

**REAL PROPERTY APPRAISER BOARD  
CONFERENCE ROOM “B”, 2ND FLOOR  
1526 K STREET, LINCOLN, NE**

**June 18, 2014 Meeting Minutes**

**A. OPENING**

Chairman Philip Barkley called to order the June 18, 2014 strategic planning meeting of the Nebraska Real Property Appraiser Board at 9:21 a.m., in conference room B located on the second floor at 1526 K Street, Lincoln, Nebraska.

**B. NOTICE OF MEETING**

Chairman Barkley 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 in the June 16, 2014 edition of the *Lincoln Journal Star*, a legal newspaper of general circulation in this State, as required by the Open Meetings Act. The agenda was kept current in the Nebraska Real Property Appraiser Board Office and on the Board's website. Materials generally used by the Board for this meeting were available in the public folder for inspection by the public, and in accordance with the Open Meetings Act. A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Philip Barkley, Tom Kubert, Marc Woodle, Larry Saxton and Chris Langemeier were present. Also present were Director, Tyler Kohtz, Compliance and Education Specialist, Joya Weir, and Business and Licensing Specialist, Natasha Olsen.

**ADOPTION OF THE AGENDA**

Chairman Barkley 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 Kubert moved to adopt the Agenda as printed. Board Member Langemeier seconded the motion. With no further discussion, the motion carried with Saxton, Langemeier, Woodle, Kubert and Barkley voting aye.

**C. CHAIRMAN'S STATE OF THE BOARD REPORT**

Chairman Barkley thanked the board members and staff for attending the strategic planning meeting. The Chairman began by stating that the Board is doing well and continues to evolve. It has done a great job at establishing long and short term goals, and following through with those goals to resolution. The Board and staff are also very dedicated. Chairman Barkley ended by outlining the purpose and the processes for the strategic planning meeting.

**D. DIRECTOR'S COMMENTS**

Director Kohtz thanked the Board and staff for their hard work, and stated that the past year has been very successful. The Director reiterated the Chairman's comments that strategic planning is the Board's opportunity to provide a road map for the staff to follow in the short and long term. The goal is to set objectives, not to establish how the objective will be accomplished.

**E. GENERAL PUBLIC COMMENTS**

Chairman Barkley asked for any public comments. With no comments the Chair proceeded to the review of the 2013 strategic planning goals and objectives.

**F. REVIEW OF 2013 STRATEGIC PLANNING GOALS AND OBJECTIVES**

The Board reviewed each goal and objective set for 2013 and evaluated the progress made on each item. The following accomplishments were noted:

- Changes needed to the Real Property Appraiser Act and AMC Registration Act were identified and discussed with the Board. Three separate bills were drafted as a result of Board conversations. The law review committee was established to provide feedback on the three drafts. LB717 concerning the 2015 AQB requirement changes, along with changes to various references, was approved by the legislature and signed by the Governor on April 9, 2014.
- Investigation standards and procedures were drafted and presented to the Board for consideration.
- The Standard 3 review contract letter was rewritten to redefine “scope of service.”
- Many discussions took place regarding the Standard 3 reviewer program, which led to the Board’s approval of minimum standards for current review appraisers, and provided direction for future discussions regarding the long-term plan for the Standard 3 reviewer program.
- The quality of reciprocal candidates was addressed during the law rewrite discussions. LB717 grants the Board the authority to review the experience of any reciprocal applicant after January 1, 2015.
- The associate credential was developed and included into LB685.
- At the beginning of this fiscal year, there were no procedures and no application, for AMC renewals. Both were not only developed during this past year, but were also successfully implemented.
- The role of the trainee real property appraiser was not only identified, but policies and procedures have been put into place to give the Board more direct authority over those attempting to gain experience for credentialing; experience is now obtained in a more controlled environment.
- Procedures are in the process of being put in place that will reduce the amount of time that an application is in the Board’s possession. Any application that is not fully completed will be returned to the applicant as invalid. This will reduce the administrative time that staff spends on applications, and ensure that all pieces are in place for Board review. Applications are also being presented to the Board for a decision instead of giving the applicant time to complete the missing requirement. For example, an application presented to the Board for review with the required Procedures course completed more than five years ago will now be denied.
- The Board began operation of a Facebook page during this fiscal year, and the Board communicated more regularly with the appraiser community through the memos from the Board.
- The push continues to be made to develop the NRPAB Database. The major accomplishment during the past year is the development of the AMC Interface. Staff now enters all AMC information into the database.
- The agency processes and procedures continue to be updated to help the Board serve its customers in the most effective and efficient way possible.
- The Board Packet has been modified to make the information easier for board members to find, and staff is currently working with CIO to establish the Board Member Portal, which will make it even easier for board members to access current and past board meeting information.

