

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

November 15, 2018, Meeting Minutes

A. OPENING

Chairperson Ben Hynek called to order the November 15, 2018, 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

Chairperson Hynek 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 November 12, 2018, 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 David Hartman of Omaha, Nebraska, Benjamin Hynek of Lincoln, Nebraska, Thomas Luhrs of Imperial, Nebraska, Christopher Mustoe of Omaha, Nebraska, and Gary McCormick of North Platte, Nebraska, were present. Also present were Director Tyler Kohtz, Business and Licensing Specialist Allison Nespore, and Administrative Specialist Katja Duerig, who are all headquartered in Lincoln, Nebraska.

ADOPTION OF THE AGENDA

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

Board Member Mustoe moved that the Board go into executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. Board Member Luhrs seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

Board Member Mustoe, moved to come out of executive session at 9:25 a.m. Board Member Luhrs seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

Break from 9:25 a.m. to 9:32 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Hynek welcomed the guest to the meeting and declared, "Welcome, less is more." Roger Morrissey was the only member of the general public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF OCTOBER 17, 2018 MEETING MINUTES

Chairperson Hynek asked for any additions or corrections to the October 17, 2018 meeting minutes. With no further discussion, Chairperson Hynek called for a vote. Board Member McCormick moved to adopt the October 17, 2018 meeting minutes as presented. Board Member Hartman seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

I. DIRECTOR'S REPORT

1. APPRAISER COUNT REPORT

Director Kohtz presented seven charts outlining the number of appraisers as of November 15, 2018, and 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 October 31, 2018. The Director then 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 November 15, 2018, 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 November 15, 2018, and asked for any questions or comments. There was no further discussion.

5. CREDENTIAL RENEWAL PROGRESS REPORT

Director Kohtz presented four charts outlining the credential renewals progress through November 14, 2018. Director Kohtz summarized each chart, and informed the Board that as of today 37% of projected renewal applications have been received, which is ahead of the 30% for this time last year. Of the 224 applications received, 176 have been processed. Chairperson Hynek thanked the Director for his report. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS – NOVEMBER 2018

1. APPROVAL OF OCTOBER RECEIPTS AND EXPENDITURES

The receipts and expenditures for October were reviewed by the Director by line item with the Board in the Budget Status Report. Director Kohtz brought attention to an expense of \$44.50 for the quarterly human resources management system assessment, which all state agencies are subject to. The Director then commented on the increase of revenue from appraiser renewal applications, and informed the Board that revenues will increase dramatically next month. Director Kohtz finished by asking for any questions related to the Budget Status Report. There was no further discussion.

The Director then brought attention to the General Ledger for October, and notified the Board that the “Legal Related Expense” of \$10.00 to the Laramie County Clerk concerned an applicant background review. The Director then asked if the Board had any questions pertaining to the General Ledger. There was no further discussion.

Director Kohtz 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 \$21,540.62 in expenditures and \$38,425.84 in revenues were reported. Director Kohtz then remarked that the cash balance for the AMC fund is \$327,937.83, the Appraiser Fund is \$273,039.80, and the overall cash balance is \$584,824.58.

Board Member Luhrs moved to accept and file the October 2018 financial reports for audit. Board Member McCormick seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

2. PER DIEMS

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

K. GENERAL PUBLIC COMMENTS

Chairperson Hynek asked for any public comments. Public Member Roger Morrissey appeared before the Board and expressed concern regarding the submission of continuing education certificates as a part of this year’s renewal requirements. Mr. Morrissey reported that he had submitted his certificates on the Education Submission Portal, and expected that his continuing education would be approved, until he read the renewal application. Mr. Morrissey indicated that his specific concern was that not all applicants would see the language requiring that all continuing education certificates be sent along with the application for renewal. Chairperson Hynek expressed surprise that the office staff was not accepting certificates submitted through the Education Submission Portal at the present time. Director Kohtz explained that the staff has put forth considerable effort verifying course approval and populating the database, but it is still not ready to use. The Director added that the requirement that continuing education certificates be submitted along with the renewal application has not changed; however, if an appraiser submits certificates through Education Submission Portal, but not with the renewal application, staff would not consider it a late application if they can verify that the continuing education information has been provided to the Board. Board Member Mustoe asked if the Education Submission Portal could be taken down. Director Kohtz responded that it would cost a fair amount of money to accomplish this, but he could get an estimate. Chairperson Hynek indicated that the Education Submission Portal should be left alone until there is a better idea of the bigger picture with online renewal application submissions. Mr. Morrissey suggested that the Board send an email to all appraisers as a reminder that all continuing education certificates must be submitted along with the renewal application. Director Kohtz indicated that this could be added to the newsletter article. Board Member Mustoe asked that language be added to the newsletter article concerning the continuing education certificate submission, and that a memo be prepared to provide an update on the Education Submission Portal and request that it not be used until further notice. Director Kohtz indicated that he would update the newsletter and draft a Memo From the Board.

