

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

January 21, 2016 Meeting Minutes

A. OPENING

Vice-chairman Marc Woodle called to order the January 21, 2016 meeting of the Nebraska Real Property Appraiser Board at 9:01 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

Vice-chairman Woodle 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 January 18, 2016 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 Thomas Kubert, Marc Woodle, Christopher Langemeier, and Sandra Gutwein were present. Also present were Director, Tyler Kohtz, Compliance and Education Specialist, Grant Krieger, and Staff Assistant, Melissa Rice-Griffin.

ADOPTION OF THE AGENDA

Vice-chairman Woodle 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 Langemeier moved to adopt the agenda as printed. Board Member Gutwein seconded the motion. With no further discussion, the motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

C. ELECTION OF OFFICERS

Board Member Gutwein moved to nominate Marc Woodle as Chairman of the Board for 2016. Board Member Langemeier seconded the motion. With no further discussion, the motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

Board Member Gutwein moved to nominate Chris Langemeier as Vice-chairman of the Board for 2016. Board Member Kubert seconded the motion. With no further discussion, the motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

Board Member Kubert moved to allow Ben Hynek's presence during executive session. Board Member Gutwein seconded the motion. With no further discussion, the motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

The Nebraska Real Property Appraiser Board will meet in executive session for review of applicants and enforcement matters.

Board Member Langemeier moved that the Board go into executive session for the purpose of reviewing applicants for credentialing, applicants for appraisal management company registration, investigations, and other sensitive matters. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. The time on the meeting clock was 9:06 a.m. Board Member Gutwein seconded the motion. The motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

Robert L. Nefsky appeared before the Board at 9:45 a.m.

Break from 10:03 a.m. to 10:18 a.m.

Board Member Langemeier moved to come out of executive session at 11:08 a.m. Board Member Gutwein seconded the motion. The motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

Break from 11:32 a.m. to 11:56 a.m.

Lunch served to board members and staff at 11:45 a.m.

H. WELCOME AND CHAIR'S REMARKS

Chairman Woodle welcomed all and stated, "Business as usual." The Chairman then asked Board Member Kubert if he had any comments. Board Member Kubert declined. Benjamin Hynek and Tim Zak were the only members of the Public in attendance.

I. BOARD MEETING MINUTES

1. APPROVAL OF DECEMBER 17, 2015 MEETING MINUTES

Chairman Woodle asked for any additions or corrections to the December 17, 2015 minutes. Board Member Kubert asked Director Kohtz for clarification regarding the Supervisory Appraiser format on page 7, under Section C. Board Member Kubert indicated that sometimes it is listed with "SA" in front, and sometimes listed with "SA" behind. Director Kohtz responded that it should be consistent throughout the minutes. Board Member Kubert clarified that he was referring to the difference between the Board's motion sheet and the minutes. The Director indicated that this inconsistency between the two documents will be corrected. Board Member Kubert then brought attention to the second motion pertaining to enforcement actions found on Page 8 under Section E. Board Member Kubert indicated that the Board Member Woodle abstained from this vote, and the minutes should be amended to reflect this. Director Kohtz informed the Board that this will be updated to include "Woodle abstained." With no further discussion, the Chairman called for a vote. Board Member Kubert moved to adopt the December 17, 2015 meeting minutes as amended. Board Member Langemeier seconded the motion. The motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

J. DIRECTOR'S REPORT

Director Kohtz presented twelve charts outlining the number of appraisers and AMCs as of January 21, 2016. The Director summarized each chart and reported the number of appraisers as follows: 61 total Licensed, 57 credentialed through education, experience, and examination, and 4 through reciprocity; 214 total Certified Residential, 178 credentialed through education, experience, and examination, and 36 through reciprocity; 373 total Certified General, 240 through education, experience, and examination, and 133 through reciprocity. In addition, there are 0 Registered and 58 Trainees currently credentialed.

As of January 21, 2016, a total of 648 appraisers, not including the Trainee classification, were reported by the Director, down 50 from December, and up 1 from January 2015. Director Kohtz informed the Board that the decrease, due to nonrenewal, is 20 less than the decrease as of January 2015, and the total number of appraisers is close projections for the end of the renewal period. A total of 706 appraisers, including the Trainee classification, were also reported by the Director, down 52 from December, and up 5 from January 2015. A total of 475 appraisers credentialed through education, experience, and examination, not including the Trainee classification, was reported, which is down 6 from January 2015, and a total of 173 appraisers credentialed through reciprocity was reported, which is up 7 from January 2015.

