

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

April 23, 2020 Meeting Minutes

A. OPENING

Chairperson Ben Hynek called to order the April 23, 2020 meeting of the Nebraska Real Property Appraiser Board at 9:35 a.m., by electronic telecommunication in the Nebraska Real Property Appraiser Board's office on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska, as permitted by Executive Order 20-03.

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 on the State of Nebraska Public Calendar found at www.nebraska.gov on April 14, 2020. 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, 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 Benjamin Hynek of Lincoln, Nebraska, Christopher Mustoe of Omaha, Nebraska, Thomas Luhrs of Imperial, Nebraska, Wade Walkenhorst of Lincoln, Nebraska, and Bonnie Downing of Dunning, Nebraska, were present. Also present were Director Tyler Kohtz, Business and Licensing Specialist Allison Nesper, 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, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Hynek welcomed everyone and gave Director Kohtz permission to guide the electronic meeting.

H. BOARD MEETING MINUTES

1. APPROVAL OF FEBRUARY 20, 2020 MEETING MINUTES

Chairperson Hynek asked for any additions or corrections to the February 20, 2020 meeting minutes. With no further discussion, Chairperson Hynek called for a vote. Board Member Walkenhorst moved to adopt the February 20, 2020 meeting minutes as presented. Board Member Mustoe seconded the motion. The motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

I. DIRECTOR'S REPORT

1. APPRAISER AND AMC REPORTS

a. Appraiser Count Report

Director Kohtz presented seven charts outlining the number of appraisers as of April 23, 2020. The Director reported that he had no comments. There was no discussion.

b. Temporary Credential Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of March 31, 2020. The Director reported that he had no comments. There was no discussion.

c. Supervisory Appraiser Count Report

Director Kohtz presented two charts outlining the number of supervisory appraisers as of April 23, 2020. The Director reported that he had no comments. There was no discussion.

d. AMC Count Report

Director Kohtz presented two charts outlining the number of AMCs as of April 23, 2020. The Director reported that he had no comments. There was no discussion.

2. EXECUTIVE AUTHORITY APPROVAL REPORTS

Director Kohtz presented three lists that include the real property appraisers and applicants, appraisal management companies, and education activities and instructors that had been approved under the executive authority granted to State agencies in Governor Ricketts' 2020 State of Emergency Proclamation made on March 13, 2020. The Director informed the Board that the lists are provided for informational purposes, and that he had no specific comments. Director Kohtz asked for any questions or comments. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS – APRIL 2020

1. APPROVAL OF FEBRUARY RECEIPTS AND EXPENDITURES

The receipts and expenditures for February were presented to the Board in the Budget Status Report. Director Kohtz had no specific comments. The Director reported that expenditures for the month of February totaled \$24,676.39, and that the total expenses, \$267,439.52, amount to 55.29 percent of the budgeted expenditures for the fiscal year; 66.85 percent of the fiscal year has passed. Revenues reported for February were \$11,607.63, and total revenues, \$287,043.96, amount to 87.98 percent of the projected revenues for the fiscal year. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the General Ledger for February. The Director reported that he had no specific comments, and asked for any questions or comments. There was no further discussion.

Board Member Downing moved to accept and file the February 2020 financial reports for audit. Board Member Walkenhorst seconded the motion. The motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

2. APPROVAL OF MARCH RECEIPTS AND EXPENDITURES

The receipts and expenditures for March were presented to the Board in the Budget Status Report. Director Kohtz had no specific comments. The Director reported that expenditures for the month of March totaled \$24,080.36, and that the total expenses, \$291,519.88, amount to 60.27 percent of the budgeted expenditures for the fiscal year; 75.34 percent of the fiscal year has passed. Revenues reported for March were \$19,668.34, and total revenues, \$306,712.30, amount to 94.01 percent of the projected revenues for the fiscal year. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the General Ledger for March. The Director reported that he had no specific comments, and asked for any questions or comments. There was no further discussion.

Board Member Mustoe moved to accept and file the March 2020 financial reports for audit. Board Member Downing seconded the motion. The motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

Director Kohtz presented three graphs showing expenses, revenues, and cash balance. Director Kohtz asked for any questions related to the graphs. There was no further discussion.