L. CONSIDERATION OF EDUCATION-INSTRUCTOR REQUESTS

Board Member Luhrs moved to take the following actions for education activities and instructors as listed:

NEW CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS

Appraisal Institute

Review Case Studies General Synchronous (2182439.02) / 30 Hours – *Approve*

Richard Borges – *Approve*

Hondros College of Business

2018-2019 7 Hour Equivalent USPAP Update Course (2182141.34) / 7 Hours – *Approve*

Elizabeth Sigg – *Approve*

Appraisal Institute

Condemnation Appraising: Principles and Applications (2181442.02) / 21 Hours – *Approve*

Dale Kleszynski – *Approve*

Joseph Magdziarz – *Approve*

Income Approach for Residential Appraisers (2181443.02) / 7 Hours – *Hold*

Mark Smeltzer – *No Action*

NEW QUALIFYING EDUCATION ACTIVITIES AND INSTRUCTORS

Appraisal Institute

Advanced Residential Applications and Case Studies, Part 1 (1181444.02) /

15 Hours – *Approve*

Mark Smeltzer – *Approve*

Advanced Residential Report Writing, Part 2 (1181445.02) / 30 Hours – *Approve*

Mark Smeltzer – *Approve*

Residential Report Writing and Case Studies (1181446.02) / 15 Hours – *Hold*

General Appraiser Report Writing and Case Studies (1181447.02) / 30 Hours – *Approve*

Mark Smeltzer – *Approve*

OTHER EDUCATION ITEMS

International Right of Way Association

The Valuation of Partial Acquisitions, C-421 (2181440.07) / 32 Hours –

Correct approval number from 2182440.07 to 2181440.07

United States Land Titles (2181438.07) / 16 Hours –

Correct approval number from 2182438.07 to 2181438.07

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

M. UNFINISHED BUSINESS

1. NRPAB OFFICE RELOCATION

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 has no update as no applications have been received by the Governor's Office to date. There was no further discussion.

N. NEW BUSINESS

1. MOORE CONTINUING EDUCATION REQUIREMENT CHANGE REQUEST

Director Kohtz presented an email request from Diane Moore to the Board concerning the language found in 298 NAC Chapter 4, Section 001.04 for consideration. 298 NAC Chapter 4, Section 001.04 says "Any education activity of the same content, or if in the opinion of the Board is indistinguishable in content, cannot be used for a minimum of four years after its use toward meeting the continuing education requirements." Ms. Moore requested that the Board consider amending this language to match the language found in the Real Property Appraiser Qualifications Criteria, which says "appraisers may not receive credit for completion of the same continuing education course offering within the same continuing education cycle." Director Kohtz informed the Board that he does not know the origin of the current language and supports Ms. Moore's recommendation. Board Member Mustoe said that the recommended language change makes sense to him. Director Kohtz said that no motion would be necessary for this request. Instead, the Board would vote to approve draft Title 298 as amended with this change. The Board agreed with making this amendment to the current Title 298 draft.

2. ROSE QUALIFYING EDUCATION REQUIREMENT CHANGE REQUEST

Director Kohtz presented an email request from Jack Rose to the Board for consideration regarding the application of certified general specific qualifying education to the certified residential credential. Title 298 specifies that residential based courses must be completed for the issuance of a certified residential credential. In his request, Mr. Rose referenced an Appraisal Foundation Q&A that states that certified general specific qualifying education of the same topic may be used for credit towards either a residential or certified general real property appraiser credential. Director Kohtz then referenced an email from Kristi Klamet, Policy Manager for the Appraisal Subcommittee, confirming that the certified general specific qualifying education may be used towards either the residential or the certified general credential. Director Kohtz said that no motion would be necessary for this request. Instead, the Board would vote to approve draft Title 298 as amended with this change. The Board agreed with making the amendment to the current Title 298 draft.