In addition, the Director addressed the number of temporary permits issued. There were 18 permits issued in December compared to 10 permits issued in November. As of December 31, 2015, 194 temporary permits have been issued for the calendar year. The end of the calendar year total far exceeds the previous four years of 142, 156, 156, and 134 respectively. Finally, the Director reported 101 AMCs registered, which is down 11 from January 2015.

The Director ended his report by presenting the “2016 Appraisal Count Renewal Report” to the Board for review. Director Kohtz provided an analysis of number of renewals due for January 1, 2015, and the number renewed as of January 1, 2015; along with the number of renewals due for January 1, 2016, and the number renewed as of January 1, 2016. Director Kohtz informed the Board that in 2015, 15 credentials were renewed after January 1, 2015, but before June 30, 2015. For 2016, there are currently 8 credentials that will be renewed after January 1, 2016. The Director anticipates a few more before June 30, 2016. Director Kohtz then turned his attention to the “2016 Percentage Projections/Actuals Renewal Report,” and informed the Board that renewals came much closer to projections in 2016 compared to 2015. In 2015 94% of Certified General, 96% of Certified Residential, 90% of Licensed, and 93% total was projected. The 2015 actuals came in at 91% Certified General, 93%, Certified Residential, 91% Licensed, and 92% total. In 2016 91% of Certified General, 93% of Certified Residential, 91% of Licensed, and 92% total was projected. The 2016 actuals came in at 90% Certified General, 93%, Certified Residential, 92% Licensed, and 91% total. The Director reiterated that the 2016 numbers are still incomplete because a few will renew prior to the June 30, 2016 deadline. Director Kohtz finished his report by outlining some demographics of those that did not renew as of January 1, 2016, and informed the Board that because of its database upgrades during the past year, it is able to better extract the data, and will be in a better position to establish trends and project future renewal rates. Chairman Woodle thanked the Director for his report.

K. FINANCIAL REPORT AND CONSIDERATIONS – JANUARY 2016

1. APPROVAL OF DECEMBER RECEIPTS AND EXPENDITURES

The receipts and expenditures for December 2015 were reviewed by the Director by line item with the Board. Director Kohtz provided details related to some December expenses. Specifically, the postage expense of \$245.25, which includes the postal box rental for the next year; the freight expense of \$194.34, which includes the Board’s USPAP book shipping costs and the costs of shipping the Director’s computer from Reagan International Airport; and the office supplies expense of \$629.43, which includes the cost of the Board’s USPAP books. Finally, Director Kohtz informed the Board that the “Dale, Patrick” entry of \$50.00 on the General Ledger Detail pertains to a refund. For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$24,488.73 in expenditures and \$109,326.54 in revenues were reported. As of the end of December, expenses amount to 37.73 percent of the budgeted expenditures for the fiscal year; 50.41 percent of the fiscal year has passed. Director Kohtz finished by presenting three charts outlining the Agency twenty-five month expenses and revenues, historic cash balance, and twenty-five month cash balance.

Board Member Langemeier moved to accept and file the December 2015 budget reports for audit. Board Member Gutwein seconded the motion. The motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

2. PER DIEMS

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

L. GENERAL PUBLIC COMMENTS

Chairman Woodle asked for any public comments. Tim Zak appeared before the Board and thanked the Board for allowing him to attend the meeting. Mr. Zak informed the Board that he wanted to make himself available to answer any questions pertaining to an application before the Board. Mr. Zak continued by saying that his organization has relied on a federal exemption until recently, which was the purpose for the application. Mr. Zak finished by providing his observations to the Board concerning appraiser credentialing trends (referring to data provided in the Director's report).