3. PER DIEMS

Director Kohtz requested a per diem payment in the amount of \$100.00 on behalf of Chairperson Hynek for representing the Board at the APA-NRPAB Exit Conference on April 15, 2020. Board Member Mustoe moved to approve the per diem request for Chairperson Hynek. Board Member Downing seconded the motion. Chairperson Hynek refused the per diem. The motion was withdrawn by Board Member Mustoe. Director Kohtz asked if any other board members had a request for the Board to consider. There was no further discussion.

4. 2020 AARO MEMBERSHIP DUES

Director Kohtz presented an invoice for the 2020 Association of Appraiser Regulatory Officials dues, and asked if the Board would like to renew its AARO membership. Board Member Luhrs moved to approve the 2020 AARO membership dues as presented. Board Member Mustoe seconded the motion. The motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

K. GENERAL PUBLIC COMMENTS

No members of the public were present.

L. CONSIDERATION OF EDUCATION-INSTRUCTOR REQUESTS

Board Member Luhrs moved to take the following actions for the education activity and instructor as listed:

NEW CONTINUING EDUCATION ACTIVITIES AND INSTRUCTORS

OnCourse Learning Real Estate

2020-2021 7-Hour Equivalent USPAP Update Course (2202101.16) / 7 Hours – *Approve*
Augustus “A.M. Bud” Black – *Approve with advisory letter*

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

M. UNFINISHED BUSINESS

1. ONLINE APPRAISER RENEWAL APPLICATION SUBMISSION PORTAL WITH ELECTRONIC PAYMENT

Director Kohtz reported that work on the Online Appraiser Renewal Application Submission Portal with Electronic Payment has stopped and there is no progress to report. There was no further discussion.

N. NEW BUSINESS

1. 2020 APA FINANCIAL AUDIT

Director Kohtz reminded the Board that the Auditor of Public Accounts completed an audit of the Board’s financial schedule, internal controls, and compliance with certain provisions of laws, regulations, and contracts for the period July 1, 2018, through December 31, 2019. Director Kohtz informed the Board that the Entrance Conference took place on March 16, 2020. The APA conducted its audit over a period of three weeks. The APA’s Exit Conference with the Board took place on April 15, 2020, and was attended by Director Kohtz, BLS Nespor, and Chairperson Hynek.

a. Attestation Report of the NRPAB: July 1, 2018 through December 31, 2019

Director Kohtz reported that the Attestation Report is sparkling clean; the APA found no reportable items during their audit of the Board. The Director thanked the NRPAB staff for their hard work during the audit and for their hard work that led to the successful outcome prior to the audit. The Board thanked staff for their hard work.

b. April 15, 2020 Exit Conference Agenda

Director Kohtz noted that there were three items that the auditors brought attention to during the Exit Conference. The Director clarified that these items are not findings or errors, but suggestions for improvement.

First, the Director reported that the APA found that the agency’s general allocation for expenses between the Appraiser Fund and the AMC Registration Fund was not adequately supported. The agency currently uses a 60% Appraiser Fund and 40% AMC Registration Fund allocation to pay for general expenses. Director Kohtz explained that data is maintained to justify this allocation; however, the auditors did not find the documentation to be sufficient because there is nothing against which to test it.

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The Director then proceeded to present his solution to the Board for consideration. Director Kohtz recommended a brief report of employee activity for each quarter of the fiscal year which will show how much time is being allocated to the Appraiser Program or the AMC Registration Program. This report will be used to determine the allocation for the next fiscal year. Director Kohtz asked for any feedback from the Board. There was no discussion. The Director informed the Board that he will prepare an Internal Procedure document for the Board to consider at the next meeting to outline the procedure for carrying out this objective.

Director Kohtz reported that the APA noted a few concerns with the employee personnel files. Certain documents were missing from the physical employee files. The Director announced that except for his I-9 document, all of the other files existed electronically, and all required records had been moved to the physical files. The Director informed the Board that he resolved the I-9 issue by working with State Personnel. Finally, Director Kohtz reported a couple W-4 issues that were corrected during the audit period. The Director finished by saying that no further action is needed for personnel files. There was no discussion.

Finally, Director Kohtz reported that the APA brought attention to background check requirements, and indicated that they could not test for application of the background check requirement laws because they could not review criminal history record check (CHRC) results due to the Board's retention schedule. At this time, CHRC results are destroyed upon approval of an application, or 90 days following the denial or removal of an application. Director Kohtz presented his plan to change the retention schedule for CHRC results to 2 years, and informed the Board that this change has already been discussed with the APA and Federal Bureau of Investigation; both entities are fine with the change to the Board's retention schedule. The board members expressed satisfaction with the plan. There was no further discussion.

