

PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, July 21, 2022, 9:00 a.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska

AGENDA

A. Opening 9:00 a.m.

B. Notice of Meeting (Adopt Agenda)

The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 9:30 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.

C. Credentialing as a Nebraska Real Property Appraiser 1-20
1. Pending Applications
a. CR22004

D. Registration as an Appraisal Management Company

E. Consideration of Compliance Matters

F. Consideration of Other Executive Session Items 1-4
1. 2022.04
2. Personnel Matters

G. Welcome and Chair’s Remarks (Public Agenda 9:30 am)

H. Board Meeting Minutes
1. Approval of June 15, 2022 Strategic Planning Meeting Minutes 1-21
2. Approval of June 16, 2022 Meeting Minutes 22-35

I. Director’s Report
1. Real Property Appraiser and AMC Counts and Trends
a. Real Property Appraiser Report 1-4
b. Real Property Appraiser Renewal Report 5-6
c. Temporary Real Property Appraiser Report 7
d. Supervisory Real Property Appraiser Report 8
e. Appraisal Management Company Report 9
2. Director Approval of Applicants
a. Real Property Appraiser Report 10
b. Education Activity and Instructor(s) Report 11
3. 2022-23 NRPAB Goals and Objectives + SWOT Analysis 12-14

J. Financial Report and Considerations

- 1. June Financial Report
 - a. Budget Status Report 1-3
 - b. MTD General Ledger Detail Report 4-11
 - c. Financial Charts 12-15
- 2. FY 2022-2023 Budget 16-22
- 3. Per Diems

K. General Public Comments

L. Consideration of Education/Instructor Requests

M. Unfinished Business

N. New Business

O. Legislative Report and Business

- 1. Title 298
 - a. Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code June 16, 2022 Draft 1-8
- 2. Other Legislative Matters

P. Administrative Business

- 1. Guidance Documents
- 2. Internal Procedural Documents
- 3. Forms, Applications, and Procedures
 - a. Revised NRPAB Employee Handbook 1-37

Q. Other Business

- 1. Board Meetings
- 2. Conferences/Education
 - a. Fall AARO Conference; October 14-17, 2022
- 3. Memos from the Board
- 4. Quarterly Newsletter
- 5. Appraisal Subcommittee
 - a. ASC Memo to State Appraiser Regulatory Officials Concerning the 2022-2023 7-Hour National USPAP Update Course 1-2
- 6. The Appraisal Foundation
 - a. TAF June State Regulator Newsletter 3-4
 - b. TAF July Newsletter 5-6
 - c. TAF Memo to State Appraiser Regulatory Officials Concerning the 2022-2023 7-Hour National USPAP Update Course 7
- 7. Association of Appraiser Regulatory Officials
- 8. In the News

R. Adjourn

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

June 15, 2022 Strategic Planning Meeting Minutes

A. OPENING

Chairperson Thomas Luhrs called to order the June 15, 2022 Strategic Planning meeting of the Nebraska Real Property Appraiser Board at 2:00 p.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 Luhrs 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 June 7, 2022. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website on the agenda (https://appraiser.ne.gov/meetings/agenda/2022/220615_Agenda.pdf), and in Public Meeting Material (https://appraiser.ne.gov/board_meetings/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Thomas Luhrs of Imperial, Nebraska, Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, and Cody Gerdes of Lincoln, Nebraska. Also present were Director Tyler Kohtz, Business and Licensing Program Manager Allison Nespor, and Business and Education Program Manager Katja Duerig, who are all headquartered in Lincoln, Nebraska. Board Member Kevin Hermsen of Gretna, Nebraska was absent and excused.

ADOPTION OF THE AGENDA

Chairperson Luhrs 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 Downing moved to adopt the agenda as printed. Board Member Walkenhorst seconded the motion. With no further discussion, the motion carried with Walkenhorst, Downing, Gerdes, and Luhrs voting aye.

C. CHAIRPERSON'S STATE OF THE BOARD REPORT

Chairperson Luhrs reported that he had no comments on the State of the Board except to welcome everyone. The Chairperson expressed gratitude to everyone for coming to participate in the strategic planning meeting. Chairperson Luhrs asked for any comments, and with no further discussion, proceeded to the Director's comments.

Board Member Kevin Hermsen joined the meeting at 2:04 p.m.

D. DIRECTOR'S COMMENTS

Director Kohtz thanked the board members for coming and welcomed Board Member Hermsen. The Director then thanked the board members for their time and dedication throughout the year, and BLPM Nespor and BEPM Duerig for their work throughout the year, and for their efforts preparing for two meetings in two days. Director Kohtz remarked that the purpose of strategic planning is to determine what ideas and goals the Board would like to focus on for the next fiscal year; build a roadmap for staff to follow in the short term and long term. The goal of this meeting is to set objectives, not to establish how the objective will be accomplished. Director Kohtz also indicated that strategic planning is an opportunity to continue building staff and board member institutional knowledge. Each board member serves a five-year term, and each member is at a different place in their term. The Director brought attention to the meeting agenda and recognized the length, then indicated that it allows for open conversation regarding any topic the Board may wish to discuss. There is no need to spend time on an agenda item if there is no discussion. The Director then highlighted the accomplishments from the current fiscal year:

- The appraiser online renewal application has been up and running for one entire renewal cycle. The Director said this is an accomplishment, and the review system built into the application makes it easier to train temporary staff on renewal application processing.
- Through relevant bill drafting and rulemaking, the Board continues to open the door a little more for new real property appraisers to enter the profession.
- The Board has stayed on top of federal and industry changes with law making and rulemaking. All goals related to Laws, Rules, and Guidance Documents were accomplished.
- The agency underwent a successful Appraisal Subcommittee State Off-site Assessment (SOA) in February 2022. Director Kohtz informed the Board that there was no official rating, and staff has worked to incorporate all the changes recommended by the Policy Managers.
- The transfer of all appraiser paper files to electronic format is complete. According to the Director, this has been a goal for several years.
- Significant progress was made on multiple technology projects, including database enhancements and virtual conferencing capabilities.

Director Kohtz indicated that the following projects are still ongoing:

- There has not been sufficient time for staff to develop a solid or scrolling message screen on the Board's website. The Director expects this project to be completed during the next fiscal year.
- OCIO is experiencing a lot of turnover right now, so the database projects are moving slowly until new OCIO staff is more familiar with the NRPAB database.
- The Supervisory Appraiser Contact List will likely not be a part of this year's renewal application. The Director reported that progress has been made in the past few days, but expressed doubt that it is enough to be ready for the July 1 launch of the renewal application.
- No change was made to the testing service provider. Director Kohtz informed the Board that Pearson Vue never responded to his inquiries, however, PSI has improved since last year. The Director remarked that he no longer sees a need to pursue a change to the testing service provider.

Director Kohtz then turned to the future and outlined some areas and goals that he would like the Board to focus discussion on today, which include:

- Update Title 298 to include changes brought by LB707, the new Criteria, and CAP policies.
- Stay aware of regulatory changes at the federal level. Diversity and discrimination reports and discussions have delayed a new draft of USPAP. There will likely be significant changes to the criteria as well. The Director noted that it will be important to be flexible when the federal changes come as a quick turn-around-time may be required.
- Finish the AMC online renewal application.
- Lay groundwork to hire additional teammate shortly after July 1, 2023.
- Prepare the 2023-25 biennial budget request.

- Maintain our current level of effectiveness, efficiency, and public satisfaction.

The Director outlined the general structure of the 2022-23 Strategic Planning meeting agenda and informed the Board that he planned to walk through the agenda and discuss whichever items the Board would like to spend time on. The Director asked for any questions or comments. There was no discussion.

E. GENERAL PUBLIC COMMENTS

Chairperson Luhrs asked for any public comments. There were no members of the public in attendance. With no comments, the Chair proceeded to the review of the 2021-22 strategic planning goals and objectives.

F. REVIEW OF 2021-22 STRATEGIC PLANNING GOALS AND OBJECTIVES

Director Kohtz reviewed the goals and objectives set for the 2021-22 Fiscal Year. The following items were noted:

- All the short-term legislative goals were completed, and the long-term legislative goals have all been met and are ongoing.
- The credentialing and registration goal related to disciplinary action reporting was completed and the supervisory appraiser contact list project is ongoing. Director Kohtz also mentioned that exploring opportunities to increase the number of Nebraska resident real property appraisers is always in progress. The Director also opined that the goal to explore change to testing service provider should be removed as previously mentioned.
- The long-term personnel goals continue to be met.
- The short-term public information goals are all ongoing. Little progress was made on the scrolling message screen due to time constraints. All of the long-term public information goals continue to be met.
- The video conferencing equipment and software has been installed, the online AMC renewal application is in progress, no work was completed by CIO on the NRPAB Database and ASC Federal Registry translator, and the remaining appraiser paper files were transferred to electronic file format. The remaining long-term goals continue to be met.

G. COMPLIANCE

1. REVIEW OF ENFORCEMENT/INVESTIGATIONS

Director Kohtz presented four charts and graphs to the Board for review outlining the status of the enforcement program. The Director reported that a majority of cases are dismissed, sometimes with an advisory letter. There have been only two consent agreements in the last five years. The Director noted the increase in surrendered or expired credentials and informed the Board that this is a sign that the Board's investigative process is thorough and evidenced based. Board Member Gerdes asked if the Board's enforcement program specifically gets audited. Director Kohtz replied that the ASC reviews the duration of investigations, the disposition of all grievances, and that the compliance program is compliant with Title XI. Board Member Gerdes thanked the Director. Director Kohtz asked for any other questions or comments. There was no further discussion.

2. ENFORCEMENT OF REAL PROPERTY APPRAISER ACT

Director Kohtz asked for specific questions or discussion pertaining to real property appraiser enforcement. There was no discussion.

3. ENFORCEMENT OF APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT

Director Kohtz asked for specific questions or discussion pertaining to AMC enforcement. There was no discussion.

4. INVESTIGATIVE PROCESSES AND PROCEDURES (TITLE 298 – CH. 8)

Director Kohtz asked for specific questions or discussion pertaining to investigative processes and procedures. There was no discussion.

5. FORMS

Director Kohtz asked for specific questions or discussion pertaining to compliance forms. There was no discussion.

6. SHORT- AND LONG-TERM GOALS AND OBJECTIVES

Director Kohtz brought attention to the current long-term goal, “Continue monitoring the effectiveness and efficiency of the Compliance Program.” Director Kohtz indicated that this goal dates back to 2014. Then, the Compliance Program was run much differently, with the Board doing a lot of the work that staff now does. The Director remarked that this was not sustainable, and the basis of this goal was to monitor the Compliance Program through significant procedural changes. Director Kohtz stated that this goal can remain, or, if the Board feels the Compliance Program is running smoothly with no changes needed, the goal could be removed. Board Member Gerdes asked how long it has been since the Compliance Program procedures underwent a major change. The Director responded that the current procedures have been in place since around 2018. Board Member Gerdes expressed support for removing the goal, and all board members agreed. The Director asked for any other questions or comments. There was no further discussion.

H. CREDENTIALING AND REGISTRATION

1. REVIEW OF CURRENT CREDENTIAL HOLDERS/AMC REGISTRATIONS

A review of the credentialing and AMC registration programs took place for the 2021-22 fiscal year. The Director presented twelve charts to the Board for review. The first two charts represented the number of Nebraska Real Property Appraisers credentialed through education, experience, and examination over the past five years (not including Trainees), and those credentialed through reciprocity during the past five years. Director Kohtz remarked that there is an overall increase in numbers, especially in Certified General appraisers credentialed through reciprocity.

Director Kohtz moved on to the next two charts that illustrated the number of total credentialed appraisers over the past five years (not including Trainees), and the total credentialed appraisers by classification over the past five years.

The Director presented the chart showing the number of total credentialed appraisers over the past five years to the Board for review.

Director Kohtz brought attention to two charts representing the number of appraisers by credential over the past thirteen-month period, and the total number of appraisers over the past thirteen-month period. The Director reported that Trainee numbers have shown a surprising increase, and Certified General numbers are significantly higher than projected.

Director Kohtz presented three charts related to temporary credentials; one showing calendar year totals over five years, one showing year-to-date totals over five years, and one showing temporary credentials issued every month over the previous twelve-month period. The Director noted that the trends are all typical.

Director Kohtz proceeded to the two charts representing the number of registered supervisory real property appraisers over the past five years. The Director compared the current number of registered supervisory real property appraisers to that of other states, and said Nebraska has a good count.

Director Kohtz presented two charts illustrating the number of registered AMCs over thirteen months and over five years to the Board for review.

2. REVIEW OF CREDENTIAL HOLDER RENEWALS

Director Kohtz presented the renewal report to the Board for review, which included two charts representing the number of Nebraska real property appraisers that renewed their credentials over the past five years. The Director reported that the projected renewal rate was 91% and the actual renewal rate was 92%. The rate of renewal for Licensed Residential credential holders was only 78%. Director Kohtz pointed out that 42 Trainee renewals were due this year and 34 were received, however, these charts do not account for the Trainees that upgraded their credential during the year.

3. 2019-25 CREDENTIAL HOLDER/AMC REGISTRATION PROJECTIONS

The Director presented five graphs for the Board's analysis. The first four graphs outlined appraiser trends; the next graph outlined the number of registered AMCs. The Director explained that these projections are used for budgeting purposes. Director Kohtz reported that, since he ran these reports, more credential applications have been received, so these projections are on the low end. The Director moved on to projections for appraisers credentialed through reciprocity and stated that the trends maintain from the past few years. The number of reciprocal credentials is rising while credentials issued through education, experience, and examination is dropping. Board Member Walkenhorst asked if the reports account for appraiser retirement. Director Kohtz responded that there is no accounting for retirement specifically, rather, these projections are based on the actual number of credential renewals, which is affected by retirement. Board Member Walkenhorst thanked the Director.

Director Kohtz acknowledged that the projection shows that AMC numbers will remain stable, which will be good for revenues. There was no further discussion.

4. REAL PROPERTY APPRAISER CREDENTIALS

a. General Discussion: No discussion.

b. Real Property Appraiser Qualifications: No discussion.

c. Real Property Appraiser Credential Renewal: No discussion.

d. Supervisory Real Property Appraiser: No discussion.

e. Processes and Procedures: No discussion.

i. Credentialing through Education, Experience, and Examination (Title 298 – Ch. 2)

ii. Credentialing through Reciprocity (Title 298 – Ch. 3)

iii. Renewal of Active Credential (Title 298 – Ch. 4)

iv. Inactive Status (Title 298 – Ch. 5)

f. Forms: No discussion.

g. Short- and Long-Term Goals and Objectives

- Explore opportunities to increase the number of Nebraska resident appraisers (long-term).
- Explore change to testing service provider. Director Kohtz asked that this goal be removed since we have returned to a good place with our current provider. All Board Members agreed.

5. TEMPORARY CREDENTIAL

Director Kohtz asked for any general discussion related to temporary credentials. There was no discussion.

6. APPRAISAL MANAGEMENT COMPANY REGISTRATION

Director Kohtz asked for discussion pertaining to Appraisal Management Company Registration. BLPM Nespor noted that many AMCs see the requirement that owners of more than 10% submit fingerprint cards every year as burdensome, and asked whether this could be changed. Ms. Nespor added that she has only seen one addition to an owner's criminal record between renewals. Chairperson Luhrs asked for clarification about the current procedures: AMC owners need to be fingerprinted every year? Ms. Nespor replied affirmatively. She informed the Board that the Nebraska State Patrol does not accept printed-out copies of fingerprint cards that may be on-file at an AMC, so the owners must actually have their fingerprints rolled, every year. Director Kohtz reported that the fingerprinting is not necessarily a federal requirement, but it was the best way the Board initially found to meet federal requirements. Chairperson Luhrs expressed desire to look at this requirement and try to reduce regulatory burden. Director Kohtz agreed to add this as a goal, and stated that this would require a change to statute.

a. **Processes and Procedures:** No discussion.

b. **Forms:** No discussion.

c. **Short- and Long-Term Goals and Objectives:**

- Explore alternative options for verification for AMC owner AMC Rule compliance for renewal (short-term).

I. EDUCATION

1. GENERAL

Director Kohtz asked for general discussion pertaining to education. There was no discussion.

2. QUALIFYING EDUCATION

Director Kohtz asked for discussion pertaining to Qualifying Education. Board Member Gerdes brought attention to an issue discussed by the Board regarding qualifying education for certified general appraiser applicants. Board Member Gerdes stated that few applicants who work on agricultural properties complete ag-specific education, rather, they take the "general" courses that don't necessarily go in-depth about agricultural properties. Board Member Gerdes asked, is there anything the Board can do to encourage ag-specific education providers to offer courses in Nebraska? Director Kohtz reported that this is a difficult issue since there is no federal requirement for specific agriculture focused education; any such requirements enacted by the Board would be above the Real Property Appraiser Qualifications Criteria and may show favoritism to certain education providers. Chairperson Luhrs remarked that it is not always possible to classify a property as agricultural or not, for example, a feedlot is as much commercial as it is agricultural. Board Member Downing noted that mentorship from a supervisory real property appraiser is also a factor in an applicant's readiness for a certified general credential. Director Kohtz acknowledged the discussion points and said that the Board has the authority to assign additional education during the applicant review process, which it has done, and that this is the best tool available to the Board. Chairperson Luhrs asked if there is anything the Board could do to encourage trainee real property appraisers to take ag-specific education rather than the "general" certified general courses? Director Kohtz recommended adding this encouragement to the letter sent out upon approval of a Trainee credential.

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The Director then brought attention back to the supervisors and asked, does a supervisory real property appraiser typically have any say in what courses a trainee real property appraiser takes? Board Member Downing remarked that supervisory real property appraisers may encourage, but generally do not control the trainee real property appraiser's coursework. Director Kohtz informed the Board that the majority of qualifying education certificates staff has seen over the past few years have been from Appraisal Institute and McKissock and are online qualifying education. A discussion took place regarding the content of the general courses from these providers versus the content of the general courses from ag-specific education providers like ASFMRA. BLPM Nespor suggested that an informational document be added to the Board's website. Director Kohtz expressed support for the idea, saying it could simply be added to the Certified General Credential Requirements document. The Director proposed that a letter be sent to all active supervisory appraisers as well, bringing attention to this issue. The Director asked if any of the Board Members are ASFMRA members, and if so, asked if this could be discussed at a meeting. Chairperson Luhrs and Board Member Downing reported that they are members, and offered to bring up this issue to the organization. The Director said, "That would be great. Part of the problem is availability." Director Kohtz reported that this goal would be added, with side notes for the specific actions agreed upon today. Further, he expressed approval for bringing awareness to the tools that are already available, rather than imposing additional requirements.

a. Processes and Procedures: No discussion.

b. Application for Qualifying Education: No discussion.

c. Short- and Long-Term Goals and Objectives:

- Add language to the Certified General Real Property Appraiser Requirements document located on the Board's website encouraging potential real property appraiser applicants who intend to engage in real property appraisal practice pertaining to agricultural real property complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal (short-term).
- Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers (long-term).
- Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers (long-term).
- Send letter to all registered supervisory real property appraisers describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property, and to request that supervisory real property appraisers encourage their trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser, to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal (short-term).

- Send letter to American Society of Farm Managers and Rural Appraisers describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property and requesting that the organization consider increasing its frequency and availability of synchronous, asynchronous, and hybrid qualifying and continuing education offerings (short-term).

3. CONTINUING EDUCATION

Director Kohtz asked for discussion pertaining to Continuing Education. Chairperson Luhrs remarked that ag-specific education should be encouraged for continuing education for those who are already credentialed, as well as for applicants; credential holders should try to get CE focused on the properties that they work with. Director Kohtz reported that the next newsletter will contain information about renewals, so he will include this suggestion to encourage Nebraska real property appraisers to complete continuing education focused on the types of properties they appraise. The Director indicated that this information will also be added to the renewal Q&A document. Chairperson Luhrs thanked the Director. The Director asked for any other questions or comments about continuing education. There was no further discussion.

a. Processes and Procedures: No discussion.

b. Application for Qualifying Education: No discussion.

c. Short- and Long-Term Goals and Objectives:

- Include language in the 2023-2024 Credential Renewal Reminder and Information article in the fall edition of The Nebraska Appraiser encouraging Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus (short-term).
- Include a new Q&A in the 2023-2024 Credential Renewal Questions and Answers encouraging Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus (short-term).

4. SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE

Director Kohtz asked for discussion pertaining to the Supervisory Real Property Appraiser and Trainee Course. There was no discussion.

5. INSTUCTORS

Director Kohtz asked for discussion pertaining to Instructors. There was no discussion. The Director noted that the instructor application will be removed, and instructor information will be reported on the activity application instead. Since there are still instructors for education activities and the Board's authority remains to take action on an activity in which an instructor fails to meet the requirements in Chapter 6 of Title 298; this item will remain on the strategic planning agenda in the future.

6. POST-SECONDARY EDUCATION

Director Kohtz asked for discussion pertaining to Post-Secondary Education. There was no discussion.

7. BOARD REPRESENTATION/OFFERINGS

Director Kohtz asked for discussion pertaining to Board Representation/Offerings. There was no discussion.

J. PERSONNEL

1. Staff Positions

Director Kohtz asked for discussion pertaining to staff positions. There was no discussion.

2. Memo to the Board – Consideration for Additional Staffing

Director Kohtz presented a Memo to the Board regarding Consideration for Additional Staffing. The Director reported that he has spoken to each board member about this individually, so he will only summarize this memo. According to the Director, the number of hours in the day is simply not enough for the workload, and staff is forced to push the smaller things further and further back. Since 2017, there has been significant task creep that has begun to impede the staff's effectiveness and efficiency. The Director added that the signs point to this creep continuing to increase into the future. Although many steps have been taken during the past two years to increase efficiency, such as database enhancements to better automate processes, staff duty evaluation and reassignment, and streamlined processes and procedures, the pace at which staff must operate to complete tasks to keep up with the current workload is exceeding its capabilities. Any negative change in staffing would also have a detrimental effect on Board functions as the staff's current level of experience and expertise allows it to operate at a high level in spite of the task creep. The Director once again informed the Board that specifics can be found in the memo, and thanked BLPM Nespor and BEPM Duerig for providing data as requested. The Director noted that this topic would be discussed again with the budget and asked for any questions or comments. The Board agreed with the Director's assessment and supports adding a teammate to the staff.

3. Policies and Procedures

Director Kohtz asked for discussion pertaining to personnel policies and procedures. Board Member Walkenhorst brought attention to the Employee Handbook and stated that Juneteenth is not listed as a State holiday. The Director indicated that Juneteenth is indeed a paid, State holiday, and that the Employee Handbook has not yet been updated since the Legislature passed the bill authorizing Juneteenth as a State holiday; it will be added to the next draft. The Director thanked Board Member Walkenhorst and asked for any other questions or comments. Board Member Gerdes remarked that his address is listed incorrectly on the board roster. Director Kohtz apologized for the error and said it would be corrected. The Director asked for any other questions or comments. There was no further discussion.

4. Conferences/Training

a. Fall/Spring AARO Conference

Director Kohtz reported that he plans to continue attending both the Fall and Spring AARO Conferences and asked for any questions or comments. There was no further discussion.

5. Board Structure: No discussion.

6. Renewal Season Interns

- Director Kohtz reported that the plan for this fiscal year is to utilize the SOS Temporary Program for one 40 hour per week renewal season staff member, rather than two staff members at 20 hours per week, as the Board is moving towards adding another full-time teammate. The Director indicated that, when the Board has hired another permanent, full-time teammate, the need for renewal season interns/temporary employees will cease to exist. Chairperson Luhrs asked if it is easier for permanent staff to work with one full-time or two half-time temporary employees. Director Kohtz responded that it doesn't make much of a difference, as long as everyone stays flexible about schedule. The Director added that it also depends on what SOS has available. BLPM Nespore remarked that, if the SOS Temporary Program cannot provide sufficient assistance, permanent staff can cover the real property appraiser renewal work with overtime. The Director indicated that this is not ideal, but it is what happened this year. Director Kohtz then asked for any other questions or comments. With no further discussion, Director Kohtz expressed desire to re-word the existing goal to "renewal season temporary staff as available," as "interns" no longer fits with the Board's renewal season procedures. Board Member Walkenhorst suggested changing this to a short-term goal, as this will be the last year the Board seeks out renewal season temporary staff. All board members and the Director agreed. Board Member Hermsen asked if having the 2-year renewal term option alleviates some of the work. Director Kohtz responded that the Board has always had 1-year and 2-year renewal options. Board Member Hermsen suggested staggering credential expiration dates throughout the year so that renewal season is less hard on the agency; this could be based on alphabetical order or by credential type. Director Kohtz informed the Board that the agency has explored this idea before, and that a report was prepared for the Board discussing the effects of different renewal periods; he remarked that he would share this report with the Board. Chairperson Luhrs commented that if recalculating renewal periods can help the staff, it's worth exploring. Director Kohtz noted that renewal season used to balance out with AMC registration renewals, but now that AMCs renew every year, there is more work during this time of year. BLPM Nespore expressed dissatisfaction with the many errors made by AMCs on applications to the board, which compounds the problem. The Director acknowledged that every state has its own way of collecting information, and most AMCs report to multiple states, therefore significant problems with reporting occur. Director Kohtz declared that "Explore change to real property appraiser credential renewal dates" would be added to the goals.

7. Short- and Long-Term Goals and Objectives

- Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes (long-term).
- Add additional Administrative Specialist classified employee. Adequate staffing is required to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and to maintain public satisfaction (short-term).
- Add the Juneteenth holiday to the NRPAB Employee Handbook (short-term).
- Utilize SOS temporary employee as available to assist with processing real property appraiser renewal applications for the 2023-24 real property appraiser renewals (short-term).

Break 3:37 p.m. to 3:45 p.m.

K. PUBLIC INFORMATION

1. GENERAL

Director Kohtz asked for any general discussion on public information matters. There was no discussion. The Board agreed to keep the goals as is.

a. Short- and Long-Term Goals

- Encourage development of Memos from the Board and Facebook posts that contain facts the appraiser community may be interested in (long-term).
- Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, and other information that affects the industry (long-term).
- Explore the development and implementation of an updated NRPAB logo (long-term).

2. NRPAB WEBSITE

Director Kohtz asked for any general discussion on the NRPAB website. There was no discussion. The Director indicated that the long-term goal would remain as is.

a. Education Provider Offering Calendar

Director Kohtz brought attention to the education provider offering calendar on the NRPAB website. The Director reported that this is no longer being utilized and asked if there were any concerns about removing it from the site. Board Member Walkenhorst asked for clarification about how the calendar works. BEPM Duerig described the Board's online education provider offering calendar. Director Kohtz said that most education is online and self-paced now, so a calendar is not useful. Ten years ago, when most education was completed in the classroom, this calendar was a very good source for aspiring and current real property appraisers. The Board agreed that the calendar may be removed. The Director asked for any other questions or comments. There was no further discussion.

b. Processes and Procedures: No discussion.

c. Short- and Long-Term Goals and Objectives

- Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use (long-term).
- Director Kohtz asked if the Board had interest in adding disciplinary actions and consent agreement attachments to the appraiser listing. The Director noted that this is public information, and this addition would just be making it more accessible than it is under the current process, where a public records request is required. BLPM Nespov asked if the agency would upload this information individually. The Director remarked that he had no plan for its functionality at this time. Director Kohtz reported that this is common practice for other states' appraiser public information. BLPM Nespov displayed the website Appraiser Listing page and demonstrated how to access the appraiser public information.

Board Member Gerdes asked if there is a way to restructure the page so that the search function appears front-and-center, as the map and second link are distracting from the helpful information. BEPM Duerig agreed that the map and second link are confusing and expressed support for a redesign. Director Kohtz indicated that if the Board would like it done, it will be done. All board members agreed. The Director added that this current page design was specifically requested by the Board and expressed satisfaction with the Board's decision to update it as he agreed that the information is confusing as displayed.

Director Kohtz returned the discussion to adding disciplinary actions to the appraiser listing. Board Member Gerdes expressed interest only if it does not create more work for staff. Chairperson Luhrs expressed neutrality on the subject. A discussion took place about how it would function, where the attachments come from, and whether it creates more work for staff. Director Kohtz proposed to get a quote from the OCIO and present it at a regular meeting. The Board agreed. The Director asked for any other questions or comments. There was no further discussion.

Explore adding disciplinary action orders/consent agreements to the Appraiser Listing search as a PDF attachment (Obtain quote form CIO and present to the Board for consideration) (short-term).

- Remove Education Provider Offerings Calendar from the NRPAB website (short-term).
- Restructure the Appraiser Listing page on the NRPAB website and remove the distribution map (short-term).
- Complete addition of a solid or scrolling message screen at the top of the NRPAB website for use to disseminate relevant timely information, such as notices of meetings (Short-term). See discussion in Section D, Director's Comments.

3. MEMOS FROM THE BOARD

Director Kohtz asked for discussion pertaining to Board memos. There was no discussion. The Director indicated that the long-term goal would remain as is.

a. Processes and Procedures: No discussion.

b. Short- and Long-Term Goals and Objectives

- Continue utilization of Memos from the Board to disseminate in a timely manner important information that should not be held for the next release of The Nebraska Appraiser (long-term).

4. THE NEBRASKA APPRAISER NEWSLETTER

Director Kohtz asked for discussion pertaining to newsletter. There was no discussion. The Director indicated that the long-term goal would remain as is.

a. Processes and Procedures: No discussion.

b. Short- and Long-Term Goals and Objectives

- Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner (long-term).

5. FACEBOOK PAGE

Director Kohtz asked for discussion pertaining to Facebook page. There was no discussion. The Director indicated that the long-term goal would remain as is.

a. **Processes and Procedures:** No discussion.

b. **Short- and Long-Term Goals and Objectives**

- Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that the appraiser community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information (long-term).

L. ADMINISTRATION

1. POLICIES AND PROCEDURES

Director Kohtz asked for and general discussion pertaining to policies and procedures. There was no discussion. The Director indicated that the long-term goal would remain as is.

a. **NRPAB Meetings:** No discussion.

b. **Request Forms:** No discussion.

c. **Short- and Long-Term Goals and Objectives**

- Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs (long-term).

2. NRPAB RECORDS MANAGEMENT

Director Kohtz asked for discussion pertaining to NRPAB Records Management. There was no discussion.

3. NRPAB DATABASE

Director Kohtz asked for any general discussion pertaining to the NRPAB Database. The Director reported that projects are moving slower than anticipated due to CIO staff turnover. The ASC has not responded to any of CIO's request for information regarding the translator system between the NRPAB Database and the ASC Federal Registry System. Director Kohtz reminded the Board that this system would eliminate the need to update appraiser contact information in both the NRPAB Database and the ASC Federal Registry System. Board Member Walkenhorst remarked that this sounds like a good, time-saving system, and it's even better if the project would qualify for a grant. Director Kohtz noted that the goal would remain on the list. There was no further discussion. The Director informed the Board that the long-term goals would remain as is.

a. **21681: Message Center Functionality through NRPAB Appraiser Login**

Director Kohtz presented CIO Work Item #21681 titled, "Message Center Functionality through NRPAB Appraiser Login." The Director informed the Board that this Work Item is for the development of a message center function between the NRPAB Database and Appraiser Login; the cost estimate for this message center function is \$48,090.00. Director Kohtz reported that many states are building or already have electronic communication systems that are used instead of letters and emails, in most cases. Director Kohtz explained that the system would save any communications in the communication log automatically, saving staff time spent on spent on this activity. The Director asked for the Board's feedback. Board Member Gerdes asked how this would work for real property appraisers.

(Continued on page 14)

(Continued from page 13)

Director Kohtz replied that the real property appraiser would receive an email notification that there is a message, then would log in to Appraiser Login to read it. BEPM Duerig remarked that that means more steps for real property appraisers, but fewer steps for staff. BLPM Nespor commented that she could see a way this system would be helpful, but it could have a downside. Director Kohtz asked if the Board had an opinion one way or the other; the Board expressed neutrality. The Director proposed shelving the discussion for the next strategic planning meeting and the Board agreed. The Director asked for any other questions or comments. There was no further discussion.

b. Short- and Long-Term Goals and Objectives

- Continue to monitor the effectiveness of current NRPAB Database, repair bugs, and make improvements and add enhancements needed to address program or use changes (long-term).
- Explore online real property appraiser initial applications, AMC initial applications, education activity applications, and other services that require payment of a fee (long-term).
- Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system (short-term).
- Complete online AMC renewal application and AMC Interface upgrade (short-term).
- Complete supervisory real property appraiser list derived from Application for Renewal of Nebraska Real Property Appraiser Credential (short-term). BLPM Nespor demonstrated the supervisory real property appraiser list as it currently exists in the testing stage of the NRPAB Database.

4. APPRAISAL REVIEW SERVICES CONTRACTOR PROGRAM

Director Kohtz asked for discussion pertaining to the Appraisal Review Services Contractor Program. Board Member Gerdes noted that he would like to see a clarifying change made to the wording of the compliance review staff review check list as it is unclear if the remarks are staff's or the contractor's. BLPM Nespor reported that this will be done. Director Kohtz encouraged the Board to bring any questions or suggestions for forms to him at any time. Board Member Walkenhorst asked if the Board would use the 2014-15 USPAP Review Report Form. The Director replied that the Board has an obligation to investigate every grievance that comes in, even if the appraisal report is several years old. If an appraisal report with a report date in 2014 was under review, the 2014-15 edition of USPAP would be used for the real property appraiser's work, but the contractor would utilize the current version of USPAP for his or her review. The Director asked for any other questions or comments. There was no further discussion.

M. APPRAISAL SUBCOMMITTEE

Director Kohtz asked for discussion pertaining to the Appraisal Subcommittee. There was no discussion.

N. APPRAISAL FOUNDATION

Director Kohtz asked for discussion pertaining to The Appraisal Foundation. There was no discussion.

O. AARO

Director Kohtz asked for discussion pertaining to AARO. There was no discussion.

