

Amended at the September 14, 2016 board meeting

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

July 19, 2016 Meeting Minutes

A. OPENING

Chairman Marc Woodle called to order the July 19, 2016 meeting of the Nebraska Real Property Appraiser Board at 9:02 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

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 July 16, 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 Marc Woodle, Christopher Langemeier, Sandra Gutwein, Benjamin Hynek, and David Bloxham were present. Also present were Director, Tyler Kohtz, Compliance and Education Specialist, Grant Krieger, and Business and Licensing Specialist, Allison Nespor.

ADOPTION OF THE AGENDA

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 Hynek seconded the motion. With no further discussion, the motion carried with Bloxham, Gutwein, Hynek, 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; 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. Chairman Woodle asked for a second. Board Member Bloxham seconded the motion. The time on the meeting clock was 9:05 a.m. The motion carried with Hynek, Bloxham, Gutwein, Langemeier, and Woodle voting aye.

William G. Blake appeared before the Board at 9:18 a.m.

Break from 10:06 a.m. to 10:30 a.m.

Board Member Langemeier moved to come out of executive session at 10:33 a.m. Board Member Bloxham seconded the motion. The motion carried with Hynek, Bloxham, Gutwein, Langemeier, and Woodle voting aye.

Break from 10:34 a.m. to 11:00 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairman Woodle had no comments. Diane Moore and Robin Kilgore were members of the public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF JUNE 23, 2016 MEETING MINUTES

Chairman Woodle asked for any additions or corrections to the June 23, 2016 minutes. With no further discussion, the Chairman called for a vote. Board Member Langemeier moved to adopt the June 23, 2016 meeting minutes as presented. Board Member Hynek seconded the motion. The motion carried with Bloxham, Hynek, Gutwein, Langemeier, and Woodle voting aye.

I. DIRECTOR'S REPORT

1. APPRAISER COUNT REPORT

Director Kohtz presented twelve charts outlining the number of appraisers and AMCs as of July 19, 2016. The Director summarized each chart and reported the number of appraisers as follows: 65 total Licensed, 60 credentialed through education, experience, and examination, and 5 through reciprocity; 221 total Certified Residential, 181 credentialed through education, experience, and examination, and 40 through reciprocity; 393 total Certified General, 245 through education, experience, and examination, and 148 through reciprocity. In addition, there are 0 Registered and 63 Trainees currently credentialed.

As of July 19, 2016, a total of 679 appraisers, not including the Trainee classification, were reported by the Director, up 6 from June, and down 8 from July 2015. A total of 742 appraisers, including the Trainee classification, were also reported by the Director, up 10 from June, and even with July 2015. A total of 486 appraisers credentialed through education, experience, and examination, not including the Trainee classification, was reported, which is down 9 from July 2015, and a total of 193 appraisers credentialed through reciprocity was reported, which is up 1 from July 2015.

2. TEMPORARY PERMIT REPORT

The Director then addressed the number of temporary permits issued. There were 6 permits issued in June compared to 10 permits issued in May. As of June 30, 2016, 89 temporary permits have been issued for the calendar year.

3. AMC REPORT

The Director reported 105 AMCs registered, which is up 2 from July 2015.

4. 2016-17 STRATEGIC PLANNING GOALS AND OBJECTIVES

Director Kohtz presented a copy of the 2016-17 Nebraska Real Property Appraiser Board Goals and Objectives to the Board for review. The Director brought attention to the spelling error under the "Long Term Goals/Objectives" column, on the "Administration" row, and informed the Board that this will be corrected. Director Kohtz then asked if the Board had any questions. There was no further discussion.

5. EMAIL COMMUNICATION REMINDER

Director Kohtz reminded the Board that three is a quorum, and utilizing “Respond to all” to respond to an email may establish a quorum. The Director continued by saying that a conversation cannot take place in any form between three or more board members unless it is a chance meeting, and even then, the conversation cannot include Board business. The Director finished by informing the Board that carbon copying board members in on your response to staff or one other board member is ok as long as no other board member engages in the conversation.