- The relocation to the Executive Building will not be completed because of a change of plans by DAS Buildings Division. Regular contact is maintained with the agency to continue the push for an expanded Board office, which is intended to include a separate board room.
- A remodel of the Board’s website information was also completed during this fiscal year. The remodel resulted in an easier to read and more consistent website structure.

Director Kohtz made note of education short term goals and objectives set in 2013, and indicated that staffing changes made it difficult to get a good start on this goals. The Director indicated that he anticipates that a lot of progress will be made in this area next fiscal year.

Break from 10:30 a.m. to 10:47 a.m.

## **G. LEGISLATIVE**

### **1. REAL PROPERTY APPRAISER ACT**

- Errors and Omissions Insurance Requirements:** Discussion took place regarding errors and omissions insurance, and the possibility of making this a requirement for appraisers through the Real Property Appraiser Act. It was mentioned that the State of Colorado has a requirement for appraisers, and the Real Estate Commission requires errors and omissions insurance for real estate brokers. The discussion centered on the public benefit of such of a statutory requirement. The Board concluded that there would be little benefit to the public. If a lawsuit is filed against an appraiser, it is the appraiser’s responsibility to ensure that he or she is property protected. The Board agreed to not set any short or long term goals, but to revisit this item during strategic planning next year.
- Short and Long Term Goals and Objectives:** The Board discussed short and long term goals for the Real Property Appraiser Act. The Board concluded that many of the Board’s goals and objectives were defined last year, and incorporated into LB685.
  - Short Term: Work to address, and if possible resolve, the legislative issues found in LB685.
  - Long Term: Continue to address federal requirements and guidelines as they become known, and study the AMC role in the Board’s operations and functions.
- Processes and Procedures:** No discussion.

### **2. APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT**

- AMC Federal Registry:** A discussion took place regarding LB684 and the direction the Board would like to go with the drafted language.
- Short and Long Term Goals and Objectives:**
  - Short Term: No goals set.
  - Long Term: Work to address, and if possible resolve, the legislative issues found in LB684 by January 1, 2016, and draft language for the AMC Federal Registry requirements before January 1, 2017.
- Processes and Procedures:** No discussion.

### **3. TITLE 297:** No discussion took place regarding Title 297.

4. **TITLE 298:** A discussion took place regarding the Title 298 update currently in progress. Director Kohtz informed the Board that he is approximately half way done with the update, which includes a general overhaul of the rules and the incorporation of the statutory changes made through LB717. Director Kohtz finished by saying that the rules will be much more structured and direct when the overhaul is completed.

**a. Short and Long Term Goals and Objectives:**

- Short Term: Complete update and set rules hearing to take place before December 31, 2014.
- Long Term: No goals set.

**b. Processes and Procedures:** No discussion.

## **H. COMPLIANCE**

1. **REVIEW OF ENFORCEMENT/INVESTIGATIONS:** A review of the enforcement program took place for the 2013-14 fiscal year. The Director presented eight graphs and charts outlining grievances, resolutions, inquiries, and resolutions of inquiries for the year. Director Kohtz noted that the number of grievances for the current calendar year are on pace to far exceed the past few years, including 2012 which had a high number of grievances. Director Kohtz indicated that he anticipates this trend to continue from year to year. One interesting trend reported was the decline to the number of grievances filed against certified general appraisers during the current calendar year. There has only been 4 to date, compared to 14 and 12 during the previous two calendar years. Director Kohtz also informed the Board that the number of inquiries is on the rise as well.

### **2. PROGRAM PROCESSES AND PROCEDURES**

**a. Use of Subject Matter Experts for Investigations:** The Board discussed the potential use of a subject matter expert to replace the assigned board member for investigations. Both the positives and negatives were discussed, which included removal of board members from the investigative process, the possibility of a more detailed investigation due to the subject matter expert being paid according to the scope of work were identified as positives, and the lack of knowledge of the investigative process and procedures, additional contractual services costs, lack of proper expertise to assist with an investigation were listed as negatives.

