

**NEBRASKA REAL PROPERTY APPRAISER BOARD
CONFERENCE ROOM "C", LOWER LEVEL
NEBRASKA STATE OFFICE BUILDING
301 CENTENNIAL MALL SOUTH, LINCOLN, NE**

November 21, 2013 Meeting Minutes

A. OPENING

Chairman Philip Barkley called to order the November 21, 2013 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m., in conference room "C" located on the lower level of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

B. NOTICE OF MEETING

Chairman Barkley 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 in the November 19, 2013 edition of the *Lincoln Journal Star*, a legal newspaper of general circulation in this state, as required by the Open Meetings Act. The agenda was kept current in the Nebraska Real Property Appraiser Board Office and on the Board's website. Materials generally used by the Board for this meeting were available in the public folder for inspection by the public, and in accordance with the Open Meetings Act. A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Philip Barkley, Tom Kubert, Marc Woodle, Eldon Terrell, and Chris Langemeier were present. Also present were Director, Tyler Kohtz, Compliance and Licensing Specialist, Joya Weir, and Staff Assistant, Gail Parris.

ADOPTION OF THE AGENDA

Chairman Barkley 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 Kubert moved to adopt the agenda as printed. Board Member Langemeier seconded the motion. With no further discussion, the motion carried with Terrell, Woodle, Langemeier, Kubert and Barkley voting aye.

The Nebraska Real Property Appraiser Board will meet in executive session for approval of applicants and enforcement matters.

Board Member Kubert moved that the Board go into executive session for the purpose of reviewing applicants for credentialing, applicants for appraisal management company registration, investigations, and other sensitive matters. A closed session is clearly necessary to prevent needless injury to the reputation of those involved. The time on the meeting clock was 9:02 a.m. Board Member Langemeier seconded the motion. The motion carried with Woodle, Terrell, Langemeier, Kubert and Barkley voting aye.

Break from 10:02 a.m. to 10:16 a.m.

Break from 11:41 a.m. to 12:00 p.m.

Board Member Kubert moved to come out of executive session at 12:00 p.m. Board Member Langemeier seconded the motion. The motion carried with Terrell, Woodle, Langemeier, Kubert and Barkley voting aye.

C. CONSIDERATION OF APPLICANTS

1. CREDENTIALING AS NEBRASKA REAL PROPERTY APPRAISER:

Board Member Kubert moved to take the following actions for the applicants as listed:

ST209 / Additional supervisory appraiser approved.
T13004 / Approved as trainee real property appraiser.
T13005 / Approved as trainee real property appraiser.
T13006 / Approved as trainee real property appraiser.
T13007 / Approved as trainee real property appraiser.
T13008 / Approved as trainee real property appraiser.
T13009 / Approved as trainee real property appraiser.

Board Member Woodle seconded the motion. Motion carried with Langemeier, Terrell, Woodle, Kubert and Barkley voting aye.

Board Member Kubert moved to take the following actions for credentialing applicants as listed:

CR13015 / Approved to sit for exam and select three reports for Standard 3 review.
CR13016R / Approved
CG13016 / Hold
CG13032 / Approved to sit for exam and select four reports for review.
CG13013R / Denied
CG13020R / Approved
CG13021R / Approved
L13002 / Hold
CG13019 / Hold
CR13014 / Hold
CR13012 / Approved
CR13007 / Hold
CG13006 / Hold
CG631 / Select one report for review.
CG647 / Denied

Board Member Woodle seconded the motion. Motion carried with Langemeier, Terrell, Woodle, Kubert and Barkley voting aye.

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

CR13009 / Approved for 1250 hours of experience.

Board Member Langemeier seconded the motion. Motion carried with Woodle, Terrell, Langemeier, and Kubert voting aye. Barkley abstained.

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

CG13010 / Hold

Board Member Langemeier seconded the motion. Motion carried with Terrell, Woodle, Langemeier and Barkley voting aye. Kubert abstained.

Board Member Kubert moved to take the following action for real property appraiser credential renewal applicant as listed:

CG930145 / Approved; send advisory letter.
CG930119 / Approved; send advisory letter.
CR940238 / Approved; send advisory letter.
CG280056 / Approved; send advisory letter.

Board Member Woodle seconded the motion. Motion carried with Terrell, Langemeier, Woodle, Kubert and Barkley voting aye.

2. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY:

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

NE2012004 / Hold; request copy of complaint.