Director Kohtz finished his report by welcoming Allison Nespor, the Board’s new Business and Licensing Specialist, to the team.

J. FINANCIAL REPORT AND CONSIDERATIONS – JULY 2016

1. APPROVAL OF JUNE RECEIPTS AND EXPENDITURES

Director Kohtz summarized the expenditures and revenues for the fiscal year end, which ended with \$334,347.68 in expenditures and \$340,566.78 in receivables. As of the end of June, expenses amount to 68.36 percent of the budgeted expenditures. Director Kohtz also noted that revenues finished at 103.21 percent of the budgeted revenues for the fiscal year. The Director then broke down expenditures by operations, encumbrances, and one time funded projects to give to Board a sense of its base expenditures for the fiscal year.

The receipts and expenditures for June were reviewed by the Director by line item with the Board. Director Kohtz brought attention to travel expenses, and informed the Board that the credit for board and lodging, commercial transportation, personal vehicle mileage, and miscellaneous travel expenses were because CES Krieger was paid twice for reimbursement for the Spring AARO Conference. The Director indicated that he discussed this matter with State Accounting, but nobody knows why CES Krieger was paid twice when there was only one payment voucher approved and issued.

For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$21,120.60 in expenditures and \$22,917.53 in revenues were reported. 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 June 2016 budget reports for audit. Board Member Hynek seconded the motion. The motion carried with Gutwein, Bloxham, Langemeier, Hynek, and Woodle voting aye.

2. FY 2016-17 BUDGET/ 2017-2019 BIENNIAL BUDGET

Director Kohtz presented the FY 2016-17 Budget to the Board for review in three different formats; 1) budget base, 2) budget base with special funded projects, 3) and a minimum expenditure base; the budget was created based on the recommendations made at strategic planning. The Director explained the differences between the three formats, and informed the Board that he would like to use the FY 2016-17 Budget to establish a foundation for the 2017-2019 Biennial Budget. Director Kohtz then presented a list of budget discussion issues for the FY 2016-17 Budget and the 2017-2019 Biennial Budget to the Board for consideration. The Director informed the Board that he would like to make an \$18,000.00 reduction to the base for the 2017-2019 Biennial Budget. This amount would return the Board’s base to the base appropriations for the 2015-2017 Biennial Budget, and the reduction is the amount appropriated through LB139A. The Director continued by saying that this reduction would keep the projected expenditure and projected revenue balance.

The Board agreed that the reduction would be a good idea considering the current budget climate. Board Member Langemeier requested that the Board start with what it does want in the budget and then find reductions to meet the overall goal. Director Kohtz indicated that attention was brought to USPAP books and Reviewer/SME fees. Board Member Langemeier stated that he would like to see the USPAP books back in the budget. Director Kohtz informed the Board that now would be a good time to make the request with a new Appropriations Committee Chairperson. The Director continued, would the Board like to see this in the budget request as a part of the base or as an individual expenditure. The Board agreed that this should be a part of the base. Director Kohtz informed the Board that adding USPAP books would increase the budget base by \$26,000.00. Board Member Langemeier recommended reducing the base by one AARO trip and some of the incidental repair expenditures, which would reduce the amount by \$9,500.00.

Director Kohtz then presented a breakdown of potential changes to Reviewer and SME fees. Board Member Gutwein asked what the effect would be of increasing the Reviewer rate to \$85.00 and the SME rate to \$100.00 per hour. Director Kohtz said he will get that number. Chairman Woodle called for a break while the Director was figuring this out.

Break from 11:54 a.m. to 12:05 a.m.

