

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

**December 20, 2017 Meeting Minutes**

**A. OPENING**

Chairperson Chris Langemeier called to order the December 20, 2017 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**

Chairperson Langemeier 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 December 18, 2017 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 Chris Langemeier, Benjamin Hynek, Gary McCormick, and Christopher Mustoe were present. Also present were Director Tyler Kohtz, Compliance and Education Officer Grant Krieger, and Business and Licensing Specialist Allison Nespor.

**ADOPTION OF THE AGENDA**

Chairperson Langemeier 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 Hynek moved to adopt the agenda as printed. Board Member Mustoe seconded the motion. With no further discussion, the motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

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

Board Member Hynek 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. Chairperson Langemeier asked for a second. Board Member Mustoe seconded the motion. The time on the meeting clock was 9:04 a.m. The motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

Board Member Hynek moved to come out of executive session at 9:46 a.m. Board Member Mustoe seconded the motion. The motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

Break from 9:46 a.m. to 10:01 a.m.

## **G. WELCOME**

### **1. RECONGNITION OF OUTGOING BOARD MEMBER**

The Board recognized outgoing board member Chris Langemeier for his service.

### **2. CHAIR'S REMARKS**

Chairperson Langemeier welcomed all to the meeting. The Chairperson then brought attention to his time as the Board's Chair, and reminded everyone that this is his last official month. The Chairperson finished by declaring that his time on the Board has been a unique five years. Diane Moore was the only member of the public in attendance.

## **H. BOARD MEETING MINUTES**

### **1. APPROVAL OF NOVEMBER 16, 2017 MEETING MINUTES**

Chairperson Langemeier asked for any additions or corrections to the November 16, 2017 meeting minutes. With no further discussion, Chairperson Langemeier called for a vote. Board Member Hynek moved to adopt the November 16, 2017 meeting minutes as presented. Board Member McCormick seconded the motion. The motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

## **I. DIRECTOR'S REPORT**

### **1. APPRAISER COUNT REPORT**

Director Kohtz presented seven charts outlining the number of appraisers as of December 20, 2017, and provided a brief summary on appraiser count trends. The Director then asked for any questions or comments. There was no further discussion.

### **2. TEMPORARY PERMIT REPORT**

Director Kohtz presented three charts outlining the number of temporary permits issued as of December 20, 2017, and asked for any questions or comments. There was no further discussion.

### **3. SUPERVISORY APPRAISER COUNT REPORT**

Director Kohtz presented two charts outlining the number of supervisory appraisers as of December 20, 2017, and asked for any questions or comments. There was no further discussion.

### **4. AMC COUNT REPORT**

Director Kohtz presented two charts outlining the number of AMCs as of December 20, 2017, and asked for any questions or comments. There was no further discussion.

### **5. CREDENTIAL RENEWAL PROGRESS REPORT**

Director Kohtz presented two charts outlining the credential renewals progress through December 15, 2017. Director Kohtz summarized each chart, and informed the Board that as of today 85% of projected renewal applications have been received, which is far ahead of the 77% for this time last year. In addition, only 38% of that 77% were approved for renewal at the time of the report last year. Currently, there are only 24 applications that have not been approved for renewal, and 17 of those are on today's agenda for approval. The Director finished by informing the Board the renewal processing is right on schedule. Chairperson Langemeier thanked the Director for his report. There was no further discussion.

## **I. FINANCIAL REPORT AND CONSIDERATIONS – DECEMBER 2017**

### **1. APPROVAL OF NOVEMBER RECEIPTS AND EXPENDITURES**

The receipts and expenditures for November were reviewed by the Director by line item with the Board in the Budget Status Report. Director Kohtz informed the Board that the FY 2016-17 encumbrances have been added to the budget; these are expenditures paid during this fiscal year that were applied to the previous fiscal year's budget. The Director then brought attention to the postage expense and informed the Board that the higher than normal expense is due to increased mail volume associated with renewals. Director Kohtz then informed the Board that the USPAP book purchase for staff and board members resulted in a freight expense of \$100.00 for shipping and an additional \$787.50 added to the office supplies expense for the books themselves. The Director then guided the Board to publication and print expenses, and informed the Board that the quarterly copier services are once again included in the \$386.46 amount. Finally, Director Kohtz indicated that the \$157.00 expenditure under commercial transportation included the Director's airline ticket change and taxi costs associated with attendance at the Fall AARO Conference. As of the end of November, expenses amount to 30.07 percent of the budgeted expenditures for the fiscal year; 41.92 percent of the fiscal year has passed. Finally, Director Kohtz pointed the Board to the revenues, and informed the Board that with appraiser credential renewal submissions wrapping up, revenues are right on track. The Director asked for any questions related to the Budget Status Report. There was no further discussion.