Board Member Woodle seconded the motion. Motion carried with Terrell, Kubert, Woodle, Langemeier and Barkley voting aye.

D. CONSIDERATION OF DISCIPLINARY ACTIONS/ ENFORCEMENT MATTERS:

Vice Chair Kubert moved to take the following enforcement actions:

11-12 / Hold
11-26 / Hold
12-11 / Hold
12-20 / Hold
12-21 / Hold
12-27 / Hold
12-31 / Hold
13-06 / Hold
13-07 / Hold
13-09 / Hold

13-10 / Amend terms of consent agreement to include Respondent shall successfully complete the licensed residential appraiser exam as administered by Applied Measurement Professionals, Inc. Respondent's credential is suspended until the licensed residential appraiser exam is successfully completed. The original suspension for a period of 90 days after the execution of the agreement, or until the required courses are completed, whichever is later, is removed from the agreement.

13-14 / Hold
13-15 / Hold

13-20 / Send Respondent redacted copy of Standard 3 Review Report and request written response.

Board Member Woodle seconded the motion. Motion carried with Terrell, Langemeier, Woodle, Kubert and Barkley voting aye.

Board Member Woodle moved to take the following enforcement actions:

12-24 / Request true copy of appraisal report and workfile selected from log.
12-29 / Request true copy of appraisal report and workfile selected from log.
13-18 / Hold
13-19 / Hold

Board Member Terrell seconded the motion. Motion carried with Langemeier, Terrell, Woodle and Barkley voting aye. Kubert abstained.

Vice Chair Kubert moved to take the following enforcement actions:

12-06 / Request denied. Board took notice of missed deadline for payment to be made in accordance with the Consent Agreement and extended the deadline to December 6, 2013.
13-13 / Hold
13-23 / Offer informal meeting.
13-24 / Request denied.
13-25 / Request denied.
13-26 / Offer informal meeting.

Board Member Woodle seconded the motion. Motion carried with Langemeier, Terrell, Woodle and Kubert voting aye. Barkley abstained.

Vice Chair Kubert moved to take the following enforcement actions:

13-21 / Hold

Board Member Langemeier seconded the motion. Motion carried with Terrell, Langemeier, Kubert and Barkley voting aye. Woodle abstained.

E. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS

The Board discussed Inquiry I13-12.

The Board discussed Inquiry I13-13.

The Board discussed information provided by the organization concerning Inquiry I13-14.

The Board discussed information provided by the organization concerning Inquiry I13-15.

The Board discussed information provided by the organization concerning Inquiry I13-16.

The Board discussed item 11.

The Board discussed personnel matters.

Vice Chair Kubert moved to take the following actions for the above mentioned matters:

- I13-4 / Hold**
- I13-5 / Hold**
- I13-6 / Hold**
- I13-7 / Hold**
- I13-12 / Closed**
- I13-13 / Closed**
- I13-14 / Send cease and desist letter effective until organization provides evidence showing that it is exempt from the Appraisal Management Company Registration Act.**
- I13-15 / Send letter requesting further clarification regarding organization's relationship with lenders and appraisers.**
- I13-16 / Closed**
- Item 5 / Hold**
- Item 11 / Closed**

Board Member Woodle seconded the motion. Motion carried with Terrell, Langemeier, Woodle, Kubert and Barkley voting aye.

F. WELCOME AND CHAIR'S REMARKS

Chairman Barkley welcomed guests to the meeting. Diane Moore, Brad Moore, and John Layman were the public members in attendance.

Board Member Kubert made a motion to amend the agenda to consider Agenda Item N, Legislative Report and Business, prior to Agenda Item G, Board Meeting Minutes. Board Member Barkley seconded the motion. The motion carried with Langemeier, Terrell, Woodle, Kubert and Barkley voting aye.

N. LEGISLATIVE REPORT AND BUSINESS

- 1. 2015 LAW REWRITE UPDATE:** Director Kohtz informed the Board that he met with the Nebraska Legislature's Banking, Commerce, and Insurance Committee Legal Counsel, Bill Marienau, regarding the three drafted bills. The Director indicated that the meeting went well, and Mr. Marienau offered very good advice to consider as the Board moves forward with the legislation. Mr. Marienau also informed Director Kohtz that he will discuss the three drafts with Senator Gloor, and let him know if the Senator has interest in introducing any or all of them.
- 2. 2015 LAW REWRITE PANEL COMMENTS:** The Board reviewed each of the comments provided by the panel members, along with Director Kohtz's comments on each panel member comment. The Board agreed that all panel members offered very good recommendations, and considered revisions to REQ03543, REQ03544, and REQ03545 based on the comments. Director Kohtz was charged with updating each draft with the Board's changes. Board Member Kubert made a motion to send REQ03543, REQ03544, and REQ03545 back to bill drafting as amended. Terrell seconded the motion, and the motion carried with Langemeier, Terrell, Woodle, Kubert and Barkley voting aye.