P. LAWS, RULES, AND GUIDANCE DOCUMENTS

1. LAWS

Director Kohtz informed the Board that the long-term goal to address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required will remain as is.

a. Real Property Appraiser Act

i. ASC SOA Statute Updates

Director Kohtz presented a list of all the statutory and rule changes recommended by the ASC during the State Off-Site Assessment. The Director reported that these recommendations have already been incorporated into Title 298, and any recommended changes to the Real Property Appraiser Act and Appraisal Management Company Registration Act will be included in the bill for the next session. Director Kohtz asked for any questions or comments. There was no further discussion.

b. Appraisal Management Company Registration Act

i. ASC SOA Statute Updates

Director Kohtz referenced the conversation related to the Real Property Appraiser Act. There was no further discussion.

ii. Criminal and Civil Immunity in AMC Registration Act

Director Kohtz brought attention to the Board's immunity to civil actions related to the Board's duties under the Real Property Appraiser Act found in Neb. Rev. Stat. § 76-2225, and informed the Board that no such language exists in the Appraisal Management Company Registration Act. The Director proposed adding a civil and criminal immunity section to the AMC Registration Act similar to what exists in the Real Property Appraiser Act. All board members agreed that this should be done. There was no further discussion.

c. Processes and Procedures: No discussion.

d. Short- and Long-Term Goals and Objectives

- Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required (long-term).
- Work with the Banking, Commerce, and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the Real Property Appraiser Act, which includes but is not limited to the ASC SOA recommendations (Short-term).
- Work with the Banking, Commerce, and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the AMC Registration Act, which includes but is not limited to the ASC SOA recommendations and inclusion of criminal and civil immunity language (short-term).

2. RULES

a. Title 297: No discussion.

b. Title 298

Director Kohtz presented the Proposed Changes to Title 298 of the NAC_March 15, 2022 draft to the Board for review, and informed the Board that the details included in the draft will be discussed at the regular June meeting. The Director indicated that the LB707 changes to the Real Property Appraiser Act and Appraisal Management Company Registration Act, the ASC SOA recommendations, the Real Property Appraiser Qualifications Criteria_Effective January 1, 2022, and CAP Policies and Procedures_Effective January 1, 2022 are all included in this draft. Director Kohtz asked for any discussion regarding Title 298. There was no discussion. The Director indicated that the long-term goals would remain as is.

c. Processes and Procedures

Director Kohtz summarized the process for rules updates to the Board and asked for questions or comments. There was no further discussion.

d. Short- and Long-Term Goals and Objectives

- Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed (long-term).
- Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration (long-term).
- Adopt Title 298 changes to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession, provide for better clarification and administration, harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB707 in 2022, and incorporate changes made to the Real Property Appraiser Qualification Criteria and CAP Guidelines effective January 1, 2022 (short-term).

3. GUIDANCE DOCUMENTS

Director Kohtz asked for discussion pertaining to Guidance Documents. There was no discussion. The Director indicated that the long-term goal would remain as is.

a. Processes and Procedures: No discussion.

b. Short- and Long-Term Goals and Objectives

- Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant (long-term).

4. INTERNAL PROCEDURAL DOCUMENT

Director Kohtz asked for discussion pertaining to the Internal Procedural Document. There was no discussion. The Director indicated that the long-term goal would remain as is.

a. Processes and Procedures: No discussion.

b. Short- and Long-Term Goals and Objectives

- Continue to adopt internal procedures as needed to assist with the Board's administration of its programs and retire internal procedures that are no longer relevant (long-term).

Q. FINANCIAL

1. REVIEW OF CURRENT FISCAL YEAR

The Board reviewed the expenses and revenues for the current fiscal year as of May 31, 2022. Director Kohtz informed the Board that he would not provide specific details because this information will be covered at the Board's regular June meeting, and will be covered in detail at the July meeting after the fiscal year ends. The Director indicated that cash balances are healthy and overall, and the Board is financially in a good place with revenues currently exceeding expenditures. There was no further discussion concerning the current fiscal year.

2. 2022-25 PROJECTIONS

Director Kohtz presented four charts showing the 2022-25 financial projections. The Director declared that revenues are projected to continue to be strong. According to the Director, a majority of revenue comes from renewal fees as well as application fees and temporary permit fees. The Director asked for any questions or comments. There was no further discussion with regard to the 2022-25 financial projections.

3. FY 2022-23 BUDGET

Director Kohtz presented the preliminary FY 2022-23 budget to the Board for review, and highlighted the following items:

- Employee Salaries and Benefits (\$246,746.29)
- Board Member Per Diem Payments (\$9,100.00)
- NRPAB Employee Recognition Program (\$1,000.00)
- Intern/Temporary Employee (\$7,830.00)
- Travel - AARO Travel (Budget includes funding for 1 Fall and 1 Spring Conference trip) and board member meeting travel (\$18,737.64)
- Staff Education (\$1,500.00)
- Legal Services (\$35,000.00)
- Other Contractual Services for CHRC and Appraisal Review Services (\$41,000.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (\$80,262.00)
- Funding for equipment repair and purchase (\$1,000.00)
- Other Operating Expenses (overage coverage of \$82.77)

- Budget includes the following changes from the FY 2021-22 appropriations:
 - Salary and Benefits (\$8,068.21)
 - Other Operating Expenses (-\$1,115.15)
 - CIO Expenses: \$372.00 for general expense increases and \$50,000 (FY 20-21 Carryover) for 14261-AMC Renewal Online Application and Interface (\$50,372.00)
 - SOS Temporary Employee Services (\$150.00)
 - Other Contractual Services Expenses (\$1,000.00)
 - Freight (-\$100.00)
 - Awards (-\$50.00)
 - Conference Registration (\$250.00)
 - Surety and Notary Bonds (-\$26.00)
 - Insurance Expense (\$26.00)
 - Travel Expenses (-\$935.36)

- Applicant Standard 3 Reviewer Fees/SME Fees are set at:

Applicant Reviews

Residential: 4 Hours x \$125.00 = \$500.00

2-4 Family: 5 Hours x \$125.00 = \$625.00

Agricultural: 7 Hours x \$125.00 = \$875.00

Commercial: 7 Hours x \$125.00 = \$875.00

SME

Residential: 5 Hours x \$125.00 = \$625.00

2-4 Family: 5 Hours x \$125.00 = \$625.00

Agricultural: 12 Hours x \$125.00 = \$1500.00

Commercial: 12 Hours x \$125.00 = \$1500.00

The Director asked for any questions or comments. There was no discussion.

a. Policies and Procedures

i. AMC Fund/Appraiser Fund Split

Director Kohtz presented a memo regarding the FY 2022-23 Appraiser/AMC Funds Allocation to the Board for review. The Director reported that the Board is required to justify use of funds between the Appraiser Fund and AMC Fund for general costs such as office supplies like paper. Director Kohtz informed the Board that the quarterly workload review of the first full work week in July, October, January, and April for each employee indicates that 34% of time was spent AMC-related functions, and 66% of time was spent on Appraiser-related functions. During analysis of the proposed budget for FY2022-23, past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance were taken into consideration. The FY 2021-22 final result was 36% AMC hours and 64% Appraiser hours, and there were no circumstances that were given special consideration; therefore, the allocation will remain 65% Appraiser Fund and 35% AMC Fund for FY 2022-23. The Director asked for any questions or comments. There was no further discussion.

b. Goals and Objectives

Director Kohtz asked for discussion pertaining to short and long-term goals and objectives. There was no discussion.

4. 2023-2025 BIENNIAL BUDGET

Director Kohtz informed the Board that preparation for the 2023-2025 Biennial Budget will begin soon and indicated that he plans to include budget issues for an increase in funding for CIO and Technology Expenditures, an additional teammate, and AARS Contractor Services, along with a budget issue for a decrease in funding for SOS Temporary Services. Director Kohtz informed the Board that the current revenues support the request for funding increase to the 2023-2025 Biennial Budget. Director Kohtz asked for any general discussion concerning the 2023-2025 Biennial Budget Request. There was no discussion.

a. CIO and Technology Expenditures

The Director indicated that as the database, website, and appraiser login become more complex, additional funding in an approximate amount of \$2,000.00 for minor enhancements and bug fixes is needed from FY 22-23 to FY 23-24. Director Kohtz asked for any questions or recommendations concerning CIO and technology expenditures. There was no additional discussion.

b. Additional Staffing

The Director projected that the net increase in funding required to add an Administrative Specialist classified employee and eliminate the need for SOS Temporary Services would be approximately \$34,500.00 from FY 22-23 to FY 23-24. Director Kohtz asked for any questions or recommendations concerning additional staffing. There was no additional discussion.

c. AARS Contractor Services

Director Kohtz then informed the Board that additional funding in the approximate amount of \$6,500.00 is needed for AARS Contractor Services to account for the projected increase in the number of education, experience, and examination applicants from FY 22-23 to FY 23-24. Director Kohtz asked for any questions or recommendations concerning AARS Contractor Services. There was no additional discussion.

d. Policies and Procedures

Director Kohtz asked for any discussion regarding the 2023-25 Biennial Budget policies and procedures. There was no discussion.

e. Goals and Objectives

- Include request for an increase in funding for CIO and technology maintenance expenditures, additional AARS contractor services, and an additional Administrative Specialist classified employee in the FY2023-25 Biennial Budget Request (short-term).

5. FEES

Director Kohtz asked for discussion pertaining to Fees. Chairperson Luhrs asked if the Board's fee structure needs to change to support another staff member. Director Kohtz replied that that is not necessary, our current fees already support the addition of another full-time teammate. There was no further discussion.

R. SWOT ANALYSIS

Director Kohtz informed the Board that it was time to review the SWOT Analysis. Director Kohtz reminded the Board that the analysis lists the strengths, weaknesses, opportunities, and threats of the agency. The Board reviewed the items from last year:

STRENGTHS

- Customer service
- Organization
- Staff depth
- Staff knowledge
- Adaptability
- Professional Diversity of Board

WEAKNESSES

- Inability to grow the industry
- Efficiency loss due to database
- Size of agency
- Regulatory and statutory regulations

OPPORTUNITIES

- Growth in appraiser field
- Continually evaluate how the Board and Agency operate

THREATS

- Agency turnover
- Federal agency oversight
- State economic climate
- Aging appraiser population

Director Kohtz asked if any board members had any comments, recommendations, or changes. Board Member Walkenhorst commented that there are concerns about staffing, so “Staff depth” may no longer be a strength, it could even be a weakness. The Board agreed to move Staff depth to the weakness category and include it as part of size of agency. Chairperson Luhrs posed the question, if there are 90-plus trainees and 70-plus supervisors in the state, is Aging appraiser population a threat anymore? Director Kohtz remarked that the industry should be evening out in terms of new people entering the industry. The Director asked the Board if it wished for this to be removed. The Board agreed to keep it as a threat for the time being. Chairperson Luhrs opined that a more relevant threat would be the lack of knowledgeable supervisors available. Board Member Downing agreed with this statement. The Director informed the Board that adequate, knowledgeable supervisory appraisers will be added to threats category. BLPM Nespore commented that “professional diversity of board” may be less of a strength now that there is no residential appraiser on the board. The Chairperson acknowledged this, but said the board still has a lot of knowledge with two MAIs and two ARAs. Chairperson Luhrs continued by saying that “board member knowledge” may be a strength now. Director Kohtz asked the Board if it wished to add this to the strengths category. The Board agreed to this. The Director then asked if there were any more comments or changes to the SWOT Analysis. There was no further discussion.

S. ADJOURNMENT

Board Member Downing moved to adjourn the meeting. Board Member Walkenhorst seconded the motion. Motion carried with Walkenhorst, Downing, Gerdes, Hermsen and Luhrs voting aye.

At 5:36 p.m., Chairperson Luhrs adjourned the June 15, 2022 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on June 29, 2022, in compliance with Nebraska Revised Statutes §84-1413 (5).

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

June 16, 2022 Meeting Minutes

A. OPENING

Chairperson Thomas Luhrs called to order the June 16, 2022 meeting of the Nebraska Real Property Appraiser Board at 9:03 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 Luhrs 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 June 7, 2022. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material (https://appraiser.ne.gov/board_meetings/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Thomas Luhrs of Imperial, Nebraska, Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, Cody Gerdes of Lincoln, Nebraska, and Kevin Hermsen of Gretna, Nebraska were present. Also present were Director Tyler Kohtz, Business and Licensing Program Manager Allison Nespore, and Business and Education Program Manager Katja Duerig, who are all headquartered in Lincoln, Nebraska.

ADOPTION OF THE AGENDA

Chairperson Luhrs 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 Downing moved to adopt the agenda as printed. Board Member Walkenhorst seconded the motion. With no further discussion, the motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

Board Member Walkenhorst 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 Downing seconded the motion. The time on the meeting clock was 9:05 a.m. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

Board Member Downing moved to come out of executive session at 9:40 a.m. Board Member Walkenhorst seconded the motion. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

Break from 9:41 a.m. to 9:45 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Luhrs welcomed all to the June 16, 2022 meeting of the Nebraska Real Property Appraiser Board and indicated that he had no comments. No members of the public were present.

H. BOARD MEETING MINUTES

1. APPROVAL OF MAY 19, 2022 MEETING MINUTES

Chairperson Luhrs asked for any additions or corrections to the May 19, 2022 meeting minutes. With no discussion, Chairperson Luhrs called for a motion. Board Member Walkenhorst moved to approve the May 19, 2022 meeting minutes as presented. Board Member Downing seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs called for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

I. DIRECTOR'S REPORT

1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS

a. Real Property Appraiser Report

Director Kohtz presented seven charts outlining the number of real property appraisers as of June 16, 2022 to the Board for review. The Director reported that all trends are maintaining, then asked for any questions or comments. There was no further discussion.

b. Temporary Real Property Appraiser Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of May 31, 2022 to the Board for review. The Director reported that he had no specific comments and asked for any questions or comments. There was no discussion.

c. Supervisory Real Property Appraiser Report

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of June 16, 2022 to the Board for review. The Director reported that there were no changes in trends and that he had no specific comments. Director Kohtz asked for any questions or comments. There was no further discussion.

d. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of June 16, 2022 to the Board for review. Director Kohtz indicated that he had no comments and asked for any questions or comments. There was no discussion.

2. DIRECTOR APPROVAL OF APPLICANTS

a. Real Property Appraiser Report

Director Kohtz presented the Real Property Appraiser Report to the Board for review showing real property appraiser applicants approved for credentialing by the Director, and the real property appraiser applicants approved to sit for exam by the Director, for the period between May 5, 2022 and June 7, 2022. The Director asked for any questions or comments. Board Member Walkenhorst remarked that there were a number of trainee real property appraisers approved without a supervisory real property appraiser. Director Kohtz responded that this seems to occur in phases; trainee real property appraisers will be approved with one or more supervisory real property appraisers for a period of time, then there will be a run of trainee real property appraiser applicants without a supervisory real property appraiser application submitted. BLPM Nespor commented that at least one trainee real property appraiser on this list has since had a supervisory real property appraiser approved. Board Member Walkenhorst thanked the Director and BLPM Nespor for the information. There was no further discussion.

b. Education Activity and Instructors Report

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activities and instructors approved by the Director for the period between May 5, 2022 and June 7, 2022. The Director asked for any questions or comments. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS – JUNE 2022

1. APPROVAL OF MAY RECEIPTS AND EXPENDITURES

The receipts and expenditures for May were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the Data Processing Expense of \$5,922.04. The Director reported that this expense is higher than usual because much work has been done on the AMC online renewal application project this month. The Director moved on to the Publication & Print Expense of \$4,046.30. According to the Director, this expense contains the January through March copy services bill and part of the SOS appraiser files scanning project. Director Kohtz indicated that expenditures for the month of May totaled \$34,224.82, and the year-to-date expenditures for the fiscal year are \$309,480.34, which amounts to 73.55 percent of the budgeted expenditures for the fiscal year; 91.78 percent of the fiscal year has passed.

The Director turned the Board's attention to revenues. Director Kohtz reported that revenues for May were \$13,461.39, and that the year-to-date revenues for the fiscal year are \$366,042.00, which amounts to 103.61 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 MTD General Ledger for May, specifically, a payment to Secretary of State for Publication & Print Expense. The Director noted that the agency does not normally make payments to the Secretary of State under this object code; this is for the appraiser files scanning project. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz presented three graphs showing expenses, revenues, and cash balance. The Director once again pointed out the expenditures and revenues for the month of May for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. The Director then remarked that the cash balance for the AMC Fund is \$352,621.60, the Appraiser Fund is \$395,969.44, and the overall cash balance for both funds is \$748,591.04. The Director asked for any questions or comments. There was no further discussion.

Board Member Downing moved to accept and file the May 2022 financial reports for audit. Board Member Walkenhorst seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs asked for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

2. 23686 – NRPAB Database Supervisor/Trainee Interface Update

Director Kohtz presented CIO AZURE DevOps User Story 23686 – Supervisor/Trainee Tab Updates to the Board for consideration. The Director informed the Board that database fixes and requests less than \$5,000.00 are typically completed without Board approval as maintenance expenditures under the approved budget; this estimate exceeds that amount. Director Kohtz remarked that the NRPAB database currently has a “Supervisor” tab and a “Trainee” tab. Each tab has its own Communication and Documentation Log. According to the Director, although the original intent was in the right place, staff has found that having two tabs and two different logs is confusing and redundant. This project merges these tabs into one “Supervisory & Trainee” tab, where all information for a real property appraiser’s past and present supervisory real property appraiser(s) and/or trainee real property appraiser(s) would be stored. Director Kohtz indicated that all existing log entries in the Supervisor and Trainee tabs would be saved and moved to the Supervisory & Trainee tab. In addition, functionality would be greatly improved. The Director asked for any questions or comments. With no further discussion, Director Kohtz asked the Board for a vote on the project. Board Member Downing moved to approve funding in the amount of \$6,720.00 for CIO project 23686 – NRPAB Database Supervisor/Trainee Interface Update as presented. Board Member Hermsen seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs asked for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

3. PER DIEMS

Director Kohtz announced that he had planned to make per diem requests on behalf of Board Members Downing and Gerdes for their attendance to an applicant informal conference on June 15, 2022. However, since the strategic planning meeting took place on the same day, they are ineligible to receive a second per diem. Only one per diem payment can be received per day.

K. GENERAL PUBLIC COMMENTS

Chairperson Luhrs asked for any public comments. No members of the public were present. With no comments, Chairperson Luhrs moved on to Consideration of Education/Instructor requests.

L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS: No discussion.

M. UNFINISHED BUSINESS: No discussion.

N. NEW BUSINESS: No discussion.

O. LEGISLATIVE REPORT AND BUSINESS

1. TITLE 298

a. Title 298_June 10, 2022 Draft

Director Kohtz presented the June 10, 2022 draft of Title 298 to the Board for consideration, and informed the Board that there are a lot of changes. Director Kohtz indicated that he will break the changes down into specific categories during the review, and will summarize the changes in detail, but will not provide a technical report on each change included in the draft. The Director asked the Board to stop him at any time with questions, concerns, or recommendations, and proceeded with the following changes:

- Director Kohtz remarked that numerous changes are made to the Board’s rules for its education program due to the updated Real Property Appraiser Qualifications Criteria effective on January 1, 2022 and the AQB CAP Policies effective on January 1, 2022. The Director noted changes to definitions related to education delivery on pages O.1 and O.2. Next, the Director brought attention to page O.6 and O.7, and informed the Board that changes are made to the requirements for acceptance of a supervisory real property appraiser and trainee course completed in another jurisdiction by allowing these offerings to meet the minimums established in the Real Property Appraiser Qualifications Criteria only, if approved by an acceptable jurisdiction. In addition, distance education will be accepted if approved by any jurisdiction in which an applicant or real property appraiser holds a credential as verified through the Appraiser Registry of The Appraisal Subcommittee instead of their jurisdiction of residency. These changes open up the number of qualified education activities allowed, particularly for synchronous or hybrid education activities, reducing regulatory burden on applicants and credential holders. Director Kohtz informed the Board that the same changes are made for qualifying education found on page O.13, and continuing education on page O.30 and O.31. The Director then guided the Board to the beginning of Chapter 6 on O.36. Director Kohtz informed the Board that a significant number of changes are made to Chapter 6. The majority of the updates align the language in Chapter 6 with the Real Property Appraiser Qualification Criteria effective January 1, 2022 and the CAP Policies effective January 1, 2022. The Director also indicated that Chapter 6 was restructured for clarification. The sections for qualifying education, continuing education, and the supervisory real property appraiser and trainee course included the same language in the general sections. The duplicated language is stricken from these sections and added to the general education section at the beginning.

(Continued on page 6)

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Finally, the instructor application section, resubmission of instructor section, and the rescinding of instructor approval section are all stricken in Section 005; only the requirements to be an instructor remain. The instructors are incorporated into the education activity information and will be considered a part of the education activity approval. If the Board receives a complaint about an instructor, it will still have the authority to take action on the approved education activity if needed.

- Next, Director Kohtz brought attention to real property appraisal practice experience obtained for upgrade from licensed residential or certified residential real property appraiser where a supervisory real property appraiser is not required. Although the Real Property Appraiser Qualifications Criteria specifies the requirements for approval of real property appraisal practice experience applied to those applicants upgrading from licensed residential or certified residential, the rules are not clear as to what is required of the relationship between the applicant and the mentor as it pertains to real property appraisal practice experience. The Director began on page O.2 and informed the Board of a new definition for “Real property appraiser in-charge.” This definition is developed to use in Chapter 2 language where clarification is needed. Director Kohtz then guided the Board to page O.14, and pointed out the use of this definition for the significant real property appraisal practice assistance requirements, and the acceptable real property appraisal experience hours requirements. The Director also pointed to the definition’s use in the real property appraisal practice experience log requirements found on page O.16.
- Director Kohtz then moved back to page O.14, and indicated that LB707 gave the Board the authority to accept PAREA in place of traditional real property appraisal practice experience, and the language for the administration of PAREA is added in this draft. The Director indicated that participation in a PAREA program does not apply to Section 002.01 pertaining to real property appraisal practice experience. Director Kohtz then guided the Board to Section 002.08 on page O.15 and presented the requirements for PAREA to be accepted by the Board, which includes how credit is awarded based on what PAREA program is completed by the applicant.
- Director Kohtz reported that, during the last round of changes to Title 298, the Board permanently adopted new application review procedures for all applications but the real property appraiser experience, education, and examination applications. The changes were to permanently implement the procedures that were temporarily adopted during the COVID-19 State of Emergency. The Board adopted Guidance Document 21-02 to carry forward the COVID-19 State of Emergency procedures for experience, education, and examination applications, but the Board was not ready to implement the procedures into the rules at the time the previous draft was developed. This draft includes the permanent implementation of the application review procedures for experience, education, and examination applications adopted during the COVID-19 State of Emergency.

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The Director began on page O.14, and informed the Board that “by the Board” is removed from Section 002.03 to reflect that the Board may not review an applicant’s real property appraisal practice experience for determination of acceptability. Similar changes are found on pages O.15, O.17, O.20, and O.24. Director Kohtz then guided the Board to page O.18, and reported that what was referred to as “two board members” in Guidance Document 21-02 is now referred to as a subcommittee of two board members established by the Director. The newly established subcommittee will also have the authority to authorize the Director to notify the applicant of any appraisal review assignment results and send advisory letters. Finally, the Director presented page O.24 to the Board, which authorizes the Director to approve an applicant to sit for exam if the applicant meets the general, education, and experience requirements.

- Director Kohtz finished his summary of the changes included in this draft by discussing the general clarifications, the ASC State-Offsite Assessment recommendations, updates to the real property appraisal practice experience requirements that align with the language found in the Real Property Appraiser Qualifications Criteria, and general updates to harmonize Title 298 with the LB707 changes. The Director began on page O.15, and informed the Board that the practicum course language is incorporated into Section 002.06 that pertains to non-traditional experience. The language was also expanded to better align with the actual language utilized in the Real Property Appraiser Qualifications Criteria. Many of the areas of acceptable experience are also stricken from Section 002.07 as the Real Property Appraiser Qualifications Criteria specifically says that experience must be in appraisal work conforming to USPAP standards 1-6. Although the stricken items may qualify, they should be part of the real property appraisal practice process in which a report is produced, and this is not currently clear. Director Kohtz also informed the Board that the language, “the Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in real property appraisal practice” is also stricken. The Director informed the Board that he is unsure of the origin of this language, but that it could be used against the Board if experience is submitted that does not meet the intent of the Real Property Appraiser Qualifications Criteria. As is, this language could put the Board in a tough position where the rules say that the Board may accept such experience, but it would not meet the intent of the Real Property Appraiser Qualifications Criteria. Director Kohtz added that he cannot think of one situation where this rule would allow the use of experience that does not meet the minimum requirements for the acceptance of real property appraisal practice experience. The Director guided the Board to pages O.18 and O.19, and indicated that the last sentence of Section 002.12 and Section 002.16 are stricken and moved to a new Section at the end of Section 002 for clarity and better flow. Director Kohtz then moved to page O.24, and brought attention to the ASC SOA recommendation to change the ASC registry names to the Appraiser Registry and the AMC Registry. This change is also found on pages, O.25, O.27, O.32, O.56, O.68, and O.69.

(Continued on page 8)

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On page O.26, the Director informed the Board of a clarification in which “or” is stricken and replaced with “and.” Director Kohtz indicated that this change is made as the requirements in all three sections must be met for the application to be considered a completed application. On page O.28, the Director informed the Board that “and completion date” is stricken from 002.01B, which harmonizes the temporary credential requirements with the changes made in LB707. On page O.29, “prior to” is stricken and “by” is added as evidence of completion of the 7-hour National Uniform Standards of Professional Appraisal Practice Update course may be submitted on December 31. On page O.31, “applicant” is stricken and “real property appraiser” is added to better clarify that 001.10C, which pertains to continuing education requirements, is relevant to those that already hold a credential. “August 31” is stricken, and “June 30” is added in Section 002.01 to reflect current practice for when a credential holder will be notified of selection for a criminal history record check. On page O.52, the fee name is updated to “continuing education activity renewal application fee” in Section 003.04A.2 to harmonize this fee name with that in the Real Property Appraiser Act. Finally, Director Kohtz brought attention to the ASC SOA recommendation to strike the reporting requirements for AMC appraisers for federally regulated AMC. This change is made on page O.70.

Chairperson Luhrs thanked the Director for the hard work it takes to understand the rule drafting process and maintain current, reasonable administrative rules. Director Kohtz acknowledged the Chairperson and stated, “Some years, the changes are small and gradual. Other times, you need to blow the door off – this is one of those years.” The Director asked for any questions or comments about the Title 298 draft. With no comments, the Director reported that the next step is a preliminary review of the draft by the Assistant Attorney General, the Governor’s Policy and Research Office, and the ASC. The Board then will have the opportunity to incorporate any recommended changes before setting a hearing date. Board Member Walkenhorst moved to approve the Title 298_June 10, 2022 Draft for preliminary review by the Attorney General’s Office, the Governor’s Policy and Research Office, and the Appraisal Subcommittee. Board Member Downing seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs asked for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

2. OTHER LEGISLATIVE MATTERS: No discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS: No discussion.

3. FORMS, APPLICATIONS, AND PROCEDURES

Director Kohtz asked BEPM Duerig to present the Application for Approval as a Qualifying Education Activity in Nebraska, Application for Approval as a Continuing Education Activity in Nebraska, Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska, and the Supplemental Instructor Information for Education Activity Application in Nebraska to the Board for consideration and provide a summary. BEPM Duerig reported that the three education applications include one substantial addition and few minor changes. BEPM Duerig stated that, as a result of the Board's adoption of Guidance Document 22-01, there will no longer be an instructor application for each individual instructor. Instead, the instructor's information will be collected on the activity application. For the qualifying education activity application, this information is collected on page P.5. According to BEPM Duerig, the same information is collected now as it was, except the instructor no longer needs to provide a CV/resume or sign the application. In addition to the instructor information section, more information was added to the affidavit section of the application, or "General Requirements." BEPM Duerig remarked that the affidavit section of each activity application now has more detailed information about the Board's requirements for an education provider's instructor policy. Finally, the Supplemental Instructor Information for Education Activity Application in Nebraska was created if a provider needs to report more than two instructors. BEPM Duerig indicated that the majority of providers have one or two instructors per activity. Director Kohtz asked for any questions or comments about the education applications. With no further discussion, Board Member Downing moved to approve the Application for Approval as a Qualifying Education Activity in Nebraska, Application for Approval as a Continuing Education Activity in Nebraska, Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska, and Supplemental Instructor Information for Education Activity Application in Nebraska as presented. Board Member Gerdes seconded the motion. Chairperson Luhrs recognized the motion and asked for any discussion. With no discussion, Chairperson Luhrs asked for a vote. The motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

Q. OTHER BUSINESS

1. BOARD MEETINGS: No discussion.

2. CONFERENCES/EDUCATION

a. Kohtz Spring AARO Conference Report

Director Kohtz reported that he attended the Spring AARO Conference in San Antonio, Texas from May 13th through the 15th. The Director provided a detailed summary of the conference for the board members to review, and noted the following highlights:

- The ASC has developed a new seal, logo, and website.
- COVID-19 is still having an impact on the ASC's ability to conduct compliance reviews. The ASC is still conducting State Off-site Assessments (SOA), which have been taking place since the COVID-19 pandemic started. The ASC reported that a lot of turnover has occurred in the states since the beginning of COVID-19; approximately 50%.

- The ASC reported that its grant program has been very successful. However, due to COVID-19, the number of states applying has been lower than expected. \$4.1 million in grants have been allocated.
- The ASC has increased its attention to racial bias/equity concerns as it understands the pressure the industry is under. HUD and EEOC is investigating incidents. The ASC has also held roundtables, participated in the PAVE Task Force, conducted Census/Surveys, and completed USPAP and Criteria review. According to the ASC, many legislative bills have been introduced, but it is unclear as to the outcome of any of them.
- According to the ASC, the GAO Report of Federal Appraisal Exemptions shows that only 80% of transactions require an appraisal, but 87% of transactions include an appraisal.
- The Appraisal Foundation reported that its monthly newsletter continues to be well received. TAF also has a weekly podcast in place to answer questions from every corner of the industry.
- TAF is offering PAREA Scholarships to overcome some of the issues the appraisal profession is facing, and partnering with corporate America to bring more appraisers to the industry.
- As a result of the PAVE Report, TAF is completing a comprehensive review of the Ethics Rule; retaining Relman Colfax for study; advocating for residential equity; emphasizing the importance of building a well-trained, accessible, and diverse appraiser workforce; hired a consultant to evaluate the membership of the three boards; and incorporated diversity training as a part of TAF ongoing programs.
- TAF's report on AVMs examines the current generation of AVMs used in housing and makes recommendations on potential standards for AVMs going forward.
- A presentation was given on the Real Property Appraiser Qualifications Criteria effective January 1, 2022.
- A presentation was given on the proposed changes in the third exposure draft of the 2023 USPAP.
- HUD reported that Fair Housing Assistance Agencies are located all over the country and can assist with HUD investigations, and provided a detailed summary of the PAVE Action Plan.
- Fannie Mae provided a brief summary of its purpose, discussed the modernization of appraisals. Fannie Mae reported that last year was the highest appraisal volume ever; however, as appraisal volume increases, the number of real property appraisers has remained the same.

- Fannie Mae discussed the standards adopted by reference (Appraiser Independence Requirements, ANSI standard Z765-2021, Uniform Appraisal Dataset, Uniform Standards of Professional Appraisal Practice), and indicated that they will be implementing data, model, technology driven solutions with considerations given to appraisal waivers, and appraiser-dependent solutions.
- Fannie Mae summarized the Uniform Appraisal Dataset (UAD) and Forms Redesign. Future information will be captured to support Highest and Best Use. More specific information will be incorporated for prior sales and transfers for both subject and comparables. Prior services will be moved to certifications. Quality and condition ratings will include both interior and exterior conditions.
- Fannie Mae finished its presentation by summarizing its Appraiser Quality Monitoring (AQM) program. It utilizes four options to provide appraisers and industry feedback.
 - State Tips – Appraisal sent to state regulatory agencies due to Loan Quality Center Defects/repurchase (lender must repurchase the loan back). Both lender and Fannie Mae must agree that appraisal is defective for a State Tip to be sent.
 - State Referral – Formal complaint to state regulatory agencies based on the identification of egregious appraisal issues.
 - AQM List – Notice sent to appraiser and lending partner that appraisal from the identified appraiser will be reviewed in the post-acquisition file review process or that Fannie Mae will no longer accept loans with appraisal completed by the specific appraiser.
 - Appraiser Letter – Letter to inform appraiser of appraisal issues identified.
- Another summary of the PAVE Report was provided with an open discussion.
- A presentation was made on board member, staff, and contractor complaints. Specifically, complaints against sitting members, liability of a board member and staff members when the board is sued, quorum matters, and general dos and don'ts of board and staff communication were discussed.
- A presentation was given on the Course Approval Program Policies effective January 1, 2022.
- Anti-occupational lobby/legislation, ASC State Offsite Assessments, Bias/Diversity Complaints, AMC panel fees, Fannie Mae Complaints, and Staffing Issues were discussed at the Executive Directors and Administrators open discussion.
- A presentation was made on data security. A brief summary of the State of Washington data breach was included. The system was taken offline within twenty-four hours after suspicious activity detected. The breach affected forty-four professions, fifty to fifty-five staff members, and potentially 650,000 individuals. The state utilized cyber liability insurance to open a temporary call center.

- A presentation was given on appraisal ghosting, public trust, and State Regulators. Ghosting occurs when an appraiser accepts an assignment then disappears. According to the presenter, ghosting violates public trust and is harmful to consumers, real property appraisers, AMCs, financial institutions, and the public.
- A presentation was given on PAREA programs, and TAF PAREA policies and procedures.
- The Appraisal Institute reported that it was awarded a Pathway to Success Grant through the ASC for PAREA development, the A.I. BOD approved PAREA development in September, A.I. is collaborating with partners to hit predetermined milestones, and the framework development is underway and on schedule for September 2023 premiere.

Director Kohtz asked for any questions or comments. There was no further discussion. Chairperson Luhrs thanked Director Kohtz for his report.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE

a. ASC 2021 Annual Report

Director Kohtz presented the ASC 2021 Annual Report to the Board for review, and reported that he had no specific comments. The Director asked for any questions or comments. There was no discussion.

b. ASC Quarterly Meeting; September 14, 2022

Director Kohtz reported that the ASC Quarterly Meeting would be held on September 14, 2022. The Director asked for any questions or comments. There was no discussion.

c. CLEAR Request for Information for Data Development – Due June 24, 2022

Director Kohtz presented the Council on Licensure, Enforcement & Regulation Request for Information for Data Development to the Board for review. The Director reported that he did not plan on the Board's participation, and asked the Board for feedback or questions. There was no discussion.

d. ASC March 9, 2022 Meeting Minutes

Director Kohtz presented the ASC March 9, 2022 meeting minutes to the Board for review. The Director remarked that he had no comments, and asked for any questions or comments. There was no discussion.

