

**REAL ESTATE APPRAISERS APPLICATION  
ADVISORY COMMITTEE  
MINUTES  
NOVEMBER 12, 2008**

**PRESENT:** Ursula Volk, Thomas Kneesel (via teleconference), Frank D. Hopp, Lynette Ketcham, Gary Gruenisen (via teleconference), Anthony Hearn (via teleconference) and Greg Landretti

**EXCUSED:** Donald Chudnow, Linda Verbecken, David Wagner, Larry Nicholson, and Lynn Gregorash

**STAFF PRESENT:** Yolanda McGowan, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; and Nicole Goodman, Bureau Assistant

**CALL TO ORDER**

Frank Hopp, Vice Chair, called the meeting to order at 10:44 a.m. A quorum of 7 members was present.

**ADOPTION OF AGENDA**

**MOTION:** Greg Landretti moved, seconded by Ursula Volk, to approve the agenda as written. Motion carried unanimously.

**APPROVAL OF OCTOBER 16, 2008 MINUTES**

Amendments to Minutes

- In the motion for Dominic Landretti change “seconded by Greg Landretti” to “seconded by Frank Hopp”

**MOTION:** Greg Landretti moved, seconded by Lynette Ketcham, to approve the minutes of October 16, 2008 as amended. Motion carried unanimously.

**ADMINISTRATIVE REPORT – YOLANDA MCGOWAN, BUREAU DIRECTOR**

Yolanda McGowan informed the Committee of staff changes in the Office of Legal Service and resignation by General Counsel. Ruby Jefferson-Moore will remain the Board’s legal counsel.

**DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO BE USED IN THE REVIEW PROCESS**

None.

**Discussion of Appraisal Standards Board revision of USPAP for the 2010-2011 Exposure Draft**

Ruby Jefferson-Moore provided the Committee with a copy of the First Exposure Draft of proposed changes to the 2010-11 Edition of the Uniform Standards of Professional Appraisal Practice. The Committee will review the draft and bring any recommended changes back to the Committee at the next meeting.

## **ENFORCEMENT ISSUES**

### **Introduction of Division of Enforcement Staff and Discussion with Staff Concerning Real Estate Appraiser Complaint Handling Process and Complaints and Denial Hearing Requests Referred to the Division by the Committee**

Jack Temby, DOE Supervisor, discussed complaints that are referred to DOE from the Committee. Nick Schweitzer, DOE Attorney, explained the complaint process to the Committee. Mark Herman, Attorney, requested that the Committee request to see the applicants work file before sending them to DOE. Nick Schweitzer requested that the Committee review all the reports and identify all USPAP violations before sending the applicant to DOE.

## **MISCELLANEOUS INFORMATION/CORRESPONDENCE**

None.

## **CLOSED SESSION**

**MOTION:** Greg Landretti moved, seconded by Lynette Ketcham, to convene to Closed Session to consider licensure or certification of individuals pursuant to § 19.85(1)(b), Stats., and to consider individual histories pursuant to § 19.85(1)(f), Stats. Roll Call Vote: Ursula Volk-yes; Thomas Kneesel-yes; Greg Landretti-yes; Frank D. Hopp-yes; Lynette Ketcham-yes; Gary Gruenisen-yes; and Anthony Hearn-yes. Motion carried unanimously.

Open Session recessed at 12:04 p.m.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Greg Landretti moved, seconded by Ursula Volk, to reconvene into Open Session at 1:14 p.m. Motion carried unanimously.

## **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

## **APPRAISAL REPORTS REVIEWED ON NOVEMBER 12, 2008**

### **MARK BUECHEL – CERT. GENERAL**

**MOTION:** Ursula Volk moved, seconded by Greg Landretti, to recommend that the Department approve Mark Buechel's appraisal reports as submitted. Motion carried unanimously.

**SUSAN CANTWELL – CERT. RESIDENTIAL**

**MOTION:** Lynette Ketcham moved, seconded by Greg Landretti, to recommend that the Department approve Susan Cantwell's appraisal reports as submitted. Motion carried unanimously.

**ELIZABETH GOODMAN – CERT. GENERAL**

**MOTION:** Greg Landretti moved, seconded by Frank Hopp, to recommend that the Department approve Elizabeth Goodman's appraisal reports as submitted with coaching comments. Motion carried unanimously.

**EDWARD HELLAND - AQB**

**MOTION:** Lynette Ketcham moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent to deny Edward Helland's appraisal reports subject to receipt of one additional report that complies with USPAP and other requested information subject to approval by the reviewing appraiser. Motion carried unanimously.

**RITA HUGHBANKS - LICENSED**

**MOTION:** Gary Gruenisen moved, seconded by Greg Landretti, to recommend that the Department deny Rita Hughbank's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

**CHRISTOPHER JARVIS – CERT. GENERAL**

**MOTION:** Lynette Ketcham moved, seconded by Greg Landretti, to recommend that the Department approve Christopher Jarvis' appraisal reports as submitted with coaching comments. Motion carried unanimously.

**ROBERT PICAZO – AQB**

**MOTION:** Lynette Ketcham moved, seconded by Greg Landretti, to recommend that the Department table Robert Picazo's appraisal reports until the next meeting and request the work file. Motion carried unanimously.

**JOEL RADLOFF – AQB**

**MOTION:** Lynette Ketcham moved, seconded by Greg Landretti, to recommend that the Department issue a notice of intent to deny Joel Radloff's appraisal

reports subject to receipt of one additional report that complies with USPAP and other requested information subject to approval by the reviewing appraiser. Motion carried unanimously.

**JAMES TRAUT – CERT. RESIDENTIAL**

**MOTION:** Lynette Ketcham moved, seconded by Greg Landretti, to recommend that the Department issue a notice of intent to deny James Traut’s appraisal reports subject to receipt of one additional report that complies with USPAP and other requested information subject to approval by the reviewing appraiser. Motion carried unanimously.

**ARNOLD WHEELER - AQB**

**MOTION:** Greg Landretti moved, seconded by Lynette Ketcham, to recommend that the Department table Arnold Wheeler’s appraisal reports until the next meeting. Motion carried unanimously.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

**MOTION:** Greg Landretti moved, seconded by Lynette Ketcham to adjourn the meeting at 1:18 p.m. Motion carried unanimously.