

Appraiser Certification & Licensure Board

Board Meeting - Summary Minutes

July 18, 2005

West Coast Bank, 550 Center Street NE, 2nd Floor Conference Room, Salem, Oregon

BOARD MEMBERS IN ATTENDANCE

Terry Bernhardt, Vice-Chair
Craig Zell, Chair
Clifford Houck
John Larsen
Doug Nelson
Sara Fraser
Jill Whitlock

ACLB STAFF IN ATTENDANCE

Karen Turnbow, Office Manager
Bob Keith, Administrator
Robyn McGinnity, Legal Counsel, Dept. of Justice
Cyndie Standley, Co-Compliance Program Coordinator
Chuck Fisher, Co-Compliance Program Coordinator
Tom Cowan, Legal Counsel, Dept. of Justice

BOARD MEMBERS ABSENT

None

PUBLIC IN ATTENDANCE

Susan Kidder, American College of Appraisal

I: CALL TO ORDER AND VERIFICATION OF QUORUM

Chairperson Craig Zell called the meeting to order at 9:05 a.m. and verified that a quorum was present.

II: PUBLIC INPUT

None

III: ACTION ITEMS

Review and approval of minutes for the April 18, 2005 board meeting.

MOTION #1

Doug Nelson moved and John Larsen seconded that:

The Board approve the April 18, 2005 meeting minutes, as drafted.

Motion passed unanimously.

Zell presented a plaque to Dee Staple and thanked her for her service on the Board.

Presentation of plaque to Robyn McGinnity for her service as legal counsel to the Board.

Introduction of new Department of Justice legal counsel, Tom Cowan.

Introduction of new appraiser Board Member, Sara Fraser, a State Certified Residential Appraiser from Eugene, Oregon.

IV: NEW BUSINESS

Election of Officers:

Nelson nominated Craig Zell for Board Chair.

Zell nominated Terry Bernhardt for Vice Chair.

Vote – Chair: Zell - unanimous

Vote: Vice-Chair: Bernhardt – unanimous

Consideration of Public Input from Rules Hearing and Adoption of Proposed Changes:

Discussion of some of the proposed changes. Keith indicated that the new requirements for licensed and certified residential do not include any income courses. He also indicated that the new requirements for certified general do not include any residential courses.

Susan Kidder from American College stated that additional education requirements would not overburden an applicant for licensure.

MOTION #2

Cliff Houck moved and Jill Whitlock seconded that:

The Board adopt the rule changes as proposed.

Motion passed unanimously.

Adoption of Affirmative Action Policy Statement: Keith advised that the Governor has required all state agencies to have a policy in place regarding affirmative action. Keith gave a brief summary of the draft policy.

MOTION #3

Doug Nelson moved and Terry Bernhardt seconded that:

The Board adopt the Affirmative Action Policy Statement as drafted.

Motion passed unanimously.

Computer and Technology Replacement and Upgrades: Presentation by Turnbow regarding proposals from computer tech support contractor for purchase and set-up of new computers, software and programming for a total estimated cost of \$35,000 to \$40,000.

MOTION #4

John Larsen moved and Cliff Houck seconded that:

The Board approve the purchase and installation of new computers and software, including purchase and redesign of Filemaker database software and system.

Nelson recused himself from voting. Motion passed.

BREAK: 10:15 A.M.

RECONVENED AT 10:34 A.M.

NEW BUSINESS (Continued):

Staff's Rule Change Proposals to Improve Trainee Program: Presentation by Keith regarding proposed improvements to the Appraiser Assistant/Supervising Appraiser program.

Establish Special Meeting Date: Special meeting scheduled for August 29, 2005 at 9:00 a.m. at West Coast Bank 2nd floor conference room, to confer about formulating a proposed budget for the 2005-2007 biennium and proposed administrative rule changes concerning supervisory appraisers and appraiser assistants.

V: OLD BUSINESS

Authorize Re-Investment of Reserve Funds: Zell advised that the investment funds will be coming up for renewal in October. Zell requested the Board authorize Zell and Keith to reinvest the funds.

MOTION #5

Cliff Houck moved and Doug Nelson seconded that:

The Board authorize Zell and Keith to reinvest the Board's funds in the best possible source.

Motion passed unanimously.

2003-2005 Budget Performance Evaluation: Presentation by Larsen regarding the outcome of the 2003-2005 budget. Larsen commended the Board staff for operating under the projected budget for expenses in the 2003-2005 biennium.

Enforcement Update: Presentation by Keith regarding enforcement case status.

Legislative Update: Presentation by Keith regarding current status of legislative bills in the 2005 legislative session.

Senate Bill 77 Creating an Appraisal Waiver: Presentation by Zell regarding the status of Senate Bill 77 that would allow ODOT and other public agencies to obtain appraisals that were not required to be compliant with USPAP, that involve simple condemnation or administrative cases. It appears that the bill has died in committee.

VI: ADMINISTRATOR'S REPORT

Keith stated that the Board has approximately 1550 licensed/certified appraisers in Oregon. Also noteworthy are the increased number of license applications, license histories and temporary registrations. Turnaround time for processing applications has increased from 30 days to as long as 60 days.

The ASC was asked for their input regarding the Board's position of not imposing administrative sanctions against licensees who failed to complete the 7-hour USPAP Update within their 2-year license cycle. The ASC indicated that they had no reservations with the Board's position.

The ASC has indicated that they will be coming to Oregon in April 2006 to conduct a review of Board operations.

The FBI has contacted the Board and met with Keith to discuss issues relating to mortgage fraud.

Keith expressed dissatisfaction with our current license examination provider and stated that we are in the process of reviewing proposals from other testing providers.

Keith participated in an IRWA conference where he spoke to attendees regarding Board activities.

Keith was asked to attend and participate in a meeting of realtors regarding sales concessions and their disclosure.

Keith advised that the Board will need to make some changes regarding personnel policies, classification levels and compensation.

Handout of general comments received by the Board.

MOTION #6

Doug Nelson moved and Terry Bernhardt seconded that:

The Board adjourn the meeting.

Motion passed unanimously.

Meeting adjourned at 11:45 a.m.

Next scheduled meeting – August 29, 2005