3. **USPAP REQUIREMENT PERIOD:** At its October meeting, the Board requested that Director Kohtz research potential risks and what other states do regarding the time frame in which an appraiser must complete the 7-Hour USPAP Update Course. Director Kohtz provided a report for the Board to review consisting of the findings as requested. The Director indicated that all peer states researched require that the 7-Hour USPAP Update Course is taken once within two calendar years. There is some slight variation in language from state to state, but in general, the researched states' requirements are similar to the current requirements in Nebraska. The Board agreed that no changes are needed to Nebraska's requirements at this time.
4. **INTERNATIONAL BACKGROUND CHECKS FOR FOREIGN APPLICANTS / APPRAISERS:** Director Kohtz presented a memo from The Appraisal Foundation's Appraiser Qualifications Board concerning background checks for foreign applicants to the Board for review. After review of the memo, the Board agreed that no further changes are needed to any of the three legislative drafts.

G. BOARD MEETING MINUTES

1. **APPROVAL OF OCTOBER 10, 2013 MEETING MINUTES:** Chairman Barkley asked for any additions or corrections to the October 10, 2013 minutes. Board Member Kubert indicated that "12-09" may need to be added to the retired board policies shown under Section O on Page 7. Director Kohtz indicated that he thought this board policy was already retired, but will make the change if it has not already been. Board Member Kubert went on to request that "workfile" be added to the items to be submitted to the board in the actions for 13-18 on Page 8, and 13-19 on Page 9, under Section D. Director Kohtz informed the Board that these actions will be corrected. With no further discussion Board Member Kubert moved to adopt the minutes as amended. Board Member Langemeier seconded the motion. The motion carried with Terrell, Woodle, Langemeier, Kubert and Barkley voting aye.

H. DIRECTOR'S REPORT

Director Kohtz began by bringing attention to the attendance of former board chairman Bradford Moore, and thanked him for coming. The Director also acknowledged the efforts of Compliance and Licensing Specialist Weir and Staff Assistant Parris during the last month. Both have worked hard to keep up with their regular duties while processing a high volume of renewal applications at the same time.

Director Kohtz presented twelve charts outlining the number of appraisers and AMCs as of November 21, 2013. The Director summarized each chart and reported the number of appraisers as follows: 83 total Licensed, 76 resident and 7 reciprocal; 215 total Certified Residential, 176 resident and 39 reciprocal; 383 total Certified General, 256 resident and 127 reciprocal; and 11 Registered for a total of 692 appraisers. The total number of appraisers is even with October 2013 and November 2012. Director Kohtz also indicated that there are 10 Trainees, which is the same as October 2013, and up 4 from November 2012.

In addition, the Director addressed the number of temporary permits issued. There were 15 permits issued in October 2013 compared to 12 permits issued in September 2013. As of October 30, 2013, 136 temporary permits have been issued for the calendar year. Director Kohtz indicated that the number of temporary permits issued continues to hold steady during 2013. Finally, Director Kohtz reported 105 AMCs registered, and that one new AMC application has been submitted since the last meeting.

I. FINANCIAL REPORT – NOVEMBER 2013

The receipts and expenditures for October were reviewed by the Director by line item with the Board. Director Kohtz provided details related to some specific October expenses. For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$28,006.68 in expenditures and \$37,803.46 in revenues were reported. As of the end of October, expenses amount to 26.15 percent of the budgeted expenditures for the fiscal year; 33.7 percent of the fiscal year has passed. Considerations were made for expenditures for monthly obligations. Finally, Director Kohtz presented three charts outlining the Agency twelve month expenses and revenues, historic cash balance, and twelve month cash balance.

Board Member Kubert moved to accept and file the October 2013 Budget Status reports for receipts and expenditures for audit. Board Member Langemeier seconded the motion. The motion carried with Terrell, Woodle, Langemeier, Kubert and Barkley voting aye.