The Director then brought attention to the General Ledger for November, and informed the Board that he had no comments. The Director then asked if the Board had any questions pertaining to the General Ledger. There was no further discussion.

Director Kohtz then presented three graphs showing expenses, revenues, and cash balance. For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$22,011.38 in expenditures and \$85,449.34 in revenues were reported. Director Kohtz was asked why the revenues appear to be lagging behind the revenues of the past two fiscal years. The Director informed the Board that this is the low revenue year for appraiser credentials, so naturally there will be less revenue because there are more than 100 fewer potential applicants for renewal. As for two years ago, the main difference is on the AMC side. Two years ago there were more AMC renewals completed at the end of the fiscal year compared to this year. The AMC renewal numbers will bring the revenues up during the next couple of months.

Board Member Hynek moved to accept and file the November 2017 financial reports for audit. Board Member McCormick seconded the motion. The motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

### **2. PER DIEMS**

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

## **K. GENERAL PUBLIC COMMENTS**

Chairperson Langemeier asked for any public comments. Diane Moore wished the Board a Merry Christmas. There were no additional comments.

## **L. EDUCATION**

Board Member Hynek moved to take the following actions on education activities and instructors as listed:

### **NEW CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS**

#### **Hondros College of Business**

Appraisal Review of Residential Properties (2172456.34) / 7 Hours - **Approve**

Timothy Detty - **Approve**

Challenging Assignments for Residential Appraisers (2172457.34) / 7 Hours - **Approve**

Timothy Detty - **Approve**

Better to be Safe than Sorry (2172458.34) / 7 Hours - **Approve**

Timothy Detty - **Approve**

Basic Construction Review (2172459.34) / 7 Hours - **Approve**

Timothy Detty - **Approve**

Green in Residences and Appraisals (2172460.34) / 7 Hours - **deny**

Timothy Detty - **deny**

Defensible Appraising (2172461.34) / 7 Hours - **Approve**

Timothy Detty - **Approve**

Property and Valuation Analysis for FHA (2172462.34) / 7 Hours - **Approve**

Timothy Detty - **Approve**

Methodology and Application of Sales Comparison (2172463.34) / 7 Hours - **Approve**

Timothy Detty - **Approve**

FHA and VA Today (2172464.34) / 7 Hours - **Deny**

Timothy Detty - **Deny**

#### **National Association of Independent Fee Appraisers**

2018-2019 7-Hour National USPAP Update (2181101.11) / 7 Hours - **Approve**

Mike Orman – **Approve**

Residential Report Writing Skills (2171465.11) / 7 Hours – **Approve contingent on verification of**

Mike Orman – **Approve contingent on verification of permission to offer activity.**  
**permission to offer activity.**

#### **The Moore Group**

Nebraska Supervisor and Trainee Appraiser Course v 2018-2019 (3171301.04) / 7 Hours - **Approve**

Bradford Moore, Diane Moore – **Approve**

#### **McKissock, LLC**

Appraising Small Apartment Properties – Live Webinar (2172466.03) / 4 Hours - **Approve**

Robert Frazier, Dan Bradley – **Approve**

Steve Maher, Robert McClelland, Josh Walitt, Steve Craddock – **Deny**

Intermediate Income Approach Case Studies for Commercial Appraisers (2172467.03) /  
4 Hours - **Approve**  
Alan Simmons – **Approve**

**The Columbia Institute**

Green in Residences and Appraisals (2172468.35) / 7 Hours - **Approve**  
Heather Sullivan - **Approve**

Defensible Appraising (2172469.35) / 7 Hours - **Approve**  
Heather Sullivan - **Approve**