2. COVID-19

a. NRPAB Communication and Outreach

Director Kohtz reported that the Board has a folder on its website for COVID-19-related documents relevant to the appraiser community, and that notice of these documents, along with other important information, is posted to the Board's Facebook page. The Director asked for any questions or recommendations regarding the Board's COVID-19 communication and outreach. The Board expressed satisfaction with the current state of communications.

b. Executive Authority Approval Processes and Procedures

Director Kohtz presented the executive authority approval process used by staff to the Board for review, and reported that the process is very similar to Board review process, and the same Board review forms are prepared and reviewed. The Director asked for any questions or comments about the executive approval process. The Board expressed satisfaction with the process.

c. Appraiser/AMC Owner Applicant Criminal History Record Checks

Director Kohtz reported that the Nebraska State Patrol had shut down fingerprinting sites for a period of time, which was an issue for applicants, but the NSP has resumed fingerprinting activities. There was no discussion.

d. AMC/Appraiser Application Notarization Temporary Waiver

Director Kohtz reported that some applicants have had issues getting applications notarized due to social distancing requirements. The Director informed the Board that he made a request to Chairperson Hynek for permission to waive the notarization requirement on all applications until the Governor's State of Emergency declaration is lifted. Chairperson Hynek approved the request. The Director indicated that because this is a temporary waiver to the Board's applications, he wanted the Board to have the opportunity to discuss the waiver and take a formal action if it wished to do so. The board members expressed agreement with Chairperson Hynek's approval, and agreed that a formal motion is not needed.

e. Essential Personnel/Services Designation

i. General Discussion

The Director informed the Board that many real property appraisers have contacted the Board's office to encourage the Board to make a request to Governor Ricketts that real property appraisers be declared "essential personnel." Director Kohtz explained that Governor Ricketts has not defined, and does not currently intend to define, "essential personnel." The Director added that, if the State of Nebraska were to shut down, he would be in contact with the Governor's office to ensure that real property appraisers are authorized to continue providing services. The Director expressed confidence that real property appraisers would be considered essential due to their connections to banking and real estate. Director Kohtz asked for any questions or comments. There was no discussion.

ii. Nebraska Chapter of Appraisal Institute Letter to Governor Ricketts

Director Kohtz presented a letter from the Nebraska Chapter of the Appraisal Institute addressed to Governor Ricketts to the Board for review. The Director remarked that he added this letter to illustrate the discussion about "essential personnel," and reiterated that he thought it unlikely that the state would be shut down. There was no further discussion.

f. Appraisal Subcommittee March 31, 2020 Letter to States

Director Kohtz presented a March 31, 2020 letter from the Appraisal Subcommittee to all states for the Board to review. The Director informed the Board that the Appraisal Subcommittee has allowed a waiver for in-class education activities to be offered online without meeting the requirements for online delivery, and brought notice to the Real Property Appraiser Qualification Criteria 90-day deferment for meeting continuing education requirements available to individuals impacted by a federally declared disaster. Director Kohtz indicated that the Board already approves online education activities, so there are plenty of options available to Nebraska credential holders, and the Board already has a rule that allows for an individualized program of continuing education that meets AQB requirements, so there is no need for the Board to adjust its program based on the information in this letter. There was no further discussion.

O. LEGISLATIVE REPORT AND BUSINESS

1. CURRENT LEGISLATION

Director Kohtz informed the Board that the Legislature has suspended the session until further notice. All bills, including LB808, are now in a state of uncertainty. There was no discussion.

2. TITLE 298

Director Kohtz reported that executive order 20-03 does not apply to administrative hearings; thus, there will be no progress on the proposed Title 298 updates for the time being. The Director noted that he would report to the Board as soon as things change. There was no discussion.

3. OTHER LEGISLATIVE MATTERS: No discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS

Director Kohtz presented two proposed internal procedural documents to the Board for Consideration. The Director informed the Board that Internal Procedures 201704 and 201705 are being presented to the Board for housecleaning purposes to bring them up to date.

a. 201704: AMC Fund Cash Balance

Director Kohtz presented Internal Procedural Document 201704 titled “AMC Fund Cash Balance” to the Board for consideration. The Director informed the Board that this document updates the AMC Fund cash balance minimum. There was no further discussion.

b. 201705: Real Property Appraiser Fund Cash Balance

Director Kohtz presented Internal Procedural Document 201705 titled “Real Property Appraiser Fund Cash Balance” to the Board for consideration. The Director informed the Board that this document updates the Real Property Appraiser Fund cash balance minimum. There was no further discussion.