Director Kohtz informed the Board that State Accounting recently conducted a pre-audit document review of some of the agency's expenses. The review did not disclose any significant issues with documentation or support for the documentation, and all items questioned were satisfactorily addressed. Director Kohtz indicated that State Accounting did recommend that the home city be listed as the headquarter city on the expense reimbursement form, and that start and stop times correspond with board meeting minutes. The Director added that the start and stop times may vary due to breaks in service, so he doesn't give much weight to the second recommendation.

J. GENERAL PUBLIC COMMENTS

Chairman Barkley asked for any public comments. With no comments, the Chair proceeded to education.

Break from 1:27 p.m. to 1:40 p.m.

Board Member Langemeier exited the meeting at 1:30 p.m.

K. EDUCATION

Board Member Kubert moved to approve the following qualifying education requests as listed:

1. New Qualifying Education Requests

A. Trans-American Institute of Professional Studies, Inc.:

1. The Approaches to Value (Methodology and Applications) / 30 hours / (QE21340)
2. National USPAP Course 2014-2015 / 15 hours/ (QE21401/003)

B. Appraisal Institute

1. National USPAP Course 2014-2015 / 15 hours/ (QE21401/003)

2. New Qualifying Education Renewal Request

A. Moore Group, Inc.:

1. National USPAP Course 2014-2015 / 15 hours/ (QE21401/003)

Seconded by Terrell. Chairman Barkley called for the vote. The motion carried with Woodle, Terrell, Kubert and Barkley voting aye.

Board Member Kubert moved to approve the following new continuing education requests as listed:

3. New Continuing Education Requests

A. Mid-West Appraisers Association:

1. National USPAP Update 2014-2015 / 7 hours / (C21401)

B. American Society of Farm Managers & Rural Appraisers:

1. National USPAP Update 2014-2015 / 7 hours / (C21401)

C. McKissock, L.P.

1. The Green Guide to Appraising / 7 hours / (C21348-I)
2. The Income Approach / 6 hours / (C21350-I)

D. Appraisal Institute.

1. National USPAP Update 2014-2015 / 7 hours / (C21401)
2. Unraveling the Mystery of Fannie Mae Appraisal Guidelines / 4 hours / (C21341)

Seconded by Woodle. Chairman Barkley called for the vote. The motion carried with Terrell, Woodle, Kubert and Barkley voting aye.

Board Member Kubert moved to approve the following continuing education renewal requests as listed:

4. Continuing Education Renewal Requests

A. The Moore Group, Inc.

1. National USPAP Update 2014-2015 / 7 hours / (C21401)

B. Appraisal Institute:

1. Supervising Appraisal Trainees / 4 hours / (C21342-I)
2. Rates and Ratios: Making Sense of GIMs, OARs, and DCFs / 7 hours / (C21343-I)
3. The Appraiser as an Expert Witness: Preparation & Testimony / 15 hours / (C21344)
4. Condemnation Appraising: Principles and Applications / 21 hours / (C21345)
5. Litigation Appraising: Specialized Topics and Application / 15 hours / (C21346)
6. Uniform Appraisal Standards for Federal Land Acquisition / 16 / (C21347)

C. McKissock, L.P

1. Residential Appraisal Review / 7 hours / (C21349-I)

Seconded by Woodle. Chairman Barkley called for the vote. The motion carried with Terrell, Woodle, Kubert and Barkley voting aye.

Board Member Kubert moved to take the following actions on instructor as listed:

5. Instructor Requests

A. Trans-American Institute of Professional Studies, Inc.:

1. Lynne Heiden
 - a. National USPAP Course 2014-2015 (QE21401/003) - *Approved*
 - b. The Approaches to Value (Methodology & Application) (QE21340) - *Approved*
2. Ann Susko - Enhancing Professionalism in Appraisal Practice (C21334) - *Approved*

B. Mid-West Appraisers Association:

1. Lynne Heiden - National USPAP Update 2014-2015 (C21401) - *Approved*

C. The Moore Group, Inc.

1. Bradford Moore
 - a. National USPAP Course 2014-2015 (QE21401/003) - *Approved*
 - b. National USPAP Update 2014-2015 (C21401) - *Approved*
2. Diane Moore
 - a. National USPAP Course 2014-2015 (QE21401/003) - *Approved*
 - b. National USPAP Update 2014-2015 (C21401) - *Approved*