Covering all the Bases in Residential Reporting (2172470.35) / 7 Hours - **Approve**  
Heather Sullivan - **Approve**

Challenging Assignments for Residential Appraisers (2172471.35) / 7 Hours - **Approve**  
Heather Sullivan - **Approve**

Appraisal Review of Residential Properties (2172472.35) / 7 Hours - **Approve**  
Heather Sullivan - **Approve**

Methodology and Application of Sales Comparison (2172473.35) / 7 Hours - **Approve**  
Heather Sullivan - **Approve**

**McKissock, LLC**

Workfile: Your Best Defense Against an Offense – Live Webinar (2172474.03) / 5 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

The New FHA Handbook 4000.1 – Live Webinar (2172475.03) / 5 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

Recognizing Mortgage Fraud and Its Effects – Live Webinar (2172476.03) / 4 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

Issues in Appraiser Liability – Live Webinar (2172477.03) / 4 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

Fannie Mae Appraisal Guidelines – Live Webinar (2172478.03) / 4 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

Expert Witness Testimony: To Do or Not to Do – Live Webinar (2172479.03) / 4 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

Appraisal Practices of Manufactured Housing – Live Webinar (2172480.03) / 4 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

Analyze This! Applications of Appraisal Analysis – Live Webinar (2172481.03) / 4 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

Adjustments Supported or Not Supported? – Live Webinar (2172482.03) / 5 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

Adjustment Support for Residential Appraisers – Live Webinar (2172483.03) / 4 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

A Review of Disciplinary Cases – Live Webinar (2172484.03) / 3 Hours - **Approve**  
Josh Walitt, Steve Maher, Steve Craddock, Dan Bradley, Robert McClelland, Robert Frazier –  
**Approve**

#### **Appraisal Institute**

Online Residential and Commercial Valuation of Solar (2172485.02) / 14 Hours – **Approve**  
Sandra Adomatis - **Approve**

#### **Mid-West Appraiser Association**

Appraisal Report Writing (2171201.08) / 7 Hours – **Hold**  
Lynne Heiden - **Hold**

Seconded by Board Member Mustoe. Chairperson Langemeier called for the vote. The motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

### **M. UNFINISHED BUSINESS**

#### **1. OPEN AT-LARGE LICENSED REAL ESTATE BROKER/CREDENTIALLED APPRAISER POSITION**

Director Kohtz informed the Board that he has no update. There was no further discussion.

#### **2. OPEN AT-LARGE REPRESENTATIVE OF FINANCIAL INSTITUTIONS POSITION**

Director Kohtz informed the Board that he expects that an appointment will be made soon for the At-Large Representative of Financial Institutions Position. There was no further discussion.

#### **3. NRPAB DATABASE – ASC FEDERAL REGISTRY SOAP APPLICATION**

Director Kohtz informed the Board that there does not appear to be a way to get the code used in the Board's database and the code used by the ASC Federal Registry to be compatible. Both sides have indicated that this project cannot move forward. There is a possibility that the CIO could develop a program that could translate the code of the ASC Federal Registry, but the cost is expected to be high to do so. The Director finished by informing the Board he may revisit this topic in the future, but asked that it be removed from the Board's agenda for the time being. Chairperson Langemeier agreed that this item should be removed from the Board's agenda.

#### **4. REAL ESTATE COMMISSION DATABASE INQUIRY**

Director Kohtz informed the Board that there is no update.

