAL PROCEDURAL DOCUMENTS:** No discussion.
- 3. FORMS, APPLICATIONS, AND PROCEDURES:** No discussion.

Q. OTHER BUSINESS

1. BOARD MEETINGS

a. Virtual Conferencing Format for December, January, and February Meetings

Director Kohtz asked whether the Board was interested in holding the December, January, and February meetings by virtual conferencing as it has done in the past. The Director reminded the Board that virtual attendance is optional and board members may choose to attend in-person. This has also become the preferred method in the event of bad weather. The Board agreed to continue holding the December, January, and February meetings by virtual conferencing. Board Member Downing moved to hold the December, January, and February Meetings by virtual conferencing. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

2. CONFERENCES/ EDUCATION: No discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE: No discussion.

6. THE APPRAISAL FOUNDATION

a. TAF November Newsletter

Director Kohtz presented The Appraisal Foundation's November Newsletter to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.

8. IN THE NEWS: No discussion.

Board Member Downing moved that the Board go into executive session for the purpose of employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Gerdes seconded the motion. The time on the meeting clock was 10:29 a.m. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

Board Member Downing moved to come out of executive session at 10:58 a.m. Board Member Gerdes seconded the motion. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicant CR23010 and CR23009. Chairperson Walkenhorst asked for motions on CR23010 and CR23009.

Board Member Downing moved to take the following action:

CR23010 / Approve to sit for exam and authorize Director to issue credential as a Certified Residential Real Property Appraiser upon providing evidence of successful completion of the National Uniform Licensing and Certification Examination and providing the necessary fees; and provide redacted copy of USPAP Compliance Review Report pertaining to the report for the single-family residential property obtained by the Board and advise applicant to take note of the findings.

Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and called for a vote. Motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

Board Member Downing moved to take the following action:

CR23009 / Approve to sit for exam and authorize Director to issue credential as a Certified Residential Real Property Appraiser upon providing evidence of successful completion of the National Uniform Licensing and Certification Examination and providing the necessary fees.

Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and called for a vote. Motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY: No discussion.

E. CONSIDERATION OF COMPLIANCE MATTERS

The Board reviewed Grievances 23-01 and 23-07. Chairperson Walkenhorst asked for a motion on Grievance 23-07.

Board Member Downing moved to take the following action:

23-07 / Proceed with investigation for the alleged violations of Neb. Rev. Stat. § 76-2220(1),(2); N.R.S. § 76-2236.01(1)(c); N.R.S. § 76-2237; N.R.S. § 76-2238 (4),(12),(14); and N.R.S. § 76-2246.

Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and called for a vote. Motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS

1. 2023.10

The Board reviewed 2023.10.

2. 2023.17

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. §76-2236(2) for a third time. Board Member Downing moved to authorize Director Kohtz approve the 2024-25 Application for Renewal of Nebraska Real Property Appraiser Credential upon the receipt of evidence of the successful completion of the 2024-25 seven-hour National Uniform Standards of Professional Appraisal Practice Update Course. Notice to be sent by certified mail. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

3. 2023.18

The Board reviewed a matter in which a real property appraiser may have violated Neb. Rev. Stat. §76-2237 and N.R.S. §76-2238(12),(14) concerning an appraisal report completed for a property located in Blair, Nebraska. Board Member Downing moved to file Grievance 23-12 for the alleged violation of Neb. Rev. Stat. §76-2237 and N.R.S. §76-2238(12),(14). Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye.

4. PERSONNEL MATTERS

The Board discussed personnel matters.

R. ADJOURNMENT

Board Member Downing moved to adjourn the meeting. Board Member Gerdes seconded the motion. Motion carried with Downing, Gerdes, Hermesen, and Walkenhorst voting aye. At 11:02 a.m., Chairperson Walkenhorst adjourned the November 16, 2023 meeting of the Nebraska Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on November 21, 2023, in compliance with Nebraska Revised Statute § 84-1413 (5).