6. THE APPRAISAL FOUNDATION

a. TAF June Newsletter

Director Kohtz presented the TAF June Newsletter to the Board for review. The Director stated that he had no specific comments, and asked for any questions or comments. There was no discussion.

b. TAF Seeks Candidates for the AQB and ASB

Director Kohtz reported that TAF is seeking candidates for the AQB and ASB, if any board members are interested. The Director asked for any questions or comments. There was no discussion.

c. AQB Public Meeting: October 20, 2022 – Virtual

Director Kohtz reported that the AQB Public Meeting would be held virtually on October 20, 2022. The Director asked for any questions or comments. There was no discussion.

d. Appraiser Qualifications Board Q&As Regarding PAREA Mentors

Director Kohtz presented a publication of the Appraiser Qualifications Board of Q&As regarding PAREA mentors to the Board for review. The Director indicated that this information was directed towards providers of PAREA programs rather than state regulators, and asked for any questions or comments. There was no further discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS

a. AARO Quarterly Update – 6.1.2022

Director Kohtz presented the AARO Quarterly Update dated June 1, 2022 to the Board for review, and reported that he had no specific comments. The Director asked for any questions or comments. There was no discussion.

8. IN THE NEWS: No discussion.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed CR22004 and CG22009. Chairperson Luhrs asked for motions on CR22004 and CG22009.

Board Member Walkenhorst moved to take the following action:

CR22004 / Provide redacted copy of two USPAP Compliance Review Reports and request written response to USPAP Compliance Review Reports by July 8, 2022.

Board Member Downing seconded the motion. Chairperson Luhrs recognized the motion and called for a vote. Motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

Board Member Walkenhorst moved to take the following action:

CG22009 / Request that applicant complete additional agricultural-based education in 1) cost approach for general appraiser, 2) sales comparison approach for general appraiser, and 3) income approach for general appraiser offered by an education provider with an expertise in agricultural appraisal. Upon completion of the education, reappraise the Antelope County, Nebraska report demonstrating all three approaches to value and market supported adjustments with a current date. Submit evidence of completed education and non-traditional report no later than June 16, 2023.

Board Member Downing seconded the motion. Chairperson Luhrs recognized the motion and called for a vote. Motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY

The Board reviewed NE2020003. Chairperson Luhrs asked for a motion for NE2020003.

Board Member Walkenhorst moved to take the following action:

NE2020003 / Approve renewal of registration as appraisal management company. Issue written advisory reminding applicant of the importance of answering questions correctly on an application.

Board Member Downing seconded the motion. Chairperson Luhrs recognized the motion and called for a vote. Motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye.

E. CONSIDERATION OF COMPLIANCE MATTERS: No discussion.

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

R. ADJOURNMENT

Board Member Downing moved to adjourn the meeting. Board Member Gerdes seconded the motion. Motion carried with Walkenhorst, Downing, Gerdes, Hermsen, and Luhrs voting aye. At 10:53 a.m., Chairperson Luhrs adjourned the June 16, 2022 meeting of the Real Property Appraiser Board.

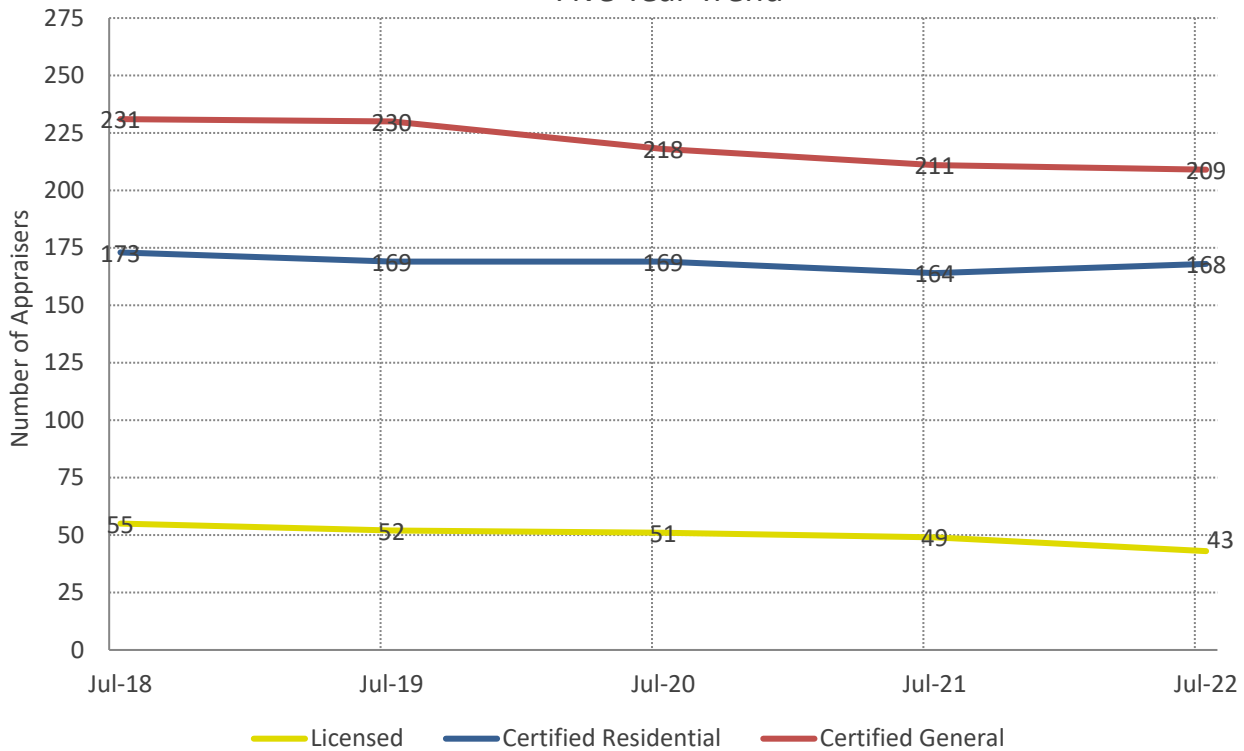
Respectfully submitted,

Tyler N. Kohtz
Director

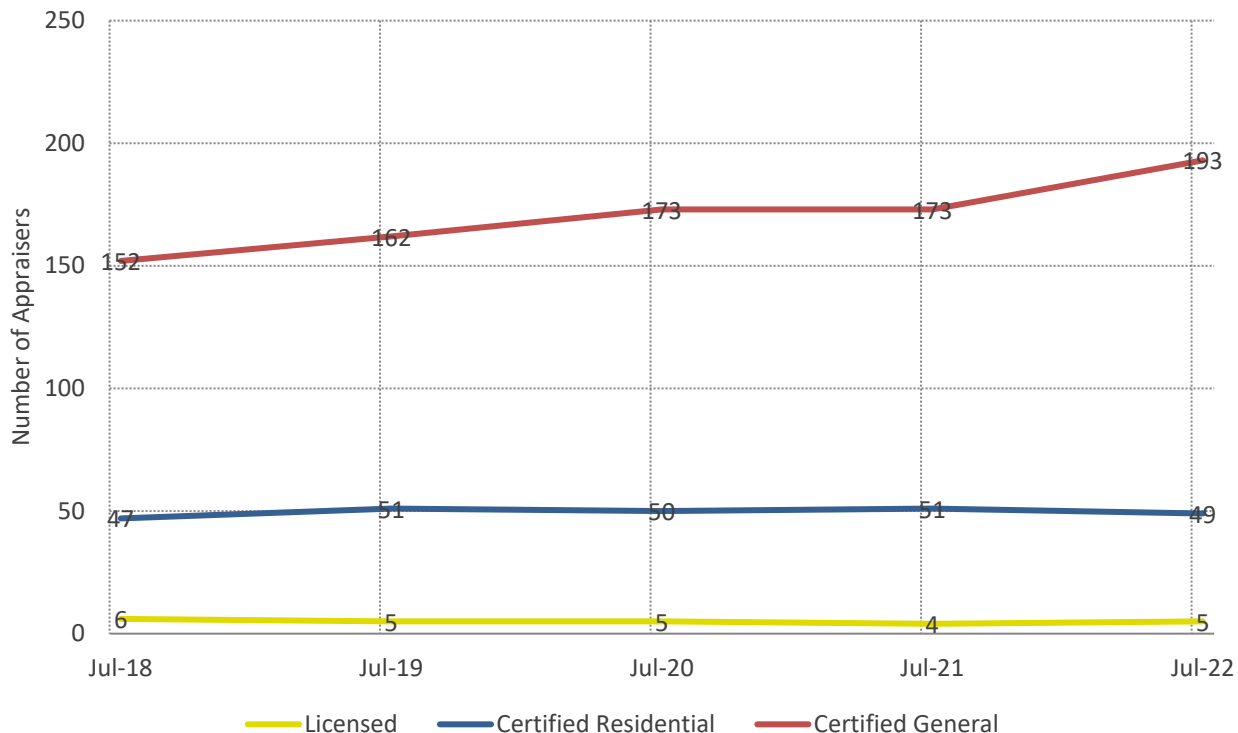
These minutes were available for public inspection on May 25, 2022, in compliance with Nebraska Revised Statute § 84-1413 (5).

Real Property Appraiser Report

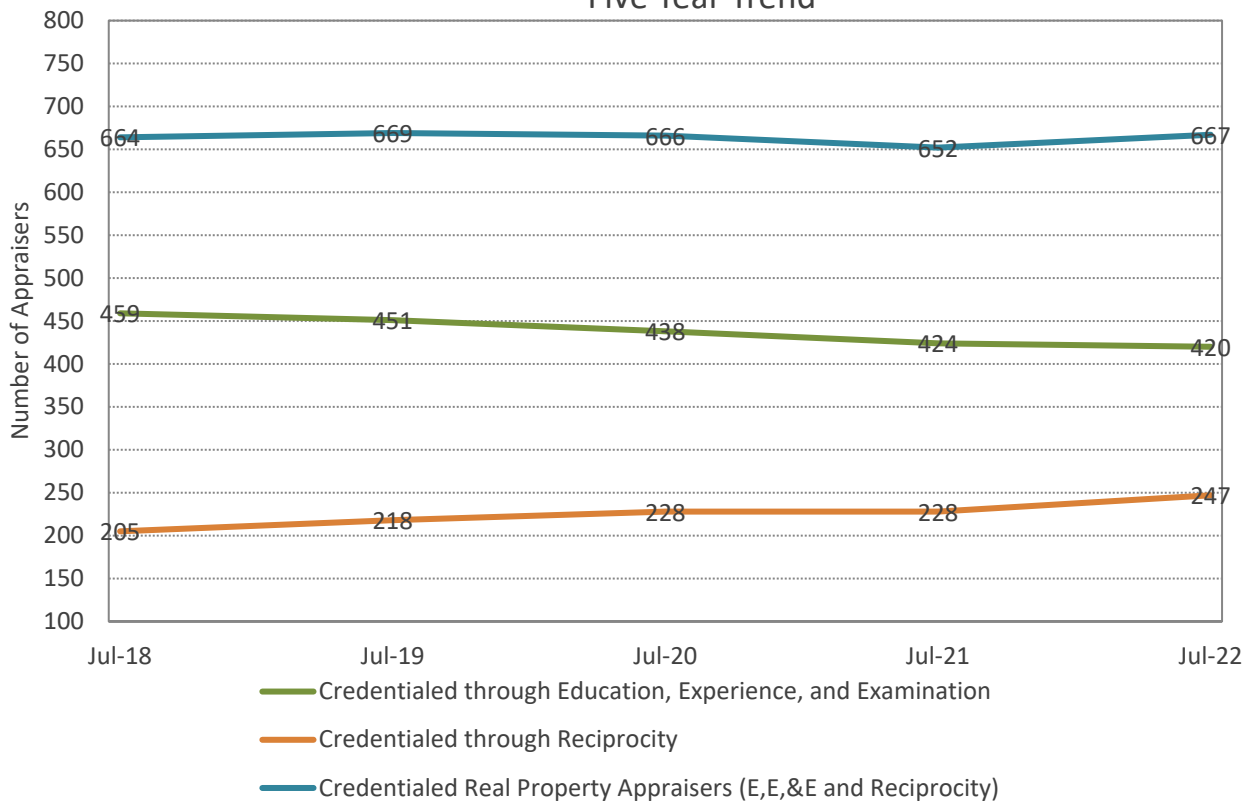
Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



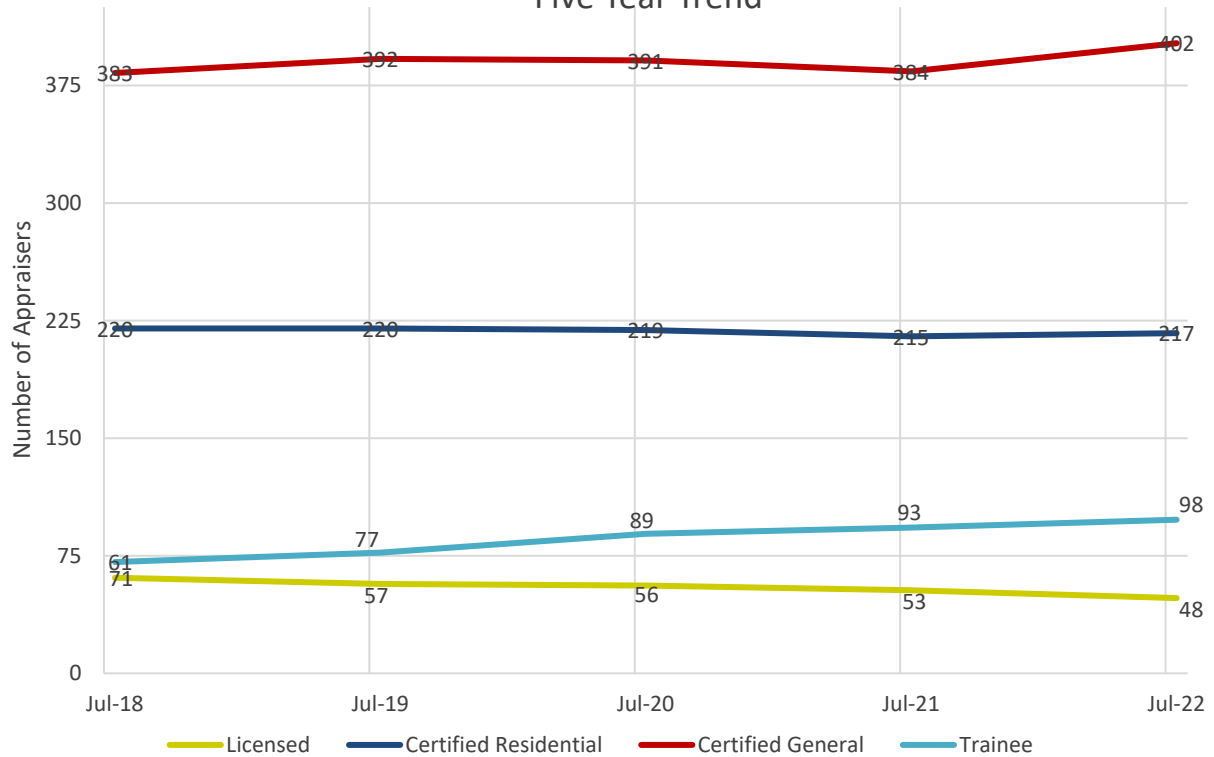
Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



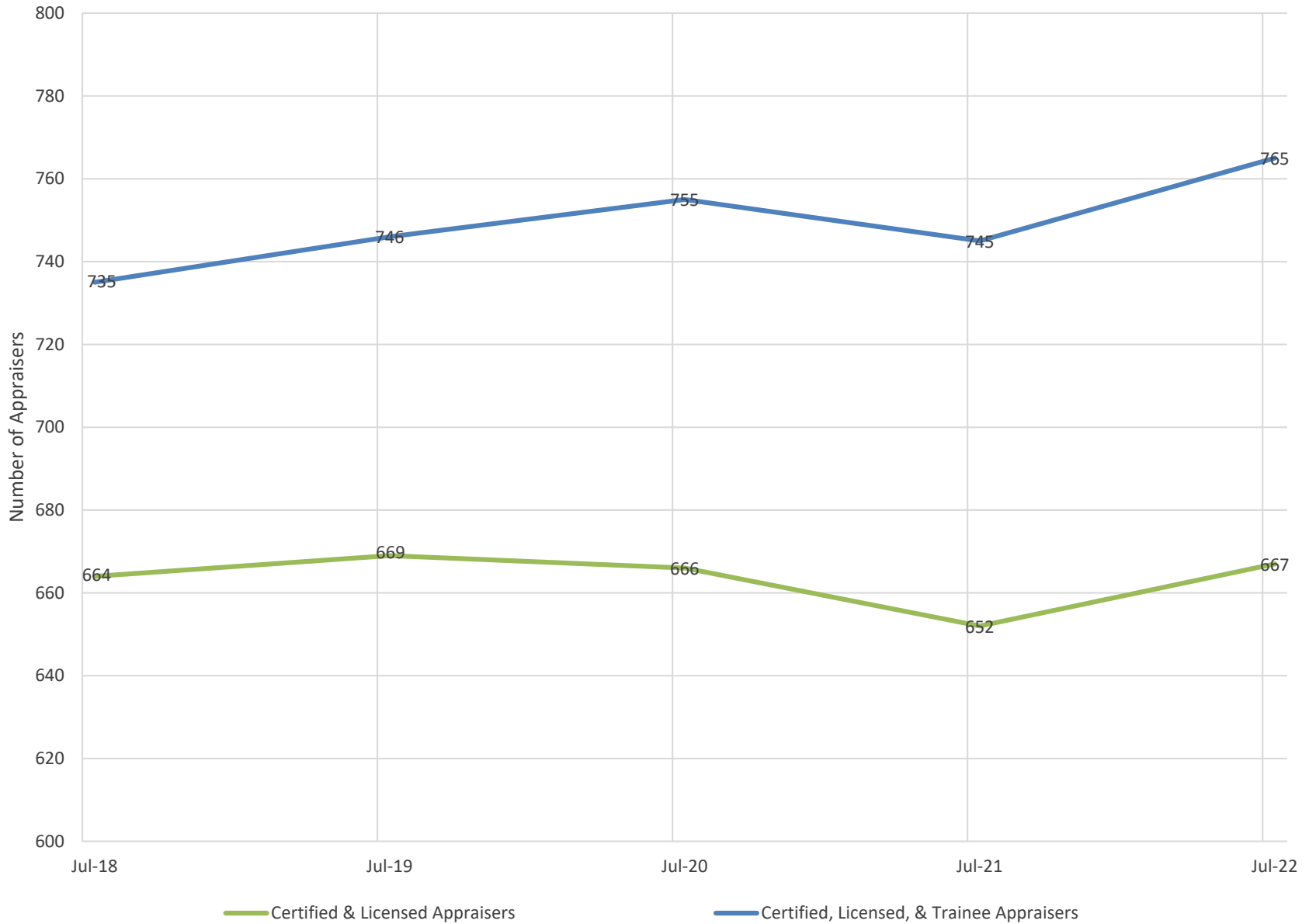
Total Real Property Appraisers (not including Trainee) - Five Year Trend



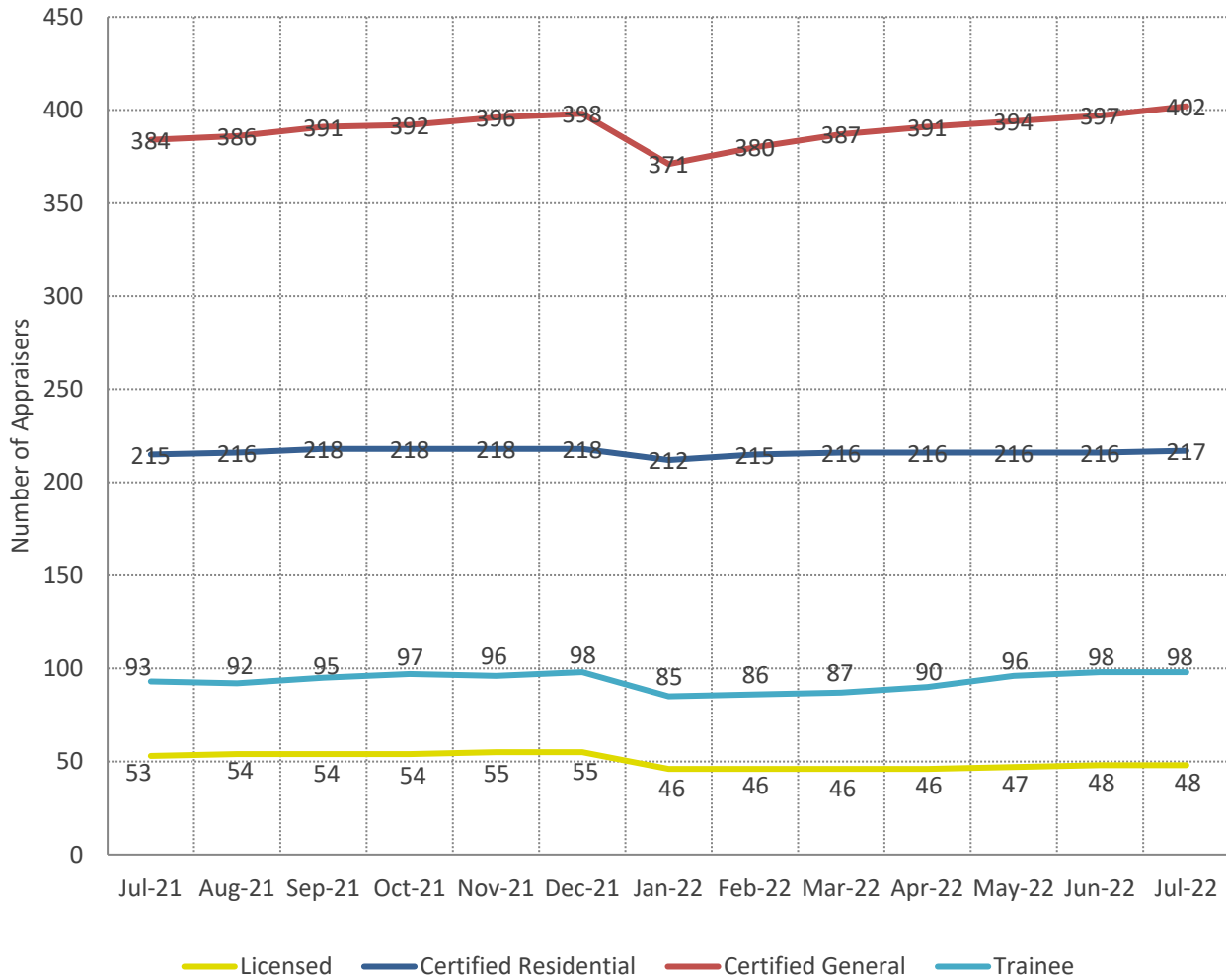
Total Real Property Appraisers by Classification - Five Year Trend



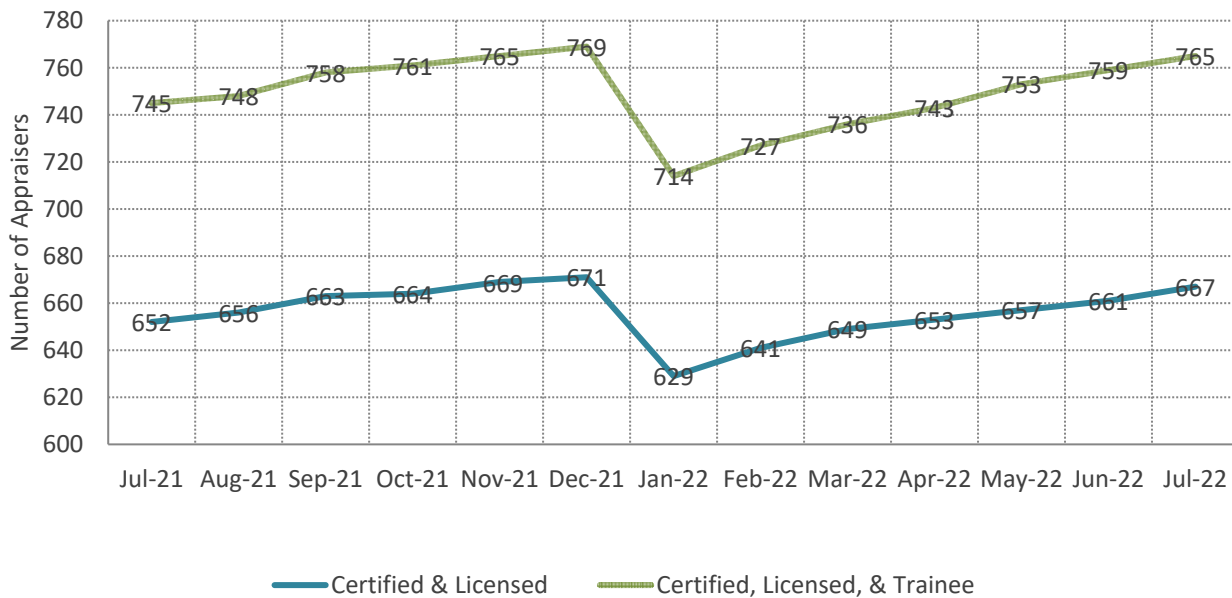
Total Real Property Appraisers - Five Year Trend



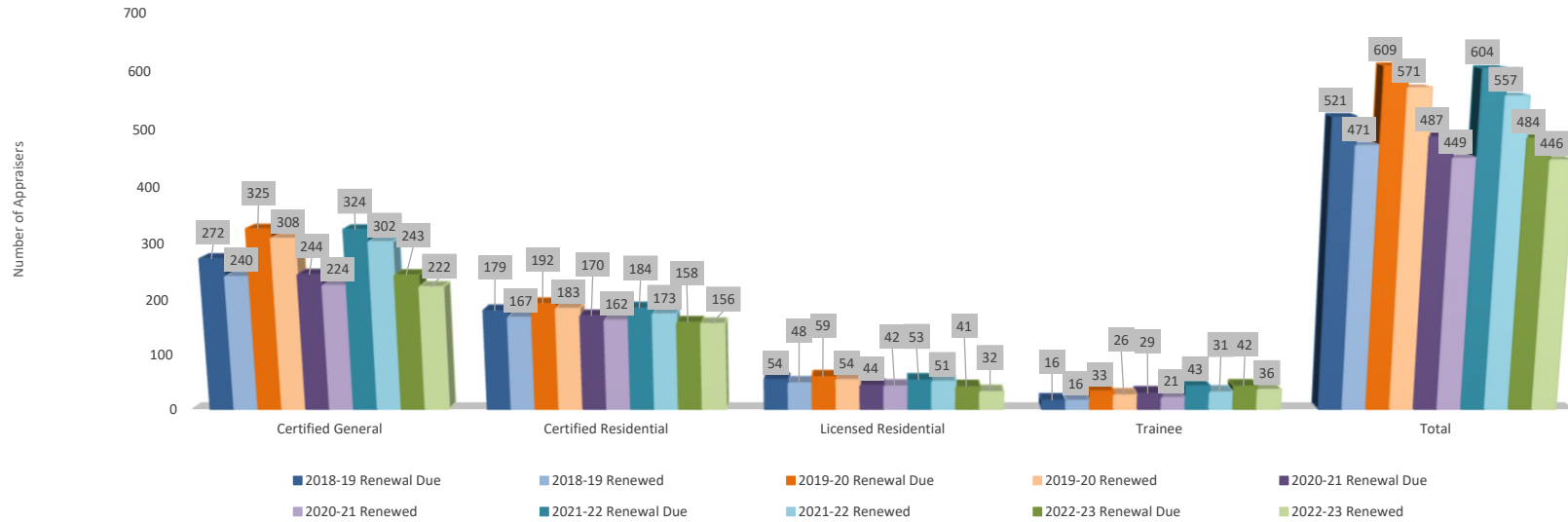
Real Property Appraisers by Classification - Thirteen Month Trend



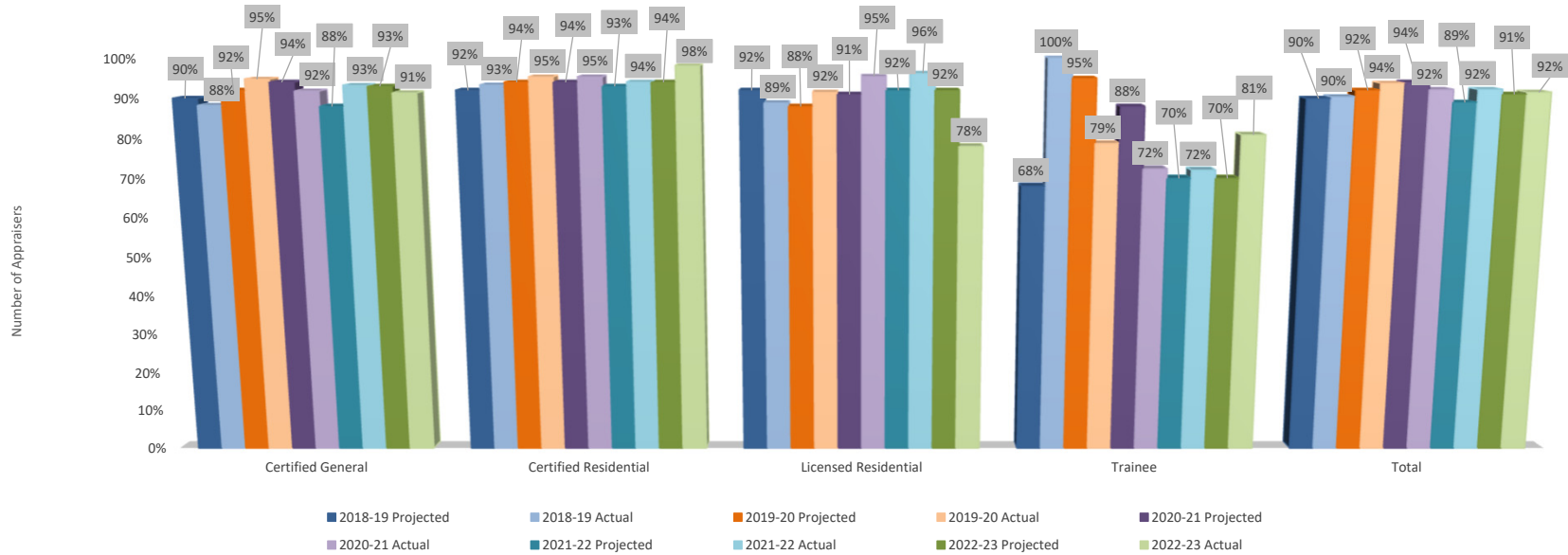
Total Real Property Appraisers - Thirteen Month Trend



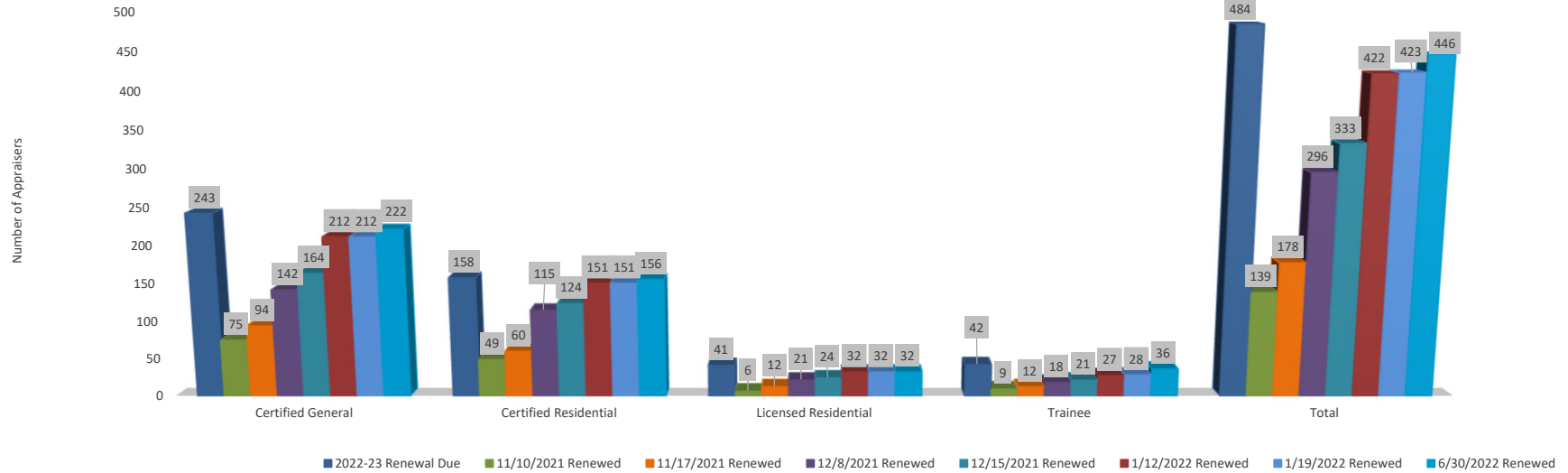
2022-23 REAL PROPERTY APPRAISER RENEWAL PROGRESS REPORT - 6/30/2022