Board Member Luhrs moved to approve amended Internal Procedural Documents 201704 and 201705 as presented. Board Member Walkenhorst seconded the motion. The motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

3. APPRAISER FORMS AND PROCEDURES

a. Appraiser Experience Log Update

Director Kohtz presented the updated Appraiser Experience Log to the Board for consideration. The Director reported that the Appraiser Experience Log was updated to include language currently found in Title 298 that has not yet been added to the form. The Director asked for any questions or comments. There was no further discussion.

b. Application for Preliminary Criminal History Review

Director Kohtz presented the new Application for Preliminary Criminal History Review to the Board for consideration. The Director informed the Board that the Occupational Board Reform Act of 2018 requires that the Board offer the opportunity for the Board to conduct a preliminary background review for a potential real property appraiser applicant. The proposed form carries out the requirements of the Occupational Board Reform Act of 2018. Director Kohtz explained that the application is not for a background check, rather a review of only the materials submitted by the applicant. Director Kohtz asked for any questions or comments. There was no further discussion.

c. Nebraska State Patrol Background Check Applicant Rights

Director Kohtz presented the Nebraska State Patrol Background Check Applicant Rights form to the Board for consideration. The Director stated that the Board has historically written its own applicant rights language based on the FBI's requirements for such language, but the Nebraska State Patrol recently requested that the Board use its language. BLS Nespor noted that the form also includes an amendment to specify that the retention period is two years for Criminal History Record Check results. Director Kohtz asked for any questions or comments. There was no further discussion.

Board Member Mustoe moved to approve the following forms as presented:

Appraiser Experience Log

Application for Preliminary Criminal History Review

Nebraska State Patrol Background Check Applicant Rights

Board Member Downing seconded the motion. The motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

Q. OTHER BUSINESS

1. BOARD MEETINGS

a. 2020 Strategic Planning Meeting

Director Kohtz informed the Board that he and Chairperson Hynek have briefly discussed not holding a strategic planning meeting this year due to the COVID-19 outbreak. The Director reminded the Board that the strategic planning meeting is traditionally held in May or June to set the priorities for the next fiscal year. Director Kohtz indicated that the most important strategic planning discussion items, such as the Fiscal Year 2020-21 budget, and the 2021-2023 Biennial Budget could be covered during regular meetings. The Director added that an agenda item could also include general strategic discussion. Director Kohtz declared that he does not wish to hold a strategic planning meeting by WebEx, and then proceeded to ask the Board whether a strategic planning meeting should be held in 2020. Board Member Mustoe remarked that not having a strategic planning meeting sounded reasonable for this year's situation. Director Kohtz responded that he will not plan for the Board to hold a strategic planning meeting this year.

Director Kohtz returned to general board meeting discussion, and asked the Board if it intends to hold regular meeting in May. Board Member Luhrs indicated that he would like to leave that to the Director's discretion. Chairperson Hynek suggested that the Board wait and see what the next month brings in before the next meeting is scheduled, and added that this may be the best way to plan meetings going forward. Director Kohtz said that this would be fine, and that he would discuss agenda items with Chairperson Hynek to make a decision as for the need to hold a meeting next month. The board members expressed support for this plan. There was no further discussion.

2. CONFERENCES/EDUCATION: No discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE

a. ASC November 13, 2019 Meeting Minutes

Director Kohtz presented the meeting minutes from the ASC's November 13, 2019 meeting to the Board for review. The Director informed the Board that he had no specific comments. There was no further discussion.

b. ASC December 12, 2020 Meeting Minutes

Director Kohtz presented the meeting minutes from the ASC's December 12, 2019 meeting to the Board for review. The Director informed the Board that he had no specific comments. There was no further discussion.