The Director informed the Board that this change would result in an increase of \$9,480.00. Board Member Gutwein and Hynek expressed satisfaction with increasing Other Contractual Services by this amount for increased reviewer and SME fees. Board Member Langemeier brought attention to the big picture and indicated that the budget is increasing, not decreasing. If we work from the stripped base, we can put \$5,000.00 back into Other Contractual Services, which results in an increase of \$4,480.00. Chairman Woodle indicated that if one AARO trip was eliminated, and all extra travel costs, temporary employee expenses, publication, office supply, and legal services expenses were reduced as recommended, we would be at \$14,000 with the increase for reviewer fees. Board Member Langemeier asked the Director to not include USPAP books in the funding request, and requested that the Director once again pursue the USPAP Book Holding Account. The Board agreed that a reduction of \$14,000.00 to operating costs would be a great base for the 2017-2019 Biennial Budget base. Chairman Woodle concluded by stating to the Director, "I don't care how you get to the \$14,000.00 reduction, but that should be the target. You know the details better than us." The Director informed the Board that the beginning operation base in the 2017-2019 Biennial Budget will be \$374,173.00

The Director then informed the Board of his priorities for the 2017-2019 Biennial Budget, which includes continuing to work towards completion of the database, and completion of a position evaluation for the Compliance and Education Specialist Position. The Director continued by saying that he discussed the state of the current database project with Mike Lovelace in the Legislative Fiscal Office to help develop a plan for the next budget cycle. Mr. Lovelace recommended making a request for the amount not expended during the past fiscal year, which can then be reduced as needed as the State's budget is developed. Director Kohtz also informed the Board that if it would like to complete any additional database projects during the next budget cycle that a description of the project would be good enough for an appropriation request, as long as the intent was to restrict funding to the project only. The Director asked the Board if it had any thoughts or input. The Board agreed that the 2017-2019 Biennial Budget Request should include funding for the current uncompleted database project, but that this project should be completed prior to engaging in any future projects. Director Kohtz responded that he will include an appropriation request for the difference remaining between the work done and the work not completed on the current project that has appropriations.

The conversation then turned to the CES position evaluation. Director Kohtz informed the Board that he would like to have the position evaluated during this fiscal year, so that the 2017-2019 Biennial Budget appropriations would include the correct salary if adjusted. The amount of training that goes into this position, and the knowledge needed to be successful has changed the position quite a bit during the past year. The Director continued by saying, now is a good time for the evaluation because adjustments could be made to the current PSL in the budget to account for an increase for this position if needed. Based on initial discussion with State Personnel, the Director feels that an increase of \$2.00 to \$4.00 per hour is reasonable, although it could also go a different direction. A person just doesn't know until the process is in progress. The Board agreed that the position evaluation should take place for inclusion in the budget.

3. 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.

K. GENERAL PUBLIC COMMENTS

Chairman Woodle asked for any public comments. There were no public comments.

L. EDUCATION

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

NEW CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS

McKissock, LLC

Review of Disciplinary Cases: How to Avoid a Visit with the Licensing Board (C21616-I)/3 Hours – Paul Lorenzen

Introduction to Expert Witness Testimony for Appraisers – To Do or Not to Do (C21617-I)/4 Hours – Paul Lorenzen

Workfile Documentation for Appraisers (C21618-I)/4 Hours – Paul Lorenzen

R.F. Morrissey and Associates

National USPAP Update v. 2016-2017 (C21601)/7 Hours – Roger Morrissey

Appraisal Institute

Understanding the Basics of Excel and Regression (C21619)/4 Hours – Craig Steinley

