

# Appraiser Certification & Licensure Board

## Quarterly Board Meeting - Summary Minutes

July 22, 2009

ACLB Office, 3000 Market Street NE, Suite 541, Salem, Oregon

### BOARD MEMBERS IN ATTENDANCE

Craig Zell, Chair  
John Larsen, Vice-Chair  
Daneene Fry  
Rick Herman  
Brad Armbrust  
Jill Whitlock  
Phil Johnson

### ACLB STAFF IN ATTENDANCE

Bob Keith, Administrator  
Karen Turnbow, Programs Manager  
Warren Foote, Legal Counsel, DOJ  
Cyndie Standley, Compliance Analyst

### BOARD MEMBERS ABSENT

None

### PUBLIC IN ATTENDANCE

Michelle Kennison  
Carol Royer  
Margaret Treat  
Diane Forsberg

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

Chairperson Zell called the meeting to order at 9:03 a.m. and verified that a quorum was present.

### II: PUBLIC INPUT

None

### III: ACTION ITEMS

Introduction and Welcome of New Board Members, Daneene Fry and Phil Johnson.

Adoption of April 22, 2009 quarterly Board meeting minutes:

MOTION #1

Larson moved and Whitlock seconded that:

***The Board approve the April 22, 2009 quarterly board meeting minutes as drafted.***

Motion passed unanimously.

Adoption of April 28, 2009 Special (telephonic) Board Meeting Minutes:

MOTION #2

Larson moved and Whitlock seconded that:

***The Board approve the April 28, 2009 special board meeting minutes as drafted.***

Motion passed unanimously.

Adoption of June 16, 2009 Special (telephonic) Board Meeting Minutes:

MOTION #3

Larson moved and Whitlock seconded that:

***The Board approve the June 16, 2009 special board meeting minutes as drafted.***

Motion passed unanimously.

**IV: NEW BUSINESS**

Authorization for Reserve Fund Re-investment (Zell):  
Discussion.

MOTION #4

Larson moved and Whitlock seconded:

***Ratifying approval and authorization for Zell and Keith's reinvestment of reserve funds.***

Motion passed unanimously.

Board Policy on Public Notice of Suspension, Revocation, and/or Other Sanctions (Zell):

Discussion regarding whether the Board should pursue public notice and posting of disciplinary actions against licensees via website, newsletter and/or media release. The Board agreed that any disciplinary action taken against an appraiser should be posted on the Board's website.

MOTION #5

Whitlock moved and Herman seconded that:

*The Board approve posting on the ACLB website all final disciplinary action taken against any current licensee.*

Further discussion. Motion passed unanimously.

Further discussion regarding having a separate section on the website that would include only license suspensions, revocations and surrenders in lieu of. The Board agreed unanimously to a separate posting on the website.

Discussion regarding the need for additional media/press releases for license suspensions, revocations and surrenders in lieu of. The Board agreed that posting disciplinary actions on the Board's website was sufficient.

Presentation of Proposed 2009-2011 Budget (Larsen/Standley)

Review and discussion by Board members. Keith recommended that the proposed budget reflect an increase in the amount of funds delegated for legislative assistance from \$5,000 to \$15,000. Zell proposed an increase in the amount of funds delegated for out of state travel to include four people attending the AARO conferences rather than the current two people.

**BREAK: 10:45 am to 11:10 am**

**IV: NEW BUSINESS (Continued)**

Continued discussion regarding the proposed 2009-2011 budget.

MOTION #6

Larson moved and Whitlock seconded that:

*The Board approve the proposed budget with amendments for public review and notice of rulemaking and budget hearing.*

Motion passed unanimously.

**V: OLD BUSINESS**

Update on Status of Semi-Independent Model of Governance (Zell):

Brief presentation by Keith regarding the status of legislative bills to remove the Board's semi-independence, and proposal by the Governor to eliminate and/or consolidate a number of boards and commissions, including the Appraiser Board.

AMC Regulation Bill Language from Rep. Bill Kennemer (Zell):

Discussion regarding whether the Board should have any type of role or involvement in or encourage other organizations in the promotion of regulation of appraisal management companies in Oregon. The Board agreed that it take a role and be involved in discussions and possible legislation involving regulation of appraisal management companies operating in Oregon.

Landsafe Appraisal Services, Inc. Settlement (Zell):

Board members were provided a copy of the settlement agreement between the Board and Landsafe Appraisal Services, Inc.

Robert Sassa Suspension Order (Keith):

Keith advised and Foote concurred that the Board is not under any obligation to respond to Sassa's letter of June 17, 2009.

Enforcement Report (Keith):

Brief presentation by Keith regarding the status of enforcement cases.

Licensing Report (Keith):

Brief summary by Keith regarding the current number of licensees and appraiser assistants.

## **VI: ADMINISTRATOR'S REPORT**

Keith advised that he has been to a number of cities/towns in Oregon offering a two hour presentation to appraisers and different groups regarding the ACLB and other issues impacting appraisers in Oregon.

Keith advised that there is frustration among the appraisers regarding the new HVCC and appraisal management companies.

Keith provided the final versions of recently adopted Board policies.

There is discussion nationally of developing an advisory group or coalition of appraisers that would share and promote information affecting real estate appraisers nationwide. Keith also suggested the possible formation of an advisory group or coalition of appraisers that would involve issues affecting appraisers in Oregon.

The Board is coordinating with Oregon Board of Architect Examiners for dual off-site backup of data. The off-site backup system should be up and running by the end of this month.

Keith along with other members of SIBA (Semi-independent Board Administrators) were involved in a joint meeting and interview July 21, 2009 at their regular quarterly SIBA meeting with the auditors that have been contracted by the State to perform financial audits of the semi-independent boards this year.

## **VII: ADJOURNMENT**

### MOTION #7

Larson moved and Zell seconded that:

***The Board meeting be adjourned.***

Motion passed unanimously.

Meeting adjourned at 12:44 p.m.

Next scheduled meeting – October 21, 2009