3. ONLINE APPRAISER RENEWAL APPLICATION SUBMISSION PORTAL WITH ELECTRONIC PAYMENT

Director Kohtz provided a brief update to the Board regarding the Education Submission Portal. He informed the Board that staff has been diligently putting in work tickets to repair the existing Education Submission Portal and obtain information regarding online application submission, but has not received a response to date. Chairperson Hynek informed the Board that he visited Director Kohtz after the October meeting to gain a better understanding of the Education Submission Portal. The Chairperson added that he requested that the Director include him on communications with CIO regarding online applications, and confirmed the lack of response by CIO. Director Kohtz added that he followed up with Ms. Jurgens twice since reaching out originally with no response. Director Kohtz suggested that the CIO might respond to a direct email from the Chairperson. Chairperson Hynek indicated that he would be willing to reach out if Director Kohtz really thought it would be helpful. There was no action taken on the Online Appraiser Renewal Application Submission Portal with Electronic Payment.

O. LEGISLATIVE REPORT AND BUSINESS

1. REQ00188 SUMMARY

Director Kohtz presented the document titled “2019 REQ00188 Summary” to the Board for review. The Director informed the Board that this document was prepared for public review as a complement to REQ00188. It provides an easy to read format, which includes the location of each change in REQ0018 and some background on each change. Chairperson Hynek thanked the Director. There was no further discussion.

2. TITLE 298 UPDATE

a. Governor’s Policy and Research Office Comments

Director Kohtz reminded the Board that the Title 298 draft approved by the Board at its August 16, 2018 meeting was provided to the Governor’s Policy and Research Office for review and feedback prior to advancing to public hearing. Ms. Lauren Kintner provided an email response, along with some recommended changes marked in a copy of the Title 298 draft. Specifically, Ms. Kintner indicated that there are numerous places where the agency mandates and directs action by using “shall” and “must.” Ms. Kintner recommended softening the language by reforming of the sentences as direction, unless the Board wants to enforce against someone, the direction must be clear and the use of the word “shall” is appropriate. Ms. Kintner also declared that numerous definitions are verbatim or arise from existing state statute. Finally, in the marked up draft, Ms. Kintner removed the statutory references for definitions where they existed. Director Kohtz indicated that he made changes based on Ms. Kintner’s recommendations to soften mandating language like “must” and “shall” and removed the statutory references, but made no changes to the definitions as the definitions found in Title 298 are separate from the definitions found in The Nebraska Real Property Appraiser Act and the Appraisal Management Company Registration Act. Chairperson Hynek thanked the Director for the update. There was no further discussion.

b. Title 298 Draft Summary

Director Kohtz presented the document titled “2019 NRPAB Title 298 Draft Summary” to the Board for review. The Director informed the Board that this document was prepared for public review as a complement to the Title 298 draft. Just like the 2019 REQ00188 Summary document, it provides an easy to read format, which includes the location of each change in the Title 298 draft and some background on each change. Director Kohtz explained that the items highlighted yellow denote changes made per recommendation by the Governor’s Policy and Research Office, items highlighted blue denote changes recommended by the Attorney General’s Office, and the items highlighted green denote changes made at the Board’s recommendation since it last approved the draft. The Director informed the Board that the highlighted items are also highlighted in the Title 298 Draft_November 6, 2018 document, so there is a clear separation regarding what has changed since the Board’s previous review. There was no further discussion.

