

PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Wednesday, June 16, 2021, 2:00 p.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska

AGENDA

- A. Opening 2:00 p.m.**
- B. Notice of Meeting (Adopt Agenda)**
- C. Chair’s State of the Board Report**
- D. Director’s Comments**
- E. General Public Comments**
- F. Review of 2019-20 Strategic Planning Goals and Objectives1**
- G. Compliance**
 - 1. Review of Enforcement/Investigations1-4
 - 2. Enforcement of Real Property Appraiser Act
 - 3. Enforcement of Appraisal Management Company Registration Act
 - 4. Investigative Processes and Procedures (Title 298 – Ch. 8)
 - 5. Forms
 - a. Grievance Against Appraiser
 (https://appraiser.ne.gov/Enforcement/pdf/Appraiser_Grievance_Form.pdf)
 - b. Grievance Against AMC
 (https://appraiser.ne.gov/Enforcement/pdf/AMC_Grievance_form.pdf)
 - 6. Short- and Long-Term Goals and Objectives
 - a. Continue monitoring the effectiveness and efficiency of the Compliance Program (long-term)
- H. Credentialing and Registration**
 - 1. Review of Current Credential Holders/AMC Registrations1-7
 - 2. Review of Credential Holder Renewals8
 - 3. 2018-24 Credential Holder/AMC Registration Projections9-11
 - 4. Real Property Appraiser Credentials
 - a. General Discussion
 - i. Reporting of Previous Disciplinary Action on Applications
 - b. Real Property Appraiser Qualifications
 - c. Real Property Appraiser Credential Renewal
 - d. Supervisory Real Property Appraiser
 - e. Processes and Procedures
 - i. Credentialing through Education, Experience, and Examination (Title 298 – Ch. 2)
 - ii. Credentialing through Reciprocity (Title 298 – Ch. 3)
 - iii. Renewal of Active Credential (Title 298 – Ch. 4)
 - iv. Inactive Status (Title 298 – Ch. 5)

- f. Forms
 - i. Application for Nebraska Certified General Real Property Appraiser (https://appraiser.ne.gov/residential_forms/pdf/Resident_CG_Application.pdf)
 - ii. Application for Nebraska Certified Residential Real Property Appraiser (https://appraiser.ne.gov/residential_forms/pdf/Resident_CR_Application.pdf)
 - iii. Application for Nebraska Licensed Residential Real Property Appraiser (https://appraiser.ne.gov/residential_forms/pdf/Resident_LR_Application.pdf)
 - iv. Application for Nebraska Real Property Appraiser Credential by Reciprocity (https://appraiser.ne.gov/reciprocity/docs/Reciprocity_Application.pdf)
 - v. Application for Trainee Real Property Appraiser Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Trainee_Application.pdf)
 - vi. Application for Registration as Supervisory Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Supervisory_Appraiser_Application.pdf)
 - vii. Real Property Appraisal Practice Experience Log (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/NRPAB_Experience_Log_Page_PDF_for_m.pdf)
 - viii. Application for Inactive Status of Nebraska Real Property Appraiser Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Inactive_Status_Application.pdf)
- g. Short- and Long-Term Goals and Objectives
 - i. Explore Opportunities to Increase Number of Nebraska Resident Appraisers
- 5. Temporary Credential
 - a. Processes and Procedures (Title 298 – Ch. 2)
 - b. Forms
 - i. Application for Nebraska Real Property Appraiser Temporary Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Application.pdf)
 - ii. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Renewal_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
- 6. Appraisal Management Company Registration
 - a. Processes and Procedures (Title 298 – Ch. 2)
 - i. Initial Registration
 - ii. Renewal of Registration
 - b. Forms
 - i. Application for Nebraska Appraisal Management Company Registration (https://appraiser.ne.gov/AMC/AMC_Registration_Application.pdf)
 - ii. Application for Renewal of Nebraska AMC Registration (https://appraiser.ne.gov/AMC/AMC_Renewal_Application.pdf)
 - iii. Federally Regulated AMC Nebraska Reporting Form (https://appraiser.ne.gov/AMC/Federally_Regulated_AMC_Annual_Reporting_Form.pdf)
 - c. Short- and Long-Term Goals and Objectives