**b. Short and Long Term Goals and Objectives:**

- Short Term: No goals set.
- Long Term: Evaluate the use of subject matter experts for investigations and the effect on contractual services.

### **3. ENFORCEMENT OF REAL PROPERTY APPRAISER ACT**

**a. Standard 3 Reviewer Program:** A discussion took place regarding the Standard 3 Reviewer Program. The Board agreed that setting the current qualifications was an important first step, but the Board needs to develop additional reviewers and increase the knowledge and abilities of each reviewer.

**b. Short and Long Term Goals and Objectives:**

- Short Term: Expand Standard 3 reviewer program by July 1, 2015.
- Long Term: No goals set.

4. **ENFORCEMENT OF AMC REGISTRATION ACT:** No discussion took place regarding the enforcement of the AMC Registration Act.

## I. CREDENTIALING AND REGISTRATION

1. **REVIEW OF CURRENT CREDENTIAL HOLDERS/AMC REGISTRATION:** A review of the credentialing and AMC registration programs took place for the 2013-14 fiscal year. The Director presented eight graphs and charts for the Board's analysis. The first five charts and graphs outline the five year and twelve month trends for resident appraisers, reciprocal appraisers, and total appraisers. The next two graphs outline the Registered and Trainee appraiser five year and twelve month trends. Finally, the last two graphs outline the number of registered AMCs and the number of AMC applicants during the past twelve months. grievances, resolutions, inquiries, and resolutions of inquiries for the year. The number of reciprocal credentials continues to rise, while the number of resident credential holders will remain steady. Overall, the number of appraisers is beginning to trend upwards. The number of temporary permits issued per year has begun a decline during the past fiscal year. Director Kohtz informed the Board that a few regulars have obtained reciprocal credentials, which has affected temporary permits. The last fiscal year also shows a large increase to the number of trainee real property appraisers. This is due to the Board's change in policy, which now requires an individual to hold a trainee credential to obtain appraisal experience in the State. Finally, the number of registered AMCs is now leveling off. Director Kohtz indicated that he is impressed with the number of AMCs that renewed their registration during the first year of renewals.
2. **2014-16 PROJECTIONS:** The Director presented six graphs for the Board's analysis projecting the five year trend for resident appraisers, reciprocal appraisers, and total appraisers, along with the five year trend for registered and trainee appraisers and AMC registrations. These projections show continued growth for the certified general and certified residential credential, but a slight decline for the licensed credential. Director Kohtz anticipates that the number of trainee real property appraisers will level off during the next few fiscal years, the number of AMCs will continue to slowly rise, and the number of temporary permits will slowly decline.
3. **REAL PROPERTY APPRAISER CREDENTIALS:** A discussion took place regarding supervisory appraiser liability during evaluation of an applicant for a real property appraiser credential. Specifically, the discussion pertained to appraisal reports that are found to not be in substantial compliance with USPAP. The Board's concerns are that there are not current procedures or policies in place to provide guidance to the Board as to how these matters shall be addressed. Director Kohtz indicated that it is important that the Board maintains judgment when the process or policy is established. The Board agreed that not every applicant or situation is the same, but that there should be a standard to address these matters.
  - a. **Certified General:** No discussion.
  - b. **Certified Residential:** No discussion.
  - c. **Licensed:** No discussion.
  - d. **Trainee:** No discussion.

- e. Processes and Procedures:** Director Kohtz presented the random background check selection procedures to the Board for review. The Director explained the procedure and the methodology behind the selection. The Board showed concern that an appraiser may be selected often, but another may never be selected. Director Kohtz responded that the audit is to be random, and a true random audit would allow for such of a situation to occur. The cost of this random audit was discussed by the Board. Director Kohtz informed the Board that as it currently stands, the appraiser will be paying the same amount for renewal of his or her credential. The only difference is that \$5.00 will be going towards the maintenance of the random fingerprint audit program. Board Member Langemeier brought attention to the fact that the appraiser will still have to pay the fee to have his or her fingerprints taken by a law enforcement agency, which is an additional burden on the appraiser. Director Kohtz indicated that he has some thoughts regarding renewal fees later in the meeting that may alleviate some concerns. The Board also asked Director Kohtz about the logistics of implementing this program. Specifically, how will an appraiser be notified? Director Kohtz responded that he intends to send letters to each selected appraiser to notify him or her that he or she must submit fingerprint cards with his or her renewal application. The letter will be sent far enough in advance to allow the appraiser time to obtain the fingerprints, submit them for review, and have the background check completed prior to the renewal due date.