Lancaster County Assessor/ROD

IAAO Course 332 Modeling Concepts (C21620)/30 Hours – Barry Couch

RENEWAL OF CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS

OnCourse Learning

Appraisal Math and Statistics (C21152-I)/7 Hours – Bud Black

INSTRUCTORS ONLY

McKissock, LP

Introduction to Legal Descriptions (C21045-I) – Paul Lorenzen

Fundamental Concepts of Analysis (C21443-I) – Paul Lorenzen

Basic Hotel Appraising – Limited Service Hotels (C21611-I) – Paul Lorenzen

Appraising Small Apartment Properties (C21559-I) – Paul Lorenzen

Appraisals of Owner-Occupied Commercial Properties (C21521-I) – Paul Lorenzen

Appraisal of Single Tenant Distribution Centers (C21610-I) – Paul Lorenzen

Fundamental Concepts of Analysis (C21443-I) – Paul Lorenzen

Appraisal of Land Subject to Ground Leases (C21445-I) – Paul Lorenzen

Appraisal of Industrial Incubators (C21522-I) – Paul Lorenzen

Appraisal of Fast Food Facilities (C21433-I) – Paul Lorenzen

Advanced Hotel Appraising – Full Service Hotels (C21555-I) – Paul Lorenzen

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

M. UNFINISHED BUSINESS

- 1. BOARD MEMBER RECOGNITION:** Director Kohtz presented the response received from AJ Divis with Cornhusker Industries regarding the Board's inquiry concerning initial and additional costs. The Director informed the Board that the \$335.00 quoted includes the engraving of all name plaques; there will be no additional costs. Board Member Langemeier moved to approve the Past Board Member Recognition Plaque as presented at a cost of \$335.00. The motion was seconded by Hynek, and carried with Bloxham, Gutwein, Hynek, Langemeier, and Woodle voting aye.
- 2. BUSINESS AND LICENSING SPECIALIST OPENING:** Director Kohtz once again welcomed new Business and Licensing Specialist, Allison Nesper, to the team, and informed the Board that this opening is now closed.

N. NEW BUSINESS

- 1. RENEWAL SEASON TEMPORARY EMPLOYEE:** Director Kohtz informed the Board that he had discussions with the State's SOS Temporary Program and learned that the Board would be able to hire interns for renewal season through the SOS Temporary Program. The Board would have to advertise the opening and select the intern(s). The selected candidates would then apply for SOS Temporary Program approval. Once approved, they would begin working for the agency. The Director finished by saying that this route would prevent any need for PSL or budget changes. Director Kohtz was asked what the benefit of interns over a regular temporary employee is. The Director responded, "Interns would not likely be looking for full-time employment, so should create a more stable environment for renewal processing." The Board agreed that interns should be pursued for renewal processing.

O. LEGISLATIVE REPORT AND BUSINESS

- 1. TITLE 298 UPDATE:** Director Kohtz indicated he was informed late yesterday that the Title 298 update was returned to the agency by the Governor's Policy and Research Office. The Director continued by saying that he doesn't have any additional information, but will give a full report at the August meeting.

Break from 12:57 p.m. to 1:06 p.m.

P. BOARD POLICIES AND PROCEDURES

1. BOARD POLICIES

- a. Current Board Policies:** No discussion.
- b. Board Policy 16-01 Draft:** Director Kohtz presented new Board Policy 16-01 concerning approval of software specific training as a continuing education activity to the Board for consideration. Attention was brought to the use of “meeting” on the second to last line. The Director acknowledged that this was a spelling error, and it should be “meet.” The Director informed the Board that the error will be corrected. With no further discussion, Board Member Hynek made a motion to approve Board Policy 16-01 as amended. The motion was seconded by Langemeier, and carried with Bloxham, Hynek, Langemeier, Gutwein, and Woodle voting aye.

2. APPRAISER FORMS AND PROCEDURES

- a. 500 Hour Trainee Real Property Appraiser Courtesy Review Program:** Director Kohtz presented a series of questions to the Board for consideration to spur conversation for development of the Trainee Real Property Appraiser Courtesy Review Program. Board Member Langemeier brought attention to the hours and requested that the number be increased to 1000, which would provide a more accurate assessment of a trainee’s abilities. The Board agreed with this assessment. The Director then asked the Board if it would like to address the questions now, in the future, or establish a committee for the program’s development. Chairman Woodle requested the Director Kohtz send the questions to all the board members after the meeting. The board members can then answer the questions and return them to the Director to be compiled into a report for the August meeting. Director Kohtz indicated that he will send out the questions next week, and have a report prepared at the August meeting based on the responses.