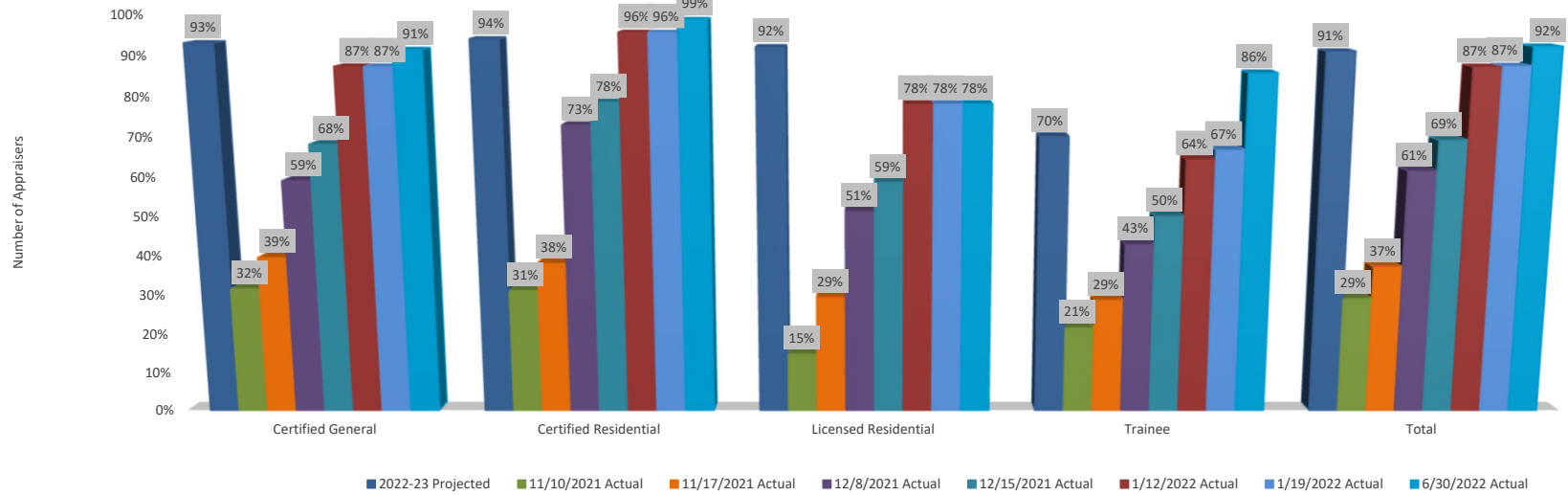
2022-23 PERCENTAGE PROJECTIONS/ACTUALS RENEWAL PROGRESS REPORT - 6/30/2022



2022-23 APPRAISER COUNT RENEWAL PROGRESS REPORT - 6/30/2022

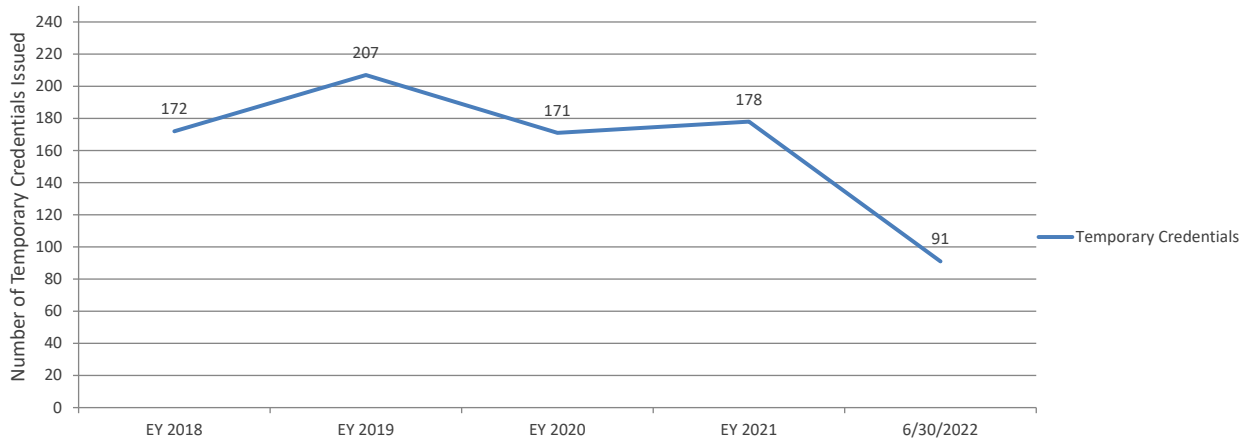


2022-23 PERCENTAGE PROJECTIONS/ACTUALS RENEWAL PROGRESS REPORT - 6/30/2022

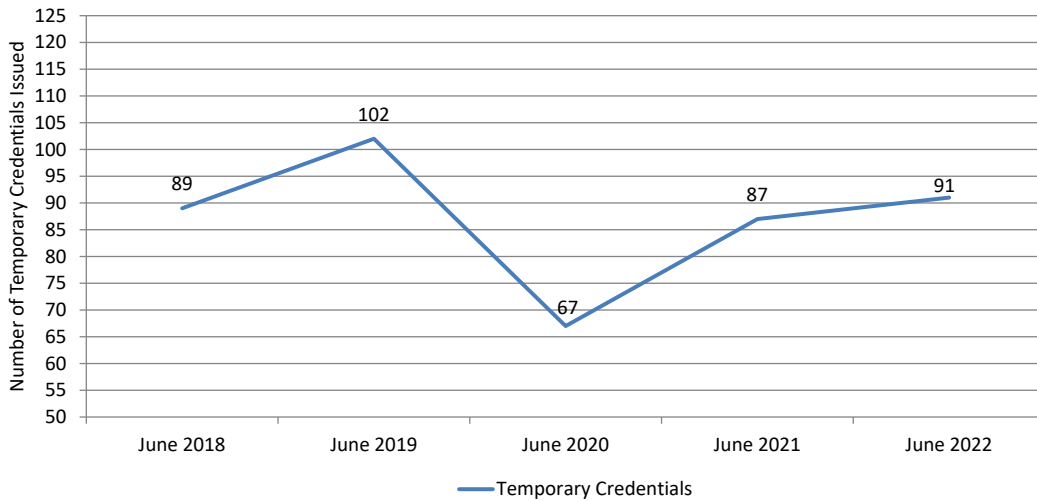


Temporary Real Property Appraiser Report

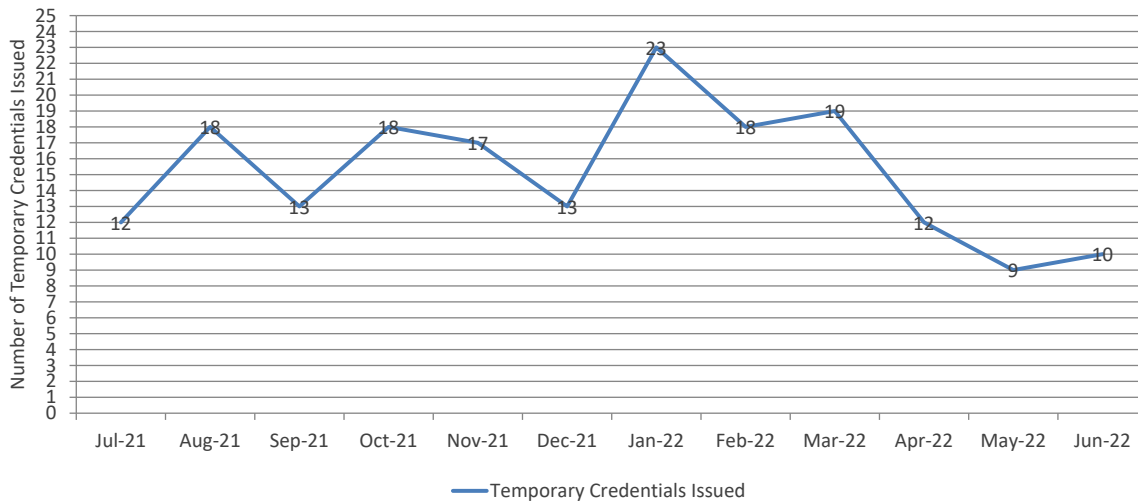
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



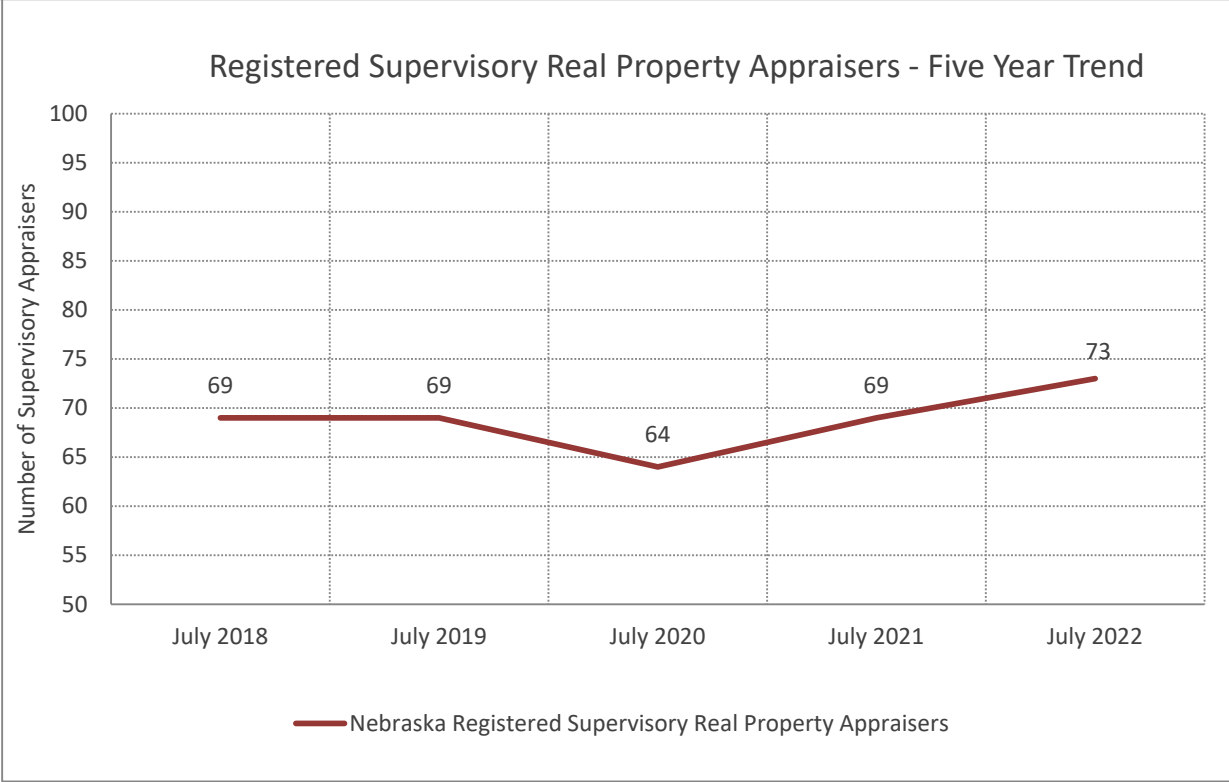
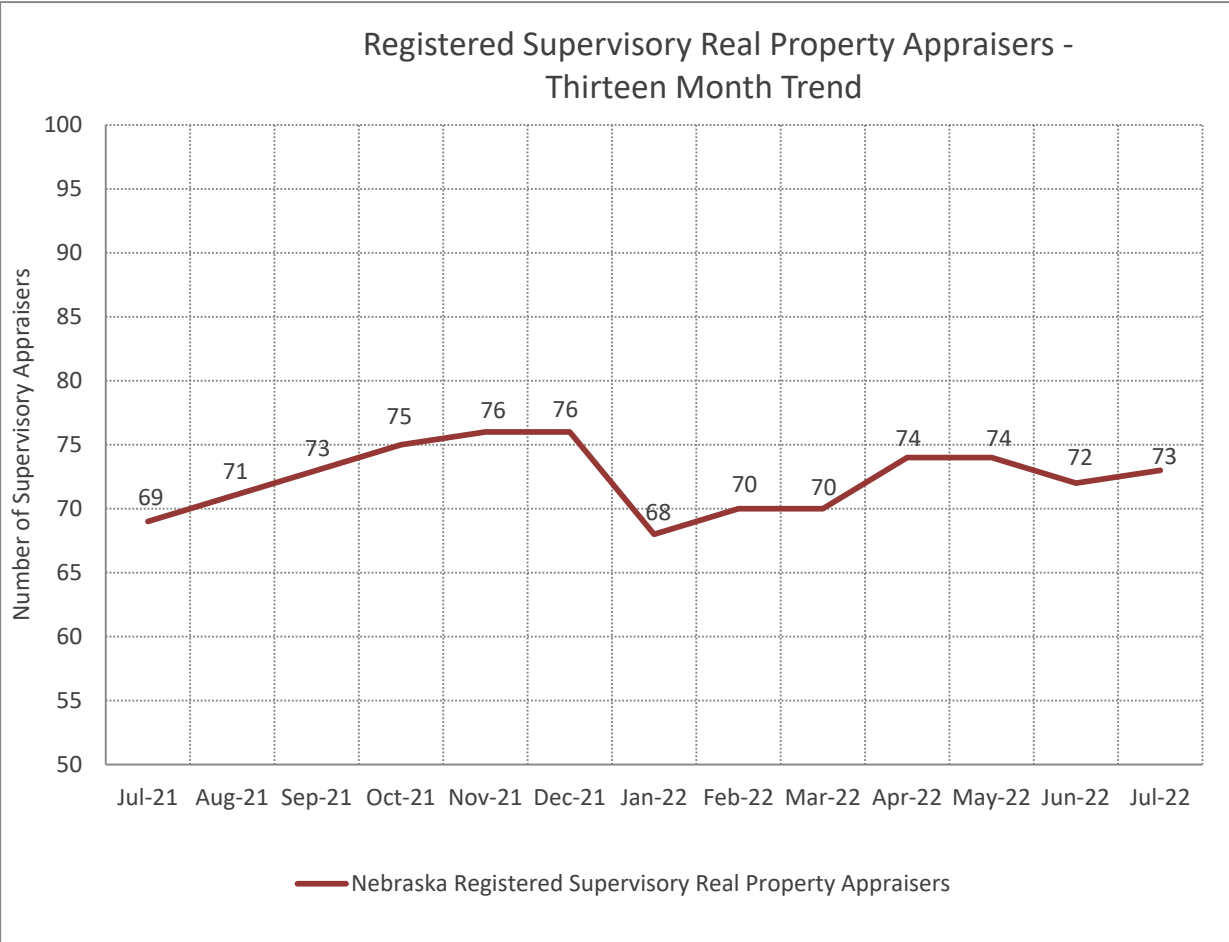
Year-to-date Temporary Real Property Appraiser Credentials Issued - Five Year Trend



Temporary Real Property Appraiser Credentials Issued by Month - Twelve Month Trend

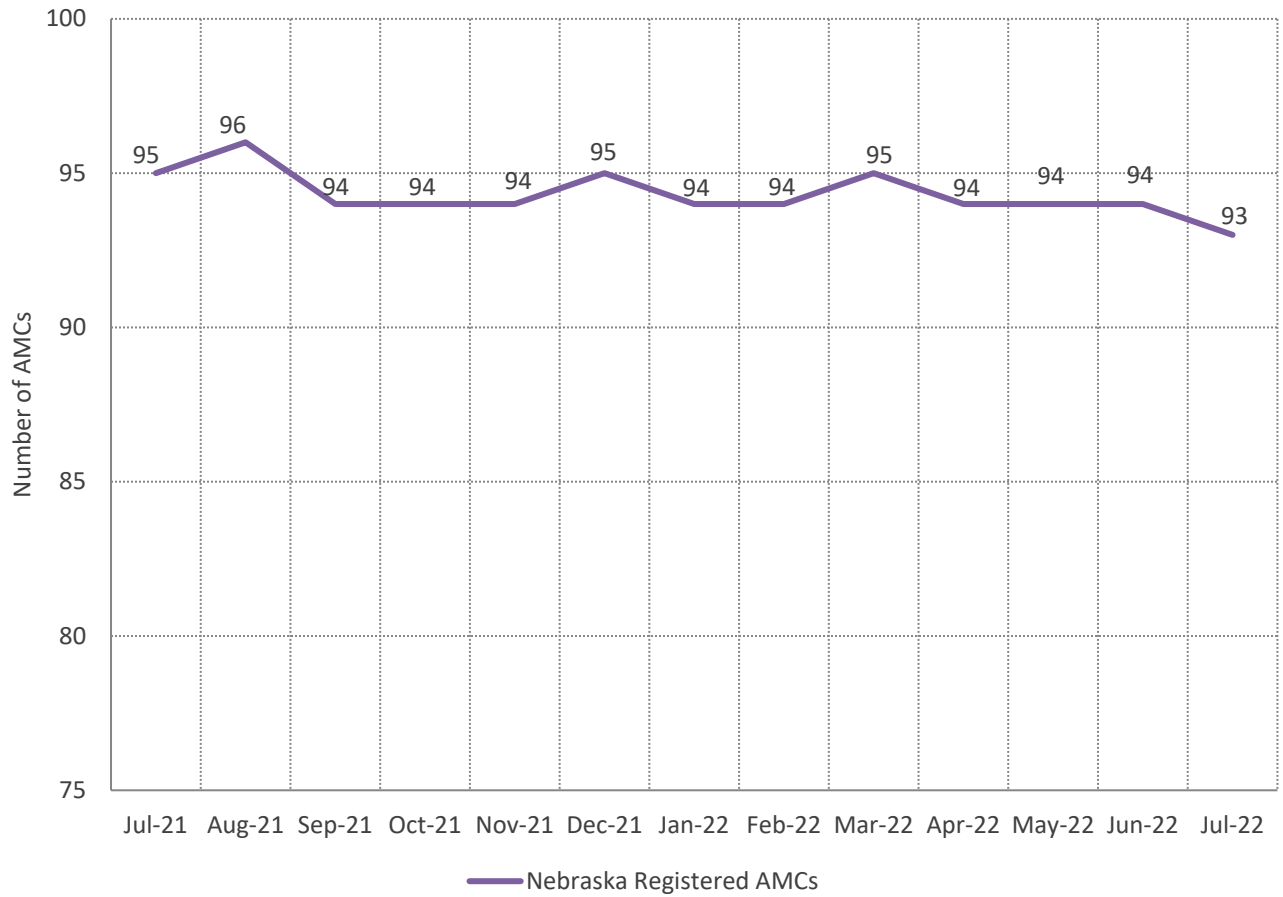


Supervisory Real Property Appraiser Report

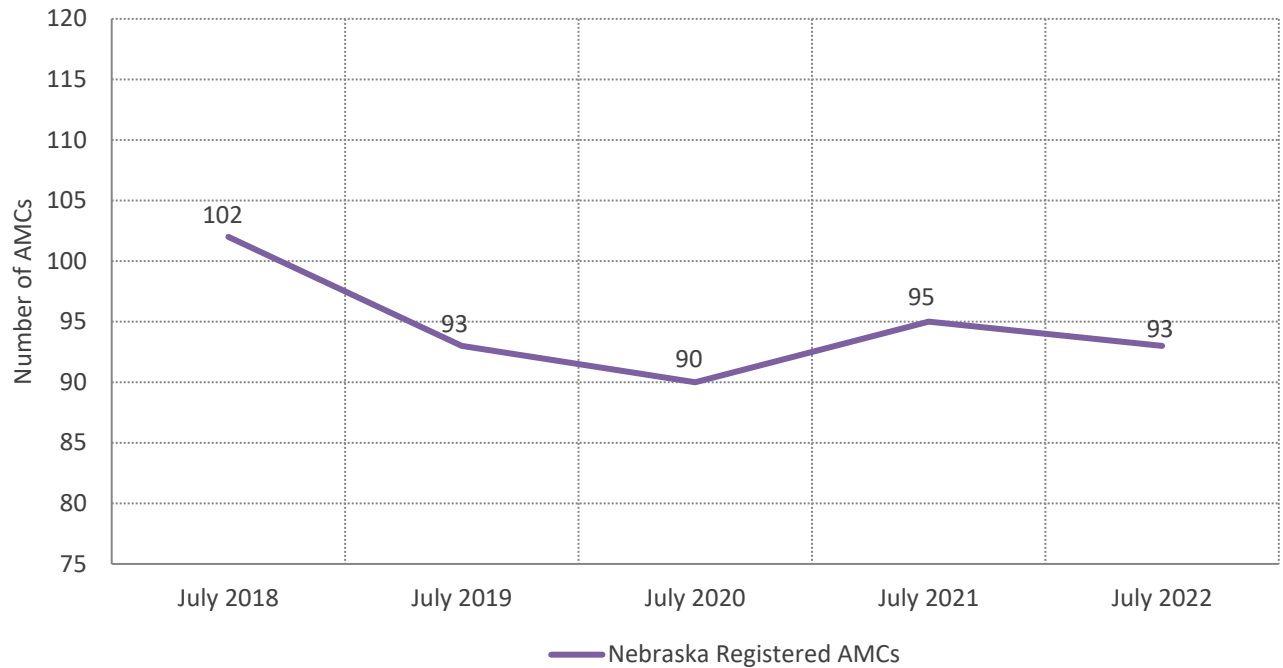


Appraisal Management Company Report

Appraisal Management Companies - Thirteen Month Trend



Appraisal Management Companies - Five Year Trend



NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

June 8, 2022 – July 6, 2022

<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG2022025R	Douglas Heinrich	Approved June 22, 2022
<i>Renewed Real Property Appraiser Credentials</i>		
CG220014	Robin Spence	Approved June 9, 2022
T2020001	Susan Stickney	Approved June 13, 2022

NEBRASKA REAL PROPERTY APPRAISER BOARD
DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS

June 8, 2022 – July 6, 2022

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
<i>New Continuing Education Activities and Instructors</i>					
Calypso	2222436.10	7	Appraising Manufactured Homes in America	Francis Finigan	June 14, 2022

2022-23 Nebraska Real Property Appraiser Board Goals and Objectives
June 15, 2022 Strategic Planning Meeting

	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
LAWS, RULES, AND GUIDANCE DOCUMENTS	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the Real Property Appraiser Act, which includes but is not limited to the ASC SOA recommendations.	12/31/2022		Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.	Ongoing.	
	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the AMC Registration Act, which includes but is not limited to the ASC SOA recommendations and inclusion of criminal and civil immunity language.	12/31/2022		Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.	Ongoing.	
	Adopt Title 298 changes to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession, provide for better clarification and administration, harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB707 in 2022, and incorporate changes made to the Real Property Appraiser Qualification Criteria and CAP Guidelines effective January 1, 2022.	6/30/2023		Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration.	Ongoing.	
				Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.	Ongoing.	
			Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant.	Ongoing.		
COMPLIANCE	None			None		
CREDENTIALING AND REGISTRATION	Explore change to real property appraiser credential renewal dates.	6/30/2023		Explore opportunities to increase the number of Nebraska resident real property appraisers.	Ongoing.	
	Explore alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal.	6/30/2023				
EDUCATION	Add language to the Certified General Real Property Appraiser Requirements document located on the Board's website encouraging potential real property appraiser applicants who intend to engage in real property appraisal practice pertaining to agricultural real property complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.	6/30/2023		Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers.	Ongoing.	
	Send letter to all registered supervisory real property appraisers describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property and to request that supervisory real property appraisers encourage their trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser, to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.	6/30/2023		Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers.	Ongoing.	
	Send letter to American Society of Farm Managers and Rural Appraisers describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property and requesting that the organization consider increasing its frequency and availability of synchronous, asynchronous, and hybrid qualifying and continuing education offerings.	6/30/2023				
	Include language in the 2023-2024 Credential Renewal Reminder and Information article in the fall edition of The Nebraska Appraiser encouraging Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus.	12/31/2022				
	Include a new Q&A in the 2023-2024 Credential Renewal Questions and Answers encouraging Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus.	12/31/2022				
PERSONNEL	Add additional Administrative Specialist classified employee. Adequate staffing is required to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and to maintain public satisfaction.	6/30/2023		Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes and to address general work environment needs and/or changes.	Ongoing.	
	Utilize SOS temporary employee as available to assist with processing real property appraiser renewal applications for the 2023-24 real property appraiser renewals.	6/30/2023				
	Add the Juneteenth holiday to the NRPAB Employee Handbook.	12/31/2022				
PUBLIC INFORMATION	Explore adding disciplinary action orders/consent agreements to the Appraiser Listing search as a PDF attachment (Obtain quote form CIO and present to the Board for consideration).	6/30/2023		Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraiser community.	Ongoing.	
	Remove Education Provider Offerings Calendar from the NRPAB website.	12/31/2022		Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, meeting information, and other information that affects the industry.	Ongoing.	
	Restructure the Appraiser Listing page on the NRPAB website and remove the distribution map.	6/30/2023		Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser.	Ongoing.	
	Complete addition of a solid or scrolling message screen at the top of the NRPAB website for use to disseminate relevant timely information, such as notices of meetings.	12/31/2022		Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner.	Ongoing.	
				Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use.	Ongoing.	
			Explore the development and implementation of an updated NRPAB logo.	None.		

2022-23 Nebraska Real Property Appraiser Board Goals and Objectives
June 15, 2022 Strategic Planning Meeting

ADMINISTRATION	Complete supervisory real property appraiser list derived from Application for Renewal of Nebraska Real Property Appraiser Credential.	6/30/2023		Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs.	Ongoing.	
	Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system.	6/30/2023		Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes.	Ongoing.	
	Complete online AMC renewal application and upgrade to the AMC Interface in the NRPAB Database.	6/30/2023		Explore online real property appraiser initial applications (Reciprocity; E,E,&E; Temporary) AMC initial applications, education activity applications, and other services that require payment of a fee.	None.	
FINANCIALS	Include request for an increase in funding for CIO and technology maintenance expenditures, additional AARS contractor services, and an additional Administrative Specialist classified employee in the FY2023-25 Biennial Budget Request.	12/31/2023		None.		

2022-23 NRPAB SWOT Analysis

STRENGTHS:	WEAKNESSES:	OPPORTUNITIES:	THREATS:
<ul style="list-style-type: none"> - Customer service - Organization - Board member knowledge - Staff knowledge - Adaptability - Professional Diversity of Board - Modernization of Accessability 	<ul style="list-style-type: none"> - Inability to grow the industry - Efficiency loss due to database - Size of agency staff - Regulatory and statutory regulations 	<ul style="list-style-type: none"> - Growth in appraiser field - Continually evaluate how the Board and Agency operate 	<ul style="list-style-type: none"> - Agency turnover - Federal agency oversight - State economic climate - Aging appraiser population - Inadequate supervisory appraiser knowledge

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 06/30/22

Agency 053 REAL PROPERTY APPRAISER BD
Division 000 Real Property App Bd
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 100.00

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES						
510000 PERSONAL SERVICES						
511100 PERMANENT SALARIES-WAGES	147,874.03	17,235.23	144,900.34	97.99		2,973.69
511300 OVERTIME PAYMENTS	1,503.00	1,329.27	5,314.04	353.56		3,811.04-
511600 PER DIEM PAYMENTS	9,100.00	1,700.00	6,600.00	72.53		2,500.00
511700 EMPLOYEE BONUSES	1,000.00	1,000.00	1,000.00	100.00		
511800 COMP TIME PAYMENT	1,502.00					1,502.00
512100 VACATION LEAVE EXPENSE	11,489.14	1,229.95	11,969.87	104.18		480.73-
512200 SICK LEAVE EXPENSE	3,136.00	13.85	653.38	20.83		2,482.62
512300 HOLIDAY LEAVE EXPENSE	8,154.00	637.20	7,636.48	93.65		517.52
Personal Services Subtotal	183,758.17	23,145.50	178,074.11	96.91	0.00	5,684.06
515100 RETIREMENT PLANS EXPENSE	13,098.72	1,530.94	12,764.89	97.45		333.83
515200 FICA EXPENSE	14,012.64	1,681.28	12,606.09	89.96		1,406.55
515500 HEALTH INSURANCE EXPENSE	30,903.00	2,741.90	32,902.80	106.47		1,999.80-
516300 EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500 WORKERS COMP PREMIUMS	1,528.00		1,528.00	100.00		
Major Account 510000 Total	243,337.61	29,099.62	237,912.97	97.77	0.00	5,424.64
520000 OPERATING EXPENSES						
521100 POSTAGE EXPENSE	2,988.99	118.40	2,309.32	77.26		679.67
521300 FREIGHT	200.00					200.00
521400 DATA PROCESSING EXPENSE	92,715.74	9,117.26	37,756.36	40.72		54,959.38
521500 PUBLICATION & PRINT EXPENSE	9,266.40		6,282.98	67.80		2,983.42
521900 AWARDS EXPENSE	150.00		28.00	18.67		122.00
522100 DUES & SUBSCRIPTION EXPENSE	350.00		698.66	199.62		348.66-
522200 CONFERENCE REGISTRATION	1,080.00		1,065.00	98.61		15.00
524600 RENT EXPENSE-BUILDINGS	11,351.42	939.94	11,731.65	103.35		380.23-
524900 RENT EXP-DUPR SURCHARGE	3,859.00	321.59	3,859.08	100.00		.08-
531100 OFFICE SUPPLIES EXPENSE	3,414.40	127.26	3,182.42	93.21		231.98
532100 NON CAPITALIZED EQUIP PU	75.00					75.00
532280 VIDEO EQUIP	425.00		408.30	96.07		16.70
533100 HOUSEHOLD & INSTIT EXP	235.00	6.40	74.40	31.66		160.60
534900 MISCELLANEOUS SUPPLIES EXPENSE	50.00					50.00
541100 ACCTG & AUDITING SERVICES	1,037.00		1,037.00	100.00		

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ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
541200	PURCHASING ASSESSMENT	90.00		83.00	92.22		7.00
541500	LEGAL SERVICES EXPENSE	5,000.00	340.00	3,500.00	70.00		1,500.00
541700	LEGAL RELATED EXPENSE	100.00		13.50	13.50		86.50
542100	SOS TEMP SERV-PERSONNEL	4,500.00		4,440.16	98.67		59.84
547100	EDUCATIONAL SERVICES	132.50	57.00	95.00	71.70		37.50
554900	OTHER CONTRACTUAL SERVICE	26,855.25	3,165.75	29,150.00	108.54		2,294.75-
556100	INSURANCE EXPENSE	21.00		47.76	227.43		26.76-
556300	SURETY & NOTARY BONDS	26.00					26.00
559100	OTHER OPERATING EXP			120.00			120.00-
Major Account 520000 Total		163,922.70	14,193.60	105,882.59	64.59	0.00	58,040.11
570000 TRAVEL EXPENSES							
571100	BOARD & LODGING	4,288.00	920.19	3,921.63	91.46		366.37
571600	MEALS-NOT TRAVEL STATUS	100.00					100.00
571800	TAXABLE TRAVEL EXPENSES	1,467.26	263.41	1,227.78	83.68		239.48
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	7,116.76	1,986.12	6,783.06	95.31		333.70
575100	MISC TRAVEL EXPENSES	352.25	44.00	259.25	73.60		93.00
Major Account 570000 Total		13,524.27	3,213.72	12,191.72	90.15	0.00	1,332.55
BUDGETED EXPENDITURES TOTAL		420,784.58	46,506.94	355,987.28	84.60	0.00	64,797.30
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	420,784.58	46,506.94	355,987.28	84.60		64,797.30
BUDGETED EXPENDITURES TOTAL		420,784.58	46,506.94	355,987.28	84.60	0.00	64,797.30
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
471100	SALE OF SERVICES	350.00-	75.00-	425.00-	121.43		75.00
471120	QUALIFYING ED COURSE FEES	750.00-		700.00-	93.33		50.00-
471121	CONTINUING ED NEW FEES	1,250.00-	50.00-	1,600.00-	128.00		350.00
471122	CONTINUING ED RENEWAL FEES	100.00-	80.00-	230.00-	230.00		130.00
475150	CERTIFIED GENERAL NEW FEES	7,500.00-	1,200.00-	12,300.00-	164.00		4,800.00
475151	LICENSED NEW FEES	300.00-		1,800.00-	600.00		1,500.00

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<u>ACCOUNT CODE DESCRIPTION</u>		<u>BUDGETED</u>	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>	<u>PERCENT OF</u>	<u>ENCUMBERANCES</u>	<u>VARIANCE</u>
		<u>AMOUNT</u>	<u>ACTIVITY</u>	<u>ACTUALS</u>	<u>BUDGET</u>		
475152	FINGERPRINT FEES	2,580.00-	316.75-	4,072.50-	157.85		1,492.50
475153	CERTIFIED RESIDENTIAL NEW	2,400.00-	300.00-	2,400.00-	100.00		
475154	CERTIFIED GENERAL RENEWAL	80,025.00-	550.00-	88,000.00-	109.97		7,975.00
475155	LICENSED RENEWAL	11,000.00-		10,450.00-	95.00		550.00-
475156	FINGERPRINT AUDIT PROGRAM FEES	2,900.00-	30.00-	3,095.00-	106.72		195.00
475157	CERTIFIED RESIDENTIAL RENEWAL	50,875.00-		54,175.00-	106.49		3,300.00
475161	TEMPORARY CERTIFIED GENERAL	9,000.00-	650.00-	9,100.00-	101.11		100.00
475163	AMC REGISTERED NEW FEES	12,000.00-		12,000.00-	100.00		
475164	AMC APPLICATION FEES	2,100.00-		2,100.00-	100.00		
475165	AMC REGISTERED RENEWAL	126,000.00-	7,500.00-	130,500.00-	103.57		4,500.00
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	26,550.00-	2,350.00-	32,250.00-	121.47		5,700.00
476101	LATE PROCESSING FEES	5,000.00-	575.00-	4,250.00-	85.00		750.00-
Major Account 470000 Total		<u>341,280.00-</u>	<u>13,676.75-</u>	<u>369,447.50-</u>	<u>108.25</u>	<u>0.00</u>	<u>28,167.50</u>
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	6,250.00-	925.61-	10,889.94-	174.24		4,639.94
481101	AMC INVESTMENT INCOME	5,750.00-					5,750.00-
484500	REIMB NON-GOVT SOURCES			431.92-			431.92
486500	MISCELLANEOUS ADJUSTMENT			125.00			125.00-
Major Account 480000 Total		<u>12,000.00-</u>	<u>925.61-</u>	<u>11,196.86-</u>	<u>93.31</u>	<u>0.00</u>	<u>803.14-</u>
BUDGETED REVENUE TOTAL		<u>353,280.00-</u>	<u>14,602.36-</u>	<u>380,644.36-</u>	<u>107.75</u>	<u>0.00</u>	<u>27,364.36</u>
SUMMARY BY FUND TYPE - REVENUE							
2	CASH FUNDS	353,280.00-	14,602.36-	380,644.36-	107.75		27,364.36
BUDGETED REVENUE TOTAL		<u>353,280.00-</u>	<u>14,602.36-</u>	<u>380,644.36-</u>	<u>107.75</u>	<u>0.00</u>	<u>27,364.36</u>