D. American Society of Farm Managers & Rural Appraisers, Inc.:

1. Mark Lewis - National USPAP Update 2014-2015 (C21401) - *Approved*

E. Appraisal Institute

1. Thomas Kirby
 - a. National USPAP Course 2014-2015 (QE21401/003) - *Approved*
 - b. National USPAP Update 2014-2015 (C21401) - *Approved*
2. John Underwood - Unraveling the Mystery of Fannie Mae Appraisal (C21341) - *Approved*
3. Sandra Adomatis - Supervising Appraisal Trainees- Online (C21342-I) - *Approved*
4. Ken Lusht - Rates & Ratios: Making Sense of GIMs, OARs, & DCFs – Online (C21343-I) - *Approved*
5. Joseph Magdziarz
 - a. The Appraiser as an Expert Witness: Preparation & Testimony (C21344) – *Hold; request clarification of disciplinary action.*
 - b. Condemnation Appraising: Principles and Applications (C21345) – *Hold; request clarification of disciplinary action.*
 - c. Litigation Appraising: Specialized Topics and Applications (C21346) – *Hold; request clarification of disciplinary action.*
 - d. Uniform Appraisal Standards for Federal Land Acquisition (C21347) – *Hold; request clarification of disciplinary action*

F. McKissock, L.P.

1. Robert McClelland
 - a. Deriving and Supporting Adjustments – online (C21224-I) - *Approved*
 - b. Introduction to Complex Appraisal Assignments – online (C21225-I) - *Approved*
 - c. The Green Guide to Appraising – online (C21348-I) - *Approved*

2. Tracy Martin (Karen T. Martin)
 - a. The Green Guide to Appraising – online (C21348-I) - *Approved*
 - b. Residential Appraisal Review – online (C21349-I) - *Approved*

3. Dan Bradley
 - a. The Green Guide to Appraising – online (C21348-I) - *Approved*
 - b. Residential Appraisal Review – online (C21349-I) - *Approved*

4. Susan Barkalow - Residential Appraisal Review – online (C21349-I) - *Approved*

5. Allan Simmons - The Income Approach – online (C21350-I) - *Approved*

Seconded by Terrell. With no further discussion, Chairman Barkley called for the vote. The motion carried with Woodle, Terrell, Kubert and Barkley voting aye.

L. UNFINISHED BUSINESS

1. **COUNTY APPRAISER CONTRACTS UPDATE:** No update.

2. **NEW CREDENTIAL UPDATE:** No update.

3. **STATE SERVICE CONTRACTS REQUIREMENTS:** At the October meeting, Director Kohtz indicated that he wanted to gather more information from Ms. Pape, the State Procurement Manager, regarding the contract structure. It is AAG Hart's opinion that all Standard 3 reviews fit under one contract. Director Kohtz informed the Board that, in Ms. Pape's opinion, each Standard 3 review has unique characteristics; and therefore, should be treated individually. Director Kohtz went on to say that all Standard 3 review contracts will be entered into the EnterpriseOne Payroll and Financial Center in the future, and the agency will treat each Standard 3 review as a separate contract.

M. NEW BUSINESS

1. **2013 NEBRASKA REAL PROPERTY APPRAISER BOARD CHRISTMAS PARTY:** Chairman Barkley asked for any ideas regarding dates and locations for the 2013 Christmas Party. Both the 18th and the 20th of December were suggested. Chairman Barkley mentioned that due to travel, he would prefer the 18th. The Board agreed to hold the party in the evening on the 18th. No recommendations were made regarding the location, so Board Member Kubert was charged with selecting a location.

2. **APPRAISAL SUBCOMMITTEE AUDIT REPORT:** Director Kohtz presented the final ASC audit report to the Board for review. The Director informed the Board that there was nothing contained in the report that was unexpected, and all items have been discussed previously.