## **N. NEW BUSINESS**

### **1. ONLINE CONTINUING EDUCATION**

Director Kohtz brought attention to online continuing education requirements and informed the Board that Board Member Hynek asked for this item to be placed on the agenda. The Director then turned the discussion over to Hynek. Board Member Hynek stated, "Given events over past few months, want to revisit and see if everyone is still at the same point given how many other states are all online and how much work it would save the office." Chairperson Langemeier mentioned that any change to the continuing education requirements would require a statute change. Board Member Hynek responded that he would like to begin a discussion to make the necessary changes to the statutes. The Chairperson recommended that the Board consider making this change in a bill separate from the USPAP bill. Director Kohtz added that the USPAP bill is ready for introduction. It has been vetted and all the pieces are in place. Board Member Mustoe asked if this change could this be attached to that bill. The Director responded that is possible because the change would only require striking language, the bigger concern is that it will not be vetted before introduction; we don't want to give senators cold feet. Director Kohtz declared, "I can address the change with Senator Lindstrom's office to see if they are comfortable with the change." The Director also mentioned that this change would further reduce burdensome requirements and would likely be seen as a positive by the Legislature. Board Member Hynek mentioned that 90 percent of states allow online continuing education, so it is not fair that the State of Nebraska holds out. Board Member Hynek also brought attention to the fact that staff efficiency will be improved if this change is made. Director Kohtz took notice of Board Member Hynek's comment, and added that staff would no longer need to keep track of the online hours, and ensure that the USPAP Update Course is completed in a classroom. Chairperson Langemeier declared that removal of the online continuing education limit does not mean that appraisers cannot take continuing education in a classroom, and many will still want to complete continuing education activities in class; people have a choice. Hynek agreed with this comment. Board Member Mustoe added that he enjoys classes, but also likes convenience of having the choice. Board Member McCormick informed the Board that he has completed some online courses and is more confident now in quality of education online. McCormick continued, personal preference for classroom activities needs to be put aside. McCormick added that he receives many phone calls from appraisers who want the option to complete continuing education online, and thinks a poll would show a majority in third district would want this option. Board Member Hynek declared, "The question now is, how to go about it?" Chairperson Langemeier informed the Board that he would like to see a motion to instruct Director Kohtz to talk to the sponsoring Senator about changing bill. In the motion, say if he's willing to accept it, put it in. Board Member Mustoe added that if it doesn't work in this bill, a new bill could be drafted for next year. Director Kohtz indicated that he could report any updates to the Chair, or just be given the authority to remove the change if the bill appears to be in jeopardy because of it. The Board agreed with this plan. Board Member Hynek moved to amend REQ3205 to remove the online continuing education restrictions if acceptable to Senator sponsoring the bill and approve Director to reverse changes if needed. The motion was seconded by Mustoe, and carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

## **O. LEGISLATIVE REPORT AND BUSINESS**

### **1. LB17**

Director Kohtz informed the Board that he expects to have a senator secured to carry the bill very soon. There was no further discussion.

### **2. REQ3205\_AUGUST 31, 2017**

Director Kohtz informed the Board that he will proceed with REQ3205 as previously recommended by the Board under agenda item N, and that he will be meeting with Senator Lindstrom's office next week regarding bill sponsorship.

**3. TITLE 298\_AUGUST 17, 2017 DRAFT**

Director Kohtz informed the Board that there is no update.

**4. OTHER LEGISLATIVE MATTERS**

Director Kohtz asked the Board if it had any other legislative matters that it wished to discuss. There was no further discussion.

**P. ADMINISTRATIVE BUSINESS**

**1. GUIDANCE DOCUMENTS:** No discussion.

**2. INTERNAL PROCEDURAL DOCUMENT:** No discussion.

**3. FORMS AND PROCEDURES**

Director Kohtz brought attention to the number of pages in Section L of the Board Packet concerning education applications. The Director informed the Board that the current reporting method is not efficient and slows down the staff's meeting preparation significantly. Board Member Mustoe asked where this system came from. Director Kohtz responded that the Board wanted it implemented during strategic planning. Previously, staff would complete a check sheet to inform the Board that all the qualifications were or were not met. Chairperson Langemeier reminded the Board that former Board Member Bloxham requested the change. Board Member Hynek declared that he would like to see the staff implement the system that they feel is the most efficient to carry out. The Director asked if the Board would like to approve the system and the review forms. Chairperson Langemeier directed the staff to develop the forms and process and have it implemented at the January meeting. The Board agreed with the Chairperson's recommendation.