I. Education

1. General
 - a. Short- and Long-Term Goals
2. Qualifying Education
 - a. Processes and Procedures (Title 298 – Ch. 6)
 - b. Application for Qualifying Education
(https://appraiser.ne.gov/Education/Applications/QE_Activity_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
3. Continuing Education
 - a. Processes and Procedures (Title 298 – Ch. 6)
 - b. Forms
 - i. Application for Continuing Education
(https://appraiser.ne.gov/Education/Applications/CE_Activity_Application.pdf)
 - ii. Application for Continuing Education Renewal
(https://appraiser.ne.gov/Education/Applications/CE_Activity_Renewal_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
4. Supervisory Real Property Appraiser and Trainee Course
 - a. Processes and Procedures (Title 298 – Ch. 6)
 - b. Application for Supervisory Real Property Appraiser and Trainee Course
(https://appraiser.ne.gov/Education/Applications/Supervisor_Trainee_Activity_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
5. Instructors
 - a. Processes and Procedures (Title 298 – Ch. 6)
 - b. Application for Instructor Approval
(https://appraiser.ne.gov/Education/Applications/Instructor_Application.pdf)
 - c. Short- and Long-Term Goals and Objectives
6. Post-Secondary Education
 - a. Short- and Long-Term Goals and Objectives
7. Board Representation/Offerings
 - a. Short- and Long-Term Goals and Objectives

J. Personnel

1. Staff Positions 1-7
 - a. Contract Employee Performance Recognition Program
(Performance Management System Score)
2. Policies and Procedures
 - a. Employee Handbook 8-44
 - b. State of Nebraska Expense Reimbursement Policies 45-50
 - c. NRPAB Personal Vehicle Use Authorization (Effective September 19, 2019) 51
 - d. Board Member Orientation Packet 52-94
3. Conferences/Training
 - a. Fall/Spring AARO Conference
4. Board Structure
5. Renewal Season Interns
6. Short- and Long-Term Goals and Objectives
 - a. Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes (long-term)
 - b. Continue utilization of two renewal season interns (long-term)
 - c. Explore Contract Employee Performance Recognition Program internal procedure (short-term)

K. Public Information

1. General
 - a. Short- and Long-Term Goals
 - i. Encourage development of Memos from the Board and Facebook posts that contain facts the appraiser community may be interested in (long-term)
 - ii. Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, and other information that affects the industry (long-term)
 - iii. Explore the development and implementation of an updated NRPAB logo
2. NRPAB Website
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use (long-term)
3. Memos from the Board
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser (long-term)
4. The Nebraska Appraiser Newsletter
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner
5. NRPAB Facebook Page
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that appraiser community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information (long-term)

L. Administration

1. Policies and Procedures (not already on agenda)
 - a. NRPAB Meetings
 - i. LB83 - Change public meeting provisions and provide for virtual conferencing under the Open Meetings Act 1-3
 - ii. Agenda Structure
 - b. Request Forms
 - i. Confidentiality Waiver
(https://appraiser.ne.gov/request_forms/docs/confidentiality_waiver.pdf)
 - ii. Real Property Appraiser Document Request Form
(https://appraiser.ne.gov/request_forms/docs/request_form.pdf)
 - iii. Real Property Appraiser Information Change Form
(https://appraiser.ne.gov/request_forms/docs/Appraiser_Information_Change.pdf)
 - iv. Request for Criminal History Record Information Form
(https://appraiser.ne.gov/request_forms/docs/CHRI_Release_Form.pdf)
 - v. Application for Preliminary Criminal History Review
(https://appraiser.ne.gov/request_forms/docs/Preliminary_Criminal_History_Review_Application.pdf)
 - vi. AMC Document of Good Standing Request Form
(https://appraiser.ne.gov/AMC/AMC_Good_Standing_Document_Request_Form.pdf)
 - vii. AMC Information Change Form
(https://appraiser.ne.gov/AMC/AMC_Information_Change_Form.pdf)
 - c. Short- and Long-Term Goals and Objectives
 - i. Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs (long-term)
 - ii. Purchase and install video equipment and software needed to hold NRPAB meetings by virtual conferencing under the Open Meetings Act (short-term)
2. NRPAB Records Management
 - a. Retention Schedule 71 4-9
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue to transfer remaining paper files to electronic file format (long-term)
3. NRPAB Database
 - a. AMC Online Renewal Application and Interface 10-14
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes (long-term)
 - ii. Explore online real property appraiser initial applications, AMC initial applications, education activity applications, and other services that require payment of a fee (long-term)
 - iii. Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system (short-term)
 - iv. Explore online AMC renewal application and AMC Interface upgrade (short-term)
4. Appraisal Review Services Contractor Program
 - a. Nebraska Vendor Performance Program 15-21
 - b. Contractor Agreements
 - i. Applicant Appraisal Review Services Agreement 22-28
 - ii. Subject Matter Expert Services Agreement 29-35
 - iii. Hearing Officer Services Agreement 36-39

