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

June 20, 2024 Meeting Minutes

A. OPENING

Chairperson Downing called to order the June 20, 2024 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 Downing 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 June 12, 2024. 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 Bonnie Downing of Dunning, Nebraska, Cody Gerdes of Lincoln, Nebraska, Kevin Hermsen of Gretna, Nebraska, Rodney Johnson of Norfolk, Nebraska, and Derek Minshull of North Platte, Nebraska were present. Also present were Director Tyler Kohtz, Business Programs Manager Karen Loll, Licensing Programs Manager Allison Nespor, and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska.

ADOPTION OF THE AGENDA

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

Board Member Gerdes 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 Hermsen seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

Board Member Johnson moved to come out of executive session at 10:07 a.m. Board Member Minshull seconded the motion. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

Break from 10:07 a.m. to 10:19 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Downing welcomed all to the June 20, 2024 meeting of the Nebraska Real Property Appraiser Board and thanked staff for its work on strategic planning and today's meeting. The Chairperson noted that there were no members of the public in attendance.

H. NRPAB EMPLOYEE RECOGNITION AWARD

According to Director Kohtz, each staff member represented the Board with integrity, and performed their duties with efficiency and accuracy during FY 2023-24. Director Kohtz announced that, in accordance with the Board's Employee Recognition Plan, he, Allison Nespor, Kashinda Sims, and Karen Loll were each nominated for a $500.00 monetary gift for their excellence in service for FY 2023-24. These nominations were approved by Chairperson Downing and are being recognized at today's meeting. The award will appear on the June 26, 2024 payroll. All Board members thanked the staff for their hard work through the year.

I. BOARD MEETING MINUTES

1. APPROVAL OF MAY 16, 2024 MEETING MINUTES

Chairperson Downing asked for any additions or corrections to the May 16, 2024 meeting minutes. With no discussion, Board Member Downing called for a motion. Board Member Minshull moved to approve the May 16, 2024 meeting minutes as presented. Board Member Gerdes seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

J. DIRECTOR'S REPORT

1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS

a. Real Property Appraiser Report

Director Kohtz presented seven charts outlining the number of real property appraisers as of June 20, 2024 to the Board for review. The Director reported that trends were stable and indicated that he had no specific comments. Director Kohtz 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 May 31, 2024 to the Board for review. The Director reported that trends were stable and indicated that he had no specific comments. Director Kohtz asked for any questions or comments. There was no further discussion.

c. Supervisory Real Property Appraiser Report

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of June 20, 2024 to the Board for review. The Director reported that trends were stable and indicated that he had no specific comments. Director Kohtz asked for any questions or comments. Board Member Minshull noted the downward shift that started in 2023 and asked if the cause is known. The Director indicated that there are a couple factors that could cause the decline; however, the specific reason for the January 2024 decline will not be known for a year or two. Director Kohtz explained that many supervisory real property appraisers retired last year, and the first AQB approved PAREA program started. If a person obtains their residential experience through the PAREA program, they will not need to be registered as a trainee real property appraiser if applying for the certified residential or licensed residential classifications. If the trend remains stable or the numbers increase, it is likely that retirements were the primary cause of the January 2024 decline. If the number of registered supervisory real property appraisers continues to drop, it is likely that the PAREA program is having a significant impact on the number of registered supervisory real property appraisers. LPM Nespor informed the Board that a PAREA participant has two years to complete the program and the program is one year in. Board Member Hermsen asked if the Board would see work product from an PAREA applicant. Director Kohtz indicated that if all experience is obtained in the PAREA program, then no, the applicant would only provide a certificate evidencing the successful completion of the PAREA program. Board Member Hermsen commented that he was unaware of that. The Director informed the Board that from everything he has seen pertaining to the PAREA program, it is pretty intense, and the participant is developing many appraisals. Director Kohtz added that if the Board ever begins to see an issue specific to real property appraisers who obtained their experience through PAREA, it could take necessary action to address the issue, whatever that might be. Board Member Hermsen also commented that for many potential residential real property appraisers it is difficult to find a supervisory real property appraiser as they are typically training their future competition. Board Member Johnson remarked that supervisory real property appraisers must be creative in their attempt to retain those they train once the credential is issued, such as paying for their education in exchange for staying with that entity for a certain amount of time. Director Kohtz was asked if the voluntary supervisory real property appraiser list on the website is populated. The Director responded that it is populated. The number increases and decreases with time, but overall, there is always a healthy number of real property appraisers on the list. There was no further discussion.

d. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of June 20, 2024 to the Board for review. The Director reported that trends were stable and indicated that he had no specific comments. LPM Nespor noted that Nebraska would be losing two more AMCs as one has become a Federally Regulated AMC and no longer wished to maintain its state registration, and another has indicated that it would not be renewing its Nebraska registration. Board Member Minshull inquired if Federally Regulated AMCs could work in Nebraska. Director Kohtz confirmed that they could work in the state. Director Kohtz asked for any questions or comments. There was no further discussion.