c. Title 298 Draft_November 6, 2018

Director Kohtz presented the November 6, 2018 draft version of Title 298 Draft to the Board for consideration. The Director reminded the Board that the items highlighted yellow denote changes made per recommendation by the Governor’s Policy and Research Office, items highlighted blue denote changes recommended by the Attorney General’s Office, and the items highlighted green denote changes made at the Board’s recommendation since it last approved the draft; all other changes remain the same as what was found in the draft approved by the Board in August. Director Kohtz pointed out several places where “shall” or “must” is replaced with softer language. The Director then moved to Chapter 2, § 001.06B and Chapter 4, § 001.10B, and informed the Board that the requirement that an applicant provide evidence that the continuing education activity was approved as continuing education by the jurisdiction in which it was completed at the time it was completed is removed. Chapter 6, § 002.01J and 003.01H are amended to remove the requirement that the document certifying completion include the activity number issued by the Board, remove “Board approved” to clarify that the hours included may not be Board approved, and allow curriculum from an accredited college or university to be submitted for approval as a qualifying education activity. Chapter 6, § 003.04 is amended to clarify that the seven-hour USPAP course approval expires on the date on which the approval by the AQB expires. Chapter 6, § 004.01A is stricken to remove the requirement that the supervisory appraiser and trainee course be completed in a classroom. Chapter 6, § 004.01G is amended to remove the requirement that the document certifying completion include the activity number issued by the Board, and remove “Board approved” to clarify that the hours included may not be Board approved for the supervisory appraiser and trainee course. Chapter 6, § 004.01J is added to establish the criteria for approval of an online supervisory appraiser and trainee course. Chapter 6, § 004.05A (6) is added to include a change in the status of certification by the International Distance Education Certification Center to the reasons for resubmittal of a supervisory appraiser and trainee course. Chapter 6, § 004.06A (9) is added to include a change in the status of certification by the International Distance Education Certification Center to the reasons for rescinding approval of a supervisory appraiser and trainee course. Director Kohtz then asked if there were any questions.

BLS Nespor brought attention to the amended language regarding continuing education submission requirements, and commented that the month-long period between when renewal applications are due and the submission deadline for USPAP could become an issue when processing renewal applications for applicants whose USPAP courses aren't due until December. Board Member Mustoe stated that there will always be a deadline and appraisers will have to meet it. He added that there are different deadlines in different states and everything works out fine. Director Kohtz indicated that it is no different from what is in effect now, except that the requirement is less defined to allow the Board flexibility to adjust the continuing education submission requirements in the future. If the application requires that all continuing education certificates are to be submitted with the application, then that becomes a part of the complete application requirement, which is what is in effect now. Chairperson Hynek asked where the renewal submission deadline of November 30th came from. Director Kohtz responded that this date mirrors the Real Estate Licensing Act, from which the Board's original language was derived. The Board agreed that the draft language is acceptable as presented. Director Kohtz then brought attention to the New Business items discussed earlier, and reminded the Board that those items are not included in this draft. Board Member Mustoe moved approve the draft Title 298 presented as amended to include the recommendations by Diane Moore and Jack Rose and set the hearing date for January 17, 2019. Board Member Luhrs seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

P. ADMINISTRATIVE BUSINESS

1. **GUIDANCE DOCUMENTS:** No discussion.
2. **INTERNAL PROCEDURAL DOCUMENTS:** No discussion.
3. **APPRAISER FORMS AND PROCEDURES:** No discussion.

Q. OTHER BUSINESS

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

2. **CONFERENCES/EDUCATION**

- a. **Kohtz Fall AARO Conference Report**

Director Kohtz attended the Fall AARO Conference October 19th through 22nd in Washington, D.C. Much of the discussion centered on AQB criteria changes, AMC regulatory audits and the AMC National Registry, residential evaluations and appraisals, and the standardization of CE approval among the states. The Director noted the following highlights:

- The Appraisal Subcommittee reported that the AMC Federal Registry is now open, and that the ASC will begin reviewing states for compliance after June 4, 2020. The ASC also reported that all states are implementing the AMC Final Rule; twenty-six have applied for an extension for implementation.

- The Appraisal Foundation indicated that the live streaming of meetings has been a huge success, and that investigator training continues to be productive. TAF also reported that it is ahead of schedule on the preparation of the next edition of USPAP, but more work is needed to cross the finish line.
- The Federal Reserve reported that the Federal Banking agencies issued a final rule raising the appraisal threshold for commercial real estate transactions from \$250,000 to \$500,000. Thresholds for residential mortgages, construction loans secured by a single 1-4 family residential property, and loans to single family developers secured by a single 1-4 family residential property remain the same. A new rule implemented on May 24, 2018, allows for an originator that has contacted three appraisers to utilize an exemption from the appraisal requirements of customary and reasonable fee and timeliness standards for residential transactions of less than \$400,000 in value, if no State certified or licensed appraisers are available.
- A presentation was made on “Practical Applications of Real Estate Appraisals” (often referred to as “PAREA” during the conference). PAREA was described as an alternative method of gaining real estate appraisal experience with the goal being to emulate actual appraisal experience utilizing virtual online experiences. The idea is to begin with the basics; however, PAREA is not intended to be qualifying education, classroom training, or a capstone. PAREA is expected to include testing throughout the entire process. Presently, there is no timetable for when PAREA will be available or incorporated into the Real Property Appraiser Qualifications Criteria.
- A presentation was made on the standardization of continuing education approval among the states. The presentation focused on universal education requirements for all states and a universal system for course registration, from the perspective of the education provider, the appraiser, and the regulatory authority.
- Recently, the industry has seen an increase in evaluations used in place of full appraisals for residential mortgage loan transactions below the de minimis as determined by the federal financial institutions. A presentation was made using federal guidelines to define when an evaluation or an appraisal is required.
- Representatives of the Georgia Real Estate Commission & Appraisers Board gave a presentation on the state’s exemption for evaluations. There is no regulation of those who provide an opinion of value under the exemption in the State of Georgia. The Georgia board has not been able to determine whether the exemption has helped or harmed appraisers in the state. Only three other states have implemented similar exemptions for evaluations.