M. EDUCATION

Board Member Langemeier moved to approve the following education activities and instructors as listed:

NEW QUALIFYING EDUCATION ACTIVITIES AND INSTRUCTORS

American Society of Farm Managers and Rural Appraisers

15 Hour National USPAP Course (QE21601)/15 Hours – Chris Greenwalt

NEW CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS

American Society of Farm Managers and Rural Appraisers

7 Hour National USPAP Update Course (C21601)/7 Hours – Ann Roehm

National Association of Independent Fee Appraisers

HUD Single Family Housing Policy Handbook – 4000.1 Appraisal Overview (C21603)/7 Hours – Mike Orman
2016-2017 7 Hour National USPAP Update Course (C21601)/7 Hours – Mike Orman

McKissock, LP

Exploring Appraiser Liability (C21604)/7 Hours – Dan Bradley, Tracy Martin, Antonia Viens, Charles Huntoon, Larry McMillen

The Moore Group

Real Property Report Writing Update and Case Studies v. 2016-2017 (C21602)/7 Hours – Bradford Moore, Diane Moore **Report Writing Update Course**

RENEWAL OF CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS

McKissock, LP

Residential Report Writing: More Than Forms (C2849-I)/7 Hours – Dan Bradley
Not Report Writing Update Course

Residential Appraisal Review (C2510-I)/7 Hours – Alan Simmons

INSTRUCTORS ONLY

McKissock, LP

Antonia Viens – 7 Hour National USPAP Update Course (C21601)

Seconded by Gutwein. Chairman Woodle called for the vote. The motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

N. UNFINISHED BUSINESS

- 1. OPEN 1ST CONGRESSIONAL DISTRICT CERTIFIED REAL PROPERTY APPRAISER REPRESENTATIVE POSITION:** This position has been filled; no further discussion took place.

O. NEW BUSINESS

- 1. OPEN AT-LARGE REPRESENTATIVE OF FINANCIAL INSTITUTIONS POSITION:** Director Kohtz informed the Board that he received the official notice of the acceptance of Mr. Saxton's resignation from Governor Ricketts on January 20, 2016, and advertising for the opening will begin soon. The Director indicated that he intends to follow the same procedure as for the previous openings of this position. Chairman Woodle asked if there will be a Memo From the Board sent out to notify appraisers and the banking community of the opening. Director Kohtz responded that he intends to send a memo, and this topic is on the agenda for discussion later in the meeting. There was no further discussion.

P. LEGISLATIVE REPORT AND BUSINESS

- 1. LEGISLATIVE UPDATE:** Director Kohtz provided an update to the Board regarding legislation carried over from the previous session and introduced during the current session that the Board may have interest in. The following bills were addressed:

LB51 – This bill requires disclosures prior to joining a risk management pool under the Intergovernmental Risk Management Act. It has no direct impact on the Board, but references all public agencies. This is a carryover bill from the previous session. The Board agreed that this bill does not affect the Board's operations, and asked Director Kohtz to remove it from the report.

LB606 – This bill, which is indefinitely postponed, adopts the Office of Inspector General of the Nebraska Correctional System Act, changes provisions relating to the Public Counsel, and mandates a declaration by the Governor of a correctional system overcrowding emergency as prescribed. On the surface, this bill does not appear to impact the Board, but Section 36 changes to definition of rule or regulation to include statements, policies, instructions, guidelines, criterion, or standards of general applicability issued by an agency. This bill was followed by the Board during the last session because it would eliminate the Board's ability to adopt board policies to help administer the Real Property Appraiser Act or the AMC Registration Act, which would mean that the Board would likely have to make rule change every time industry changes or challenges causes the Board to evaluate how it is administering each act. Because of the negative reaction by State Agencies, and the introduction of LB867, which was developed with State Agency input, this bill is likely not moving. The Board wrote a letter in opposition to this bill during the previous session. The Board agreed that continued monitoring is needed.