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471100.		447843	06/01/22	RC	RB	NRPAB DEPOSIT 220601	6717837		25.00-
25310	079	000	53105018.471100.		450008	06/14/22	RC	RB	NRPAB DEPOSIT 220614	6733535		25.00-
25310	079	000	53105018.471100.		450980	06/22/22	RC	RB	NRPAB DEPOSIT 220622	6741723		25.00-
Total for Object			471100 SALE OF SERVICES									75.00-
25310	079	000	53105018.471121.		449473	06/10/22	RC	RB	NRPAB DEPOSIT 220610	6730351		50.00-
Total for Object			471121 CONTINUING ED NEW FEES									50.00-
25310	079	000	53105018.471122.		450008	06/14/22	RC	RB	NRPAB DEPOSIT 220614	6733535		20.00-
25310	079	000	53105018.471122.		450980	06/22/22	RC	RB	NRPAB DEPOSIT 220622	6741723		40.00-
25310	079	000	53105018.471122.		452315	06/28/22	RC	RB	NRPAB DEPOSIT 220628	6747548		20.00-
Total for Object			471122 CONTINUING ED RENEWAL FEES									80.00-
25310	079	000	53105018.475150.		448673	06/07/22	RC	RB	NRPAB DEPOSIT 220607	6724800		300.00-
25310	079	000	53105018.475150.		450008	06/14/22	RC	RB	NRPAB DEPOSIT 220614	6733535		300.00-
25310	079	000	53105018.475150.		451900	06/24/22	RC	RB	NRPAB DEPOSIT 220624	6744619		300.00-
25310	079	000	53105018.475150.		452315	06/28/22	RC	RB	NRPAB DEPOSIT 220628	6747548		300.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									1,200.00-
25310	079	000	53105018.475152.		447843	06/01/22	RC	RB	NRPAB DEPOSIT 220601	6717837		45.25-
25310	079	000	53105018.475152.		448029	06/02/22	RC	RB	NRPAB DEPOSIT 220602	6719979		45.25-
25310	079	000	53105018.475152.		448673	06/07/22	RC	RB	NRPAB DEPOSIT 220607	6724800		90.50-
25310	079	000	53105018.475152.		450980	06/22/22	RC	RB	NRPAB DEPOSIT 220622	6741723		45.25-
25310	079	000	53105018.475152.		451900	06/24/22	RC	RB	NRPAB DEPOSIT 220624	6744619		45.25-
25310	079	000	53105018.475152.		452315	06/28/22	RC	RB	NRPAB DEPOSIT 220628	6747548		45.25-
Total for Object			475152 FINGERPRINT FEES									316.75-
25310	079	000	53105018.475153.		450980	06/22/22	RC	RB	NRPAB DEPOSIT 220622	6741723		300.00-
Total for Object			475153 CERTIFIED RESIDENTIAL NEW									300.00-
25310	079	000	53105018.475154.		449481	06/10/22	RC	RB	NRPAB RENEWALS DEPOSIT 220610	6730360		550.00-
Total for Object			475154 CERTIFIED GENERAL RENEWAL									550.00-
25310	079	000	53105018.475156.		449481	06/10/22	RC	RB	NRPAB RENEWALS DEPOSIT 220610	6730360		10.00-
25310	079	000	53105018.475156.		450008	06/14/22	RC	RB	NRPAB DEPOSIT 220614	6733535		10.00-
25310	079	000	53105018.475156.		452309	06/28/22	RC	RB	NRPAB RENEWALS DEPOSIT 220627	6747532		10.00-
Total for Object			475156 FINGERPRINT AUDIT PROGRAM FEES									30.00-
25310	079	000	53105018.475161.		447843	06/01/22	RC	RB	NRPAB DEPOSIT 220601	6717837		150.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date	
25310	079	000	53105018.475161.		448673	06/07/22	RC	RB	NRPAB DEPOSIT 220607	6724800		50.00-	
25310	079	000	53105018.475161.		449473	06/10/22	RC	RB	NRPAB DEPOSIT 220610	6730351		200.00-	
25310	079	000	53105018.475161.		450980	06/22/22	RC	RB	NRPAB DEPOSIT 220622	6741723		50.00-	
25310	079	000	53105018.475161.		451900	06/24/22	RC	RB	NRPAB DEPOSIT 220624	6744619		50.00-	
25310	079	000	53105018.475161.		452315	06/28/22	RC	RB	NRPAB DEPOSIT 220628	6747548		100.00-	
25310	079	000	53105018.475161.		452906	06/30/22	RC	RB	NRPAB DEPOSIT 220630	6749380		50.00-	
Total for Object			475161	TEMPORARY CERTIFIED GENERAL									650.00-
25310	079	000	53105018.475234.		447843	06/01/22	RC	RB	NRPAB DEPOSIT 220601	6717837		450.00-	
25310	079	000	53105018.475234.		448029	06/02/22	RC	RB	NRPAB DEPOSIT 220602	6719979		150.00-	
25310	079	000	53105018.475234.		448673	06/07/22	RC	RB	NRPAB DEPOSIT 220607	6724800		400.00-	
25310	079	000	53105018.475234.		449473	06/10/22	RC	RB	NRPAB DEPOSIT 220610	6730351		400.00-	
25310	079	000	53105018.475234.		450980	06/22/22	RC	RB	NRPAB DEPOSIT 220622	6741723		250.00-	
25310	079	000	53105018.475234.		451900	06/24/22	RC	RB	NRPAB DEPOSIT 220624	6744619		250.00-	
25310	079	000	53105018.475234.		452315	06/28/22	RC	RB	NRPAB DEPOSIT 220628	6747548		350.00-	
25310	079	000	53105018.475234.		452906	06/30/22	RC	RB	NRPAB DEPOSIT 220630	6749380		100.00-	
Total for Object			475234	APPLICATION FEES									2,350.00-
25310	079	000	53105018.476101.		449481	06/10/22	RC	RB	NRPAB RENEWALS DEPOSIT 220610	6730360		175.00-	
25310	079	000	53105018.476101.		450008	06/14/22	RC	RB	NRPAB DEPOSIT 220614	6733535		175.00-	
25310	079	000	53105018.476101.		452309	06/28/22	RC	RB	NRPAB RENEWALS DEPOSIT 220627	6747532		175.00-	
Total for Object			476101	LATE PROCESSING FEES									525.00-
25310	079	000	53105018.481100.		18169552	06/17/22	JE	G	OIP May 22 1.43290%	6740164		491.93-	
Total for Object			481100	INVESTMENT INCOME									491.93-
25310	079	000	53105018.511100.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		3,761.37	
25310	079	000	53105018.511100.		3165685	06/15/22	T2	7	PAYROLL LABOR DISTRIBUTION	6726231		3,395.84	
25310	079	000	53105018.511100.		3165918	06/29/22	T2	7	PAYROLL LABOR DISTRIBUTION	6742750		4,045.85	
Total for Object			511100	PERMANENT SALARIES-WAGES									11,203.06
25310	079	000	53105018.511300.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		234.01	
25310	079	000	53105018.511300.		3165918	06/29/22	T2	7	PAYROLL LABOR DISTRIBUTION	6742750		630.02	
Total for Object			511300	OVERTIME PAYMENTS									864.03
25310	079	000	53105018.511600.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		455.00	
25310	079	000	53105018.511600.		3165918	06/29/22	T2	7	PAYROLL LABOR DISTRIBUTION	6742750		650.00	
Total for Object			511600	PER DIEM PAYMENTS									1,105.00

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.511700.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		650.00
Total for Object			511700 EMPLOYEE BONUSES									650.00
25310	079	000	53105018.512100.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		371.44
25310	079	000	53105018.512100.		3165685	06/15/22	T2	7	PAYROLL LABOR DISTRIBUTION	6726231		331.83
25310	079	000	53105018.512100.		3165918	06/29/22	T2	7	PAYROLL LABOR DISTRIBUTION	6742750		96.00
Total for Object			512100 VACATION LEAVE EXPENSE									799.27
25310	079	000	53105018.512200.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		9.05
Total for Object			512200 SICK LEAVE EXPENSE									9.05
25310	079	000	53105018.512300.		3165685	06/15/22	T2	7	PAYROLL LABOR DISTRIBUTION	6726231		414.18
Total for Object			512300 HOLIDAY LEAVE EXPENSE									414.18
25310	079	000	53105018.515100.		3165392	06/01/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6713384		327.64
25310	079	000	53105018.515100.		3165686	06/15/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6726231		310.14
25310	079	000	53105018.515100.		3165919	06/29/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6742750		357.33
Total for Object			515100 RETIREMENT PLANS EXPENSE									995.11
25310	079	000	53105018.515200.		3165392	06/01/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6713384		390.24
25310	079	000	53105018.515200.		3165686	06/15/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6726231		287.82
25310	079	000	53105018.515200.		3165919	06/29/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6742750		414.77
Total for Object			515200 FICA EXPENSE									1,092.83
25310	079	000	53105018.515500.		3165392	06/01/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6713384		891.12
25310	079	000	53105018.515500.		3165686	06/15/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6726231		891.11
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,782.23
25310	079	000	53105018.521100.		18161364	06/16/22	JE	G	POSTAGE DUE MAY 2022	6738042		117.94
25310	079	000	53105018.521100.		18161399	06/16/22	JE	G	Postage 20220501 - 20220531	6738239		.46
Total for Object			521100 POSTAGE EXPENSE									118.40
25310	079	000	53105018.521400.		49808412	06/01/22	PV	V	AS - OCIO - COMMUNICATIONS	6712979		130.83
25310	079	000	53105018.521400.		49950875	06/14/22	PV	V	AS - OCIO - IMSERVICES	6735104		5,768.15
Total for Object			521400 CIO CHARGES									5,898.98
25310	079	000	53105018.521500.		18004188	06/01/22	JE	G	NRPAB COPY SERV JAN-MAR 2022	6712214		198.11-
Total for Object			521500 PUBLICATION & PRINT EXP									198.11-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date	
25310	079	000	53105018.524600.		18004214	06/01/22	JE	G	NRPAB RENT MAY 2022	6712235		328.98-	
25310	079	000	53105018.524600.		18048007	06/06/22	JE	G	RENT & LB530 JUN 2022 - OTHER	6718074		939.94	
25310	079	000	53105018.524600.		18134473	06/13/22	JE	G	NRPAB RENT JUNE 2022	6733698		328.98-	
Total for Object			524600	RENT EXPENSE-BUILDINGS									281.98
25310	079	000	53105018.524900.		18004214	06/01/22	JE	G	NRPAB RENT MAY 2022	6712235		112.56-	
25310	079	000	53105018.524900.		18048007	06/06/22	JE	G	RENT & LB530 JUN 2022 - OTHER	6718074		321.59	
25310	079	000	53105018.524900.		18134473	06/13/22	JE	G	NRPAB RENT JUNE 2022	6733698		112.56-	
Total for Object			524900	RENT EXP-DEPR SURCHARGE									96.47
25310	079	000	53105018.531100.		17843162	06/02/22	JE	G	OFFICE DEPOT APR 2022	6687466		133.66	
25310	079	000	53105018.531100.		18094473	06/06/22	JE	G	NRPAB OFFICE DEPOT APR 2022	6725306		50.94-	
Total for Object			531100	OFFICE SUPPLIES EXPENSE									82.72
25310	079	000	53105018.533100.		18094473	06/06/22	JE	G	NRPAB OFFICE DEPOT APR 2022	6725306		4.16	
Total for Object			533100	HOUSEHOLD & INSTIT EXPENSE									4.16
25310	079	000	53105018.539500.		49885907	06/02/22	PC	V	Purchase Card Offset	6721080		192.00	
25310	079	000	53105018.539500.		18060897	06/02/22	J1	G	PURCHASE CARD TRANSACTION	6721174		192.00-	
Total for Object			539500	PURCHASING CARD SUSPENSE									
25310	079	000	53105018.541500.		49868755	06/01/22	PV	V	BLAKE LAW	6718180		340.00	
Total for Object			541500	LEGAL SERVICES EXPENSE									340.00
25310	079	000	53105018.547100.		49803314	06/01/22	PV	V	AS - PERSONNEL DIVISION	6711442		37.05	
Total for Object			547100	EDUCATIONAL SERVICES									37.05
25310	079	000	53105018.554900.		49863857	06/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6716893		625.00	
25310	079	000	53105018.554900.		49863857	06/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6716893		500.00	
25310	079	000	53105018.554900.		49867885	06/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6717658		500.00	
25310	079	000	53105018.554900.		49867885	06/01/22	PV	V	BAUERMEISTER APPRAISAL SERVICE	6717658		500.00	
25310	079	000	53105018.554900.		49868754	06/01/22	PV	V	PATROL, NEBRASKA STATE	6718171		497.75	
Total for Object			554900	OTHER CONTRACTUAL SERVICES									2,622.75
25310	079	000	53105018.571100.		49863483	06/01/22	PV	V	KOHTZ, TYLER N	6716462		473.32	
25310	079	000	53105018.571100.		18060897	06/02/22	J1	G	PURCHASE CARD TRANSACTION	6721174		10.45-	
25310	079	000	53105018.571100.		18060897	06/02/22	J1	G	PURCHASE CARD TRANSACTION	6721174		135.25	
Total for Object			571100	LODGING									598.12

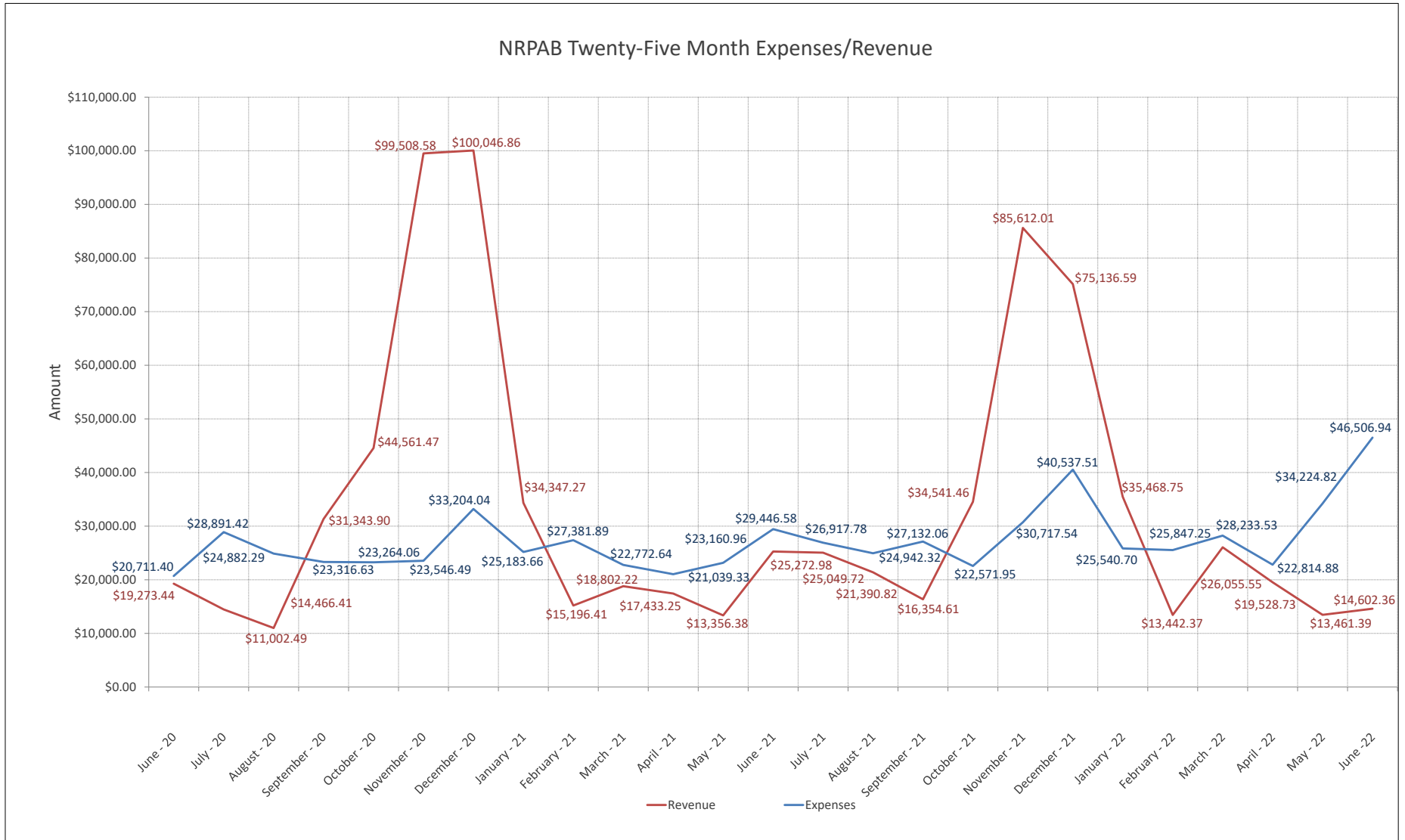
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.571800.		49844719	06/01/22	PV	V	LUHRS, THOMAS M	6714347		80.55
25310	079	000	53105018.571800.		49863483	06/01/22	PV	V	KOHTZ, TYLER N	6716462		50.39
25310	079	000	53105018.571800.		49897249	06/06/22	PV	V	DOWNING, BONNIE M	6725346		40.27
Total for Object			571800	MEALS - TRAVEL STATUS								171.21
25310	079	000	53105018.574500.		49808404	06/01/22	PV	V	HERMSEN, KEVIN P	6712975		44.88
25310	079	000	53105018.574500.		49844719	06/01/22	PV	V	LUHRS, THOMAS M	6714347		445.67
25310	079	000	53105018.574500.		49863483	06/01/22	PV	V	KOHTZ, TYLER N	6716462		615.63
25310	079	000	53105018.574500.		49887291	06/02/22	PV	V	WALKENHORST, WADE	6722279		6.08
25310	079	000	53105018.574500.		49897249	06/06/22	PV	V	DOWNING, BONNIE M	6725346		178.72
Total for Object			574500	PERSONAL VEHICLE MILEAGE								1,290.98
25310	079	000	53105018.575100.		49808404	06/01/22	PV	V	HERMSEN, KEVIN P	6712975		1.95
25310	079	000	53105018.575100.		49844719	06/01/22	PV	V	LUHRS, THOMAS M	6714347		14.63
25310	079	000	53105018.575100.		49887291	06/02/22	PV	V	WALKENHORST, WADE	6722279		1.62
25310	079	000	53105018.575100.		49897249	06/06/22	PV	V	DOWNING, BONNIE M	6725346		10.40
Total for Object			575100	MISC TRAVEL EXPENSE								28.60
Total for Business Unit			53105018	NE REAL PROPERTY APPRAISER								23,669.39
25320	079	000	53105200.475165.		447842	06/01/22	RC	RB	NRPAB AMC DEPOSIT 220601	6717831		1,500.00-
25320	079	000	53105200.475165.		449472	06/10/22	RC	RB	NRPAB AMC DEPOSIT 220610	6730339		4,500.00-
25320	079	000	53105200.475165.		452308	06/28/22	RC	RB	NRPAB AMC DEPOSIT 220628	6747578		1,500.00-
Total for Object			475165	AMC REGISTERED RENEWAL								7,500.00-
25320	079	000	53105200.476101.		449472	06/10/22	RC	RB	NRPAB AMC DEPOSIT 220610	6730339		50.00-
Total for Object			476101	LATE PROCESSING FEES								50.00-
25320	079	000	53105200.481100.		18169552	06/17/22	JE	G	OIP May 22 1.43290%	6740164		433.68-
Total for Object			481100	INVESTMENT INCOME								433.68-
25320	079	000	53105200.511100.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		2,025.24
25320	079	000	53105200.511100.		3165685	06/15/22	T2	7	PAYROLL LABOR DISTRIBUTION	6726231		1,828.40
25320	079	000	53105200.511100.		3165918	06/29/22	T2	7	PAYROLL LABOR DISTRIBUTION	6742750		2,178.53
Total for Object			511100	PERMANENT SALARIES-WAGES								6,032.17
25320	079	000	53105200.511300.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		126.00
25320	079	000	53105200.511300.		3165918	06/29/22	T2	7	PAYROLL LABOR DISTRIBUTION	6742750		339.24
Total for Object			511300	OVERTIME PAYMENTS								465.24

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.511600.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		245.00
25320	079	000	53105200.511600.		3165918	06/29/22	T2	7	PAYROLL LABOR DISTRIBUTION	6742750		350.00
Total for Object			511600 PER DIEM PAYMENTS									595.00
25320	079	000	53105200.511700.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		350.00
Total for Object			511700 EMPLOYEE BONUSES									350.00
25320	079	000	53105200.512100.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		200.18
25320	079	000	53105200.512100.		3165685	06/15/22	T2	7	PAYROLL LABOR DISTRIBUTION	6726231		178.81
25320	079	000	53105200.512100.		3165918	06/29/22	T2	7	PAYROLL LABOR DISTRIBUTION	6742750		51.69
Total for Object			512100 VACATION LEAVE EXPENSE									430.68
25320	079	000	53105200.512200.		3165391	06/01/22	T2	7	PAYROLL LABOR DISTRIBUTION	6713384		4.80
Total for Object			512200 SICK LEAVE EXPENSE									4.80
25320	079	000	53105200.512300.		3165685	06/15/22	T2	7	PAYROLL LABOR DISTRIBUTION	6726231		223.02
Total for Object			512300 HOLIDAY LEAVE EXPENSE									223.02
25320	079	000	53105200.515100.		3165392	06/01/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6713384		176.45
25320	079	000	53105200.515100.		3165686	06/15/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6726231		166.99
25320	079	000	53105200.515100.		3165919	06/29/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6742750		192.39
Total for Object			515100 RETIREMENT PLANS EXPENSE									535.83
25320	079	000	53105200.515200.		3165392	06/01/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6713384		210.14
25320	079	000	53105200.515200.		3165686	06/15/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6726231		154.96
25320	079	000	53105200.515200.		3165919	06/29/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6742750		223.35
Total for Object			515200 FICA EXPENSE									588.45
25320	079	000	53105200.515500.		3165392	06/01/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6713384		479.83
25320	079	000	53105200.515500.		3165686	06/15/22	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	6726231		479.84
Total for Object			515500 HEALTH INSURANCE EXPENSE									959.67
25320	079	000	53105200.521400.		49808412	06/01/22	PV	V	AS - OCIO - COMMUNICATIONS	6712979		70.44
25320	079	000	53105200.521400.		49950875	06/14/22	PV	V	AS - OCIO - IMSERVICES	6735104		3,147.84
Total for Object			521400 CIO CHARGES									3,218.28
25320	079	000	53105200.521500.		18004188	06/01/22	JE	G	NRPAB COPY SERV JAN-MAR 2022	6712214		198.11
Total for Object			521500 PUBLICATION & PRINT EXP									198.11

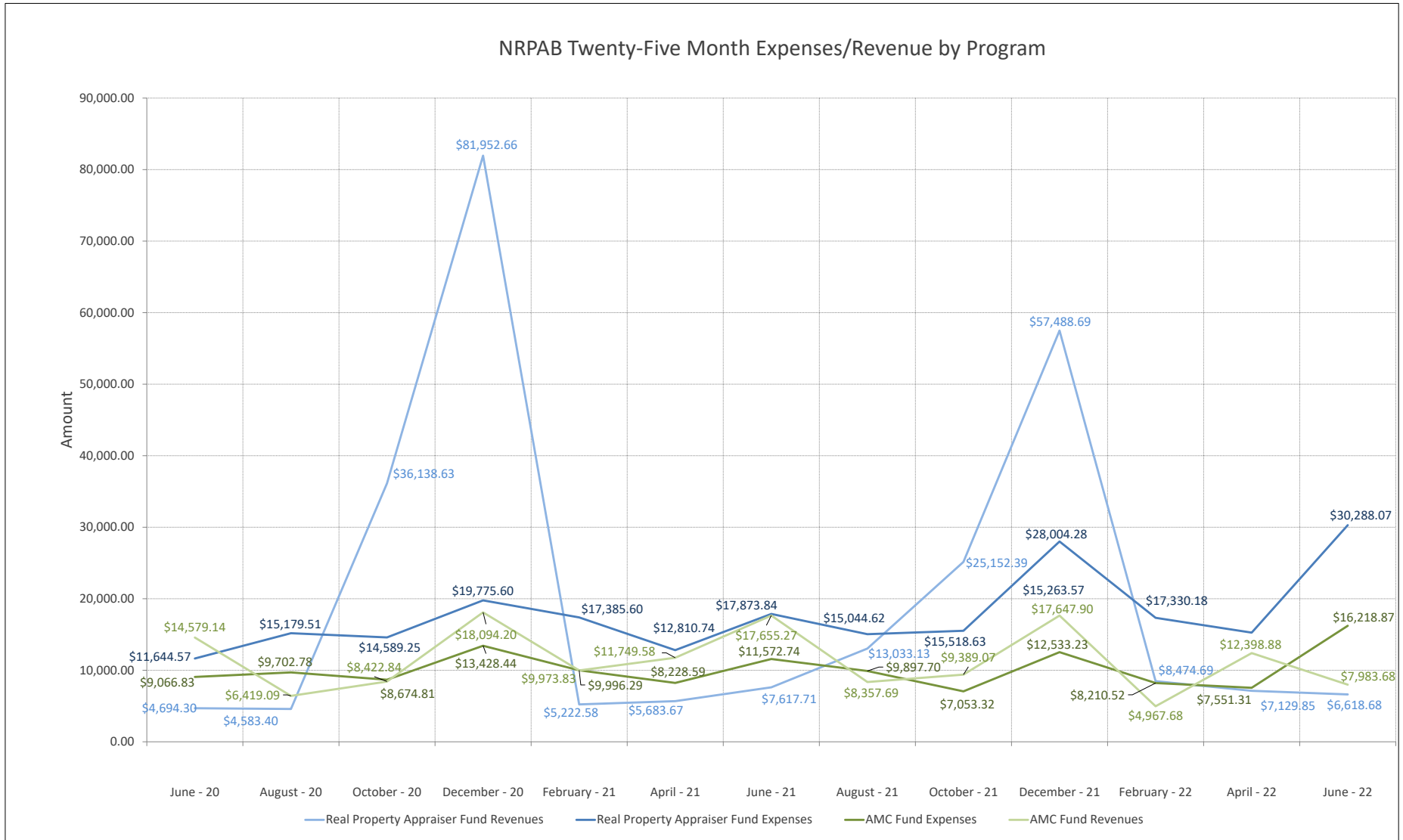
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.524600.		18004214	06/01/22	JE	G	NRPAB RENT MAY 2022	6712235		328.98
25320	079	000	53105200.524600.		18134473	06/13/22	JE	G	NRPAB RENT JUNE 2022	6733698		328.98
Total for Object			524600 RENT EXPENSE-BUILDINGS									657.96
25320	079	000	53105200.524900.		18004214	06/01/22	JE	G	NRPAB RENT MAY 2022	6712235		112.56
25320	079	000	53105200.524900.		18134473	06/13/22	JE	G	NRPAB RENT JUNE 2022	6733698		112.56
Total for Object			524900 RENT EXP-DEPR SURCHARGE									225.12
25320	079	000	53105200.531100.		18094473	06/06/22	JE	G	NRPAB OFFICE DEPOT APR 2022	6725306		44.54
Total for Object			531100 OFFICE SUPPLIES EXPENSE									44.54
25320	079	000	53105200.533100.		18094473	06/06/22	JE	G	NRPAB OFFICE DEPOT APR 2022	6725306		2.24
Total for Object			533100 HOUSEHOLD & INSTIT EXPENSE									2.24
25320	079	000	53105200.547100.		49803314	06/01/22	PV	V	AS - PERSONNEL DIVISION	6711442		19.95
Total for Object			547100 EDUCATIONAL SERVICES									19.95
25320	079	000	53105200.554900.		49868754	06/01/22	PV	V	PATROL, NEBRASKA STATE	6718171		543.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									543.00
25320	079	000	53105200.571100.		49863483	06/01/22	PV	V	KOHTZ, TYLER N	6716462		254.87
25320	079	000	53105200.571100.		18060897	06/02/22	J1	G	PURCHASE CARD TRANSACTION	6721174		72.82
25320	079	000	53105200.571100.		18060897	06/02/22	J1	G	PURCHASE CARD TRANSACTION	6721174		5.62-
Total for Object			571100 LODGING									322.07
25320	079	000	53105200.571800.		49844719	06/01/22	PV	V	LUHRS, THOMAS M	6714347		43.37
25320	079	000	53105200.571800.		49863483	06/01/22	PV	V	KOHTZ, TYLER N	6716462		27.14
25320	079	000	53105200.571800.		49897249	06/06/22	PV	V	DOWNING, BONNIE M	6725346		21.69
Total for Object			571800 MEALS - TRAVEL STATUS									92.20
25320	079	000	53105200.574500.		49808404	06/01/22	PV	V	HERMSEN, KEVIN P	6712975		24.16
25320	079	000	53105200.574500.		49844719	06/01/22	PV	V	LUHRS, THOMAS M	6714347		239.97
25320	079	000	53105200.574500.		49863483	06/01/22	PV	V	KOHTZ, TYLER N	6716462		331.49
25320	079	000	53105200.574500.		49887291	06/02/22	PV	V	WALKENHORST, WADE	6722279		3.28
25320	079	000	53105200.574500.		49897249	06/06/22	PV	V	DOWNING, BONNIE M	6725346		96.24
Total for Object			574500 PERSONAL VEHICLE MILEAGE									695.14
25320	079	000	53105200.575100.		49808404	06/01/22	PV	V	HERMSEN, KEVIN P	6712975		

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.575100.		49844719	06/01/22	PV	V	LUHRS, THOMAS M	6714347		7.87
25320	079	000	53105200.575100.		49887291	06/02/22	PV	V	WALKENHORST, WADE	6722279		.88
25320	079	000	53105200.575100.		49897249	06/06/22	PV	V	DOWNING, BONNIE M	6725346		5.60
Total for Object			575100 MISC TRAVEL EXPENSE									15.40
Total for Business Unit		53105200	AMC LICENSING									8,235.19
Total for Division		000										31,904.58
Total for Agency		053	REAL PROPERTY APPRAISER BD									31,904.58

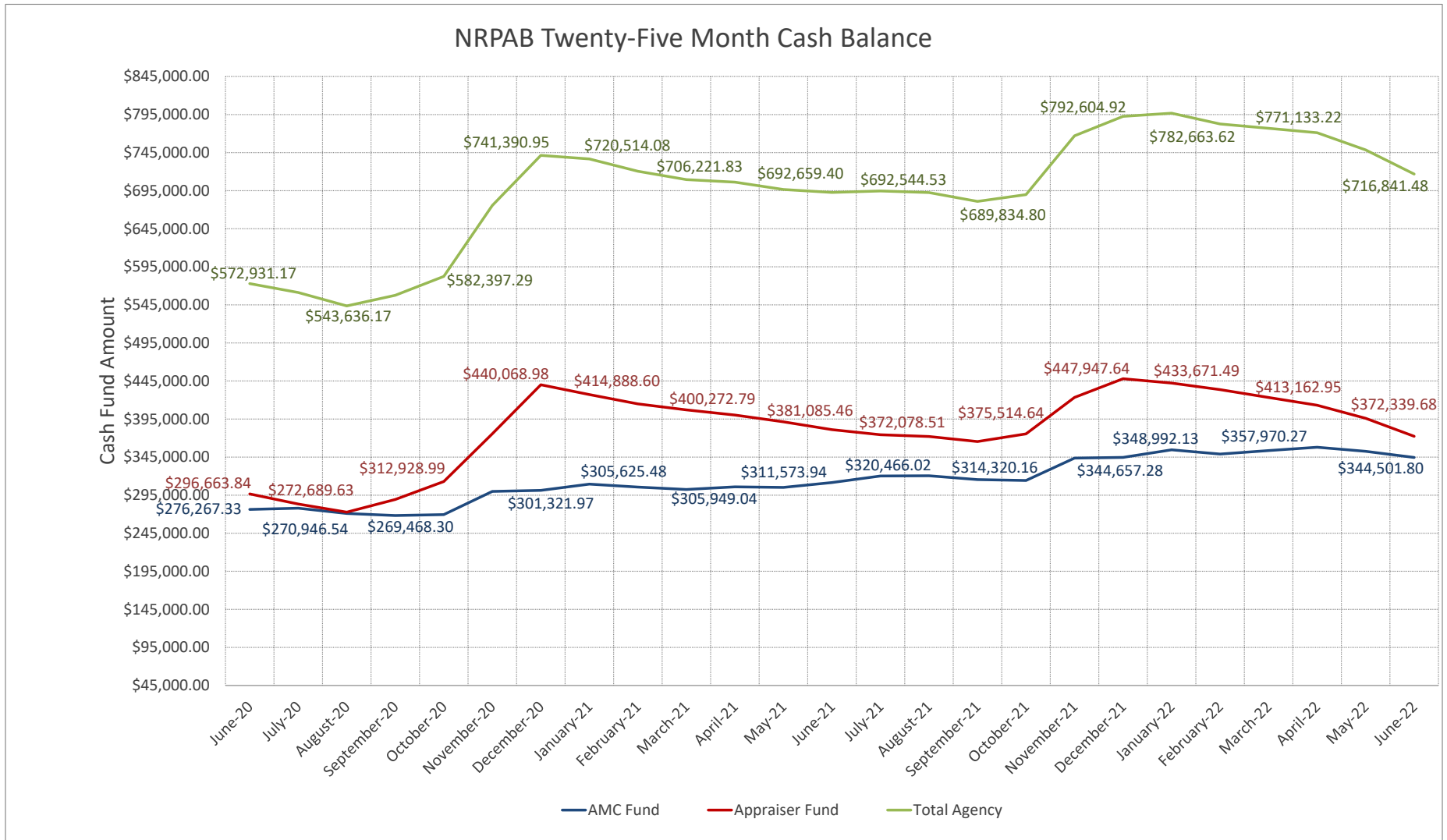
Financial Report and Considerations - Financial Charts