6. THE APPRAISAL FOUNDATION

a. First Exposure Draft of Proposed Changes for the 2022-23 Edition of the Uniform Standards of Professional Appraisal Practice

Director Kohtz presented the First Exposure Draft of Proposed Changes for the 2022-23 Edition of the Uniform Standards of Professional Appraisal Practice to the Board for review. The Director informed the Board that because this is the first exposure draft, and many changes will take place before the second exposure draft is released, he will not cover the details of this exposure draft. Director Kohtz informed the Board that the majority of proposed changes in this exposure draft are meant to relax USPAP requirements for easier application while preparing evaluations. The Director asked for any questions or comments. There was no further discussion.

b. Real Property Appraiser Qualifications Criteria Effective January 1, 2020

Director Kohtz presented The Appraisal Foundation Real Property Appraiser Qualifications Criteria effective January 1, 2020 to the Board for review. The Director reported that the sole change was to the definition of disciplinary action as it relates to a real property appraiser's eligibility as a supervisory appraiser. The Director remarked that administrative disciplinary actions would not prevent one from becoming a supervisory appraiser. Director Kohtz finished by stating that this change will be incorporated into the Board's next Real Property Appraiser Act update. The Director asked for any questions or comments. There was no further discussion.

c. Second Exposure Draft of a Proposed Change to the RPA Qualification Criteria – Licensed Residential Scope of Practice

Director Kohtz presented the Second Exposure Draft of a Proposed Change to the Real Property Appraiser Qualification Criteria – Licensed Residential Scope of Practice to the Board for review. The Director indicated that this exposure draft changes the limit in the licensed residential real property appraiser scope of practice for complex one-to-four residential units having a transaction value less than from \$250,000 to \$400,000. The Director asked for any questions or comments. There was no further discussion.

d. ASB Q&A: March 2020

Director Kohtz presented The Appraisal Foundation USPAP Q&A issued on March 17, 2020, to the Board for review. The Director reported that two questions pertaining to real property appraising were discussed in the document. The Director summarized Q&A 2020-01, and indicated that appraisers are not required to perform interior inspections of real property during a national health emergency as USPAP does not require an inspection unless necessary to produce credible assignment results. An extraordinary assumption may be used when an interior inspection would customarily be part of the scope of work. Director Kohtz then moved on to 2020-02. The Director once again provided a summary, and informed the Board that forms are not in themselves USPAP compliant. A GSE form designed for an appraisal with an interior and exterior inspection may be modified as long as it does not result in a misleading appraisal report. The GSE's have also temporarily rescinded their policies that prohibit revising or amending the scope of work and statement of assumptions and limiting conditions. Director Kohtz finished by informing the Board that these Q&As will be added to the COVID-19 information folder on the Board's website. The Director asked for any questions or comments. There was no further discussion.

e. ASB Public Meeting; July 10, 2020 – Torrance, CA

Director Kohtz announced that the Appraiser Standards Board is scheduled to hold a public meeting on July 10, 2020, in Torrance, CA.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.

8. IN THE NEWS: No discussion.

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 10:10 a.m. The motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

Board Member Walkenhorst moved to come out of executive session at 10:28 a.m. Board Member Downing seconded the motion. The motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

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

CR20001 / Hold.

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

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY

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

NE2019007 / Rescind approval and deny application.

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

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

NE2016008 / Deny.

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

E. CONSIDERATION OF COMPLIANCE MATTERS

Board Member Mustoe moved to take the following actions for post-board action compliance matters:

18-01 / Send letter informing Respondent that the Board acknowledges difficulties caused by COVID-19, and to complete the remaining terms of the consent agreement as soon as possible.

20-01 / Deny Respondent's requests.

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

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS

1. 2020.01

The Board reviewed documentation evidencing that an individual may have engaged in real property appraisal activity in the State of Nebraska without first obtaining a credential issued by the Board for a property located in Omaha, Nebraska, and a property located in Brunswick, Nebraska. Board Member Mustoe moved to send an advisory letter informing the individual of Nebraska law, and requesting that the individual refrain from engaging in any real property appraisal activity within the State of Nebraska without first obtaining proper credentialing issued by the Board. Board Member Downing seconded the motion. Motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye.

2. PERSONNEL MATTERS: No discussion.

R. ADJOURNMENT

Board Member Downing moved to adjourn the meeting. Board Member Luhrs seconded the motion. Motion carried with Mustoe, Luhrs, Walkenhorst, Downing, and Hynek voting aye. At 10:32 a.m., Chairperson Hynek adjourned the April 23, 2020 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on April 29, 2020, in compliance with Nebraska Revised Statute § 84-1413 (5).