- LB646** – This bill eliminates provisions for secret ballots for leadership under the Open Meetings Act. Director Kohtz informed the Board that this bill is included for informational purposes only. Although it does impact the Open Meetings Act, it does not impact any procedures of the Board. No action taken by the Board.
- LB699** – This bill is to change the make-up of the Board that oversees the Nebraska Municipal Land Bank Act. Director Kohtz asked the Board if real property appraiser representation would be a benefit to the Board that oversees this act. The hearing before the Urban Affairs Committee took place on January 19, 2016. The Board agreed that no action should be taken, but the bill should be monitored.
- LB717** – This bill is to change provisions relating to the assessment and valuation of real property. Language in the bill includes, “*Actual value of real property for purposes of taxation means the ~~market value of real property in the ordinary course of trade.~~ Actual value ~~may be~~ determined using professionally accepted mass appraisal methods.*” No action was taken by the Board, but the Board agreed that this bill should continue to be monitored.
- LB729** – This bill is to change provisions of the Real Property Appraiser Act. Language in this bill includes, “*Any person, including an independent contractor, retained by a county to assist in the appraisal of real property as performed by the county assessor of such county subject to the standards established by the Tax Commissioner pursuant to section 77-1301.01. A person so retained shall be under the direction and responsibility of the county assessor.*” Director Kohtz informed the Board that he found out about the bill the day before the session started. The original language allowed for an exemption to any person contracting with an assessor for this purpose, except for real property appraisers. After discussions with Board Member Langemeier and Kubert, it was determined that the exemption caused an unfair advantage to non-appraisers, and the bill needs to offer a level playing field for non-appraisers and real property appraisers. After the Director’s discussion with Senator Johnson’s office, this language was removed from LB729. Even with this change, Board Members Kubert and Langemeier expressed concern with the current language of the bill as introduced. Specifically, it opens a potential loop hole that may allow a person under contract with an assessor to provide services to others under the exemption. The Director asked the Board what it would like to do with this bill. The Board expressed its dissatisfaction with not being offered feedback on the language it offered during the fall leading up to this bill. Both Board Members Kubert and Langemeier reiterated their concern with the existing language, and feel that the loop hole needs to be closed up with tighter language. The Board agreed that Director Kohtz should offer language, based off current statutory language, to close the loop hole. In addition, the Board’s position, neutral or in opposition, should be determined by the Director according to the events that lead up to the hearing on January 25, 2016.

LB731 – This bill is to change provisions of the Real Property Appraiser Act (the Board’s USPAP Update bill). Director Kohtz informed the Board that the hearing before the Banking, Commerce, and Insurance Committee is on January 25, 2016. Chairman Woodle asked the Director if it would be helpful for him to testify. Director Kohtz responded that it would be a good idea to have the Board’s chairperson offer support for the bill. The Board agreed with this assessment.

Board Member Kubert moved to authorize Director Kohtz and Chairman Woodle to testify on behalf of the Board before the Banking, Commerce, and Insurance Committee on LB729 and LB731. The motion was seconded by Langemeier, and carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

LB825 – This bill is to provide reporting requirements for tax-exempt property. The owner of each parcel of property that is exempt from property taxes must file a form with the county assessor, on which the owner must estimate fair market value for the exempt property. Although the Board showed interest in this bill, it took no action. This bill will continue to be monitored.

LB830 – This bill is intended to change provisions relating to vacation leave for state employees. Director Kohtz informed the Board that the intent is to require agencies to pay out unused vacation pay earned by an employee. Currently, an employee loses unused vacation pay after a certain amount of time has passed if the total number of vacation leave hours retained exceeds a set standard. The Director indicated that this bill is for informational purposes only. No action was taken by the Board. This bill will continue to be monitored.

LB851 – This bill is intended to better define what expenditures, receipts and funds are to be reported through the public website maintained by the Secretary of State. The Board agreed that this bill does not affect the Board’s operations, and asked Director Kohtz to remove it from the report.

LB867 – This bill is intended to change provisions relating to the Administrative Procedure Act. Director Kohtz informed the Board that this bill is the result of the study completed by the Legislative Performance Audit Committee. The Director indicated that the proposed changes to the definition of “Rule” does provide better clarity regarding what is and is not a rule. The Committee is also proposing a new “Guidance Document,” which would be a written statement that provides an interpretation of a law or rule. This document would replace the use of policies for the Board. Finally, Director Kohtz informed the Board that a procedure would be created to allow for emergency rules. Although the changes will result in more steps, it would still allow for the Board to provide its interpretation of a law or a rule to the public. Since other agencies were involved with the crafting of this language, it is more likely to move. The Director then presented an email from Frank Daley concerning LB867 to the Board for review, and provided some thoughts on the comments contained in the email. No action was taken by the Board, but the Board agreed that this bill should continue to be monitored.

LB876 – This bill is intended to allow electronic voting devices for public bodies in public meetings. Because the Board is unlikely to utilize electronic voting devices, this bill has little impact on the Board’s operations or meetings. No action was taken by the Board. This bill will continue to be monitored.

LB896 – This bill requires pay increases for state employees to recognize length of service. Director Kohtz informed the Board that this bill was added for information purposes only. The amount of increase to pay is minimal, and would have little to no impact on the Board’s budgeting. The Board agreed with the Director’s assessment, and asked the Director to remove the bill from the report.

Q. BOARD POLICIES AND PROCEDURES

1. BOARD POLICIES

a. Current Board Policies: No discussion.