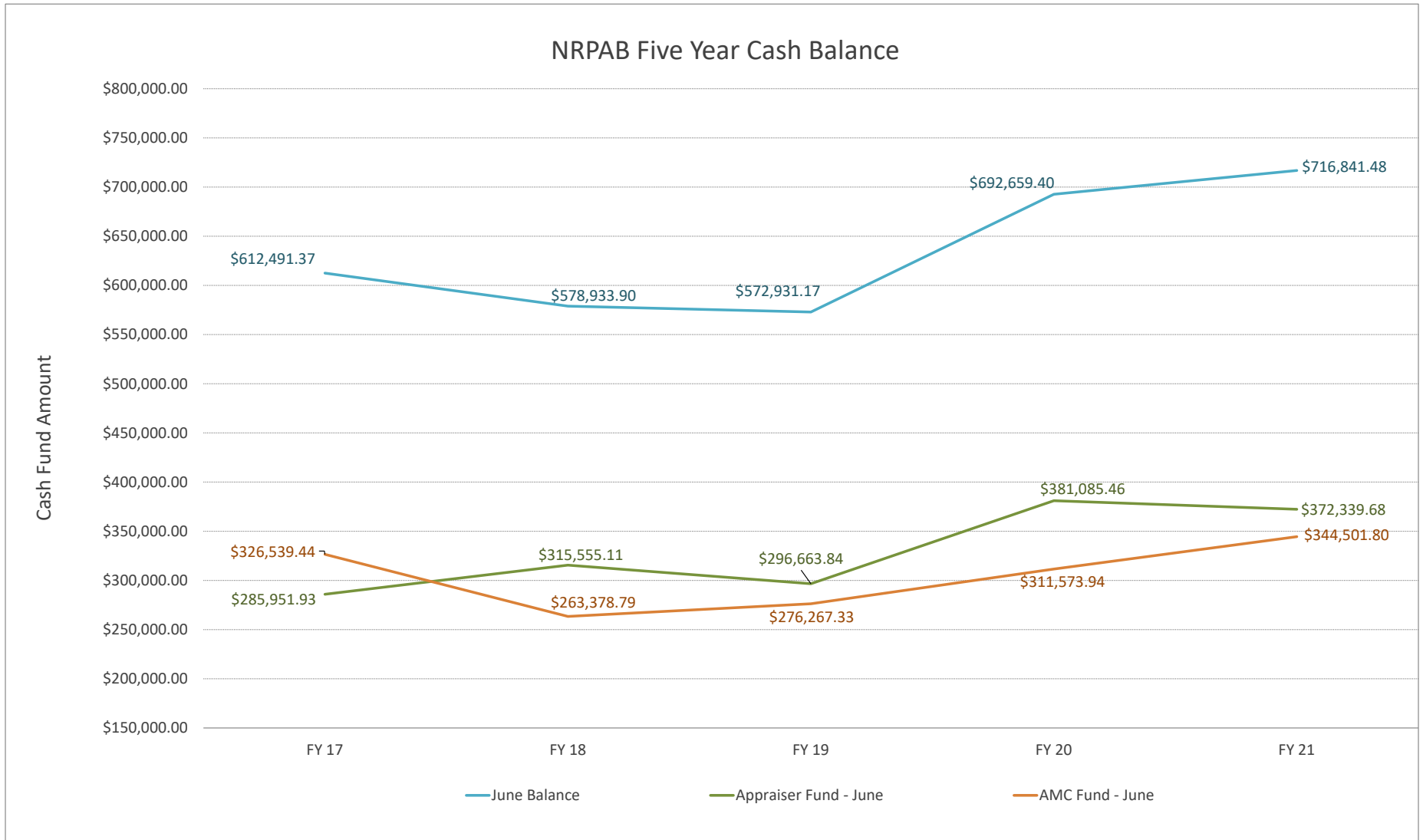
Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts





FY 2022-23 Budget Highlights

Appropriations

	FY2021-22	FY2022-23
CASH FUND	405,486	415,564
PROGRAM TOTAL	405,486	415,564
SALARY LIMIT	176,189	184,942
CARRYOVER ALLOCATION		64,797
TOTAL ALLOCATION		480,361

Projected Expenditures and Revenues

- Appraiser and AMC Fund Expenditures: \$389,961.00
Appraiser and AMC Fund Revenues: \$424,637.00

- Appraiser Fund Expenditures: \$232,373.00
- Appraiser Fund Revenues: \$275,537.00

- AMC Fund Expenditures: \$157,588.00
AMC Fund Revenues: \$149,100.00

Proposed Budget Bullet Points

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits (\$246,746.29)
- Board Member Per Diem Payments (\$9,100.00)
- NRPAB Employee Recognition Program (\$1,000.00)
- Intern/Temporary Employee (\$7,830.00)
- Travel - AARO Travel (1 Fall and 1 Spring Conference trip) and board member meeting travel (\$18,737.64)
- Staff Education (\$1,500.00)
- Legal Services (\$35,000.00)
- Other Contractual Services for CHRC and Appraisal Review Services (41,000.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (\$80,262.00)
- Funding for equipment repair and purchase (\$1000.00)
- Other Operating Expenses (overage coverage of \$82.77)

- Budget includes the following changes from the FY 2021-22 appropriations:
 - Salary and Benefits (\$8,068.21)
 - Other Operating Expenses (-\$1,115.15)
 - CIO Expenses: \$372.00 for general expense increases and \$50,000 (FY 20-21 Carryover) for 14261-AMC Renewal Online Application and Interface (\$50,372.00)
 - SOS Temporary Employee Services (\$150.00)
 - Other Contractual Services Expenses (\$1,000.00)
 - Freight (-100.00)
 - Awards (-50.00)
 - Conference Registration (250.00)
 - Surety and Notary Bonds (-\$26.00)
 - Insurance Expense (\$26.00)
 - Travel Expenses (-\$935.36)

Applicant Standard 3 Reviewer Fees/SME Fees

Applicant Reviews

Residential: 4 Hours x \$125.00 = \$500.00
 2-4 Family: 5 Hours x \$125.00 = \$625.00
 Agricultural: 7 Hours x \$125.00 = \$875.00
 Commercial: 7 Hours X \$125.00 = \$875.00

SME

Residential: 5 Hours x \$125.00 = \$625.00
 2-4 Family: 5 Hours x \$125.00 = \$625.00
 Agricultural: 12 Hours x \$125.00 = \$1500.00
 Commercial: 12 Hours X \$125.00 = \$1500.00

Account	Object Code	Budgeted Fund Types	Budgeted Amount	65.00%	35.00%		*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.
			FY 22-23 Budgeted Amount	Appraiser	AMC	Verification	Notes
Personal Service Expenditures							
25310	511100	Permanent Salaries - Wages	\$150,067.69	\$97,544.00	\$52,523.69	\$150,067.69	
25310	511200	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00	
25310	511300	Overtime Payments	\$1,633.48	\$1,061.76	\$571.72	\$1,633.48	
25310	511600	Per Diem Payments	\$9,100.00	\$5,915.00	\$3,185.00	\$9,100.00	
25310	511700	Employee Bonuses	\$1,000.00	\$650.00	\$350.00	\$1,000.00	
25310	511800	Comp Time Payments	\$1,633.48	\$1,061.76	\$571.72	\$1,633.48	
25310	512100	Vacation Leave Expenses	\$12,763.62	\$8,296.35	\$4,467.27	\$12,763.62	
25310	512200	Sick Leave Expenses	\$824.88	\$536.17	\$288.71	\$824.88	
25310	512300	Holiday Leave Expenses	\$7,918.85	\$5,147.25	\$2,771.60	\$7,918.85	
25310	512500	Funeral Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
Personal Service Subtotals			\$184,942.00	\$120,212.30	\$64,729.70	\$184,942.00	
Employee Benefit Expenditures							
25310	515100	Retirement Plan Expenses	\$13,188.15	\$8,572.30	\$4,615.85	\$13,188.15	
25310	515200	FICA Expenses	\$14,148.06	\$9,196.24	\$4,951.82	\$14,148.06	
25310	515400	Life & Accident Ins Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25310	515500	Health Insurance Expenses	\$32,903.00	\$21,386.95	\$11,516.05	\$32,903.00	
25310	516300	Employee Assistance Pro	\$37.08	\$24.10	\$12.98	\$37.08	
25310	516400	Unemployment Comp Ins Exp	\$0.00	\$0.00	\$0.00	\$0.00	
25310	516500	Workers Comp Premiums	\$1,528.00	\$993.20	\$534.80	\$1,528.00	
Employee Benefit Subtotals			\$61,804.29	\$40,172.79	\$21,631.50	\$61,804.29	
Operating Expenses							
25310	521100	Postage Expenses	\$2,500.00	\$1,625.00	\$875.00	\$2,500.00	
25310	521200	Comm Exp-Voice/Data	\$0.00	\$0.00	\$0.00	\$0.00	
25310	521300	Freight	\$100.00	\$65.00	\$35.00	\$100.00	
25320	521400	CIO Charges	\$80,262.00	\$19,670.30	\$60,591.70	\$80,262.00	30,262.00 + 50,000 for 14261-AMC Renewal Online Application and Interface (AMC Fund).
25310	521500	Publication & Print Expense	\$3,000.00	\$1,950.00	\$1,050.00	\$3,000.00	
25310	521900	Awards Expense	\$100.00	\$65.00	\$35.00	\$100.00	
25310	522100	Dues & Subscription Expense	\$600.00	\$390.00	\$210.00	\$600.00	
25310	522200	Conference Registration	\$1,100.00	\$715.00	\$385.00	\$1,100.00	
25310	539500	Purchasing Card Suspense	\$0.00	\$0.00	\$0.00	\$0.00	
25320	524600	Rent Expense - Buildings	\$11,687.30	\$7,596.75	\$4,090.56	\$11,687.30	
25310	532200	Personal Computing Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25320	524900	Rent Exp - Dupr Surcharge	\$3,859.00	\$2,508.35	\$1,350.65	\$3,859.00	
25310	527900	Personal Comput Equip R & M	\$0.00	\$0.00	\$0.00	\$0.00	
25320	527100	Rep & Maint - Office Equip	\$500.00	\$325.00	\$175.00	\$500.00	
25310	532260	Voice Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25310	532280	Video Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25310	531100	Office Supplies Expense	\$2,000.00	\$1,300.00	\$700.00	\$2,000.00	
25310	532100	Non-Capitalized Equip PU	\$500.00	\$325.00	\$175.00	\$500.00	
25310	533100	Household & Instit Expense	\$235.00	\$152.75	\$82.25	\$235.00	
25310	534900	Misc Supplies Expense	\$50.00	\$32.50	\$17.50	\$50.00	
25310	527960	Voice Equip Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00	
25310	541100	Acctg & Auditing Services	\$1,037.00	\$674.05	\$362.95	\$1,037.00	
	541200	Purchasing Assessment	\$90.00	\$58.50	\$31.50	\$90.00	
25310	541400	HRMS Assessment	\$0.00	\$0.00	\$0.00	\$0.00	
25310	541500	Legal Services Expense	\$35,000.00	\$31,500.00	\$3,500.00	\$35,000.00	90/10 split
25310	541700	Legal Related Expense	\$7,000.00	\$6,300.00	\$700.00	\$7,000.00	90/10 split
25310	541900	Settlements	\$0.00	\$0.00	\$0.00	\$0.00	
25310	542100	SOS Temp Serv - Personnel	\$7,830.00	\$5,089.50	\$2,740.50	\$7,830.00	
25310	547100	Educational Services	\$1,500.00	\$975.00	\$525.00	\$1,500.00	

25310	554900	Other Contractual Service	\$41,000.00	\$36,500.00	\$4,500.00	\$41,000.00
25310	555200	Non-Capitalized Software	\$0.00	\$0.00	\$0.00	\$0.00
25310	556100	Insurance Expense	\$47.00	\$30.55	\$16.45	\$47.00
25310	556300	Surety & Notary Bonds	\$0.00	\$0.00	\$0.00	\$0.00
25310	559100	Other Operating Expenses	\$82.77	\$53.80	\$28.97	\$82.77
Operating Expenses Subtotals			\$200,080.07	\$117,902.05	\$82,178.02	\$200,080.07
Travel Expenses						
25310	571100	Lodging	\$4,650.00	\$3,022.50	\$1,627.50	\$4,650.00
25310	571600	Meals - Taxable	\$100.00	\$65.00	\$35.00	\$100.00
25310	571800	Meals - Travel Status	\$2,010.00	\$1,306.50	\$703.50	\$2,010.00
25310	572100	Commercial Transportation	\$1,950.00	\$1,267.50	\$682.50	\$1,950.00
25310	573100	State-Owned Transportation	\$200.00	\$130.00	\$70.00	\$200.00
25310	574500	Personal Vehicle Mileage	\$8,797.64	\$5,718.47	\$3,079.17	\$8,797.64
25310	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00
25310	575100	Misc Travel Expenses	\$1,030.00	\$669.50	\$360.50	\$1,030.00
Travel Expenses Subtotals			\$18,737.64	\$12,179.47	\$6,558.17	\$18,737.64
Capital Outlay						
25310	583000	Furniture & Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00
25310	583300	Computer Equip & Software	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay Subtotals			\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenditures Subtotals			\$280,622.00			
Expenditures Subtotals			\$465,564.00	\$290,466.60	\$175,097.40	\$465,564.00
Budget Funds Revenues						
25310	471100	Sale of Services	\$400.00	\$400.00		
25310	472200	Reproduction & Publications	\$0.00	\$0.00		
25310	471120	Qualifying Ed Course Fees	\$750.00	\$750.00		
25310	471121	Continuing Ed New Fees	\$1,250.00	\$1,250.00		
25310	471122	Continuing Ed Renewal Fees	\$150.00	\$150.00		
25310	475150	Certified General New Fees	\$9,000.00	\$9,000.00		
25310	475151	Licensed New Fees	\$1,200.00	\$1,200.00		
25310	475152	Fingerprint Fees	\$3,077.00	\$3,077.00		
25310	475153	Certified Residential New	\$3,000.00	\$3,000.00		
25310	475154	Certified General Renewal	\$122,375.00	\$122,375.00		
25310	475155	Licensed Renewal	\$15,950.00	\$15,950.00		
25310	475156	Fingerprint Audit Program Fees	\$3,960.00	\$3,960.00		
25310	475157	Certified Residential Renewal	\$64,625.00	\$64,625.00		
25310	475159	Temporary Licensed Fees	\$0.00	\$0.00		
25310	475160	Temporary Cert Residential	\$0.00	\$0.00		
25310	475161	Temporary Certified General	\$9,000.00	\$9,000.00		
25310	475162	Appraiser Trainee	\$0.00	\$0.00		
25310	475234	Application Fees	\$28,200.00	\$28,200.00		
25310	475166	Licensed Inactive	\$0.00	\$0.00		
25310	475167	Certified Residential Inactive	\$300.00	\$300.00		
25310	475168	Certified General Inactive	\$300.00	\$300.00		
25310	476101	App Late Processing Fees	\$4,000.00	\$4,000.00		
25320	475163	AMC Registered New Fees	\$12,000.00		\$12,000.00	
25320	475164	AMC Application Fees	\$2,100.00		\$2,100.00	
25320	475165	AMC Registered Renewal Fees	\$129,000.00		\$129,000.00	
25320	476101	AMC Late Processing Fees	\$500.00		\$500.00	
Budget Fund Revenues Subtotals			\$411,137.00			
Miscellaneous Revenues						
25310	481100	Investment Income	\$6,000.00	\$6,000.00		

Appraiser Renewal Fingerprint (10 % of projected 584) 56 x 45.25 = 2,534.00; New Appraiser Fingerprint (total number of projected applications - 68 x 45.25) = 3,077; AMC Fingerprint new (6 submission @ 2 per application x 45.25) = \$543.00; AMC Fingerprint renew (1 per application = 86) = 3,892.00 = 10,046.00 ----- 22,625.00, for applicant reviews --- 12 Grievances (3 Commercial; 4 Ag; 5 Residential) for SME = \$13,625.00 == 46,296.00

25320	481101	AMC Investment Income	\$5,000.00	\$0.00	\$5,000.00	
25310	485100	Fines Forfeits & Penalties	\$0.00	\$0.00	\$0.00	
25320	485101	AMC Fines Forfeits & Penalties	\$0.00	\$0.00	\$0.00	
25310	484500	App Reimbursement Non-Govt Sources	\$2,000.00	\$2,000.00	\$0.00	
25320	484500	AMC Reimbursement Non-Govt Sources	\$500.00	\$0.00	\$500.00	
25310	486500	Miscellaneous Adjustments	\$0.00	\$0.00	\$0.00	
Miscellaneous Revenues Subtotals			\$13,500.00			
Other Financial Sources						
25310	493200	Operating Transfers Out	\$0.00			
Other Financial Sources Subtotals			\$0.00			
Revenue Subtotals			\$424,637.00	\$275,537.00	\$149,100.00	\$424,637.00
Operation Line Report			\$0.00	-\$14,929.60	-\$25,997.40	\$40,927.00
App FY Expenditures/Revenue w/ Expenditures at 80% of Budgeted (\$232,373.00):			\$43,164.00			
AMC FY Expenditures/Revenue w/ Expenditures at 90% of Budgeted (\$157,588.00):				-\$8,488.00		
Total FY Expenditures/Revenue w/ Expenditures (base expenditures only) (\$389,961.00):						\$34,676.00



Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code June 16, 2022 Draft

The Board proposes changes to chapters one through seven of Title 298 of the Nebraska Administrative Code. Title 298 includes the rules and regulations for administration and enforcement of the Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 – 76-2250) and the Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 – 76-3222). Title 298 clarifies and defines the requirements and processes for real property appraiser credentialing, real property appraiser credential renewal, real property appraiser qualifying and continuing education activities, appraisal management company registration and renewal, and investigations. The Board’s intent to amend Title 298 is due to the following:

- Numerous changes related to the administration of the education program are made, due to the Real Property Appraiser Qualifications Criteria effective on January 1, 2022 (“2022 Criteria”) and the CAP Policies and Procedures effective on January 1, 2022 (2022 CAP”), adopted by the Appraiser Qualifications Board of The Appraisal Foundation. The definition of “correspondence education” is replaced with “distance education,” which is expanded to include “synchronous,” asynchronous,” and “hybrid.” In addition, a significant number of changes are made to Chapter 6. The majority of these changes align the language in Chapter 6 with the 2022 Criteria and the 2022 CAP. Chapter 6 is also restructured for clarification. The “Requirements” sections for qualifying education, continuing education, and the supervisory real property appraiser and trainee course include duplicate language. The duplicated language is stricken from these sections and added to the general education section at the beginning of Chapter 6. Finally, the “Initial Application,” “Resubmission of Instructor Approval,” and “Expiration and Rescinding of Instructor Approval” sections are all stricken. The instructor qualifications remain, but the instructor is now considered a part of the education activity submission and approval (must have an instructor policy that requires the use of instructors that meet the requirements of Chapter 6). This change aligns with the reference to instructors in the AQB CAP Policies and Procedures.
- LB707, approved by Governor Ricketts on April 18, 2022, updated the Nebraska Real Property Appraiser Act to implement the Real Property Appraiser Qualifications Criteria (“2021 Criteria”) adopted by The Appraisal Foundation’s Appraiser Qualifications Board, effective on January 1, 2021; and to maintain compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (“Title XI”) and the Policy Statements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (“ASC Policy Statements”). The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the Real Property Appraiser Act through LB707. Specifically, the requirements for acceptance of PAREA, which includes how credit is awarded based on what PAREA program is completed by the applicant. Finally, the requirement that a temporary credential applicant provide a completion date is stricken.

- It is the Board’s priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession. The following changes address this very issue: The use of the synchronous (livestream) and hybrid (online and livestream) education delivery mechanisms for real property appraiser qualifying and continuing education is expanded; the acceptance of education completed in another jurisdiction is expanded by allowing for education offerings to meet the minimums established in the Real Property Appraiser Qualifications Criteria only, and by allowing distance education to be accepted if approved by any jurisdiction in which an applicant or real property appraiser holds a credential as verified through the Appraiser Registry of The Appraisal Subcommittee instead of their jurisdiction of residency only; the requirements for acceptance of PAREA are established; the review and approval procedures are updated to allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exists requiring Board expertise; the requirement that no more than 50% of real property appraisal practice experience be obtained for work without a traditional client is removed in accordance with the 2022 Criteria; and education providers are no longer required to submit evidence of an education activity being AQB CAP approved, or an instructor being an AQB Certified USPAP Instructor when required.
- Pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (“Title XI”), the Appraisal Subcommittee of the Federal Financial Institutions Examination Council (“ASC”) monitors each State’s appraiser and AMC regulatory programs to ensure the State: Recognizes and enforces the standards, requirements, and procedures prescribed by Title XI; has adequate authority to permit it to carry out its Title XI related functions; and makes decisions concerning appraisal standards, appraiser qualifications and supervision of appraiser practices consistent with Title XI. The ASC performed an State Off-Site Assessment (“SOA”) of the State of Nebraska Appraiser Regulatory Program and AMC Regulatory Program in February of 2022. The ASC observed that the information collected for Federally Regulated AMCs is beyond the authority of the AMC Rule and Revised Bulletin 2017 -01 issued April 16, 2018. The collection of this information is removed as requested by the ASC. The ASC also recommended that all references to the federal registries use the current names, “Appraiser Registry” and “AMC Registry.” All references throughout Title 298 are updated.
- During the drafting of the proposed changes, emphasis was placed on the effectiveness of regulations in place, the clarity and applicability of the language in Title 298, and the public’s rights and welfare. Language is updated to reflect this emphasis. The following specific changes are made for one or more of the above reasons: The practicum course language is incorporated into the language that pertains to non-traditional experience, which is also expanded to better align with the actual language utilized in the Real Property Appraiser Qualifications Criteria; many of the aggregate maximum of 25% experience items are stricken as the Real Property Appraiser Qualifications Criteria specifically states that experience must be in appraisal work conforming to USPAP standards 1-6; the language “the Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in real property appraisal practice” is also stricken as such experience would be in conflict with the Real Property Appraiser Qualifications Criteria; “or” is stricken and replaced with “and” as the requirements in all three sections must be met for the application to be considered a completed application for a real property appraiser credential to be awarded by reciprocity;

“prior to” is stricken and “by” is added as evidence of completion of the 7-hour National Uniform Standards of Professional Appraisal Practice Update course may be submitted on December 31; “applicant” is stricken and “real property appraiser” is added to better clarify that 001.10C, which pertains to continuing education requirements, is relevant to those that already hold a credential; “August 31” is stricken, and “June 30” is added in Section 002.01 to reflect current practice for when a credential holder will be notified of selection for a random criminal history record check; and the fee name is updated to “continuing education activity renewal application fee” in Section 003.04A.2 to harmonize this fee name with that in the Real Property Appraiser Act.

- The proposed changes to Title 298 include no fee changes and will have no fiscal impact on credential/registration holders and other political subdivisions.

More detail regarding the specifics of these changes can be found below:

- “Attendee” is stricken and “student” is added in Chapter 1, § 001.04 to better align with the language in the Real Property Appraiser Qualifications Criteria and the CAP Policies and Procedures (page 1).
- “Except for appraisal subject matter electives” is stricken and “Core curriculum does not include appraisal subject matter electives” is added in Chapter 1, § 001.07 for better clarity (page 1).
- The definition “correspondence education” is stricken (page 1) as “distance education” is the new definition utilized for an education activity previously considered to be “correspondence education”. This change is applied throughout.
- The definition “online education is stricken, and “distance education” is added, which is expanded to include “synchronous,” asynchronous,” and “hybrid” is added in Chapter 1, § 001.09 to align the language with the 2022 Criteria (page 2). This change is applied throughout.
- The definition “real property appraiser-in-charge” is added in Chapter 1, § 001.12 for clarification of the real property appraiser responsible for real property appraisal practice assistance provided by an applicant in the case of a licensed residential real property appraiser or certified residential real property appraiser obtaining real property appraisal practice experience outside of the scope of practice of their current classification.
- Chapter 2, § 001.01D (page 6), Chapter 2, § 001.06 (page 13), Chapter 4, § 001.10 (pages 30-31) are amended to allow for classroom and distance education activities completed in another jurisdiction to meet or exceed the requirements for approval as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation in lieu of Chapter 6 of Title 298 for credit to be awarded, and that distance education activities completed in another jurisdiction are approved by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council along with the jurisdiction of residency (jurisdiction of residency is current requirement). These changes open up the number of qualified education activities allowed, particularly for synchronous or hybrid education activities, reducing regulatory burden on applicants and credential holders.

- Chapter 2, § 002.01 (page 14) is amended to add “certified general real property appraiser” as a credential for obtaining real property appraisal experience in the State of Nebraska or as a resident of Nebraska. If a certified general real property appraiser were to allow his or her credential to lapse, he or she would need to re-apply for credentialing and meet all of the current requirements in place. Currently, Title 298 is not clear as to what experience is acceptable for inclusion on a real property appraisal practice experience log under this circumstance. Adding “certified general real property appraiser” allows a certified general real property appraiser the same option as a licensed residential real property appraiser or a certified residential real property appraiser for reporting and submitting real property appraisal practice experience. The language, “This Section does not apply to participation in a PAREA program” is also added as participation in a PAREA program is not considered to be engaging in real property appraisal practice for experience credit.
- Chapter 2, §§ 002.03 (page 14), 004.04 (page 14), 002.07 (page 15), 002.11 (page 17), 002.12A (page 17), 002.12C (page 17), 002.14 (page 18) are amended to reflect that the Board may not review an applicant’s real property appraisal practice experience for determination of acceptability. These changes are related to the review and approval procedures that provide for a committee review of an applicant’s real property appraisal practice experience, and allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exists requiring Board expertise.
- Chapter 2, §§ 002.04 (page 14), 002.05 (page 15), 002.09A (page 16) are amended to clarify that the requirements for the significant real property appraisal practice assistance, acceptable real property appraisal experience hours, and the real property appraisal practice experience log apply to licensed residential real property appraisers or certified residential real property appraisers obtaining real property appraisal practice experience outside of the scope of practice of their current classification for upgrading to a higher classification.
- “Or” is stricken after “and” and “the” is added in its place to clarify that both the supervisory real property appraiser or the real property appraiser-in-charge and the applicant verify that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice in Chapter 2, §§ 002.04 (page 14).
- Chapter 2, § 002.06 (page 14) is amended to strike the language requiring that real property appraisal practice experience gained for work without a traditional client cannot exceed 50% of the total real property appraisal practice experience requirement in accordance with the 2022 Criteria. In addition, language is added to allow for a practicum course approved by The Appraisal Foundation’s Appraiser Qualifications Board’s Course Approval Program as meeting the requirement for non-traditional client real property appraisal practice experience. This language aligns with the 2022 Criteria.

- In Chapter 2, § 002.07 (page 14), “Highest and best use,” “ad valorem tax appraisal,” and “feasibility analysis or study” are stricken from the aggregate maximum of 25% of acceptable experience items as the Real Property Appraiser Qualifications Criteria specifically states, “An applicant’s experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.” “Practicum course of study adhering to AQB guidelines” is also stricken and reintroduced in Chapter 2, § 002.06.
- Chapter 2, § 002.08 (stricken) (page 15) is stricken. The 50% non-traditional real property appraisal experience requirement is stricken. The language, “The Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in real property appraisal practice” is stricken as the Real Property Appraiser Qualifications Criteria specifically states, “An applicant’s experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.” There is no experience that would qualify under the above language that is also compliant with the Real Property Appraiser Qualifications Criteria.
- Chapter 2, § 002.08 (added) (page 15-16) harmonizes Title 298 with the LB707 changes to establish the requirements for PAREA to be accepted by the Board, which includes how credit is awarded based on what PAREA program is completed by the applicant. This language aligns with the Real Property Appraiser Qualifications Criteria.
- Chapter 2 § 002.11 (page 17) is amended to reflect that the Board may not review an applicant’s real property appraisal practice experience hours for determination of acceptability. These changes are related to the review and approval procedures that provide for a committee review of an applicant’s real property appraisal practice experience, and allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exist requiring Board expertise.
- Chapter 2 § 002.12 (page 17) is amended to move, “If the real property appraisal practice experience log submitted by the applicant is accepted” to provide for better clarification of the process utilized for review of an applicant’s real property appraisal practice experience.
- Chapter 2 § 002.12A (page 17) is amended to add the language, “will be selected” which was stricken from Section 002.12 related to the previously mentioned change.
- Chapter 2 §§ 002.12A.1 (page 17), 002.12A.2 (page 17) are amended to strike the language, “by the Board’s staff” as this language is unnecessary and inconsistent with the language used throughout Section 002.
- Chapter 2 § 002.13 (page 18) is added to allow for a committee review of an applicant’s real property appraisal practice experience if it is determined by the Director that any appraisal review assignment results are found to be null or insignificant.

- Chapter 2 § 002.14 (page 18) is amended to strike, “applicable” before “real property appraisal practice experience requirements” and “it will notify” after the same language, and add “will be notified” after “the applicant” to provide for better clarification of the process utilized for review of an applicant’s real property appraisal practice experience.
- Chapter 2 § 002.15 (page 19) is added to move, “Verification of the applicant’s real property appraisal practice experience may be obtained from other persons as needed” from the stricken Section 002.16, and “the applicant may be required to submit additional details, reports or file memoranda” from Section 002.12C, to provide for better clarification of the process utilized for review of an applicant’s real property appraisal practice experience.
- Chapter 2 § 002.16 (page 20) is amended to strike, “the Board will consider” before “all information received,” and add “will be considered” after the same language to provide for better clarification of the process utilized for review of an applicant’s real property appraisal practice experience.
- Chapter 2, §§ 003.03 (page 20), 003.05 (page 20), 004.02D (page 24) are amended to reflect that the Board may not approve the applicant to sit for examination. These changes are related to the review and approval procedures that allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exists requiring Board expertise.
- Chapter 2, §§ 004.02C (page 24), 004.02D (page 24), 004.02E (page 24), 004.02F (page 24) are amended to reflect that the Board may not approve the application. These changes are related to the review and approval procedures that allow the Board’s director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exists requiring Board expertise.
- During its SOA, the ASC recommended that all references to the federal registries use the current names, “Appraiser Registry” and “AMC Registry.” These references are updated in Chapter 2, §§ 004.02F (page 24), 004.02G (page 25), Chapter 3 §§ 001.06 (page 27), 001.08 (page 27), Chapter 4 § 003.02C (page 32), Chapter 6 § 004.03E(3) (page 56), Chapter 7 §§ 001.04C (page 68), 002.01C (page 69).
- “Or” is stricken and replaced with “and” as the requirements in all three sections must be met for the application to be considered a completed application for a real property appraiser credential to be awarded by reciprocity in Chapter 3, § 001.04 (page 26).
- “And completion date” is stricken from Chapter 3, § 002.01B, which harmonizes the temporary credential requirements with the changes made in LB707.
- In Chapter 4, § 001.01 (page 29), “prior to” is stricken and “by” is added as evidence of completion of the 7-hour National Uniform Standards of Professional Appraisal Practice Update course may be submitted on December 31.
- “Applicant” is stricken and “real property appraiser” is added to better clarify that continuing education requirements are relevant to those that already hold a credential in Chapter 4, § 001.10C (page 31).

- In Chapter 4, § 002.01 (page 31), “August 31” is stricken, and “June 30” is added to reflect current practice for when a credential holder will be notified of selection for a random criminal history record check.
- In Chapter 5, § 001 (page 34), “Made to the Board” is stricken and “approved” is added after “date of application was” for better clarification and to reflect current practices.
- The language, “The expiration date of any continuing education activity will remain the same as approved under the previous education provider” is added in Chapter 6, § 001.03 (page 36) for better clarification.
- Chapter 6, §§ 001.07 (page 36), 001.08 (page 36), 001.09 (page 36), 001.11 (page 37), 001.12 (page 37), 001.13 (page 37) are added to Section 001, “General” education, and stricken from Section 002.01 (pages 39-40), “Requirements” under “Qualifying Education,” 003.01A (pages 46-47), “Requirements” under “Continuing Education,” and Section 004.01 (pages 53-54), “Requirements” under “Supervisory Real Property Appraiser and Trainee Course.” This language is moved to eliminate repeated language and to consolidate the general education requirements in one area.
- Distance education requirements found in Chapter 6, § 001.14 (pages 37-38) are amended to align the language with the 2022 Criteria and the 2022 CAP requirements to incorporate the requirements for distance education components and delivery mechanism approval.
- Chapter 6, §§ 002.02A2 (pages 36-43), 003.02A.2 (pages 47-50), 004.04A.2 (pages 57-60) are amended to align the language with the 2022 CAP requirements for education activity submission and approval.
- Chapter 6, §§ 002.02B.1 (page 43), 003.02B.1 (pages 50-51) are amended to allow an activity identified by the education provider as approved by the AQB of The Appraisal Foundation through its CAP program for qualifying and continuing education be verified by staff as such through The Appraisal Foundation’s AQB Approved Courses list found on its website instead of the education provider including evidence of AQB CAP approval with the application. This removes an unnecessary burden placed on education providers.
- Chapter 6, §§ 002.02B.2 (page 44), 003.02B.2 (page 51), 004.04B.1 (page 60) are amended to allow that certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation be verified through The Appraisal Foundation’s Find an AQB Certified USPAP Instructor found on its website for education activities requiring the use of a AQB Certified USPAP Instructor. This removes an unnecessary burden placed on education providers.
- The “Resubmission of Approved Activity” language in Chapter 6, §§ 002.03A (page 44), 003.03A (page 51), 004.05A (page 61) is amended to harmonize the reasons for resubmission with the changes made to qualifying education activities, continuing education activities, supervisory real property appraiser and trainee courses, and instructors.

- The “Resending Approval” language in Chapter 6, §§ 002.04A (page 45), 003.04B (page 52), 004.06A (page 61) is amended to harmonize the reasons for rescinding of approval with the changes made to qualifying education activities, continuing education activities, supervisory real property appraiser and trainee courses, and instructors.
- In Chapter 6, § 003.04A.1 (page 52), “Renewal” is stricken after “application” and before “fee,” and “renewal” is added before “application” to use the correct language for this fee as established in Neb. Rev. Stat. § 76-2241.
- Chapter 6, § 005 (pages 62-66) is restructured to consolidate the instructor requirements for clarity, and to strike all “Initial Application,” “Resubmission of Instructor Approval,” and “Expiration and Rescinding of Instructor Approval” language to align the language with the AQB CAP Policies and Procedures and remove an unnecessary burden placed on education providers. The instructor(s) for an education activity will be identified on the education provider’s application submitted for approval of the activity. Such identification must include first name, last name, email address, and phone number, and state the instructor’s qualification as specified in Section 005.01 of this Chapter. An education provider must have a written instructor qualifications policy that requires the use of instructors who meet the requirement of the Act and Section 005.
- During its SOA, the ASC noted that information required of Federally Regulated AMCs that is beyond the authority of the AMC Rule and Revised Bulletin 2017 -01 issued April 16, 2018. The ASC recommended that the reporting requirements concerning AMC appraisers for federally regulated AMCs be removed from Title 298. The language identifying the information is stricken in Chapter 7, § 003.01 (page 70).