**a. CHRI Release Form**

Director Kohtz presented the CHRI Release Form to the Board for consideration. The Director informed the Board that any person that has a criminal history record check completed on behalf of the Board has the right to review the Rap Sheet received by the Board. During its last audit, the FBI recommended that the Board have a written procedure and form for releasing this information. In addition, it was recommended that the requestor be required to relieve the Board from any liability regarding what happens to the information after it is released. Director Kohtz finished by declaring that he worked with AAG Hart to develop this form. With no further discussion, Board Member Hynek moved to approve the CHRI Release Form as presented. The motion was seconded by Board Member McCormick, and carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

**4. APPLIED MEASUREMENT PROFESSIONALS TESTING SERVICE CONTRACT FOR 2017-2019**

The Board reviewed the amended 2012-15 contract with AMP to provide computer-based test administration, extending the contract through June 30, 2019. The Board found no concerns in the contract amendment. Board Member Hynek moved to approve the amended 2012-15 agreement, extending the agreement through June 30, 2019. The motion was seconded by Board Member Mustoe, and carried with Hynek, McCormick, Mustoe, and Langemeier voting aye. The amendment was signed by Chairperson Langemeier.

**Q. OTHER BUSINESS**

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



## **2. CONFERENCES/EDUCATION**

### **a. Nespor TAF/AARO Level III Investigator Training Report**

Business and Licensing Specialist Nespor attended the TAF/AARO Level III Investigator Training from December 4th through 6th in Tampa, Florida. BLS Nespor reported that the training was very informative and covered recent changes to USPAP, report writing methods, effective interviewing techniques, effective testimony in an administrative hearing, and the class worked through proofreading and editing examples of investigative reports demonstrating common pitfalls. The class separated into small groups and was given a complaint, an appraisal report, and the appraiser's response to the complaint and workfile. The group members then worked together to write an investigative report. BLS Nespor finished by informing the Board that she played the role of hearing officer in a scripted administrative hearing based on the investigative report on which the report-writing exercise was based.

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

**4. QUARTERLY NEWSLETTER:** No discussion.

## **5. APPRAISAL SUBCOMMITTEE**

### **a. Bulletin No. 2017-01: National Registry of Appraisal Management Companies**

Director Kohtz presented the Appraisal Subcommittee's Bulletin No. 2017-01 regarding the National Registry of appraisal management companies to the Board for review. The Director summarized the bulletin, and informed the Board that the AMC Registry will be open to States no later than June 4, 2018. After June 4, 2020, any participating State's compliance review will include review of requirements for entering AMCs on the AMC Registry. There was no further discussion.

### **b. Bulletin No. 2017-02: Extension of Implementation Period for State Registration**

Director Kohtz presented the Appraisal Subcommittee's Bulletin No. 2017-02 regarding the extension of the implementation period for state registration and supervision of appraisal management companies. Director Kohtz summarized the bulletin, and informed the Board that any requests for an extension must be made in writing and received by the ASC before June 1, 2018.

### **c. Open Session Meeting Minutes – September 13, 2017**

Director Kohtz presented the Appraisal Subcommittee's September 13, 2017 meeting minutes to the Board for review. The Director brought attention to a couple of items found in the minutes, including comments that the AQB may adopt the criteria changes at its February 2018 meeting and that The Appraisal Foundation envisions USPAP going to a 4-year cycle depending on the results of a survey. There was no further discussion.

## **6. APPRAISAL FOUNDATION**

### **a. The Appraisal Foundation Officer Elections and Boards Appointments for 2018**

Director Kohtz presented a press release from The Appraisal Foundation concerning the election of officers and boards for 2018 to the Board for review. There was no further discussion.

**b. Appraiser Qualifications Board**

**i. AQB Q&A: December 2017**

Director Kohtz presented the AQB Q&A for December 2017 to the Board for review. The Director summarized the document, and informed the Board that the AQB considers appraisal consulting allowable towards experience requirements for credentialing, the five year qualifying education requirement for trainee real property appraisers is applicable to degrees earned through AQB approved degree programs, and a non-alpha programmable calculator can be used for the examination. The Director finished by expressing surprise that the five year education attainment requirement would apply to AQB approved degree programs as well. There was no further discussion.

**c. Appraisal Standards Board**

**i. ASB Q&A: November 2017**

Director Kohtz presented the ASB's November 2017 Q&A's to the Board for review. The Director informed the Board that the ASB took the position that the payment of a fee to use a portal is not connected to the procurement of an assignment and is a contractual obligation, an appraiser is advised to contact the State board if a workfile is destroyed by a natural disaster, an appraiser must still be competent to appraise a property that was damaged in a natural disaster, and there are no record keeping obligations for a deceased appraiser. There was no further discussion.