2. DIRECTOR APPROVAL OF APPLICANTS

a. Real Property Appraiser Applicants

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 May 8, 2024 and June 7, 2024. 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 activities and instructors approved by the Director for the period between May 8, 2024 and June 7, 2024. The Director asked for any questions or comments. There was no further discussion.

K. FINANCIAL REPORT AND CONSIDERATIONS

1. APPROVAL OF MAY RECEIPTS AND EXPENDITURES

The receipts and expenditures for May were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the PSL expenditures in the amount of $34,723.08 and noted that these expenditures are much higher than normal as there were three pay periods in May. The Director then brought attention to the Publication and Print Expense and informed the Board that the majority of the $434.84 expenditure includes the January through March quarterly copy services expense. Director Kohtz proceeded to overall expenditures for the month, and indicated that the expenditures for the month of May totaled $44,722.31, and the year-to-date expenditures for the fiscal year are $350,689.39, which amounts to 77.21 percent of the budgeted expenditures for the fiscal year; 92.05 percent of the fiscal year has passed.

Director Kohtz next turned the Board's attention to revenues and noted that new credentialing fee receipts for the certified general and certified residential classifications were strong for the month. AMC renewal receipts were strong for the month as well. The Director then brought attention to Investment Income and informed the Board that no revenues were recorded due to an accounting glitch in May. The Investment Income for April and May should appear on the June report. The Director informed the Board that revenues for the month of May were $17,400.75, and that the year-to-date revenues for the fiscal year are $365,579.75, which amounts to 94.28 percent of the projected revenues for the fiscal year. Director Kohtz reiterated that 92.05 percent of the fiscal year has passed. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then guided the Board to the MTD General Ledger Detail report for the month of May and brought attention to Batch #7463541 with the Payee/Explanation, "Smith, Nicholas" found on page K.4 for $10.00. The Director reported that this payment was a refund of the Fingerprint Audit Program Fees paid by Smith for a trainee real property appraiser credential. Smith upgraded prior to the first of the year, so the trainee renewal was never active. Director Kohtz then brought attention to the travel expenditures with a Payee/Explanation of "Kohtz, Tyler N" found on page K.7 and reported that these costs were for his attendance at the AARO spring conference.

Director Kohtz presented four graphs showing expenses, revenues, and cash balances. The Director noted expenditures of $44,722.31 and revenues of $17,400.75 for the month of May 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 expenditures totaled $30,218.46, the Real Property Appraiser Fund revenues totaled $6,873.96, the AMC Fund expenditures totaled $14,503.85, and the AMC Fund revenues totaled $10,526.79. Director Kohtz remarked that the cash balance for the AMC Fund is $324,510.74, the Appraiser Fund is $411,698.54, and the overall cash balance for both funds is $736,209.28.

The Director asked for any questions or comments. Board Member Gerdes inquired how the balances were determined to be high or low and if fees needed to be increased. Board Member Minshull indicated that fee increases would be based on expenditures. Director Kohtz reported that the State Auditor's Office requires the Board to have a minimum cash fund balance policy to help determine what is an appropriate cash fund balance for both the Appraiser Program and the AMC Program. When the cash fund balances approach those minimums, a decrease in expenditures or an increase in revenues is required to keep the balances above the minimum. The Director acknowledged Board Member Minshull's comment and agreed. There was no further discussion.

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

2. EMPLOYEE RECOGNITION AWARD

Director Kohtz presented an Agenda Item Summary requesting approval for funding in the amount of $2,000.00 to be transferred from Other Operating Expenses, 559100, to Employee Bonuses, 511700, to accommodate the excellence in service awards approved to be issued with the June 26, 2024 payroll in accordance with the Board's Employee Recognition Plan. Board Member Minshull moved to approve funding in the amount of $2,000.00 to be transferred from Other Operating Expenses, 559100, to Employee Bonuses, 511700, for the four employee recognition awards. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

3. **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.