3. COMPLIANCE FORMS AND PROCEDURES

- a. Proposed Investigative Procedure Revision:** Director Kohtz presented the Board’s Investigation Procedures with the changes requested by the Board during strategic planning to the Board for review. Director Kohtz continued by recommending that the language referencing what documentation the Board receives at step #8 be changed to “Information provided to the Board at this time: Investigative Report, Summary of Evidence, Appraisal Report, Workfile, Standard 3 Review, and any other documentation or communication received by the Agency. Information available on Board Member Portal: Grievance, evidence to support Grievance, initial Agency recommendation, Investigative Report, Summary of Evidence, Appraisal Report, Workfile, Standard 3 Review, and any other documentation or communication received by the Agency.” The Board agreed with these changes. Director Kohtz informed the Board that the flowchart will also be updated. Board Member Langemeier moved to approve the investigative procedures as amended. The motion was seconded by Bloxham, and carried with Hynek, Bloxham, Gutwein, Langemeier, and Woodle voting aye.
- b. SME/Standard 3 Reviewer Training and Evaluation Program:** Director Kohtz presented a series of questions to the Board for consideration to spur conversation for development of the SME/Standard 3 Reviewer Training and Evaluation Program. Chairman Woodle requested that this matter be tabled, so the Board can focus on the questions pertaining to the Trainee Real Property Appraiser Courtesy Review Program.

4. **APPLIED MEASUREMENT PROFESSIONALS TESTING SERVICE CONTRACT FOR 2015-2017:** The Board reviewed the amended 2014-15 contract with AMP to provide computer-based test administration, extending the contract through June 30, 2017. The Board found no concerns in the contract amendment. Board Member Langemeier moved to approve the amended 2014-15 agreement, extending the agreement through June 30, 2017. The motion was seconded by Hynek, and carried with Bloxham, Hynek, Gutwein, Langemeier, and Woodle voting aye.

Q. OTHER BUSINESS

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

2. **CONFERENCES/EDUCATION**

- a. **UNL Fall Career Fair; September 28, 2016:** Director Kohtz provided information regarding the UNL Fall Career Fair at Pinnacle Bank Arena on September 28, 2016, and asked if the Board had interest in attending again. The Director was asked if he thought attendance at the spring fair was beneficial. The Director responded, "Anytime the Board can engage in dialog with students about the appraiser profession, it is beneficial." Board Member Langemeier asked if this could be used to find interns. Director Kohtz indicated that it would not be likely because renewal season would have begun already. Board Member Langemeier felt that with the need to make cutbacks to the base budget, this would be one of those things to cut. The Board agreed that this is a good place to save money, and agreed to not attend the UNL Fall Career Fair. No further discussion took place.

3. **MEMOS FROM THE BOARD:** No discussion.

4. **QUARTERLY NEWSLETTER:** Board Member Langemeier asked that the new BLS hire be included in the next issue. Director Kohtz informed the Board that he is already working on it.

5. **APPRAISAL SUBCOMMITTEE**

- a. **2015 ASC Annual Report:** Director Kohtz informed the Board that the 2015 ASC Annual report has been placed in the Board Member Portal for board members to review. There was no further discussion.

6. **APPRAISAL FOUNDATION**

- a. **The Appraisal Foundation Seeking Candidates for AQB and ASB Openings:** Director Kohtz brought attention to openings on the Appraiser Qualifications Board and Appraisal Standards Board. There was no further discussion.
- b. **Board of Trustees May 14, 2016 Meeting Summary:** Director Kohtz presented The Appraisal Foundation's Board of Trustees May 14, 2016 meeting summary to the Board for review, and brought attention to the mention of the Board of Trustees' efforts to repair the relationship with the Appraisal Institute. There was no further discussion.
- c. **The Appraisal Foundation Q&A Forum:** Director Kohtz presented the Appraisal Foundation's Q&A Forum to the Board for review. The Board requested that this information be included in the next newsletter.

