

# Appraiser Certification & Licensure Board

## Quarterly Board Meeting - Summary Minutes

October 22, 2007

Oregon Parks and Recreation Department, Conf. Room 124A, 725 Summer Street NE , Salem, Oregon

### BOARD MEMBERS IN ATTENDANCE

Craig Zell, Chair  
Jill Whitlock  
John Larsen  
Rick Herman  
Doug Nelson  
Clifford Houck  
Sara Fraser

### ACLB STAFF IN ATTENDANCE

Bob Keith, Administrator  
Karen Turnbow, Programs Manager  
Warren Foote, Legal Counsel, Dept. of Justice

### BOARD MEMBERS ABSENT

None

### PUBLIC IN ATTENDANCE

Laura Adkins  
Norman Myers  
Jerry Bone, Jr.  
Michele Kennison  
Grant Laugsand  
Heather Martinez  
Roxanne Gillespie

### I: CALL TO ORDER AND VERIFICATION OF QUORUM

Chairperson Zell called the meeting to order at 9:28 a.m. and verified that a quorum was present.

### II: PUBLIC INPUT

Michelle Kennison, State Licensed Appraiser: Kennison expressed concerned that the Board meeting minutes have not been posted for the past several board meetings. Would also like to see the board issue a newsletter – the last one being issued in 2005. Kennison also inquired as to the issue of disclosure of sales concessions.

Keith advised that the Board has received a draft legal opinion from the State Attorney General's office regarding the issue of disclosure of sales concessions. The Attorney General's office is waiting for a response from the Real Estate Agency before issuing a final legal opinion.

### III: ACTION ITEMS

Adoption of August 20, 2007 quarterly Board meeting minutes:

MOTION #1

Nelson moved and Houck seconded that:

***The Board approve the August 20, 2007 quarterly board meeting minutes as drafted.***

Motion passed unanimously.

Larsen responded to issues raised by the public, stating that the proposed increase in license fees will allow for extra support staff that will assist in drafting and posting of the minutes on the website and regular publication of the newsletters that have been lacking in the past.

The Board discussed the possibility of posting draft minutes on the website as long as they are clearly identified as draft minutes, and not final approved minutes.

**IV: NEW BUSINESS**

Consideration of Public Input from Administrative Rules Hearing: Discussion by the Board regarding public input, adoption of the proposed budget and proposed changes to the administrative rules. Zell commented that the increase in licensees over the past five years does increase the income from those fees but also increases the amount of support staff time to handle the processing of those licensees. The Board maintains a \$400k reserve fund. Costs for payroll have increased. The Board is also sending two people to AARO conferences. The Board would also like to be able to perform field audits, and put on additional seminars by the Board throughout the state. Larsen also mentioned that rates for PERS and medical/dental premiums for staff have increased significantly.

Further discussion by the Board regarding the proposed budget.

Houck and Whitlock expressed support for the proposed budget and the work performed by staff.

Adoption of Proposed Budget:

MOTION #2

Larsen moved and Herman seconded that:

***The Board approve the 2007-2009 budget as proposed and published.***

Fraser and Nelson abstained. Motion passed.

Discussion by Board of proposed changes to the administrative rules.

Adoption of Proposed Administrative Rule Changes:

MOTION #3

Nelson moved and Whitlock seconded that:

***The Board adopt the proposed changes to the administrative rules as drafted.***

Motion passed following further discussion. Fraser voted no.

Keith acknowledged and thanked Cyndie Standley for her significant work in developing the budget.

Appraisal Subcommittee Policy Statement 10(g): Discussion regarding the proposed revisions and clarification of the Appraisal Subcommittee's Policy Statement 10. Zell stated that the current executive director of the Appraisal Subcommittee will be retiring in next month. Zell encouraged the public to provide feedback to the Appraisal Subcommittee regarding these revisions and interpretations.

Keith spoke recently to Appraisal Subcommittee (ASC) policy manager Jenny Tidwell who advised that Oregon's policy manager for the next audit will be Vicki Ledbetter. Keith was encouraged to write a letter on behalf of AARO to the ASC requesting that they narrow and clarify Policy Statement (10)(g). Keith recommended that the Board draft a letter to the Subcommittee setting out concerns over the lack of any opportunity for State input on revisions to the Policy Statement 10 proposed revisions that was exposed to the States for comment. Also to voice objections to the lack a delayed implementation date for the ASC's newly adopted Policy Statement 10(g). Zell concurred. Keith stated that the ASC's new executive director may take a different position regarding Policy Statement 10(g), the requirements to verify experience credentials. Keith will work with Zell to draft a letter from the Board to the Subcommittee.

Authorization of Reserve Fund Re-investments:

MOTION #4

Nelson moved and Larsen seconded that:

***The Board authorize Zell and Keith to reinvest the reserve funds.***

Motion passed unanimously.

Schedule 2008 Quarterly Board Meetings:

January 16, 2008 – 10:00 am

April 30, 2008 – 10:00 am

July 23, 2008 – 10:00 am

October 22, 2008 – 10:00 am

Authorize filing of temporary rule to adopt 2008 Edition of USPAP:

MOTION #5

Nelson moved and Herman seconded that:

***The Board issue a temporary rule adopting the 2008-2009 Edition of USPAP effective January 1, 2008.***

Motion passed unanimously.

**V: OLD BUSINESS**

Enforcement Update (Keith): The enforcement report was included in the board member's meeting materials packet.

Budget Report (Larsen): Larsen reviewed and reported on the July 2007 through September 2007 actual income and expenses for the Board.

Licensing Report (Keith): Keith gave a brief report on the number of license applications being filed.

**VI: ADMINISTRATOR'S REPORT**

Keith advised that the Board has hired Roger Hanthorn to provide additional clerical support. Roger previously worked for the Board from 1994 to 2001.

Federal House Bill 3837 was introduced on October 16, 2007, identified as the Escrow, Appraisal, and Mortgages Servicing Improvements Act.. This bill is being touted as a consumer protection bill. FIRREA was not enacted to protect the public. Brief report on items included and covered in the bill.

LUNCH BREAK: 12:30 pm to 1:00 pm

Board member review of appraisal reports for USPAP compliance as part of license applications.

Meeting adjourned at 3:10 p.m.

Next scheduled meeting – January 16, 2008