L. GENERAL PUBLIC COMMENTS

No members of the public were present. With no public comments, Chairperson Downing moved on to Education.

M. EDUCATION

1. **Application for Approval as Continuing Education**
   a. **2243458.33: Appraiser eLearning – "Scan to Sketch – Practical Application of Mobile Appraising."**

EPM Sims presented an Agenda Item Summary to the Board concerning an Application for Approval as a Continuing Education Activity in Nebraska for the activity titled, "Scan to Sketch - Practical Application of Mobile Appraising," received on May 20, 2024. EPM Sims explained, upon review of the material, the primary purpose of the activity appears to be training in the use of a specific software instead of a utilization of software to improve competency in real property appraisal-related computer applications. The Board held discussion as to if the activity met the standard of contributing to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the subjects identified, including real property appraisal-related computer applications. Board Member Minshull indicated that the activity may improve the accuracy of residential reports. Board Member Johnson questioned the workings of the program. Board Member Hermsen responded that the program appears to create a floor plan sketch from scans taken at corners. Chairperson Downing inquired if the activity was approved in other states. EPM stated that it was approved in eight or nine other states. The Board also questioned the length of the activity; specifically, the seven-hour time to learn this information. Board Member Gerdes read through the topics included with the student and instructor materials, including data collection and inspection. The Board agreed that the activity would improve the accuracy and credibility of reports. Board Member Johnson moved to approve the Application for Approval as a Continuing Education Activity in Nebraska for the continuing education activity titled, "Scan to Sketch - Practical Application of Mobile Appraising" (2243458.33). Board Member Gerdes seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no further discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

N. UNFINISHED BUSINESS: No discussion

O. NEW BUSINESS: No discussion

P. LEGISLATIVE REPORT AND BUSINESS

Director Kohtz informed the Board that he is finalizing the Title 298 draft and has added language to implement the fee tables to implement the statutory fees as discussed during the Board's June 13, 2024 strategic planning meeting. The Director acknowledged the Board's guideline for a 5% fee change per year, but informed the Board that due to the difference in fee sizes, it is difficult to change 5% each year for all fees, so more focus was placed on making the fee changes nearly equal over the three-year period; the final change would go into effect for the FY2027-28 fiscal year. Director Kohtz informed the Board that during the drafting of this language, two questions came to mind that he would like for the Board to address. First, since the random CHRC program has been retired, trainee real property appraisers will pay no fees for renewals. The Director asked if this is the Board's intent for trainee real property appraisers. The Board agreed that no fees should be charged to trainee real property appraisers for renewals as these individuals have already have significant costs to enter the profession. Director Kohtz replied that this was the Board's thought process when the formal supervisory real property appraiser and trainee program was established. So, no new fees will be added to the Title 298 draft for trainee real property appraisers. The Director then turned his attention to education fees and informed the Board that, although the fees are small, any pressure that could be taken off of real property appraisers would be helpful. The Director asked the Board if it would consider a fee change for education activity review and approval. Director Kohtz was asked if he has a number in mind. The Director reported a fee of $100.00 for new qualifying education and resubmission, $50.00 for new continuing education and resubmission, and $25.00 for continuing education renewal. Board Member Minshull inquired as to when the last fee increase occurred. The Director replied that no changes had been made since he joined the agency. Chairperson Downing asked how long each type of application takes to process, and what other states are charging for the same. EPM Sims explained the amount of time spent on the different applications and detailed the difference between the review process for AQB approved education activities compared to non-AQB approved activities, which take significantly more time to process. EPM Sims estimated eight hours for a typical non-AQB approved qualifying education activity, and four hours for a typical non-AQB approved continuing education activity. The Board commented on the discrepancy between the fee collected such work and the resources needed to see an application through to approval. Director Kohtz brought attention to fees collected in other states and informed the Board that comparisons are difficult due to many other states' appraiser regulatory function being a part of a larger agency. Often, such fees are collected and deposited into a general fund. As an independent board, the Board operates more like a business with expenditures and revenues that must balance. Board Member Hermsen asked if the fees could be different for AQB approved activities compared to non-AQB approved activities. Director Kohtz responded that they could be, and that it would make sense to do so. The Board agreed that, given the significant amount of time it takes to process education activity applications, the following fee changes are to be included in the Title 298 draft implemented over a three-year period:

- Qualifying education new and resubmission fees for AQB/CAP approved education activities changed from $50.00 to $100.00 per application.
- Qualifying education new and resubmission fees for non-AQB/CAP approved education activities changed from $50.00 to $500.00 per application.
- Continuing education new and resubmission fees for AQB/CAP approved education activities changed from $25.00 to $50.00 per application.
- Continuing education new and resubmission fees for non-AQB/CAP approved education activities changed from $25.00 to $250.00 per application.