d. Appraiser Qualifications Board

- i. **AQB June 24, 2016 Meeting Summary:** Director Kohtz presented the Appraiser Qualifications Board's June 24, 2016 meeting summary to the Board for review, and brought attention to adopted changes to the three-year supervisory appraiser residency requirement. There was no further discussion.
- ii. **Qualification Criteria Change – 3 Year Supervisory Appraiser Requirement:** Effective July 1, 2016, supervisory appraisers will no longer need to be credentialed within the jurisdiction that the trainee real property appraiser appraises for a minimum of three years prior to qualifying as a supervisory appraiser; the supervisory appraiser will just need to be in good standing in that jurisdiction. Director Kohtz informed the Board that any changes to be considered to the Real Property Appraiser Act can take place when preparing for the next USPAP update bill. The Board agreed with this.

e. Appraisal Standards Board

- i. **The Appraisal Standards Board July Q&As:** Director Kohtz presented the Appraisal Standards Board July Q&As to the Board for review. The Director summarized the Q&As concerning subject property sales history and USPAP Standards Rule 1-5(b). There was no further discussion.
- ii. **USPAP/IVS Bridge:** Director Kohtz presented the USPAP/IVS Bridge to the Board for review. The Director informed the Board that he had no comments, but wanted the Board to know of its existence. There was no further discussion.

f. Appraisal Practices Board

- i. **First Exposure Draft: Collection and Verification of Residential Sales Data in the Sales Comparison Approach:** Director Kohtz presented the Appraisal Practices Board's first exposure draft for the collection and verification of residential sales data in the sales comparison approach. There was no further discussion.

7. IN THE NEWS

- a. **Appraisal Institute Washington Report and State News – 3rd Quarter 2016:** Director Kohtz presented the Appraisal Institute Washington Report and State News for the 3rd quarter to the Board for review. The Director summarized the newsletter, and brought attention to the attempt at legislation to replace Dodd-Frank. The Director informed the Board that he sees this type of legislation from time to time, so it is unlikely that it will move. The Director then brought attention to the Appraisal Institute's recommendation to modernize the appraisal regulatory process. The Director indicated that the Appraisal Institute makes some good points regarding federal regulations, congressional oversight, unregulated valuation services, and information sharing. Director Kohtz also declared that some items are not so good, such as allowing financial institutions to engage valuation professionals based on holding a certain designation, and nationwide portal for valuation professionals for licensing processing.

C. CONSIDERATION OF APPLICANTS AS NEBRASKA REAL PROPERTY APPRAISER

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

T16007 / Deny

CG16002 / Send redacted copy of Standard 3 Review and request response within 10 days.

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

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY

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

NE2016010 / Requirements for registration as an Appraisal Management Company approved as submitted. Authorize Director to issue registration upon completion of background check.

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

E. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS

Board Member Langemeier moved to take the following enforcement actions:

**14-22 / Monitor Consent Agreement.
14-23 / Monitor Consent Agreement.
14-24 / Monitor Consent Agreement.
14-26 / Monitor Consent Agreement.
14-27 / Monitor Consent Agreement.
15-05 / Hold
15-09 / Hold
15-14 / Ongoing
15-16 / Ongoing
15-18 / Ongoing
15-19 / Ongoing
16-02 / Ongoing
16-03 / Ongoing
16-05 / Ongoing**

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

Board Member Langemeier moved to take the following enforcement actions:

**15-22 / Dismiss without prejudice; send advisory letter.
15-23 / Special Assistant Attorney General authorized to negotiate a Consent Agreement with Respondent, and if agreement cannot be reached, then the Special Assistant Attorney General is authorized to file formal charges against Respondent for failing to comply with USPAP as presented in the investigative report submitted to the Board.
15-24 / Dismiss without prejudice; send advisory letter.**

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

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS

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

I16-01 / Ongoing

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

R. ADJOURNMENT

Board Member Gutwein informed the Board of a scheduling conflict for the meeting set for August 18, 2016. Chairman Woodle asked if August 25, 2016 would work better. There were no objections. Board Member Langemeier moved to set the next meeting of the Board for August 25, 2016. The motion was seconded by Hynek, and carried with Bloxham, Langemeier, Gutwein, Hynek, and Woodle voting aye.

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

At 2:20 p.m. Chairman Woodle adjourned the July 19, 2016 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on August 2, 2016, in compliance with Nebraska Revised Statute §84-1413 (5).