**7. IN THE NEWS**

**a. Appraiser Buzz Article: And the Assault Continues**

Director Kohtz presented the Appraisal Buzz article titled "And the Assault Continues" to the Board for review. The Director informed the Board that he found it interesting that a financial institution is requesting a waiver to Title XI due to a shortage of certified general real property appraisers in the Nashville, TN metro area. The Director finished by saying that he would be shocked if this was given much consideration by the ASC. There was no further discussion.

**b. Appraiser Buzz Article: Appraisers, Scope of Work and the Alternatives**

Director Kohtz presented the Appraisal Buzz article titled "Appraisers, Scope of Work and the Alternatives" to the Board for review. The Director informed the Board that he thought that the article contained good information for residential appraisers to consider. There was no further discussion.

**C. CONSIDERATION OF APPLICANTS FOR CREDENTIAL AS NEBRASKA REAL PROPERTY APPRAISER**

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

**T17024 / Approve as Trainee Real Property Appraiser.**

**SA-T2016005 / Approve as Supervisory Appraiser.**

**SA-T17024 / Approve as Supervisory Appraiser.**

**L17002R / Deny.**

**CR17009R / Approve as a Certified Residential Real Property Appraiser.**

**CR17010R / Requirements for credentialing as a Certified Residential Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**

**CR17011R / Requirements for credentialing as a Certified Residential Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**

**CG17027R / Approve as a Certified General Real Property Appraiser.**

**CG17028R / Approve as a Certified General Real Property Appraiser.**

**CG17029R / Requirements for credentialing as a Certified General Real Property Appraiser approved as submitted. Authorize Director to issue credential upon completion of background check.**

**CG270150 / Approve Renewal as a Certified General Real Property Appraiser.**

**Approve all renewal applications received at the Board's office postmarked between December 1, 2017 and December 18, 2017 with advisory letters pending the results of the background check if applicable.**

Board Member Mustoe seconded the motion. Motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

Board Member Hynek moved to authorize agency to approve all renewal applications received at the Board's office postmarked between December 19, 2017 and December 31, 2017 with advisory letters pending the results of the background check if applicable. The motion was seconded by McCormick, and carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

**D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY: None**

**E. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS**

Board Member Hynek moved to take the following enforcement actions:

**17-06 / Dismiss with prejudice.**

**17-05 / Ongoing**

**17-07 / Ongoing**

**17-08 / Ongoing**

**17-04 / Hold**

Board Member Mustoe seconded the motion. Motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

**F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS**

The Board discussed Inquiry I17-03.

The Board discussed Inquiry I17-04.

The Board discussed a matter in which a continuing education certificate submitted to the office for credit indicated that the instructor that presented the continuing education activity was not approved as an instructor by the Board for the activity in question. In accordance with 298 NAC Chapter 6, § 003.01H, "A document certifying completion must be issued to each attendee upon completion of any continuing education activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means which are secure. The document shall include the name of education provider, signature of education provider and/or instructor, name of activity as approved by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, activity number issued by the Board, number of Board approved hours, pass or fail statement, and name of credential holder." Furthermore, in accordance with 298 NAC Chapter 6, § 003.04B, the Board may rescind approval of a continuing education activity if the instructor responsible for the activity content and presentation is not approved by the Board. The Board assigned inquiry number I17-05 concerning this matter.

The Board discussed a request made by a credentialed appraiser for an individualized continuing education program.

Board Member Hynek moved to take the following action for other executive session items:

**I17-03 / Close**

**I17-04 / Close**

**I17-05 / Proceed with inquiry.**

**Item 4 / Approve request for an individualized continuing education program as presented for current continuing education cycle.**

Board Member Mustoe seconded the motion. Motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye.

#### **S. ADJOURNMENT**

Board Member Hynek moved to adjourn the meeting. Board Member McCormick seconded the motion. Motion carried with Hynek, McCormick, Mustoe, and Langemeier voting aye. At 11:28 a.m. Chairperson Langemeier adjourned the December 20, 2017 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz  
Director

These minutes were available for public inspection on January 5, 2017, in compliance with Nebraska Revised Statute § 84-1413 (5).