A subsequent discussion begun regarding the Board's responsibilities and actions related to the information obtained during the background checks. Director Kohtz indicated that the review and standards should be similar to what is currently in place for AMCs; it is important to be consistent and fair while evaluating criminal history. The Director was asked if only felonies will be considered. Director Kohtz responded that felonies and misdemeanors should be considered during the Board's evaluation.

**f. Short and Long Term Goals and Objectives:**

- Short Term: Establish supervisory appraiser discipline guidelines before September 1, 2014, and develop background check review guidelines. The short term goal from 2013, develop plan to increase the number of Nebraska resident appraisers, will remain a short term goal for 2014.
- Long Term: Director Kohtz informed the Board that the goal to develop guidelines for applicant appraisal review and advisory meetings has been put on hold by him to take into consideration the impact that the changes in Title 298 may have on such guidelines. The Director continued by saying that the guidelines may not be necessary after the updated application review section is completed in Title 298. This item will be added to long term goals and objectives for the time being.

- 4. RECIPROCAL CREDENTIAL:** No discussion took place regarding reciprocal credentials.
- 5. TEMPORARY CREDENTIAL:** No discussion took place regarding temporary credentials.
- 6. ASSOCIATE APPRAISER CREDENTIAL:** The Board discussed the associate credential, and the negative impact that its inclusion had on LB685. It appears that the Nebraska Realtor's Association felt that this credential was an attempt by the Board to gain jurisdiction over realtor BPOs. Director Kohtz acknowledged underestimating that impact of this organization in advance, and indicated that if the Board had a do over, the Nebraska Realtor's Association would have representation on the law rewrite committee. The Board agreed that there are still positives to such of a credential, and that it may be worth making a second attempt at including it in legislation. Director Kohtz indicated that he will attempt to resolve the opposition to this language and credential.

**a. Short and Long Term Goals and Objectives:**

- Short Term: Continue development of associate credential.
- Long Term: No goals set.

**7. APPRAISAL MANAGEMENT COMPANY REGISTRATION:** No discussion took place regarding AMC registration.

Break from 12:12 p.m. to 12:35 p.m.

**J. EDUCATION**

**1. QUALIFYING EDUCATION:** A discussion took place regarding the 7-Hour Supervisory Appraiser and Trainee Course required for supervisors and trainee applicants. Director Kohtz informed the Board that the requirements for this course are already in the works, and more discussion will take place during the June regular meeting. The Director indicated that he and Chairman Barkley will have a draft version of the guidelines available for review at the July meeting. The Board emphasized the importance of developing an understanding of Nebraska law through this course, which should be included in the testing to complete the course. The point was made, if the Board makes Nebraska law a requirement of the course, then it would be difficult for courses completed in other jurisdictions to meet the Board's standards for approval. It was recommended that a part of the course should be elective, but the Board encourages that this section covers Nebraska law. Attention was then shifted to the application process for all credentials. Specifically, the possibility that all credential applicants must successfully pass a Nebraska law exam prior to being awarded a credential by the Board. Director Kohtz indicated that this is a possibility, and it could be worked into the application process through the Title 298 update. Chairman Barkley offered the recommendation that the exam could be developed by education providers, and multiple versions could be developed.

**a. Processes and Procedures:** No discussion.

**b. Short and Long Term Goals and Objectives:**

- Short Term: Evaluate implementation of Nebraska law exam as a requirement for issuance of a credential.
- Long Term: No goals set.

**2. CONTINUING EDUCATION:** No discussion.

**3. COURSE EVALUATION AND NUMBERING:** Director Kohtz informed the Board that this will continue to be a short term goal for the next fiscal year based on the discussion that took place at the 2013 strategic planning meeting.

