

NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

Minutes- September 7, 2023

Chairman Kost called the meeting to order at 4:02pm. Roll call was taken.

Board Members present online: Chairman Corey Kost, Matt Schlenvotg, Brock DesLauriers, Nikki Mertz, and Joe Sheehan

Staff Present: Jodie Campbell and David Campbell

Legal Counsel: Joshua Amundson

Minutes: Board members reviewed the minutes of May 19, 2023. Brock DesLauriers moved for approval. Joe Sheehan seconded the motion. Chairman Kost called for the vote. Brock DesLauriers, Joe Sheehan, Nikki Mertz, Matt Schlenvotg and Corey Kost all voted yes to the motion. The vote was unanimous. Motion carried.

Applicant for Certified General: Laura Kessler is making application for certified general.

Chairman Kost requested to be recused from discussion and voting due to a conflict of interest. There is an employer/employee relationship between Chairman Kost and Ms. Kessler. Corey Kost is the owner of Dakota Appraisal and Ms. Kessler is an employee.

Joe Sheehan moved to recuse Corey Kost from discussion and voting. Matt Schlenvotg seconded the motion. Chairman Kost called for further discussion. No further discussion took place. Chairman Kost called for the vote. Nikki Mertz, Brock DesLauriers, Joe Sheehan, and Matt Schlenvotg all voted yes. Corey Kost abstained from voting. Motion carried.

Chairman Kost turned the Chair over to Vice Chair Matt Schlenvotg.

Laura Kessler meets the education and experience hour requirements for certified general. Work product was submitted and reviewed for compliance with USPAP. Amy McClellan, Board Reviewer provided an overview of the reviews. Discussion took place. The Board determined Ms. Kessler's work product was found to meet the minimum standards set forth in USPAP. Brock DesLauriers moved to approve Laura Kessler to sit for the national certified general examination. Upon successful completion of the examination, Laura Kessler will have met all the requirements to hold a certified general permit. Joe Sheehan seconded the motion. Vice Chairman Schlenvotg called for further discussion. No further discussion took place. Vice Chairman Schlenvotg called for the vote. Nikki Mertz, Joe Sheehan, Brock DesLauriers, and Matt Schlenvotg all voted yes. Corey Kost abstained from voting. Motion carried.

Vice Chair Schlenvotg turned the Chair back to Chairman Kost.

Jack Jaeger is making application for certified general via reciprocity with Minnesota. Discussion took place. Nikki Mertz moved for approval of Jack Jaeger's application for certified general. Brock DesLauriers seconded the motion. Chairman Kost called for further discussion. No further discussion took place. Chairman Kost called for the vote. Matt Schlenvotg, Nikki Mertz, Joe Sheehan, Brock DesLauriers, and Corey Kost all voted yes. The vote was unanimous. Motion carried.

Apprentice Permits and Permits issued via Reciprocity-Require Board Confirmation: The following applicants were issued permits based on meeting the requirements for their respective levels. Board confirmation is required:

- Apprentice:
 - Hunter Barth (Jeff Berg, supervisor)
 - Heather M. Dockter (Supervisory Appraiser: Nathan Hansen)
 - Taylah I. Schroeder (Supervisory Appraiser: Greg Neu)
- Certified Residential (reciprocal applicants):
 - Sarah E. Duncan (WY)
- Certified General (reciprocal applicants):
 - Robert P. Shock (OH)
 - Patrick J. Smith (OH)

Discussion took place. Matt Schlenvotg moved to confirm all applicants for their respective levels. Brock DesLauriers seconded the motion. Chairman Kost called for further discussion. No further discussion took place.

Chairman Kost called for the vote. Brock DesLauriers, Joe Sheehan, Matt Schlenvogt, Nikki Mertz, and Corey Kost all voted yes to the motion. The vote was unanimous. Motion carried.

AMC Applications – As with appraiser applications, if the AMC reports past disciplinary action, Staff is to bring the issue to the Board's attention for review and consideration. Discussion took place. In reviewing the basis of the complaints, it appears the complaints were administrative complaints due to either failing to submit the annual report or the annual registry fee on time.

Brock DesLauriers moved to confirm renewal of the applications for Trident Services LLC, Clear Capital, and Appraisal Marketplace. Joe Sheehan seconded the motion. Chairman Kost called for further discussion. No further discussion took place. Chairman Kost called for the vote. Joe Sheehan, Brock DesLauriers, Matt Schlenvogt, Nikki Mertz, and Corey Kost all voted yes to the motion. The vote was unanimous. Motion carried.

Other Business:

- Board Reviewer Coordinator Position: The Board discussed the position of Board Reviewer Coordinator (Facilitator). Staff is recommending the Board start with an Interim Coordinator to assist in developing the position. Staff provided the Board with a draft of responsibilities, expectations, and requirements for the coordinator. It is a working document at this point. Based on his history as a Board member and past Staff Investigative Reviewer, Staff recommends Joe Ibach for the position.

In review of the State Procurement competition thresholds, the Board could hire an interim Coordinator without soliciting bids if the contract fee is under \$10,000. If the Board offers the position as a full-time position and contracts for services under \$50,000, Procurement requires the Board to solicit bids from at least three vendors. Contracts over \$50,000 must go through Procurement.

Joe Sheehan moved to offer Joe Ibach the position of interim coordinator. Nikki Mertz seconded the motion. Discussion took place. This interim coordinator contract would become invalid once a full-time contract is in place. Chairman Kost called for the vote. Joe Sheehan, Matt Schlenvogt, Brock DesLauriers, and Nikki Mertz voted yes to the motion. Corey Kost abstained from voting. Motion carried.

Joe Sheehan moved to procure three bids under \$50,000 for the full-time position of Board Reviewer Coordinator. Matt Schlenvogt seconded the motion. Chairman Kost called for further discussion. No further discussion took place. Chairman Kost called for the vote. Joe Sheehan, Brock DesLauriers, Matt Schlenvogt, Nikki Mertz, and Corey Kost all voted yes to the motion. The vote was unanimous. Motion carried.

- Fall AARO Conference (Salt Lake City): Along with the Interim Coordinator, Staff requested the Board consider sending Board Reviewer, Kathy Maier to the upcoming Fall AARO Conference. Board members were in agreement it would be beneficial to do so. As the panel of reviewers expands, the Board will have to develop a selection process.
- A Zoom Board Meeting is set for 8:30am September 28, 2023.

Chairman Kost called for adjournment at 4:45pm.

Respectfully submitted,

Jodie R. Campbell
Executive Secretary