Employee Handbook

Draft June 24, 2022

**Nebraska Real Property Appraiser Board
Employee Handbook**

TO EMPLOYEES:

Attached is our Employee Handbook. It is designed to acquaint you with our work environment policies. This is not intended to create any contractual or legal obligations. You should read, understand and comply with provisions of this handbook.

Please review the handbook and sign the acknowledgement statement below. After signing, return this page to the Director.

ACKNOWLEDGMENT:

I have read the employee handbook and have familiarized myself with the contents, including but not limited to, the Drug Free Policy.

Name

Date

**Nebraska Real Property Appraiser Board
Employee Handbook**

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CLASSIFICATION OF NRPAB AGENCY EMPLOYEES

Non-classified position (Exempt Employee):

- Executive Director, (not subject to the State Personnel System as per [Neb. Rev. Stat. § 81-1316](#). The Nebraska Real Property Appraiser Board has total discretion in hiring and setting the pay rate. Benefits such as sick leave, vacation leave, military leave, civil leave, family medical leave, bereavement leave, life and health insurance, and retirement are as prescribed by State statute.)

Classified positions under Rules (Rules Employee):

- None

For employment covered under the current [Classified System Personnel Rules and Regulations](#), NAC, Title 273, go to [Nebraska DAS Personnel](#).

Classified positions under the NAPE/ AFSCME Contract (Contract Employee):

- Business and Licensing ~~Program Manager~~ ~~Specialist~~, ~~AS0101842~~
- ~~Business and Education Program Manager~~ ~~Administrative Specialist~~, ~~AS0108144~~

For employment covered under the current [Nebraska Association of Public Employees Local 61 of the American Federation of State, County and Municipal Employees \(NAPE/AFSCME\) Labor Contract](#), go to [Nebraska DAS Employee Relations](#).

Temporary part-time position (SOS Employee):

- (2) SOS Secretary I, R01411 (seasonal)

CONFIDENTIALITY AND DISCLOSURE

All employees have a responsibility to comply with all laws and regulations governing the Nebraska Real Property Appraiser Board. Confidentiality shall be maintained for Board records, employee records, applicant records and materials, background checks, and compliance materials that are not public information as per [Neb. Rev. Stat. § 84-712.05](#). Records shall only be accessed when necessary within position responsibilities. Confidential information shall not be shared with anyone other than those who have the right to know the information within State government or the legal counsel of the Board. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Nebraska Real Property Appraiser Board Employee Handbook

CODE OF CONDUCT

The success of the Nebraska Real Property Appraiser Board is dependent on the trust and confidence of its employees, customers, and constituents. Credibility is gained by adhering to the Board's commitments, displaying honesty and integrity, displaying professionalism and respect to all, and reaching the Board's goals through honorable conduct. Individual responsibility and accountability matter. It is easy to say what must be done, but the proof is in the *actions*. Employees are expected to conduct themselves in a professional manner and take responsibility for their behavior and actions. Thus, the following standards are expected through the course of work related activities:

- Treat everyone with dignity and respect;
- Ensure that personal relationships do not influence business decisions, and avoid even the appearance of impropriety, bias, or conflict of interest (immediately report to the Director any situation where a conflict of interest could be perceived, or if appropriate, to the Board's Chairperson);
- Maintain appropriate relationships with co-workers, customers, the Director, and board members;
- Do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice;
- Ensure both internal and external communication whether oral or written, is constructive and professional. Provide honest and accurate information in all organization documentation and communications;
- Ensure proficiency, quality, and accuracy while completing assigned duties;
- Report expenses accurately and honestly;
- Abide by state and federal laws, rules and regulations, and policies that cover your employment and the work you do;
- Ensure that personal appearance (including hygiene), work areas, and stations portray professional standards;
- Immediately report violations of the code of conduct and ethics to the Director, or if appropriate, to the Board's Chairperson.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Nepotism

Except as authorized by state law, employees shall not hire, promote, supervise, advance, or recommend the hiring, promotion, or advancement of a family member in State government. For purposes of this policy, family member means the employee's spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Nebraska Real Property Appraiser Board Employee Handbook

Non-Fraternization

The Nebraska Real Property Appraiser Board encourages a collegial and supportive atmosphere for its employees. Additionally, the agency seeks to avoid misunderstandings, actual or perceived conflicts of interest, potential sexual harassment claims, and actual or perceived favoritism in the workplace⁽¹⁾ or while conducting State business, that could potentially result from romantic or close personal relationships between employees.

Except for with board members, employees may fraternize with, date, become romantically involved, and develop friendships, both inside and outside of the workplace, as long as the relationships do not negatively affect work. Any relationship that interferes with the agency's culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. Adverse work environment behavior or behavior that affects the work environment that arises because of personal relationships will not be tolerated.

The Director shall not fraternize with, date, or become romantically involved with employees, others within their span of control, or board members. The Director shall not engage in any other form of relationship with subordinate employees that may create the appearance of favoritism or special treatment to any subordinate employee within his or her span of control.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Conflict of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Board may conflict with the employee's own personal interests. State property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Hiring, supervising, or recommending for hire, a family member or closely related persons;
- Serving as a board member for an outside commercial company or organization;
- Owning or having a substantial interest in a supplier or contractor;
- Accepting gifts, discounts, favors or services from a customer/potential customer, or supplier, unless equally available to all employees;
- Using or attempting to use position to secure privileges or exemptions for oneself, family members, or others;
- Taking official action or making an official decision that could result in a financial benefit or detriment to the employee, a member of his or her immediate family, or a business or other organization with which he or she is associated.

Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employee must seek review from the Director, or in the case of the Director, from the Accountability and Disclosure Commission.

⁽¹⁾ For the purpose of the NRPAB Employee Handbook, workplace means all property including, but not limited to, offices, facilities, and surrounding areas such as parking lots, storage areas, owned or leased vehicles, and equipment wherever located, and whether or not they are in the control of the State.

Nebraska Real Property Appraiser Board Employee Handbook

If an employee believes a conflict of interest exists, financial or otherwise, direct or indirect, or he or she is engaged in any business, transaction, professional activity, or incurs any obligation of any nature, that is in conflict with the proper discharge of his or her duties in the public interest, he or she shall notify the Director in writing, or in the case of the Director, notify the Board's Chairperson and the Nebraska Accountability and Disclosure Commission. The written notification shall describe the potential conflict of interest. An employee who has an actual conflict of interest, as determined by the Nebraska Accountability and Disclosure Commission, will take such steps as the Commission prescribes to remove themselves from the situation in which there is a conflict.

Failure to resolve a conflict of interest, as prescribed in the procedures outlined by the Accountability and Disclosure Commission, may lead to disciplinary action up to and including termination of employment.

Solicitations, Distributions, and Posting of Materials

The Nebraska Real Property Appraiser Board does not endorse any company, product, or services. Employees shall not actively solicit for a product during their work time (or that of other employees). However, they may make known during non-work time (e.g. lunch breaks) information regarding their solicitation by placing brochures on tables in common areas.

Employees are not allowed to distribute solicitation materials to individual workstations or on employee's cars. Employees shall not approach other employees during work time for solicitation purposes, and shall not use the State of Nebraska communication systems, state computer, or other technology communication device for solicitation purposes.

Employees are cautioned to use extreme discretion when promoting a product or soliciting for an organization. Any complaints about an employee abusing this section should be brought to the attention of the Director, or if appropriate, the Board's Chairperson.

Gifts

Employees may not solicit or accept gifts based upon an understanding or agreement that their official action would be influenced thereby. No employee will accept any gift of value (\$25.00 or more) from anyone having business with the state.

For purposes of this section, a gift is defined as a payment, subscription, advance, forbearance, rendering, deposit of money, services, or anything of value, unless consideration of equal or greater value is given therefore.

Gifts will not include a campaign contribution otherwise reported as required by law; a commercially reasonable loan made in the ordinary course of business; a gift received from a relative; a breakfast, luncheon, dinner, or other refreshments consisting of food and beverage provided for immediate consumption; or the occasional provision of transportation within the State of Nebraska.

Based on the type of work in which an employee is engaged, specific statutes may apply in relation to the acceptance of gifts.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Nebraska Real Property Appraiser Board Employee Handbook

Intellectual Property

All work products developed on work time belong to the State of Nebraska and are considered intellectual property. Work products include, but are not limited to, computer code, computer applications, proposals, manuals, or white papers. Any outside financial gain or other benefits from work products developed while working for the State is prohibited. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Legal Charges or Convictions

Employees charged or convicted of any state and/or federal offenses (misdemeanor or felony, other than a minor traffic violation), or that have been charged or convicted of an offense related to their duties, are expected to immediately report the charges or convictions to the Director, or in the case of the Director, report such charges or convictions to the Board's Chairperson. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Political Activities

An employee may engage in any political activities except that:

- An employee will not participate in political activities during normally scheduled work hours or while performing official State duties;
- No employee will use or authorize the use of State personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law;
- An employee whose position is partially or entirely funded with federal money, and is Covered by the federal Hatch Act, is barred from being a candidate for a partisan office (offices with candidates identified as being from specific political parties).

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must arrange for leave (vacation, leave without pay, etc.) to cover the period of absence. If an employee is elected to office, and such office presents a conflict of interest with the employee's job, or interferes with the employee's scheduled work hours, the agency has authority to change the terms and conditions of employment, up to and including termination of employment.

Smoking/Tobacco Use

In order to maintain a safe and comfortable working environment, smoking, e-smoking, vaping, and/or the use of tobacco products in any form is strictly prohibited in the workplace (except for designated areas), or while conducting state business. This includes, but is not limited to the use of cigarettes, pipes, chewing tobacco, e-cigarettes, or other devices. All work and break areas, State owned motor vehicles, public spaces including, but not limited to, offices, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, hallways, and stairways shall remain smoke and vapor free. Violation of this section may result in disciplinary action up to and including termination.

Weapons/Firearms

Possession of firearms, explosives, or other items considered weapons in the State's owned or leased buildings is prohibited. A weapon is defined as a firearm, knife, bludgeon, or other device, instrument, material, or substance capable of being used, or used, to produce death or bodily harm. Employees are expected to report these circumstances to the Director, or if appropriate, to the Board's Chairperson. Violation of this section may result in disciplinary action up to and including termination.

Nebraska Real Property Appraiser Board Employee Handbook

Violence in the Work Environment

The agency's policy is to promote a safe work environment that is free from violence, threats of violence, intimidation and other disruptive behavior. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, abuses, assaults, or coerces another employee, customer, vendor or business associate, will not be tolerated. State resources may not be used to threaten, intimidate, stalk, or harass anyone at the workplace or outside of the workplace.

Examples of work environment violence include, but are not limited to:

- Threatening behavior such as shouting, shaking fists, destroying property, or throwing objects;
- Verbal or written threats - any expression of intent to inflict harm;
- Harassment that includes behavior that alarms, verbally abuses, or is known to be inappropriate;
- Verbal abuse such as swearing, insults, or condescending language;
- Cyber attacks and cyberbullying; and/or
- Physical attacks such as hitting, shoving, pushing, or kicking.

Severe threats or assaults that may require immediate attention shall be reported to the police by calling 911. Any violent, harassing, threatening, intimidating, or other disruptive behavior should not be ignored and should be reported to the Director, or if appropriate, to the Board's Chairperson. Anyone found to be responsible for threats of, or actual violence, or other intimidating conduct, will be subject to prompt disciplinary action up to and including termination of employment.

Employees should promptly inform the Director, or if appropriate, the Board's Chairperson, of any work environment violence, and/or any protective or restraining order that they have obtained that lists the workplace as a protected area.

Nebraska Real Property Appraiser Board Employee Handbook

DRUG FREE POLICY

The Nebraska Real Property Appraiser Board is committed to providing an employment environment that is free from the detrimental effects of intoxicating substances such as controlled substances (drugs) and/or alcohol.

For purposes of this section, the term "controlled substance" means any drug or chemical whose manufacture, possession, or use, is controlled by the government. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, methamphetamines, cocaine, PCP, and crack. They also include illegal use of "prescription drugs" that have not been legally prescribed for the individual.

The manufacture, possession, distribution or use of controlled substances, and/or the use of alcohol is prohibited in the workplace or while conducting State business by its employees, and by those who engage or seek to engage in business with the State is prohibited. There is no differentiation between someone who illegally uses drugs and someone who sells or distributes drugs. Any employee who gives, or in any way transfers, a controlled substance to another person, or sells or manufactures a controlled substance while conducting State business, while representing the Nebraska Real Property Appraiser Board in an official capacity, or while in the workplace, will be subject to disciplinary action up to and including termination.

Any employee found violating this section, and/or convicted of violating any criminal drug statute while in the workplace or while conducting State business, will be subject to discipline up to and including termination, and/or may be required to successfully complete an approved drug/alcohol abuse program sponsored by a private or governmental institution. An employee shall report within five calendar days, any criminal drug statute arrest(s) or conviction, to the Director, or if appropriate, to the Board's Chairperson.

This policy does not prohibit the use of a controlled substance that has a currently accepted medical use, provided the drug is prescribed or authorized by a medical doctor, the use of the drug at the prescribed or authorized level is consistent with the safe performance of the employee's duties, and the drug is used at the dosage prescribed or authorized. When an employee under physician's guidance is taking prescription drugs or other medication that could affect the employee's ability to work safely, the employee taking the medication is responsible for reporting the matter to the Director, or if appropriate to the Board's Chairperson, before beginning work. Working under the influence of prescribed medication is prohibited if it causes inability to perform the job safely, even when using medication under the employee's physician's guidance.

Reasonable Cause Testing

Employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using, or under the influence of, a controlled substance or alcohol while in the workplace, or while conducting State business.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee. It is based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion must be based on specific describable observations, including but not limited to, the following examples:

Nebraska Real Property Appraiser Board Employee Handbook

- Observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance of unsteady body movements, or breath odors);
- A work related accident or near accident that indicates employee fault;
- Decreases in the quality or quantity of employee productivity, judgment, reasoning, concentration;
- Marked changes in behavior or erratic conduct;
- Deviations from safe working practices;
- Credible information received from a reliable person with firsthand knowledge;
- Smell of alcohol, marijuana, or other drug.

Drug/Alcohol Testing Procedures

Upon determination that reasonable cause or suspicion exists, an employee who is believed to be under the influence of an intoxicating substance while in the workplace or while conducting State business, may be directed to undergo drug/alcohol testing. The Director will document the events surrounding this reasonable suspicion. If an employee is referred for testing, all efforts will be made to transport the employee with at least two Real Property Appraiser Board employees or board members to the nearest testing facility. The employee will be required to provide a blood, breath, or urine sample. The sample will be tested qualitatively for at least the following substances: THC, cocaine, PCP, opiates, methamphetamine/amphetamine, and alcohol. All testing procedures for contract employees will be carried out in accordance with the NAPE/AFSCME Contract.

An employee who is required to submit a sample for testing after determination of reasonable cause or suspicion will be informed verbally, followed by a written directive, that he/she may be placed on unpaid or paid investigatory suspension, pending the outcome of an investigation. After the testing is complete, the employee will not be returned to work or allowed to drive him/herself home. The Director, or the Board's Chairperson in the Director's absence, will assist the employee in arranging for transportation home after the testing, preferably by cab (at employee expense), or a ride provided by a family member or friend.

Refusal to Test

An employee refusing to submit a sample under this policy will be placed immediately on unpaid investigatory suspension, and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab that a specimen has been altered, will be treated as a positive test. Employees suspected of being under the influence of drugs/alcohol who refuse an escort to be tested will be given a directive to not drive home. Local law enforcement will be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in his/her vehicle.

Negative Test Results

If the test results are negative for alcohol/drugs, the employee will be reinstated back to work and all leave without pay during the investigatory suspension will be paid back to the employee. All records of the investigation will be purged.

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HARASSMENT POLICY

Harassment is defined as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo, based in whole or in part on race, color, sex, religion, age, disability or national origin, when:

- (1) a reasonable person could conclude such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- (2) such conduct interferes unreasonably with a person's work or employment opportunities.

It is the Nebraska Real Property Appraiser Board's policy to treat all persons fairly, and with dignity and respect. Several sections below outline expected and prohibited behavior in the organization. In addition, employees of the Nebraska Real Property Appraiser Board have certain rights. The following sections provide a general guide to state and federal employment rights.

Equal Employment Opportunity

The Nebraska Real Property Appraiser Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, genetics, national origin, age, sex, marital status, pregnancy, disability, military status, veteran status, and/or political affiliation or beliefs. Additionally, the Board prohibits discrimination in any employment action, and in any work environment (including workplace), against any individual based on legally protected statuses. Employment actions include hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. In addition, all related federal and state labor laws should be followed.

The Nebraska Real Property Appraiser Board also expressly prohibits any form of harassment based on race, color, religion, gender, national origin, age, genetic information, disability, or veteran status or any other status protected by state and/or federal law. Such harassment includes, but is not limited to, verbal, written, or physical conduct that degrades or shows hostility or aversion toward an individual because of a legally protected status.

Employees who report EEO concerns and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

Disability Accommodations

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons with disabilities, and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Board's policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

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The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities. It further adds that upon request, an employer shall provide reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position.

Employees may request an accommodation at any time in writing. Each request will be examined and a determination will be made. Medical and disability information is confidential, and this includes any accommodation requests and accommodations provided, except when an individual has a legitimate need to know. Except to the Board, the Director may not disclose information concerning another employee's disability, request for, or actual accommodation.

The Nebraska Real Property Appraiser Board will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes an undue hardship, or causes a direct threat to these individuals or others in the workplace. Questions and requests for any accommodations should be presented to the Director, who is responsible for processing all requests for reasonable accommodation.

Employees who report disability, ADA concerns, and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

Pregnancy Discrimination

Limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of the employee because the employee is pregnant or has given birth, or has a related medical condition is discriminatory. It is also discriminatory for an employer to participate in a contractual or other arrangement or relationship that has the effect of subjecting such an individual to discrimination in the application or employment process.

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons who are pregnant, have given birth, or who have a related medical condition. Reasonable accommodation with respect to the above conditions shall include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light-duty assignments, modified work schedules, temporary transfer to less strenuous or hazardous work, time off to recover from childbirth, or break time and appropriate facilities for breast-feeding or expressing breast milk. Accommodations that require significant difficulty or expense, thereby posing an undue hardship, will not be made.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. There are two types of sexual harassment. The first type, quid pro quo (or "this for that"), occurs when the employee's submission to, or rejection of, sexual advances or conduct can explicitly or implicitly affect the terms or conditions of employment, or is used as basis for employment decisions. The second type is a hostile work environment where unwelcome conduct of a sexual nature creates an uncomfortable or hostile work environment.

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Employees are prohibited from sexually harassing other employees, whether or not the incidents of harassment occur in the workplace or while conducting State business, and whether or not the incidents occur during working hours. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting an employee or recipient of the Board's services;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include, but is not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendos, propositions or other sexual comments, gestures, noises, remarks, and/or jokes;
- Verbal abuse of a sexual nature;
- Leering, whistling, or touching, pinching, patting, grabbing, and/or brushing up against another person's body;
- Insulting or obscene comments or gestures;
- Display of sexually suggestive objects or pictures in the workplace or through the State of Nebraska communication systems.

Sexual harassment can also occur when the above described actions are directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

If employees believe they have been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the employee is unable to address, or is uncomfortable in addressing, the alleged harasser directly, he or she should report the incident to the Director, or if appropriate, to the Board's Chairperson.

Bullying

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others. Employees are prohibited from bullying other employees whether or not the incidents occur at the workplace or while conducting State business, and whether or not the incidents occur during working hours. As with sexual harassment, it is the effect of the behavior upon the individual that is important.

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Examples of bullying include, but are not limited to the following:

- **Verbal Bullying:** slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; shouting, raising one's voice at an individual in public and/or in private; spreading rumors or gossip.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture Bullying:** non-verbal threatening gestures, glances that can convey threatening messages.
- **Exclusion, ostracizing, or shunning:** socially or physically excluding or discounting a person during work-related activities, persistently ignoring or interrupting another, deliberately excluding an individual, or isolating them from work-related activities (meeting invites, etc.).
- **Mobbing:** occurs by a group of people rather than a single person and includes behaviors described in the other categories; encouraging others to treat another poorly; enforcing total group exclusion against someone by explicitly or implicitly threatening others if they don't comply.
- **Cyber Bullying:** using electronic communication to bully a person, typically by sending or posting messages of an intimidating or threatening nature. This can occur through social media, emails, text, or other digital communication method.
- **Other examples:** persistent singling out of one person; public humiliation of any form; public reprimands; taking credit for another's ideas; continual unwarranted criticism on matters unrelated, or minimally related, to the person's job performance or description; setting unreasonable deadlines; repeatedly accusing someone of errors that cannot be documented; purposefully overloading or under-loading another's workload; withholding information.

Bullying should be reported to the Director, or if appropriate, to the Board's Chairperson.

People are by nature different. Personality conflicts or not liking someone are not considered bullying. Neither is an employee being held accountable to work standards and/or behavior or performance expectations. Additionally, legitimate counseling or discipline based on documented facts of sub-par performance, leave abuse, and/or any other policy violation is not considered bullying.

Retaliation Prohibited

Retaliation includes, but is not limited to disciplining, changing work assignments of, providing inaccurate work information to, and/or refusing to cooperate or discuss work-related matters with an employee, co-worker, or the Board. Pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above, is prohibited and may result in discipline up to and including termination of employment.

Retaliation against any individual making a good faith complaint of violations of these or other policies is prohibited, and those engaging in retaliatory behavior will be subject to discipline up to and including termination of employment.

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BENEFITS

State benefit option guides (for active employees, Cobra/Retirees, and Temporary employees) are available on the web at [Nebraska DAS Personnel – Wellness and Benefits](#). Employees must work half time or more to qualify for benefits. Changes may be made to benefits during open enrollment or when a qualifying event occurs. Consult the Director for more details.

Elective benefits include:

- Health Coverage with a Prescription Drug Program
- Dental
- Vision
- Flexible Spending Accounts
- Civil and Injury Leave
- Long-Term Disability Benefits
- AD &D Insurance
- Life Insurance
- Employee Discount Programs
- Military or Emergency Duty Leave

The State provides a basic life insurance benefit of \$20,000 to eligible full-time employees at no cost and to eligible part-time employees for a minimal monthly charge.

Retirement

Membership to the Nebraska State Employees Retirement Plan is mandatory immediately upon hire for all permanent employees who work one-half or more of the regularly scheduled hours during each pay period. The contribution will be automatically deducted from the first paycheck, and all subsequent paychecks, and credited to the employee account in the Nebraska Public Employees Retirement Systems Plan.

Contributions are:

- Tax sheltered;
- 4.8% of gross wages;
- Matched at a rate of 156% of employees' contributions;
- Vested after the period specified on the plan.

Deferred Compensation

The Deferred Compensation Plan is a voluntary investment plan in which an employee authorizes the State to defer part of their current compensation and receive the amount, plus earnings, at a later date, such as at retirement. Deferred Compensation is available to any employee and can be started and stopped at any time.

Credit Union

State employees (except temporary) are eligible to join the Nebraska State Employee Credit Union. The Lincoln Credit Union Office is located at 330 S 16th Street, Lincoln, Nebraska and can be reached at (402) 471-2561.

Employee Assistance Program (EAP)

The Nebraska Real Property Appraiser Board has elected the Employee Assistance Program (EAP) coverage for all full time employees. EAP is provided through Deer Oaks EAP and offers free short-term counseling and referral services to deal with family issues that may be affecting job performance or personal well-being. It is available 24 hours a day, seven days a week. All consultations and counseling are completely confidential.

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Such issues include but are not limited to:

- Alcoholism;
- Drug dependency;
- Financial matters;
- Legal assistance;
- Marital or family distress;
- Mental illness;
- Employment related matters.

Fees for services beyond and outside of the EAP contract are the responsibility of the employee. EAP can be contacted at (800) 666-8606 or (402) 354-8000.

Employee Engagement

The State of Nebraska offers employees many engagement opportunities, including employee recognition, charitable initiatives, and discount programs. More information can be found at [Nebraska DAS Personnel – Teammate Engagement](#).

Employee Parking

The State of Nebraska offers employees the opportunity to park in State owned parking facilities for a fee deducted from the employees pay for each month. Parking facilities requests and assignments are made in accordance with the [State of Nebraska Parking Manual](#). If an employee request is approved, the Director will be notified by [Nebraska DAS Buildings](#) to initiate the deduction for the parking fee from the employee's pay.

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WORKPLACE, OFFICE HOURS, AND WORK SCHEDULES

Agencies and departments of the State of Nebraska have a statutory responsibility ([Neb. Rev. Stat. § 81-113](#)) to be open for the transaction of business from 8:00 am to 5:00 pm, Monday through Friday, except for holidays. At least one employee shall be in the office during this time, unless employees are required to attend a Board function, or an extenuating circumstance as declared by the Director or the Board's Chairperson in the Director's absence, prevents or limits the employees' ability to reach, enter, or remain in the office. If only one employee is present in the office, the office may be closed for short durations as needed for breaks, lunch, and to conduct agency business. The Director must be notified by email of such closure.

The Nebraska Real Property Appraiser Board honors the State of Nebraska Emergency Weather Policy. In the case of an extenuating circumstance, such as inclement weather, employee safety and welfare is always the primary concern. If a situation prevents all employees from reaching the office, all employees shall remain in contact with the Director during business hours to ensure that an employee reaches the office in a safe and timely manner if reasonable. Employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions. If an employee is unable to reach the office, the employee may choose to flex time, work remotely, request vacation leave, or choose leave without pay.

Workplace

Unless a telecommuting⁽¹⁾ arrangement is in place between the agency and an employee, the primary place of business for all employees is the Board's office. All full-time employees may also work remotely. Utilizing this option shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands, and any employee utilizing this option shall be reasonably available by email, WebEx (instant messaging and video conferencing), or phone while remote working.

A classified employee may work remotely without permission outside of regular business hours (utilizing flex-scheduling or in lieu of paid leave). If a classified employee wishes to work remotely during regular business hours, he or she must send an email to the Director making a request to work remotely. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period with any other employees affected by the request as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. In the case of an extenuating circumstance or inclement weather, a classified employee may work outside of the office during regular business hours with an email notice to the Director only. The Director reserves the right to revoke an employee's privilege to work remotely, temporarily or permanently, if this privilege is abused.

⁽¹⁾ Telecommuting is a work arrangement between an employer and employee that allows an employee to permanently work from home or a satellite location for all, or part, of the employee's regularly scheduled work week (e.g. regular scheduled work week includes working in office on Monday, Wednesday, and Friday, and working from home on Tuesday and Thursday on a permanent basis).

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Visitors

Individuals not involved in business activity of the agency are not allowed in the office work areas. Exceptions would be family members or friends, as long as the visitation does not negatively affect work. Any visitation that interferes with the Board culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. The Board's Director has the responsibility and authority to determine what activity/behavior negatively impacts work. Upon first occurrence, an employee's visitor shall be asked to leave. Second and subsequent occurrences may be cause of disciplinary action that may result in termination.

Workplace Security

Security is everyone's responsibility. The following are a few reminders that will help preserve a safe and secure environment.

- Keep valuables secured in a locked desk or cabinet;
- Always carry keys and ID access card;
- Report suspicious persons, packages, mail, or activity to the Director, or the Board's Chairperson in the Director's absence.

Building entry requires ID access cards (during non-business hours for main entries, and all hours for non-main entries), and office entry requires a key (during non-business hours). The Director will coordinate issuance of an appropriate ID access card and office key for each employee. An employee's ID access card and key are for his/her personal use only. Sharing either with other employees or non-employees represents an unauthorized security breach that may subject the employee to disciplinary action up to and including termination.

In the event your ID access card or office key is lost or stolen, an employee is to immediately notify the Director, or the Board's Chairperson in the Director's absence. The employee will be issued a new ID access card or office key, possibly at the employee's expense.

Work Schedules

The Director shall render not less than forty hours each week except any week in which a paid holiday may occur per [Neb. Rev. Stat. § 84-1001 \(1\)](#). Hours rendered includes those worked and any applied leave.

The standard pay period for all classified positions is 80 hours included in two consecutive 40 hour work weeks (8:00 a.m. to 5:00 p.m., Mon-Fri; or specific arrangement between agency and employee). Hours may be flexed by classified employees anytime during each forty-hour week included in the pay period. If a classified employee wishes to utilize flex time, he or she may do so by sending an email to the Director making a request to utilize flex time. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period in with any other employees affected by the flexed time as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. If for any reason the 40 hours cannot be met during the week, approved leave shall be applied to the difference. In the case that leave is not approved, the hours will be unpaid.

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Such flex time shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands. The Director at his or her discretion may require the employee to choose a different time to flex his or her hours. In addition, the Director reserves the right to revoke an employee's flex time privileges, temporarily or permanently, if the use of flex time is abused.

The standard pay period includes two consecutive work weeks for all temporary positions. Hours are determined by availability on an individual basis. Hours may be flexed by temporary employees anytime during each work week included in the pay period. If a temporary employee wishes to utilize flex time, he or she may do so by sending an email to the Director to make a request to flex hours. The Director will respond with an approval or denial. If for any reason the scheduled hours cannot be met during the week, the hours will be unpaid.

Overtime

In accordance with the NAPE/AFSCME Contract, all contract employees and temporary employees in contract specified positions are eligible for overtime as authorized. Overtime must be approved by the Director in advance. The employee shall receive compensation at one and one-half times their hourly rate in the form of either pay or compensatory time off for hours worked in excess of 40 hours in any work week. Sick or vacation leave are not considered as work time in a 40 hour week.

Rest Breaks

All classified and temporary employees shall be granted rest periods during each work day in accordance with the following:

- The NAPE/AFSCME Contract for contract employees and temporary employees in contract specified positions.
- The Nebraska Administrative Code, Title 273, for rules employees and temporary employees in rule specified positions.

Meal Periods

In accordance with the NAPE/AFSCME Contract, all classified and temporary employees shall be granted an unpaid meal period of one hour. Employees may adjust the schedule according to the flex time policies allowing work through a meal period. An email shall be sent to the Director to notify him or her of the intent to forgo an unpaid meal period.

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LEAVE

Approval Of

With the exception of illness, an extenuating circumstance, or inclement weather, leave requests shall be pre-approved by the Director. When a classified or temporary employee wishes to make a request, an email shall be sent to the Director stating the type of time the employee wishes to use, along with how many hours the employee wishes to use. The Director will discuss the date and time period in with any other employees affected as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. The following also applies to classified or temporary employee leave requests:

- All requested vacation leave contiguous to a state holiday should be made no less than 10 days from the holiday. The Director will respond with approval or denial within 5 days of the holiday. If no leave requests are received at 10 days from the holiday, the first request received will be considered by the Director. Any request received within 10 days from the holiday will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the vacation leave request, an explanation will be provided to the employee in writing.
- Requests for vacation leave during the official board meeting preparation period as determined by the Director, the day of the board meeting each month, or anytime during the months of September through December will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the time off request, an explanation will be provided to the employee in writing.
- All requested time off due to illness, bereavement, extenuating circumstances, or inclement weather, must be made as soon as possible. Any time off requests made on short notice may require substantiation of the request upon return to work prior to approval for time off being granted (e.g. Note from doctor may be requested after employee calls in for time off due to illness).

If at any time after approval, but before the end of the pay period, a classified or temporary employee may flex time approved as time off. Any communication documenting an employee's leave shall be included with the timecard and payroll documents for that pay period.

The Director shall notify the Board's Chairperson by email of his or her intent to utilize leave, which shall be included with the timecard and payroll documents for that pay period.

Vacation Leave

All permanent employees earn paid vacation leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees. The Director may deny a vacation leave request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request).

Vacation leave may be used in place of sick leave.

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At the discretion of the Director, vacation leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned vacation leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

Current law provides that permanent employees shall only be entitled to have accumulated as of 11:59 p.m. on December 31st of each year, the number of hours of vacation leave which the employee earned during that calendar year. Hours of vacation leave accumulated in excess of that number shall be forfeited. Contract employees are allowed 280 hours of vacation leave to be carried forward. A reasonable effort will be made to allow the use of leave, subject to forfeiture. Any reasonable request for leave, if denied and then forfeited must be paid out to the requesting employee, within 30 days of forfeiture.

Reasonable vacation accumulated/forfeit use considerations include:

- The amount of leave requested,
- The number of days remaining prior to forfeiture during which the employee may take vacation leave and the amount of vacation the employee has accrued and would forfeit if not granted,
- Time between the date of request and the requested leave start date,
- Public safety concerns and other relevant factors (including operational needs).

Acceptable reasons to deny vacation accumulated/forfeit requests include:

- The request was made without appropriate notification.
- The request was made without accrual coverage.
- Granting the request would create a staffing or operational shortfall, or create a public safety risk.

If the employee's vacation accumulated/forfeit request is not granted, the reason for the denial should be documented and a response will be provided to the employee in writing.

Sick Leave

All permanent employees earn paid sick leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Sick leave may be utilized for illness, disability, injury, or surgery of employee or an immediate family member. Pregnancy, post-natal recovery and miscarriage shall be considered temporary disabilities. Immediate family shall be considered as a spouse, children, parents, and those in the same relationship to your spouse. At the Director's discretion, definition of immediate family may be broadened. Any employee that is ill, or feels that he or she is coming down with an illness, is advised to not report to work until symptoms have dissipated.

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Substantiating evidence may be required for sick leave approval, and shall be required if sick leave is 10 continuous workdays or longer. A statement from a doctor with minimum information necessary as directed by the Health Insurance Portability and Accountability Act (HIPAA) to protect personal information would be acceptable. When out on sick leave for more than one day, Director must be informed of status, and in the case of the Director, the Board's chairperson must be informed of status. Sick leave may be denied when the Director has evidence of sick leave abuse.

Sick leave cannot be used as vacation leave.

At the discretion of the Director, sick leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned sick leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

Compensatory "Comp" Time

In lieu of overtime, and with the Director's approval, classified employees may accrue compensatory ("comp") time off, which may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract. The Director may deny a compensatory time off request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request). The agency reserves the right to pay comp time balances out at any time. Use of compensatory time hours does not count toward the calculation of hours worked for overtime purposes. Employees are responsible for obtaining the Director's approval prior to accruing compensatory time hours.

Bereavement Leave

Up to 5 days of bereavement leave may be granted to an employee for a death in the immediate family. Immediate family shall mean spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of an employee. Step-persons bearing these relationships are included. At the Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member.