**4. COLLEGE LEVEL EDUCATION:** No discussion.

**5. BOARD REPRESENTATION/OFFERINGS:** The Board discussed Board sponsored continuing education offerings and concluded that this would not be needed if a Nebraska law exam can be developed and implemented into the credentialing application process. The intent discussed during the 2013 strategic planning meeting was to develop a continuing education activity meant to education appraisers on Nebraska appraiser laws. No goals or objectives will be set pertaining to Board representation/offerings.

## **K. PUBLIC INFORMATION**

- 1. WEBSITE:** No discussion.
- 2. BOARD MEMOS:** No discussion.
- 3. NEWSLETTER:** The Board agreed that there is no longer an interest in pursuing a newsletter, and requested that this item is removed from the strategic planning agenda.
- 4. FACEBOOK PAGE:** A short discussion took place regarding the Board's Facebook page. The Board feels that the Facebook page has proven to be a great medium to get out small information quickly, and hopes to continue utilizing this tool to reach appraisers.
  - a. Processes and Procedures:** No discussion.
  - b. Short and Long Term Goals and Objectives:** No discussion.
- 5. OTHER**
  - a. Appraiser Spotlight/Recognition:** Director Kohtz brought attention to a discussion that took place during a board meeting the last fiscal year regarding the recognition of appraisers for accomplishments or community service. The discussion centered on the criteria for recognizing an appraiser, and what is the effect of selecting or not selecting an appraiser based on an accomplishment or service performed. The Board agreed that there is no interest making such of a recognition, but also agreed that it needs to be better about bringing attention to new credential holders and those that are no longer credentialed. Director Kohtz informed the Board that the staff has begun listing the new credential holders on the Facebook page after each meeting. The Board brought attention to the fact that not every credential holder views the Facebook page, and that the Memo From the Board may be a better mode to announce new credential holders. The Board included that this may also be a good opportunity to give the appraiser community a statistical summary of the current credential holders.
  - b. Short and Long Term Goals and Objectives:**
    - Short Term: Begin quarterly Memo From the Board in October of 2014 announcing credential changes, and providing an appraiser credentialing summary through charts and graphs.
    - Long Term: No goals set.

## **L. ADMINISTRATION**

- 1. POLICIES AND PROCEDURES:** Many procedures have been developed or updated during the past year and board staff will continue to work on processes and procedures.
  - a. Short and Long Term Goals and Objectives:** Continue updating policies and procedures in the next fiscal year.
- 2. RETENTION SCHEDULE:** Director Kohtz informed the Board that preliminary work has been done to update the retention schedule, and work will continue as time and resources are available.
  - a. Short and Long Term Goals and Objectives:**
    - Short Term: Update and approve the NRPAB retention schedule by July 1, 2015.
    - Long Term: No goals set.



3. **NRPAB DATABASE:** Director Kohtz summarized the progress updating the NRPAB database. CIO has not been receptive to the Board's needs, and the Director expressed his concern that the Board's appropriations for the database project will expire, and the database will be out of date, before the project is completed. To date, CIO has only completed three of the twelve projects, and two of those were completed during the previous fiscal year. Board Member Langemeier recommended that Director Kohtz keep the Legislative Fiscal Office updated on this matter. Director Kohtz informed the Board that he will begin conversations with Mike Lovelace, the Board's Legislative Fiscal Analyst. Director Kohtz informed the Board that the current pace of progress is not working, and it may be best to explore other options, which may include hiring part-time IT personnel. Director Kohtz used the Nebraska Board of Engineers and Architects as an example, indicating that the agency uses the Filemaker software and employs two interns from the University of Nebraska to work on their database. Another option may include hiring an IT professional through the SOS program to make the updates to the existing database. The Board agreed that it needs to have more control over the progress of these projects.

a. **Short and Long Term Goals and Objectives:**

- Short Term: Explore options for NRPAB database project completion and maintenance. Provide a report to the Board in August 2014.
- Long Term: No goals set.

**M. PERSONNEL**

1. **POLICIES AND PROCEDURES**

a. **Employee Handbook:** Director Kohtz informed the Board that it has been a goal to develop an employee handbook, but has not been able to work it into the task list to date. The Director indicated that he would like to make this a priority this fiscal year.

2. **SHORT AND LONG TERM GOALS AND OBJECTIVES:**

- Short Term: Develop employee handbook by July 1, 2015.
- Long Term: No goals set.