3. **AARO CONFERNECE REPORT:** Board Member Kubert presented a report outlining the topics covered at the 2013 Fall AARO Conference attended by himself, Board Chairman Barkley, and Compliance and Licensing Specialist Weir. Board Member Kubert summarized each presentation, and made special note of the ASC presentation, in which it was mentioned that a unique appraiser identifier is being created at the federal level. This would essentially be a national credential number. Board Member Kubert also made note of The Appraisal Foundation presentation, in which it was discussed that copies of all written valuations used in lending decision must be provided to the borrower in the future, including, but not limited to, appraisals, AVMs, and BPOs. If there is enough discrepancy between the written valuations, the Board may experience a spike in grievances filed against appraisers. The Appraisal Foundation is also planning to offer a level 3 investigator training in the future; covering formal hearing preparation. The Appraiser Qualifications Board and Appraiser Practices Board covered many interesting facts about the current state of the appraisal industry. Board Member Kubert also attended a town hall presentation, in which reducing annual fees for active supervisors, a supervisor/trainee in search of list, mass appraisal experience for reciprocal credential holders, AMC audits, merits of surety bonds vs. recovery fund for AMC issues, requiring fee disclosure in all appraisal reports, and indemnification clauses in AMC agreements were discussed. All three attendees indicated that the conference covered a variety of topics, and was time and money well spent.
4. **NRPAB STANDARD 3 REVIEWER PROGRAM:** Chairman Barkley stated that he believes it is time to begin work on the Standard 3 Reviewer Program. Compliance and Licensing Specialist Weir was tasked with peer state review appraiser research. Ms. Weir reported that she solicited responses from 38 jurisdictions regarding the processes and procedures for appraisal reviews. To date, Ms. Weir has received two responses. A representative for Kentucky informed Ms. Weir that Kentucky contracts for all reviews, and a representative from Minnesota recommended that the Board carry out mock reviews. Compliance and Licensing Specialist Weir will provide another update at the December meeting. Director Kohtz informed the Board that because of current projects and renewals, staff will not be able to begin work on this program until after January 1, 2014.
5. **OPEN AT-LARGE REPRESENTATIVE OF FINANCIAL INSTITUTIONS POSITION:** Director Kohtz informed the Board that the Governor has received one application to date for the opening. The Director asked the Board if it had any specific comments or directions to pass on to the Governor. The Board agreed that it would like to see if any more applications are submitted before passing on any comments or directions to the Governor.

O. BOARD POLICIES AND PROCEDURES

1. BOARD POLICIES

- a. **NEW BOARD POLICIES:** The Board reviewed new Board Policy 13-14 concerning the acceptability of applicant experience hours obtained in work exempt from the Real Property Appraiser Act. Chairman Barkley asked for any changes. With no further discussion, Board Member Kubert made a motion to approve Board Policy 13-14 as drafted. The motion was seconded by Terrell, and carried with Woodle, Terrell, Kubert and Barkley voting aye.
- b. **CURRENT BOARD POLICIES:** No discussion took place.

P. OTHER BUSINESS

1. **CONFERENCES/EDUCATION:** No discussion.

2. MEMOS FROM THE BOARD

- a. 7-Hour USPAP Update Course Covering 2014-15 Edition of USPAP Begins January 1, 2014:** The Board discussed sending a Memo From the Board to inform Nebraska credentialed appraisers that the 7-Hour USPAP Update Course will cover the 2014-15 edition of USPAP after January 1, 2014, and encourage all appraisers to attend the course. The Board agreed that this memo should be sent.

- b. 2015 LAW REWRITE PANEL RESPONSES:** Director Kohtz asked the Board for permission to send a Memo From the Board to update Nebraska credential holders on the panel, the panel recommendations, and the changes that the Board made to the three legislative drafts based on the panel member comments. The Board asked Director Kohtz to include information regarding what the panel represents and summarize the feedback received from the panel members. The Director indicated that he will include this information in the memo.

Board Member Kubert made a motion to approve a Memo From the Board to inform Nebraska credentialed appraisers that the 7-Hour USPAP Update Course will cover the 2014-15 edition of USPAP after January 1, 2014, and encourage all appraisers to attend the course; and a second Memo From the Board to update Nebraska credential holders on the law review panel, the panel recommendations, and the changes that the Board made to the three legislative drafts based on the panel member comments. The motion was seconded by Woodle, and carried with Terrell, Woodle, Kubert and Barkley.

Q. NEXT MEETING DATE – DECEMBER 19, 2013, LOWER LEVEL “F” NSOB

R. ADJOURNMENT

Board Member Kubert moved to adjourn the meeting. Board Member Woodle seconded the motion. Motion carried with Terrell, Woodle, Kubert and Barkley voting aye.

At 2:34 p.m. Chairman Barkley adjourned the November 21, 2013 meeting of the Real Property Appraiser Board.

Respectfully submitted,

Tyler N. Kohtz
Director

These minutes were available for public inspection on December 9, 2013, in compliance with Nebraska Statute §84-1413 (5).