c.	Appraisal Services Contractor USPAP Compliance Review Report Summary Documents	
i.	NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary	40
ii.	NRPAB Applicant Review Services Contractor USPAP Compliance Review Report Summary	41

M. Appraisal Subcommittee

N. Appraisal Foundation

O. AARO

P. Laws, Rules and Guidance Documents

1.	Laws	
a.	Real Property Appraiser Act (https://appraiser.ne.gov/docs/pdf/Real_Property_Appraiser_Act_Effective_8_16_2020.pdf)	
i.	Practical Applications of Real Estate Appraisal	1-14
ii.	AQB Approved Degree Program Curriculum Use as Continuing Education	15
iii.	Exemption for Real Property Appraisers to Represent Themselves as Homeowners Concerning Property Tax Appeal Matters	16
b.	Appraisal Management Company Registration Act (https://appraiser.ne.gov/docs/pdf/Appraisal_Management_Company_Registration_Act_Effective_8_16_2020.pdf)	
c.	Processes and Procedures	
d.	Short- and Long-Term Goals and Objectives	
i.	Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required (long-term)	
ii.	Work with the Banking Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill to be introduced addressing the changes needed in the Real Property Appraiser Act (short-term)	
2.	Rules	
a.	Title 297 (https://appraiser.ne.gov/docs/pdf/Title_297_Effective_05-20-2012.pdf)	
b.	Title 298 (https://appraiser.ne.gov/docs/pdf/Title_298.pdf)	
i.	Summary of Proposed Changes to Title 298 of the NAC_May 18, 2021	17-23
ii.	Two-Year 7-Hour USPAP Update Course Requirement	
c.	Processes and Procedures	

- d. Short- and Long-Term Goals and Objectives
 - i. Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed (long-term)
 - ii. Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration (long-term)
 - iii. Adopt changes to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession, provide for better clarification and administration, and harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB808 in 2020 and LB23 in 2021 (short-term)
- 3. Guidance Documents
 - https://appraiser.ne.gov/guidance_documents.html
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules (long-term)
 - ii. Retire Guidance Documents that are no longer relevant (long-term)
- 4. Internal Procedural Documents 24-36
 - a. Processes and Procedures
 - b. Short- and Long-Term Goals and Objectives
 - i. Continue to adopt internal procedures as needed to assist with the Board’s administration of its programs (long-term)
 - ii. Retire internal procedures that are no longer relevant (long-term)

Q. Financial

- 1. Review of Current Fiscal Year 1-6
- 2. 2021-24 Projections 7-10
- 3. FY 2021-22 Budget 11-15
 - a. Policies and Procedures
 - i. AMC Fund/Appraiser Fund Split 16-21
 - b. Goals and Objectives
- 4. Fees 22
 - a. Real Property Appraiser Program Fees
 - b. Appraisal Management Company Registration Program Fees

R. SWOT Analysis

S. Adjourn