3. **COLLEGE EDUCATION REIMBURSEMENT SURVEY:** Director Kohtz presented survey results concerning the college education reimbursement policies of Nebraska State Agencies. The Director expressed surprise regarding the number of agencies that have reimbursement policies in place. There was no further discussion.

**N. OTHER MATTERS**

1. **OFFICE RELOCATION:** Continue pursuit of new office space as determined during the 2013 strategic planning meeting.

2. **BOARD MEETING PACKET/FORMAT:** No discussion.

3. **INFORMAL/ADVISORY MEETINGS:** No discussion.

4. **CONFERENCES/TRAINING:** No discussion.

## O. FINANCIAL

1. **REVIEW OF CURRENT FISCAL YEAR:** The Board reviewed the expenses and revenues for the current fiscal year, along with the agency's twelve month and historic cash balance. Director Kohtz informed the Board that he wishes to finish the fiscal year with expenditures within ten percent of budgeted expenditures. Because the Board did not relocate and little work was done on the database, the Board will finish approximately 15% below budgeted expenditures. The Board's revenues will finish at approximately 100% of budgeted revenues.
2. **2014-16 PROJECTIONS:** Director Kohtz presented four graphs outlining revenue and expenditure projections during the next two fiscal years. Revenues are projected to increase slowly resulting in an increasing cash balance.
3. **FY 14-15 BUDGET:** Director Kohtz presented expense and revenue projections, along with a cash balance projection for the next fiscal year. The Director informed the Board that he has begun reallocating the carryover appropriations from the previous fiscal year, which includes an increase to SOS Temp Services for additional help during renewal season, and reduced data processing expenses to more accurately reflect projected expenditures for database project based on the work completed this fiscal year. The Director informed the Board that he will have a final budget to review at the July or August meeting depending on the timeliness of the information that is needed. Director Kohtz was asked if the 14-15 Budget still includes funding for relocation. Director Kohtz indicated that the funding for relocation will carry over from the previous fiscal year.

a. **Policies and Procedures:** No discussion.

b. **Goals and Objectives:** No new goals and objective set.

4. **2015-17 BIENNIAL BUDGET:** Discussion took place regarding the Board's objectives for the next biennial budget. Director Kohtz indicated that an operation increase will be required for SOS Temp Services, Data Processing Expenses, Other Contractual Services, and Legal Services because of the current expenditures in these areas. The only items discussed at this meeting that will require attention in the 2015-17 biennial budget are the potential changes to the Board's database and how it will be managed, the potential inclusion of subject matter experts in investigations, office efficiencies, and continuing with any projects that the Board received specific appropriations for during the current budget cycle that has not been completed.

a. **Goals and Objectives:** Complete necessary research needed to determine accurate funding requirements of above mentioned matters for 2015-17 biennial budget request.

5. **REAL PROPERTY APPRAISER ACT FEES:** Director Kohtz informed the Board that it has an adequate cash reserve, and the revenue projections are very positive for the next two fiscal years. Because of this and the fact that the Board indirectly placing additional costs on appraisers due to the random fingerprint audits, now is a good time to consider a fee reduction. The Director recommended three options for the Board to consider. The first option is a reduction to renewal fees, the second is to readjust the Appraiser/AMC Fund expense allocations, and the third is a combination between the first two options. The Board agreed that the cash balance projection is healthy, and that it may be a good time to consider a fee reduction. The Board requested that Director Kohtz prepare a report showing projected revenues at reduced renewal fees of \$250.00, \$275.00, and the \$295.00 that the current revenue projections are based upon for review at the July meeting.

6. **APPRAISAL MANAGEMENT COMPANY REGISTRATION FEES:** No discussion.

## P. APPRAISAL SUBCOMMITTEE: No discussion regarding the Appraisal Subcommittee.

**Q. APPRAISAL FOUNDATION:** No discussion regarding the Appraisal Foundation.

**R. ADJOURNMENT**

Board Member Woodle moved to adjourn the meeting. Board Member Langemeier seconded the motion. Motion carried with Woodle, Kubert, Langemeier, Saxton and Barkley voting aye.

At 2:38 p.m. Chairman Barkley adjourned the June 18, 2014 strategic planning meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz  
Director

These minutes were available for public inspection on July 2, 2014, in compliance with Nebraska Statute §84-1413(5).