R. OTHER BUSINESS

1. BOARD MEETINGS: No discussion.

2. CONFERENCES/EDUCATION

a. Spring AARO Conference; April 8-10, 2016: Director Kohtz brought attention to the Spring AARO Conference in Phoenix, AZ to be held from April 8th through 10th. Director Kohtz informed the Board that he will not be attending, and recommended that Compliance and Education Specialist Krieger attend in his place. The Director then asked if any board members had interest in attending. Board Member Langemeier indicated that he may have interest depending on if it works with his schedule, and asked for approval. There was no further discussion. Board Member Gutwein moved to approve Compliance and Education Specialist Krieger and Board Member Langemeier for attendance at the Spring AARO Conference. The motion was seconded by Kubert, and carried with Kubert, Gutwein, and Woodle voting aye. Langemeier abstained.

b. The Appraisal Foundation Level I Investigator Training; May 23-25, 2016: Director Kohtz presented The Appraisal Foundation’s Level I Investigator Training Course to the Board for consideration of approval of attendance for Compliance and Education Specialist Krieger. The course will be held from May 23rd through 25th in St. Louis, MO. Board Member Kubert moved to approve Compliance and Education Specialist Krieger for attendance of The Appraisal Foundation’s Level I Investigator Training Course. The motion was seconded by Langemeier, and carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

3. MEMOS FROM THE BOARD

a. Saxton Resignation Memo: Director Kohtz asked for approval to prepare a Memo From the Board concerning Larry Saxton’s resignation. Chairman Woodle asked the Director if this memo could also be used to advertise for the Financial Institutions Representative opening. The Director informed the Board that he could prepare one memo that brings attention to Mr. Saxton’s resignation and advertises for the opening. Board Member Langemeier moved to approve a Memo From the Board regarding Larry Saxton’s resignation and the open Financial Institutions Representative Board Member position. The motion was seconded by Gutwein, and carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

Board Member Kubert asked if a Memo From the Board should be prepared to announce Ben Hynek’s appointment as the 1st Congressional District Representative Board Member. The Board agreed. Board Member Gutwein moved to approve a Memo From the Board announcing Ben Hynek’s appointment as the 1st Congressional District Representative Board Member. The motion was seconded by Langemeier, and carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

4. **APPRAISAL SUBCOMMITTEE:** No discussion.

5. **APPRAISAL FOUNDATION**

- a. **The Appraiser Qualifications Board December Q&A's:** The Appraisal Foundation's document titled "Appraiser Qualifications Board Q&A" issued in December of 2015 was presented to the Board for review. This document discussed final course examinations and proctoring and experience requirements. There was no discussion.
- b. **The Appraisal Standards Board December Q&A's:** The Appraisal Foundation's document titled "USPAP Q&A" issued on December 22, 2015 was presented to the Board for review. This document discussed seven questions pertaining to the confidentiality section of the Ethics Rule. There was no discussion.
- c. **The Appraisal Standards Board Discussion Draft:** Director Kohtz presented The Appraisal Standards Board Discussion Draft pertaining to potential areas of change for the 2018-19 edition of the uniform standards of professional appraisal practice to the Board for review. The Director provided comments on the draft; specifically, the review of Standard 6 pertaining to mass appraisal is a good thing for the industry, the consideration for breaking Standard 3 into a development and reporting section would be more consistent with the standards for traditional reports, the consideration for defining "analyze" is very important because this word is often discussed during investigations, and the consideration for defining "significant appraisal assistance" is also important for the same reason. Finally, the Director indicated that The Appraisal Foundation will have to put much more work into the "Valuation Services" breakdown. A breakdown in the draft makes it appear that litigation support when acting as an advocate is not considered to be appraisal services. This could be setting a bad precedence. Board Member Langemeier offered that maybe the intent is for those situations not related to appraisal practice. Director Kohtz responded, "Maybe, but the breakdown does not clarify the intent." Board Member Kubert reminded the Board that this is an early draft, and many changes will take place as more exposure drafts are released. No action was taken.

Board Member Kubert asked if credentialed appraisers are receiving this information. Director Kohtz responded that it is not likely. The Director continued, unless a person regularly reviews The Appraisal Foundation's website, or they have signed up to receive email notifications, the information is not easily available. Chairman Woodle asked if it would be a good idea to send a Memo From the Board to bring attention to the Q&As and exposure drafts. The Director informed the Board that this could be done. Board Member Langemeier indicated that appraisers would likely stop reading them after a while because of the number of memos that would be sent each month, and offered that a memo could be drafted showing appraisers how to access this information for themselves. A similar memo could be sent periodically to remind appraisers how to access this information. The Board agreed that this is a good idea.