- Continuing education renewal fees for all education activities changed from $10.00 to $25.00 per application.

Director Kohtz informed the Board that he will add the recommended changes to the Title 298 draft. There was no further discussion.

Q. ADMINISTRATIVE BUSINESS:

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS

a. 201704: AMC Fund Cash Balance

Director Kohtz presented the amended Internal Procedure 201704 to the Board for consideration. The Director reported that the procedure is the same, but the numbers have been updated based on the FY2024-25 budget, effective July 1, 2024. Director Kohtz stated that the minimum fund balance for the AMC fund shall be $224,348.50. The Director asked for any questions or comments. There was no further discussion.

b. 201705: Real Property Appraiser Fund Cash Balance

Director Kohtz presented the amended Internal Procedure 201705 to the Board for consideration. The Director reported that the procedure is once again the same, but the numbers have been updated based on the FY2024-25 budget, effective July 1, 2024. Director Kohtz stated that the minimum fund balance for the real property appraiser fund shall be $358,861.50. The Director asked for any questions or comments. There was no further discussion.

Board Member Minshull moved to approve Internal Procedure 201704 and Internal Procedure 201705 as presented. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

3. FORMS, APPLICATIONS, AND PROCEDURES

a. Criminal History Record Check Procedures

Director Kohtz presented the revised Criminal History Record Check Procedures to the Board for consideration and asked LPM Nespor to provide a summary of the changes. LPM Nespor informed the Board that the procedures have been updated to incorporate the Business Programs Manager position; harmonize the procedures with statutory changes, such as removal of the Random CHRC Program for real property appraisers and amending the AMC ownership CHRC requirements to only obtain a CHRC for new owners of 10% or more; and minor formatting changes. The Director asked for any questions or comments. There was no further discussion. Board Member Johnson moved to approve the Criminal History Record Check Procedures as presented. Board Member Gerdes seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

R. OTHER BUSINESS

1. **BOARD MEETINGS:** No discussion.

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 June Newsletter**

   Director Kohtz presented The Appraisal Foundation's June 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 discussion.

   b. **TAF Seeks Candidates for the AQB and ASB**

   Director Kohtz presented The Appraisal Foundation's Call for Applicants for the Appraiser Qualifications Board and the Appraisal Standards Board to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no discussion.

   c. **AQB Q&A-Upzoning**

   Director Kohtz present the TAF document titled "Upzoning and Questions Related to Appraiser Qualifications Q&As" to the Board for review. The Director guided the Board's attention to the question found on page R.9, "My state requires appraisers to be credentialed and to comply with USPAP. The scope of practice for a Certified Residential credential is limited to residential one-to-four-unit properties. Many residential properties in my state have recently been upzoned beyond four units. Does USPAP allow any appraiser who holds a Certified Residential credential to complete an appraisal assignment for these upzoned properties?" The Director reported that TAF correctly answered that USPAP does not address issues regarding the scope of practice as restricted by your state-issued credential.

   The Director then presented the question, "I am currently appraising properties in an area that has undergone rezoning. Previously, the zoning allowed for the construction of between one and four residential units on the lots. However, the new zoning permits up to six residential units to be built on these properties. As a Certified Residential Appraiser, does my credential allow me to appraise these rezoned properties?" Director Kohtz reported that "The AQB does not define your scope of practice. Individuals should reference agency regulations and state laws to determine the scope of practice for Certified Residential (or Licensed) appraisers and the types of properties that may be appraised."