Military Leave

Military leave shall be granted in accordance with applicable federal and state laws, and is limited to 120 hours a year, with no accumulation of unused leave carried over to the following calendar year. Such military leave may be taken in hourly increments. Employees who are members of the National Guard or Reserve shall provide their Unit Training Assembly (drill) schedule, or military orders where applicable, as soon as it is available from the Military Unit.

Civil Leave

All employees, including temporaries, shall be eligible for paid civil leave for Jury Duty, Election Board Duty, Voting Time, Court Appearances, Disaster relief Leave. Provisions outlined in the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273 apply to classified employees.

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Leave of Absence

An unpaid leave of absence may be granted, not to exceed one year (except for military service and some worker's compensation cases), when such absences will not interfere with the best interest of the Nebraska Real Property Appraiser Board. Under unusual circumstances, this time may be extended by the Director, or in the Director's case, the Board's Chairperson. Written requests for leaves of absence will be considered for such things as temporary disabilities, educational purposes, or other uses. Medical leaves of absence shall not exceed six weeks unless approved by a physician. The leave of absence when granted shall be in writing and detail the employment conditions that will be in effect at the end of the absence. Vacation leave shall not be required to be exhausted prior to such requests.

Family Medical Leave (FML)

Family Medical Leave is unpaid time off from work. An employee must have at least twelve total months of service and at least 1250 hours of service in the previous twelve-month period to be eligible for Family Medical Leave. Temporary employment with the State of Nebraska counts toward an employee's eligibility. An employee can use paid vacation leave, accumulated compensatory time, or sick leave, if the requested sick leave meets conditions outlined in this handbook for use, as part of their 12 weeks of Family Medical Leave if the employee should so choose.

Unpaid Family Medical Leave may be used for the following reasons:

- Because of the birth of a child of the employee.
- Because of the adoption or placement of a foster care child with the employee.
- In order to care for the serious health condition of the employee's spouse, child, or parent.
- Because of the serious health condition of the employee.
- Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- Because the employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. (This leave shall only be available during a single 12-month period.)

An employee requesting to use Family Medical Leave due to a serious health condition must provide certification from a health care provider that must include:

- (1) The date on which the serious health condition commenced;
- (2) The probable duration of the condition;
- (3) Any appropriate medical facts;
- (4) A statement containing specific information why the employee is needed to care for the child, spouse or parent, **OR**, a statement containing specific information why the employee is unable to perform the functions of the job;
- (5) If the leave is to be intermittent, a statement containing specific information concerning planned medical treatments, the expected dates, and duration of treatment.

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The agency may require a second opinion (the agency's choice of health care provider) and must pay for the cost of the second opinion. If the second opinion differs from the first, a third opinion may be sought (from a mutually agreed upon health care provider, again, at the agency's expense). The results of the third opinion are final.

Maternity Leave Donation Program (MLD)

When an expectant mother needs to be away from work due to a birth of a child, she may request MLD in writing. The request must include substantiating evidence as described in the Family Medical Leave Act. MLD shall be available only to employees who have exhausted their own earned sick leave, in conjunction with an approved Family Medical Leave (FML) under the Family Medical Leave Act and only with approval of the Director, or in the case of the Director, the Board's Chairperson.

Employees shall meet the following criteria before request(s) for donations can be made:

- Be the expectant mother of a newborn baby.
- FML request has been approved by the agency.
- Have exhausted all earned sick leave.
- Have not offered anything of value in exchange for the donation.

Employees may contribute accrued vacation leave or earned compensatory time to benefit another employee within the agency who requests MLD. Vacation leave and earned compensatory time shall be donated in no less than 4-hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated time on the appropriate forms for that purpose. Vacation leave and compensatory time donated and transferred to another employee pursuant to this provision shall be irrevocably credited to the recipient's MLD account.

Catastrophic Illness Leave

An employee experiencing a catastrophic event may be eligible for catastrophic leave donations from the other employees. A catastrophic event is defined as a serious illness or injury resulting in a prolonged absence of at least thirty workdays during the past six months. Refer to NAPE/AFSCME Contract, or the Nebraska Administrative Code, Title 273 for information on eligibility conditions and donating to other employees.

Injury Leave and Worker' Compensation

All employees (including temporary) who are disabled as a result of a job-related injury or disease, that is deemed compensable by Worker's Compensation, may be granted injury leave not to exceed five of the employee's normal working shifts for any particular injury. A working shift is counted even if an employee is absent for any portion of their assigned shift. Disabled shall mean the employee is unable to perform the tasks usually encountered in one's employment due either to an injury/disease or to treatment for an injury/disease. Any job-related injury or disease shall be reported to the Director, or in the case of the Director, the Board's Chairperson, as soon as possible and the agency shall have the responsibility to supply all the necessary information to the DAS Risk Management Division. No employee shall receive payments (worker's compensation plus regular pay) in excess of his or her regular gross wage. In addition, employees being paid workers' compensation for job-related injuries or disease may use accrued sick, vacation or compensatory leave time to supplement the payment up to, but not to exceed, their regular gross pay.

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Holidays

The State of Nebraska annually recognizes eight hours of Holiday Leave with pay for 12 holidays each year. Temporary employees are not eligible for holiday leave with pay.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

When a holiday falls on the first day of an employee's weekend, it shall be observed on the preceding day. When a holiday falls on the second day of an employee's weekend, it shall be observed on the following day.

PAY PERIOD AND REPORTING

Pay Cycle

Pay will be on a biweekly pay cycle. Biweekly pay dates are every other Wednesday. Two pay cycles during the year will have no deductions except federal and state withholding taxes, social security, credit union, and retirement deductions. The Director shall be notified of any changes to address, marital status, number of dependents or exemptions, or any qualified events that may affect an employee's payroll or benefits. An electronic direct deposit to one or more financial account(s), or to a payroll card, will be used for wage and reimbursement payments as the employee has designated. A payroll card operates like a debit card and no credit check or bank account is required.

Timecard Maintenance

Each full time employee shall maintain his or her time worked on the Director approved time sheet. Before 9 pm on Tuesday following the end of the 80-hour pay period, each classified employee shall submit his or her time sheet to the Director, along with any documentation supporting leave requests and approvals. The Director shall submit his or her time sheet to the Board's Chairperson, along with any documentation supporting leave notices. The Director may request additional support and/or clarification if needed prior to approval. All temporary employees shall maintain and submit timecards according to the Administrative Services SOS Program policies in place.

Nebraska Real Property Appraiser Board Employee Handbook

PERFORMANCE

Each employee of the Nebraska Real Property Appraiser Board is expected to perform his or her duties at a level acceptable to the Director and the Board. Performance evaluations are an important tool to measure and discuss job performance. Evaluations can also be used to assist employees with developing new skills and competencies. The Director is responsible for accurately assessing and completing a performance evaluation for each classified employee. Classified employees should also receive feedback about their performance on a regular basis and issues should be addressed in a timely manner.

Performance evaluations for contract employees are conducted in accordance with the provisions of the NAPE/AFSCME Contract through the centralized Performance Management System approved by State Personnel. Employees will be notified to begin their evaluation process via a system-generated email. Off-Cycle evaluations can be initiated by the Director when deemed necessary.

If an employee refuses to provide an electronic signature, the Director should document the employee's refusal to sign in the system during the process of providing the manager's electronic signature, which should occur prior to final submission of the review. Employee should be reminded that a signature does not represent agreement with the contents, but merely acknowledges receipt of the review.

Performance issues shall be addressed in accordance with the provisions of the Nebraska Administrative Code, Title 273, or NAPE/AFSCME Contract for classified employees.

The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.

TRAINING

The Nebraska Real Property Appraiser Board offers training to employees in order to support the achievement of business objectives, build employee knowledge, skills, and abilities, and to contribute to improved employee performance and enhance career development and personal growth.

The Director coordinates training and is responsible for identifying training needs and maintaining training records for the agency. Training may be:

- Required: mandated by federal, state, or agency policy, as well as by the Director or the Board;
- Recommended/Agency Sponsored: at the request or assignment of the Director or the Board, most likely job-related courses;
- Optional: courses that provide employee personal development and growth.

Training includes programs that lead to:

- Improved work performance;
- Ability to assure increasing responsibilities within the agency;

Nebraska Real Property Appraiser Board Employee Handbook

- Meet the goals of the agency or the Board;
- Personal growth and development.

Any request for training or education made by an employee shall be submitted to the Director in writing. All training or education that includes overnight travel, or exceeds \$250.00 in tuition, shall be approved by the Board. If approved, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

The Board or the Board's Director may request that an employee attend training or education applicable to his or her responsibilities. All training or education that includes overnight travel, or exceeds \$250.00 in tuition, shall be approved by the Board. Any tuition for training or education attended at the request of the Board or the Director shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

Information on training and development opportunities provided by the State of Nebraska can be found at [Nebraska DAS Personnel – Training and Development](#).

EMPLOYEE RECOGNITION

An employee may be recognized no more than once annually for his or her excellence through service (not "Years of Service"), contributions, and/or achievements with an award not to exceed \$500.00 in value. An employee may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or the Board's Chairperson shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.

EXPENSE REIMBURSEMENT

Reimbursement will be made for authorized travel, meals, and other approved expenses in accordance with the NRPAB State of Nebraska Expense Reimbursement Policies. All expense requests must be pre-approved by the Director or the Board. Requests for reimbursement must be made within 60 calendar days from the date the employee incurred the expense.

DRESS CODE

During business hours employees are expected to present a neat and clean appearance. Clothing should reflect job and working conditions. The Director has the responsibility and authority to determine what attire reflects the requirements of the job and working conditions. Upon first occurrence, an inappropriately dressed employee may be sent home and directed to return to work in proper attire. Second and subsequent occurrences may be cause of disciplinary action that may result in termination. Time spent out of the office resulting from a dress code issue would not be considered work time and would require use of vacation, comp time, or leave without pay.

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Clothing Allowance

Upon hire, any full-time employee of the Nebraska Real Property Appraiser Board shall be granted an allowance of \$100.00 for use on NRPAB promotional clothing during the fiscal year the new employee begins work. At the beginning of each fiscal year after an employee has been granted his or her initial allowance, each employee is granted an allowance of \$75.00 for use on NRPAB promotional clothing. This allowance does not carry over from one fiscal year to another.

BREASTFEEDING

The Board's Director shall make accommodations for employees who breastfeed, or need to express breast milk during work hours. Each building managed by the State Building Division is equipped with a room exclusively dedicated to nursing mothers for expressing breast milk.

WORKPLACE EVACUATION POLICY

Earthquake

1. Stay calm and await instructions from the Emergency Coordinator or other designated official (Director or Business and Licensing Program Manager Specialist if Director is not present).
2. Keep away from overhead fixtures, windows, filing cabinets and electrical power.
3. Assist employees with needs in finding a safe place.
4. Evacuate as instructed by the Emergency Coordinator or designated official.
5. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
6. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

Fire, Gas Leak or other Reason for Building Evacuation

1. In the case of a fire, employees should immediately evacuate the building. In any other case, evacuation should take place upon order by the Emergency Coordinator (Director or Business and Licensing Program Manager Specialist if Director is not present).
2. Assist employees with needs in finding a safe place.
3. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
4. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

Tornado

1. When a warning is issued by sirens or other means, employees should take the stairs to the basement; employees unable to take the steps should take the elevator. Stairwells are NOT recommended as a safe location since they can become wind tunnels. Stay away from outside walls and windows and use arms to protect head and neck. Employees should remain sheltered until the tornado threat is announced to be over.
2. All employees meet in the basement hallway next to the Copy Services window.. The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
3. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

EMPLOYEE INFORMATION SYSTEMS AND DATA SECURITY POLICIES

Understanding Risks and Threats

One of the biggest concerns today is security threats or intruders. In order to safeguard against any attack, it is necessary to understand how and what the intruder is after. Awareness of the potential dangers facing the Board's Information Systems is critical. Failure to follow the Employee Information Systems and Data Security Policies may lead to disciplinary action up to and including termination of employment.

Types of Threats:

- *Hacker*- A hacker is an individual whose primary aim is to penetrate the security defenses of computer systems. A truly skilled hacker can penetrate a system right to the core and withdraw again without leaving a trace of the activity. Hackers are a threat to all computer systems that allow access from outside.
- *Virus* - Malicious software like a virus is a software program that replicates itself and spreads onto various data storage media (disks, flash drives, portable hard drives, etc.) and/or across a network. The symptoms of virus infection include considerably slower response time, inexplicable loss of files, changed modification dates for files, increased file sizes, and total failure of a computer system.
- *Social Engineering* - Social engineering is the process of convincing people to divulge information that they should not. Often built on false pretenses and misidentification, social engineering is extremely effective. This is accomplished by name-dropping, gaining one's confidence, and intimidation. Social engineering involves the manipulation of people rather than technology to successfully breach their organization's security.

General Information

The Nebraska Real Property Appraiser Board adheres to the [Nebraska Information Technology Commission \(NITC\) Security Standards as its Information Systems and Data Security processes and procedures](#). The majority of security functions are administered by the Office of the Chief Information Officer (OCIO). The OCIO is responsible for administration of the State Communications System including any voice, video, data or wireless communications facility contracted for, or provided by, the State of Nebraska, including state-provided equipment and network connections to State computers. All use of the system is subject to applicable state and federal laws, such as the public records statutes of the State of Nebraska. No reasonable expectations of privacy exist regarding personal business conducted on the system.

By September 15 of each even-numbered year, an information technology report is provided to OCIO that includes an accounting of all technology assets, including planned acquisitions and upgrades. ([Neb. Rev. Stat. § 86-524.01](#)).

Definitions that apply to the Nebraska Information Technology Commission Standards and Guidelines can be found at: <https://nitc.nebraska.gov/standards/1-101.pdf>

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Social Media Use Policy

Employees using social media for State business, both on and off the Nebraska.gov domain, must adhere to the NITC guidelines located at <https://nitc.nebraska.gov/standards/4-101.pdf>.

Active Directory Use Policy

Microsoft Active Directory has an attribute ("thumbnailPhoto") to store a thumbnail photograph of each user. Other applications, including Microsoft Outlook and the Exchange Global Address List, will display these photographs automatically in the context of providing information about the user. Employees utilizing this attribute must adhere to the Active Directory Use Policy located at <https://nitc.nebraska.gov/standards/5-401.pdf>.

State Communications System Acceptable Use Policy

This policy applies to use of the State communications systems. The standards for acceptable use of the system can be located at <https://nitc.nebraska.gov/standards/7-101.pdf>. All use of the system is subject to applicable state and federal laws. Users should not have any expectation of privacy regarding personal business conducted on the system unless otherwise protected by state or federal law.

Information Security Policy

The Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, and availability of State of Nebraska information collected, stored, and used to serve the citizens of the State. This Information Security Policy contains the safeguards, responsibilities and acceptable behaviors required to establish and maintain a secure environment. All agency employees must adhere to the following:

- Acceptable Use provisions located at <https://nitc.nebraska.gov/standards/8-201.pdf>;
- Email provisions located at <https://nitc.nebraska.gov/standards/8-204.pdf>;
- Portable IT Device provisions located at <https://nitc.nebraska.gov/standards/8-205.pdf>;
- Remote Access provisions located at <https://nitc.nebraska.gov/standards/8-301.pdf>;
- Passwords provisions located at <https://nitc.nebraska.gov/standards/8-302.pdf>;
- Identification and Authorization provisions located at <https://nitc.nebraska.gov/standards/8-303.pdf>;
- Network Transmission Security provisions located at <https://nitc.nebraska.gov/standards/8-402.pdf>;
- Approved Hardware and Software provisions located at <https://nitc.nebraska.gov/standards/8-501.pdf>;
- Minimum User Account Configuration provisions located at <https://nitc.nebraska.gov/standards/8-502.pdf>;
- Minimum Workstation Configuration provisions located at <https://nitc.nebraska.gov/standards/8-504.pdf>;
- Minimum Laptop Configuration provisions located at <https://nitc.nebraska.gov/standards/8-505.pdf>;

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- Minimum Mobile Device Configuration provisions located at <https://nitc.nebraska.gov/standards/8-506.pdf>; and
- Use of Cloud Storage Websites provisions located at <https://nitc.nebraska.gov/standards/8-606.pdf>.

Data is a critical asset of the State of Nebraska. All employees have a responsibility to protect the confidentiality, integrity, availability of data generated, accessed, modified, transmitted, stored or used by the State, irrespective of the medium on which the data resides and regardless of format.

Other Information System and Data Information

- Access is given to each employee for the systems and information needed to do his or her job. Access control is the set up and maintenance of system access data that determines who the employee is, what can be accessed, and what restrictions apply. This is managed by OCIO, and when applicable, the Board's Director.
- Access to any of the State systems requires usernames and passwords. All employees are assigned a unique ID (username) for each specific system, and password is established to allow access to each specific system. Passwords are strictly confidential, and must be maintained in accordance with the policies for each State system. When employment ends, OCIO is notified immediately and access to the State information system will be revoked.
- Software should not be installed on an agency PC, network servers, or other machines without first obtaining the proper approval from the Director. OCIO conducts the majority of software installations for the agency.
- Workstations may be monitored and accessed by the Director if a breach in security, violation of agency policy, or other unauthorized actions, have allegedly been taken.
- Remote access can be through a dial-up, WAN, or Wi-Fi connection. Before authorization to access the network for agency files, permission must be granted by the Director.
- An employee shall not connect any devices to the State network, or any other equipment with a modem or communication system, without prior approval from the Director or OCIO.
- When engaged in discussion groups, chat rooms, email communication, and other internet offerings, employee may only indicate his or her affiliation with the Nebraska Real Property Appraiser Board in a way that does not potentially embarrass or harm the Board or the State of Nebraska. In addition, misrepresenting, obscuring, suppressing, or replacing your identity on State communication systems is prohibited.
- An employee's name, email address, agency affiliation, and related information included with messages or postings must reflect the actual originator of the messages or postings.
- An employee may not create his or her own, or forward externally provided email messages, that may be considered to be harassment, contribute to a hostile work environment, use profanity, or contain derogatory comments about sex, race, religion, or sexual preference.
- An employee must adhere to the CIO procedures for reporting and/or discarding unwanted and unsolicited e-mail (also known as SPAM) or emails with concerning attachments.
- Another employee's Email account cannot be used to send or receive messages without permission from the Director.
- An employee may not upload software licensed to a third party to any computer via the internet unless authorization from the Director or OCIO has first been obtained.
- To ensure that Information Systems run smoothly, temporary internet files and cookies should be deleted by employee on a regular basis.

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Telephone and Fax

Communication outside the state telephone system for business reasons is often necessary, but it can create security exposures. Employees should take care that they are not overheard when discussing sensitive or confidential matters.

When an employee is out of the office for an extended amount of time, the employee's voicemail message should be changed to reflect the length of time he or she will be away.

MOTOR VEHICLES POLICY

State business is defined as performing job functions on behalf of the organization. Examples include, but are not limited to, driving to other locations for work purposes; driving to meet with vendors or other entities the organization does business with, driving to other agencies to represent the organization; driving to deliver, transport, or pick up goods or to provide services on behalf of the organization; and traveling to meetings, training events, workshops, or seminars. Driving in order to conduct State business must be approved by the Director. Commuting is not considered State business.

While driving on State business, employees are expected to follow these safety and motor vehicle use rules:

- Notify the Director if taking medication, or if subject to a medical condition that would interfere with the safe operation of a motor vehicle;
- When utilizing personal vehicle or Transportation Services Bureau fleet vehicle follow all policies, procedures, and rules contained within the Transportation Services Bureau Policies and Procedures at <https://das.nebraska.gov/tsb/policies.html>;
- Wear a seatbelt and ensure all passengers wear seatbelts while the vehicle is in motion;
- Do not operate a vehicle under the influence of drugs or alcohol;
- Do not use radar detectors and/or wear headsets while operating a vehicle;
- Refrain from texting and use of a hand held cellular phone unless coupled to a hands-free device while driving;
- Conform with all traffic laws and be cognizant of weather conditions and drive accordingly;
- Ensure any personal vehicle used in the course of State business is in safe mechanical condition;
- Refrain from running personal errands while operating a State owned vehicle;
- Display the highest level of professional conduct while driving on State business;
- Refrain from smoking or using tobacco products in State owned vehicles;
- Maintain a valid operator's license;
- Maintain necessary vehicle insurance on personal vehicle, if a personal vehicle is used.

Employees are required to immediately report any accident that occurs while driving on State business to the Director, or the Board's Chairperson if the Director cannot be reached, and are expected to report any citations or moving violations received while driving on State business no

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later than the first working day following the citation. Transportation Services Bureau shall be notified if an employee contests a ticketed citation/violation.

The following motor vehicle actions/violations/citations are considered serious and may also prohibit an employee from driving on State business and/or may result in disciplinary action up to and including termination:

- Motor vehicle homicide;
- Reckless driving and/or careless driving and/or willful reckless driving;
- Driving under the influence of alcohol or any drug;
- Revocation or suspension of driver's license and/or driving on a suspended or revoked license;
- Hit and run and/or failure to stop and render aid and/or report an accident;
- Recent and frequent loss of points or moving violations/citations.

The Nebraska Real Property Appraiser Board reserves the right to verify that employee possesses an acceptable driving record, which may include obtaining copies of documents, such as proof of minimum liability insurance required by Nebraska State Statute, and an employee's driving record from the Nebraska Department of Motor Vehicles. All driving records and associated documentation are considered private and shall be kept in the employee's confidential personnel file.

Employees failing to meet the responsibilities described within this policy may be subject to discipline up to and including termination of employment.

DISCIPLINE POLICY

The Nebraska Real Property Appraiser Board makes every effort to help each employee become and remain an efficient, productive, and satisfied worker. Disciplinary actions are those actions taken by the Director or the Board in response to an employee's failure to meet the standards, objectives, or rules of the agency. The objective of the discipline process is to correct or eliminate inappropriate behavior or conduct.

- Employees covered by the NAPE/AFSCME Labor Contract may be disciplined for violations outlined in the NAPE/AFSCME and State of Nebraska Labor Contract;
- Employees covered by the Classified System Personnel Rules and Regulations may be disciplined for violations outlined in the Classified System Personnel Rules and Regulations;
- All employees may be disciplined for violating agency rules and policies, including those contained in this handbook, Board policies, applicable federal or state laws, and rules and regulations.

Classified employees have the right to file a grievance. All grievance processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Filing a grievance does not delay the effective date of any Director or Board action. Filing a grievance will not jeopardize the grievant's position, opportunities for advancement, or salary

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increases. No classified employee shall be coerced by any employee(s) into not proceeding with a grievance or not appearing as a witness at a hearing.

SEPARATION OF EMPLOYMENT

Separation of employment within an organization can occur for several different reasons, listed below:

- **Resignation:** Resigning employees are expected to provide two weeks' notice (10 workdays), preferably in writing, to facilitate a smooth transition out of the agency. Employees providing less notice than this will not be considered to have resigned in good standing, and may not be eligible for rehire, unless a shorter notice has been agreed to by the Director.
- **Retirement:** Employees who wish to retire are encouraged to notify the Director, or if appropriate, the Board's Chairperson, in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact the Director for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The Director may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Involuntary Termination:** Classified employees who have been terminated through the discipline process, or on original probation, may be involuntarily terminated from their employment with the Nebraska Real Property Appraiser Board in accordance NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, whichever is applicable.
- **Reduction in Force (RIF)/Layoff:** The agency may determine that due to position elimination, reorganization, attrition, or other factors, a reduction in force may be necessary. All reduction in force processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract, whichever is applicable, for classified employees.

Off-Boarding Process

When an employee separates from the Nebraska Real Property Appraiser Board, the Director, or in the case of the Director's departure, the Business and Licensing [Program Manager Specialist](#), will begin the off-boarding process. This process is used to ensure that all employees leave the Board in the most respectful, efficient, and consistent manner. This process includes paperwork, and may include an exit interview. The exit interview shall occur via paper and/or in person when applicable.

The separating employee shall return all state property at the time of separation, including tools, cell phones, keys, laptops, any State owned devices, and identification cards.

Health insurance and related benefits terminate the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

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Rehire

Former employees who separated from the Nebraska Real Property Appraiser Board in good standing, and were classified as eligible for rehire, may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. An applicant or employee who is terminated for violating policy, poor performance, or who resigned in lieu of termination from employment, will be ineligible for rehire.

Via Email

TO: State Appraiser Regulatory Officials
FROM: Jim Park, Executive Director
DATE: July 8, 2022
RE: 2022-2023 7-Hour National USPAP Update Course

In May 2021, the Appraisal Subcommittee (ASC) commissioned a comprehensive and independent review of the *Uniform Standards of Professional Appraisal Practice* (USPAP) and the *Real Property Appraiser Qualification Criteria* (AQB Criteria). The review was intended to focus on whether USPAP, the Criteria, and related courses ensure and promote fairness, equity, objectivity, and diversity, in both appraisals and in the training and credentialing of appraisers. The Council on Licensure, Enforcement and Regulation (CLEAR) managed the review and contracted with a consortium led by the National Fair Housing Alliance to conduct the review. The findings and recommendations from this review were published in January 2022, in a report entitled [*Identifying Bias and Barriers, Promoting Equity: An Analysis of the USPAP Standards and Appraiser Qualifications Criteria*](#) (Report).

One set of findings and recommendations in the Report focused on the fair housing module of the 2022-2023 7-Hour National USPAP Update Course. On pages 58-59, the Report states:

The new fair housing module contained in the 7-hour continuing education course reflects welcome effort, but fails to provide accurate and effective guidance to appraisers. The module provides an inaccurate summary of fair housing law, while failing to include any content from the applicable statutes themselves (namely, the federal Fair Housing Act) or its implementing regulations. It also fails to provide specific guidance and examples of what is prohibited by law. This outcome is consistent with views expressed in interviews conducted with members of national appraisal organizations. They observed that The Appraisal Foundation has not produced accurate and effective guidance with respect to fair housing issues (and other topics of a legal nature, such as privacy laws).

Based on this independent analysis, the ASC has requested that the Appraisal Foundation address the concerns raised. The Foundation has indicated it anticipates having this completed by September 30th, including distribution of revised course content to appraisers who have already taken the course.

Therefore, in connection with the ASC's authority to monitor State appraiser certifying and licensing agencies pursuant to Title XI, the ASC does not intend to criticize States based on their determination as to whether their credentialed appraisers will be required to take the *2022-2023 7-Hour National USPAP Update Course* until the concerns raised in the Report are addressed and new course content available. This would not affect the minimum continuing education hours required in the AQB Criteria. If States choose not to require the *2022-2023 7-Hour National USPAP Update Course*, appraisers would need to fulfill the required continuing education hours with other continuing education offerings, and States would need to document the file accordingly.

If you have any questions, please contact your assigned ASC Policy Manager.

cc: Randall Kopfer, Chair, Appraisal Foundation Board of Trustees
Michelle Bradley, Chair, Appraisal Standards Board
Brad Swinney, Acting Chair, Appraiser Qualifications Board
David Bunton, President, Appraisal Foundation

Kohtz, Tyler

From: The Appraisal Foundation <news@appraisalfoundation.org>
Sent: Wednesday, June 15, 2022 1:41 PM
To: Kohtz, Tyler
Subject: June State Regulator Newsletter

NEWSLETTER



Dear Tyler,

It was wonderful to see so many of you last month at the spring Association of Appraiser Regulatory Officials conference in Texas. Dave Bunton, Aida Dedajic, JoEllen Alberts and I had some great conversations and appreciated the opportunity to present to you on multiple occasions.

In an interactive session, Foundation staff discussed the benefits of the AQB's Course Approval Program (CAP), the process of content review for both continuing education and qualifying education courses, and the new delivery mechanism approval.

As we mentioned then, this new approval system is an alternative to IDECC, not a replacement. The Foundation will be waiving the fees for the AQB's delivery mechanism approval until December 31, 2022. Click [here](#) to learn more.

In another presentation, state regulators learned about the Practical Applications of Real Estate Appraisal (PAREA), received some insights on potential providers and answers to concerns raised by state regulators in previous settings. The interactive presentation was designed to allow ample time to address the states' implementation questions and to allow for thoughtful give and take among participants.

We hope you found these sessions helpful, but if we missed some of your questions or new ones have arisen in the last month, please don't hesitate to email us. We are always happy to help.

Sincerely,

Lisa Desmarais
Vice President of Appraisal Issues

Updates on PAREA

By our informal count, 32 states have now approved PAREA to fulfill experience credit either by adoption or by reference.

In This Newsletter

From Lisa's Desk: An AARO conference recap

Updates on PAREA

New Q&As

Appraiser Talk

Contact Us

T 202-347-7722

info@appraisalfoundation.org

www.appraisalfoundation.org

Follow Us



Members of the AQB have recently made presentations on PAREA to state boards in Alaska, Missouri and New York, and they will be presenting in New Mexico in September.

If your state is in the process of considering PAREA, one of our AQB members would be happy to present at your next meeting to share more about PAREA and answer any questions you might have. If you are interested in this, please respond to this email, and we will be happy to coordinate that with you.

New Q&As

The AQB released a series of new Q&As on PAREA mentors.

[Click here](#) to access these new Q&As.

Appraiser Talk

The Appraisal Foundation's podcast Appraiser Talk releases its newest episode every Monday.

You can check out a full list of published podcasts and listen to each episode [here](#). Click [here](#) to sign up to receive a notification each time a new episode is published.

You can subscribe to Appraiser Talk on Spotify, Apple Podcasts or wherever you get your podcasts. If you have a question you'd like to hear answered on the show, email it to Amy Timmerman at amy@appraisalfoundation.org.

About The Appraisal Foundation

The Appraisal Foundation is the nation's foremost authority on the valuation profession. The organization sets the Congressionally authorized standards and qualifications for real estate appraisers, and provides voluntary guidance on recognized valuation methods and techniques for all valuation professionals. This work advances the profession by ensuring appraisals are independent, consistent, and objective. More information on The Appraisal Foundation is available at www.appraisalfoundation.org.

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This message was sent to tyler.kohtz@nebraska.gov from news@appraisalfoundation.org

The Appraisal Foundation
1155 15th Street NW STE 1111
Washington, DC 20005



Kohtz, Tyler

From: Dave Bunton <news@appraisalfoundation.org>
Sent: Friday, July 1, 2022 8:58 AM
To: Kohtz, Tyler
Subject: JULY NEWSLETTER: A recap of 2021

NEWSLETTER



Dear Tyler,

It's already July, which means it's time for the release of our 2021 Annual Report.

As a subscriber to our newsletter, you're the first to know about what's going on at The Appraisal Foundation, but let me refresh your memory on what we were up to in 2021:

- On January 1st, the Real Property Appraisal Qualification Criteria, which included the Practical Applications of Real Estate Appraisal, became effective.
- In February, the Appraisal Standards Board voted to extend the current edition of USPAP through the end of 2022.
- As concerning headlines around appraisal bias grew, the Foundation continued working to promote diversity in the appraisal profession and root out bias through the work of our Diversity, Equity and Inclusion Committee and our technical boards.
- In April, we debuted Appraiser Talk, a weekly podcast answering questions from every corner of the appraisal profession. It averages 3,000 monthly downloads.
- The Foundation hired a diversity consultant to review its application and consideration process for board members.
- Our boards continued to hold widely attended online public meetings and made the decision to hold all future public meetings of the Appraisal Standards Board and Appraiser Qualifications Board in a virtual setting to promote transparency, engagement, and accessibility.

You can read the entire annual report [here](#) or [watch a brief recap](#) of our accomplishments in 2021.

I would be remiss if I didn't add that none of this would be possible without our sponsors and the stakeholders like you who provide invaluable input on our work. We send you our sincerest thanks.

In This Newsletter

From the President's Desk: A recap of 2021

Apply to join the ASB and AQB

Updates from the AQB

Appraiser Talk

Upcoming Events

Sept. 29: [AQB Public Meeting](#)

Contact Us

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info@appraisalfoundation.org

www.appraisalfoundation.org

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Click [here](#) to get a shareable link of this month's newsletter to share on social media.

We look forward to seeing where the rest of 2022 takes the Foundation and the appraisal profession.

Sincerely,

Dave Bunton
President

Apply to join the ASB and AQB

Applications to join The Appraisal Foundation's two independent, technical boards, the Appraisal Standards Board and Appraiser Qualifications Board, are now open.

Click [here](#) to apply. Applications are due August 1st.

Updates from the AQB

The AQB has released a [new Q&A regarding PAREA mentors](#).

University of Missouri is the latest school to have an approved degree through the Real Estate Degree Review Program. Click [here](#) to see the full list of schools.

Appraiser Talk

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Dave Bunton
The Appraisal Foundation
1155 15th Street NW STE 1111
Washington, DC 20005

TO: State Appraiser Regulatory Officials
FROM: Dave Bunton, President
DATE: July 15, 2022
RE: 2022-23 7-Hour National USPAP Update Course

This memo is in response to questions The Appraisal Foundation has received regarding the *7-Hour National USPAP Update Course*. We are sensitive to the concerns which have been raised regarding the 90-minute section of the course focused on bias as it relates to USPAP. In response to these concerns, the Foundation has retained the preeminent fair housing law firm Relman Colfax to assist us in reviewing our course. During this review, they have not identified any reason to pull the current course from circulation but have pointed out opportunities for providing more detail on the current material, which we intend to do. This additional information will not change the course objectives.

Based on the guidance of Relman Colfax, we will be issuing an updated version of this 90-minute portion of the *7-Hour National USPAP Update Course* this fall, which clarifies and adds detail to the current section examining bias as it relates to USPAP. In addition to this new material being made available for educators and students, it will also be sent directly to every person who has taken the course to date. Equivalent providers of this course will also receive this updated course which they can insert directly into their existing courses.

Based on the guidance we have received, this course of action will ensure all students receive the same, up-to-date information and precludes the need to remove the course from the marketplace and unnecessarily disrupt the continuing education of appraisers.

The Appraiser Qualifications Board urges state regulatory agencies to always adhere to the minimum *Criteria* as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

If you have any questions pertaining to the course or these pending updates, please contact Lisa Desmarais, Vice President of Appraisal Issues, at lisad@appraisalfoundation.org.

CC: Zixta Martinez, Chair, Appraisal Subcommittee
Bobbi Borland, Vice Chair, Appraisal Subcommittee
Jim Park, Executive Director, Appraisal Subcommittee