6. **IN THE NEWS**

- a. **The Professional Movement: Its Importance and a Discussion About What Makes A Real Estate Practitioner a Professional:** Director Kohtz presented the Nebraska Real Estate Commission Newsletter article titled, "The Professional Movement: Its Importance and a Discussion About What Makes A Real Estate Practitioner a Professional" to the Board for review. The Director informed the Board that much of what is mentioned in the article also applies to real property appraisers. There was no discussion.

D. CONSIDERATION OF APPLICANTS AS NEBRASKA REAL PROPERTY APPRAISER:

Board Member Langemeier moved to take the following actions for the applicants as listed:

- T15013 / Approve as a Trainee Real Property Appraiser.**
- T15014 / Approve as a Trainee Real Property Appraiser. Send advisory letter informing applicant that a Supervisory Appraiser registered with the Board is required prior to engaging in real property appraisal practice for experience credit acceptable for credentialing.**
- T15013 (SA) / Approve as Supervisory Appraiser.**
- CG15030R / Approve as a Certified General Real Property Appraiser.**
- CG15031R / Approve as a Certified General Real Property Appraiser.**
- CG15016 / Hold.**
- L15002 / Select report for review off updated log.**

Board Member Gutwein seconded the motion. Motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

Board Member Langemeier moved to approve all renewal applications received at that Board's office postmarked between January 1, 2016 and January 19, 2016 with advisory letters. The motion was seconded by Gutwein, and carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

E. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY:

Board Member Langemeier moved to take the following actions for AMC applicants as listed:

- NE2016001 / Requirements for registration as an appraisal management company approved as submitted. Authorize Director to issue registration upon completion of background check.**
- NE2016002 / Approve registration as an appraisal management company.**
 - Item 1 / Approve renewal of registration as an appraisal management company. Send advisory letter requesting that organization report all disciplinary action related to its functions as an appraisal management company.**
 - Item 2 / Approve renewal of registration as an appraisal management company. Send letter requesting updates on all pending and any new litigation involving state regulatory agencies that oversee appraisal management company registration.**

Board Member Gutwein seconded the motion. Motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

F. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS:

Board Member Langemeier moved to take the following enforcement actions:

- 15-27 / Dismiss without prejudice.**
- 14-22 / Request that log be resubmitted with proper disclosure of each property address and description, along with the complete scope of service, for all consulting assignments.**
- 14-23 / Monitor Consent Agreement.**
- 14-24 / Monitor Consent Agreement.**
- 14-26 / Monitor Consent Agreement.**
- 14-27 / Monitor Consent Agreement.**
- 15-03 / Ongoing**
- 15-04 / Dismiss without prejudice with advisory letter.**
- 15-05 / Hold**
- 15-09 / Hold**
- 15-10 / Ongoing**
- 15-14 / Ongoing**
- 15-15 / Ongoing**
- 15-16 / Ongoing**
- 15-18 / Ongoing**
- 15-19 / Ongoing**

Board Member Gutwein seconded the motion. Motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

Board Member Langemeier moved to take the following enforcement actions:

- 15-22 / Ongoing**
- 15-23 / Ongoing**
- 15-24 / Ongoing**

Board Member Kubert seconded the motion. Motion carried with Kubert, Langemeier, and Woodle voting aye. Gutwein recused herself.

Board Member Langemeier moved to take the following enforcement actions:

- 14-32 / Hold**
- 14-33 / Hold**
- 14-35 / Ongoing**

Board Member Gutwein seconded the motion. Motion carried with Kubert, Gutwein, and Langemeier voting aye. Woodle abstained.

G. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS:

Personnel, and agency security matters were discussed.

Board Member Langemeier moved to take the following actions for other executive session items:

I14-32 / Hold

I14-33 / Hold

I15-16 / Hold

I15-17 / Hold

I15-18 / Hold

Board Member Gutwein seconded the motion. Motion carried with Kubert, Gutwein, Langemeier, and Woodle voting aye.

S. ADJOURNMENT

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

At 1:18 p.m. Chairman Woodle adjourned the January 21, 2016 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on February 4, 2016, in compliance with Nebraska Revised Statute §84-1413 (5).