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The Director also added, "It's essential to note that the Federal Financial Institutions Regulatory Agencies, along with other agencies and regulatory bodies, extend the authority of the Certified Residential (or Licensed) classification to appraise properties beyond those specified within these Criteria." The Director expressed confusion with this response as to does not appear to meet the intent of 12 U.S.C. 3342(2) as it pertains to the properties on which appraisals may be performed by a licensed residential real property appraiser. In addition, this response creates a disconnect with the Real Property Appraiser Qualifications Criteria as the scope of practice is defined under the "General" section for each classification. Director Kohtz then reported that he emailed Jonny Stewart, the state's ASC Policy Manager to get clarification on this issue. PM Stewart acknowledged that this is a new issue that has come up in other states and indicated that the Board should adhere to Guide Note 3 in the Criteria, but that more information may be coming in the future. The Director finished by informing the Board that he does not recommend any changes to the scope of practice for any classification at this time, but that he will continue monitoring this situation. The Director asked for any questions or comments. There was no further discussion.

d. AQB Concept Paper - Assessment of College Degree Requirements within the Criteria

Director Kohtz presented The Appraisal Foundation's document titled, "Concept Paper - Assessment of College Degree Requirements with the Criteria" to the Board for review and stated that the concept paper provides a history of the college education requirements and askes a series of questions. The Director informed the Board that LPM Nespor attended TAF's presentation on the concept paper. LPM Nespor reported that TAF did not give any indication of possible changes, but that it was asking for input, opinions, and recommended alternatives pertaining to college education requirements in the Criteria. Board Member Hermsen expressed belief that the college degree requirements have already been waived. Director Kohtz responded that the licensed residential classification has no college education requirements and that the certified residential classification was reduced from a bachelor's degree to a variety of post-secondary education options. LPM Nespor added that a path from licensed residential to certified residential was also established for those that do not have a degree when the previously mentioned changes took place. 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.

C. Credentialing as a Nebraska Real Property Appraiser:

The Board reviewed applicants CG23039, CG24001, and CG24002. Chairperson Downing asked for motions on CG23039, CG24001, and CG24002.

Board Member Gerdes moved to take the following action:

CG24001 / Provide redacted copy of UPSAP Compliance Review Report pertaining to the Scotts Bluff County and Morrill County, Nebraska report to the applicant and require the applicant to complete an additional 700 hours of real property appraisal practice experience; more than 350 of those hours must include three approaches to value, and send letter to organization employing applicant to explain the Board's concerns with appraisals produced by the organization and provide redacted copies of USPAP Compliance Review Reports obtained by the Board.

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

Board Member Gerdes moved to take the following action:

CG23039 / Assign Board Member Gerdes and Board Member Johnson to meet with the applicant to discuss deficiencies found in the reports as authorized in Title 298 NAC Chapter 2, Section 002.14A.

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

Board Member Gerdes moved to take the following action:

CG24002 / Deny the applicant's request for the Board to amend its April 18, 2024 action pertaining to the application and send applicant a redacted copy of the USPAP Compliance Review Report for the Seward County, Nebraska report.

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

D. Registration as an Appraisal Management Company:

The Board reviewed applicants NE2012081, NE2018003, NE2021002, and NE2021004. Chairperson Downing asked for motions on NE2012081, NE2018003, NE2021002, and NE2021004.

Board Member Gerdes moved to take the following action:

NE2021004 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration and issue a written advisory reminding applicant of the importance of answering questions truthfully on an application and that applicant take notice of Neb. Rev. Stat. § 76-3216(1) concerning the direct or indirect engagement in or attempt to engage in business as an appraisal management company in this state without first obtaining a registration.

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

Board Member Gerdes moved to take the following action:

NE2012081 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration and issue a written advisory reminding applicant of the importance of answering questions truthfully on an application.

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

Board Member Gerdes moved to take the following action:

NE2021002 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration and issue a written advisory reminding applicant of the importance of answering questions truthfully on an application.

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

Board Member Gerdes moved to take the following action:

NE2018003 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration and issue a written advisory reminding applicant of the importance of answering questions truthfully on an application.

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

E. Consideration of Compliance Matters

The Board reviewed compliance matters 23-08, 23-12, and 24-03. Chairperson Downing asked for a motion on 24-03.

Board Member Gerdes moved to take the following action:

> **24-03 / Provide a redacted copy of the grievance to the Nebraska Real Estate Commission.**

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

F. Consideration of Other Executive Session Items

1. **2024.07**

   The Board reviewed 2024.07. Based on the response provided by the education provider, the issue has been resolved. Board Member Gerdes moved to close this matter. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

2. **Personnel Matters**: No discussion.

S. ADJOURNMENT

Board Member Hermsen moved to adjourn the meeting. Board Member Johnson seconded the motion. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye. At 11:34 a.m., Chairperson Downing adjourned the June 20, 2024 meeting of the Nebraska Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on June 28, 2024, in compliance with Nebraska Revised Statute § 84-1413 (5).