- A presentation on bifurcated appraisals centered around the hypothesis that certain loan to value ratios lend themselves to appraisals better than others. Fannie Mae provided its vision for modernization of the appraisal process, which includes a data-centric approach where analytics and technology are embedded in the valuation process. The current process was criticized as rigid, form driven, and dated. The intent of the bifurcated appraisal is to utilize many professionals for the completion of an appraisal, allowing for more specialization, quicker turnaround time, innovative data collection, and increased appraiser independence. Each professional has a specific aspect of the appraisal to focus on.

Chairperson Hynek thanked the Director for his report. There was no further discussion.

3. MEMOS FROM THE BOARD

A discussion regarding a Memo From the Board concerning the limited functionality of the Education Submission Portal took place. BLS Nespor suggested using the phrase, “The Portal is not fully functional at this time.” The Board agreed that informing the public of the status of the Education Submission Portal is a good idea. Chairperson Hynek asked if a motion is needed. Director Kohtz indicated that it is not since there is no memo to vote on. The Director informed the Board that he would prepare the Memo From the Board and provide it to each member for feedback before sending per the normal memo procedures.

4. QUARTERLY NEWSLETTER

a. Fall 2018 Edition of The Nebraska Appraiser

Director Kohtz presented the Fall 2018 Edition of The Nebraska Appraiser to the Board for consideration. The Director brought attention to the “2019-20 Credential Renewal Reminder and Information” section found on page Q.12. Board Member Mustoe proposed that the article be amended to include language that places focus on the requirement that continuing education certificates must be submitted along with the renewal application. Board Member Mustoe recommended that the language be bold type or highlighted for emphasis. The Board agreed that the recommendation would be an appropriate amendment. Board Member Mustoe moved to approve the Fall 2018 Edition of The Nebraska Appraiser as amended. Board Member Luhrs seconded the motion. The motion carried with Mustoe, McCormick, Luhrs, Hartman, and Hynek voting aye.

5. APPRAISAL SUBCOMMITTEE: No discussion.

6. THE APPRAISAL FOUNDATION: No discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS

a. Regulator Training Course and Case Studies for Investigators; May 2, 2019 – Denver, CO

Director Kohtz introduced a new course offering from AARO to the Board for consideration of attendance. There was a brief discussion regarding the benefits of attendance by any staff or board members. Director Kohtz and the Board agreed that it would be unnecessary to attend. There was no further discussion.

8. IN THE NEWS: No discussion.

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

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

- T18018 / Approve as Trainee Real Property Appraiser.**
- CG18023R / Approve as Certified General Real Property Appraiser.**
- 1341 / Approve as Temporary Certified General Real Property Appraiser. Send advisory letter.**
- CG2015011R / Approve instructor experience as submitted for fourteen hours of continuing education credit.**
- CG212178R / Approve Renewal as Certified General Real Property Appraiser.**

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

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY

Board Member Mustoe moved to take the following action for the applicant listed:

- NE2018006 / Approve for Registration as an Appraisal Management Company.**

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

E. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS

Board Member Mustoe moved to take the following enforcement actions:

- 18-08 / Dismiss with prejudice.**
- 18-09 / Dismiss with prejudice.**
- 17-04 / Hold.**

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

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS: No discussion.

R. ADJOURNMENT

Board Member Mustoe moved to adjourn the meeting. Board Member Luhrs seconded the motion. Motion carried with Mustoe, McCormick, Hartman, Luhrs, and Hynek voting aye. At 10:42 a.m., Chairperson Hynek adjourned the November 15, 2018 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on November 29, 2018, in compliance with Nebraska Revised Statute § 84-1413 (5).