

**MEETING AGENDA****TALCB Executive Committee**

TALCB Headquarters Office  
4th Floor, Stephen F. Austin State Office Building  
1700 North Congress, Austin, Texas 78701

Via Teleconference

Tuesday, October 28, 2014, 2:00pm

1. Call to order
2. Discussion and possible action regarding review of existing Board policies, including:

GROUP IV (adopted May 9, 2014):

- a) Placing an item on Board Agenda
  - b) Annual Board Member Training Workshop
  - c) Leadership Transition
  - d) Statutory per diem and Travel Reimbursement
3. Discussion and possible action regarding Board recognition of outgoing members
  4. Discussion and possible action regarding proposed legislative changes
  5. Review of schedule for November Workshop
  6. Discussion regarding future meeting dates
  7. Adjourn



TEXAS

APPRAISER LICENSING & CERTIFICATION BOARD

TALCB Board Members

Jamie S. Wickliffe  
Chair

Laurie C. Fontana  
Vice Chair

Mark A. McAnally  
Secretary

Jesse Barba, Jr.

Walker Beard

Clayton P. Black

Patrick M. Carlson

Luis F. De La Garza, Jr.

Brian L. Padden

Douglas E. Oldmixon  
Commissioner

**BOARD MEMORANDUM**

**Date:** May 9, 2014

**RE:** Placing an item on Board Agendas

This memorandum is to confirm that the Texas Appraiser Licensing and Certification Board (Board) rescinds the policy memorandum adopted November 22, 2013 regarding placing an item on Board Agendas and approves the following policy for adding an item to the Board Agenda on recommendation from the Executive Committee:

Consistent with Robert's Rules of Order, a Board member may add an item to the Board Agenda with approval of the Board Chair or a majority vote of the Board.

Approved by the Board and signed this 9 day of May, 2014.

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Jamie Wickliffe, Chair  
Texas Appraiser Licensing and Certification Board

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Commissioner

**BOARD MEMORANDUM**

**Date:** May 9, 2014

**RE:** Annual Board Member Training Workshop

This memorandum is to confirm that the Texas Appraiser Licensing and Certification Board (Board) approved the following practice for Board Member training:

**Training**

The Board will schedule a 1/2-day training workshop on an annual basis to be held in conjunction with the November Board meeting, or the closest meeting thereto.

Approved by the Board and signed this 9 day of May, 2014.



\_\_\_\_\_  
Jamie Wickliffe, Chair  
Texas Appraiser Licensing and Certification Board

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Commissioner

**BOARD MEMORANDUM****Date:** May 9, 2014**RE:** Leadership Transition

This memorandum is to confirm that the Texas Appraiser Licensing and Certification Board (Board) approved the following practice regarding leadership transition:

At the last Board meeting of the calendar year, the Board will include the following items on the agenda:

Floor Nominations to create a slate of officers.

The Board will elect officers at the Board meeting held in February of the next calendar year.

Approved by the Board and signed this 9<sup>th</sup> day of May, 2014.

Jamie Wickliffe, Chair  
Texas Appraiser Licensing and Certification Board



TEXAS

# REAL ESTATE COMMISSION

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## APPRAISER LICENSING & CERTIFICATION BOARD

### MEMORANDUM

**FROM:** TREC Commissioners & TALCB Members

**TO:** Administrator/Commissioner & Agency Staff

**RE:** Commissioner/Board Member Per Diem & Travel Expenses; Key Staff Travel

**DATE:** November 1, 2009, updated 5/17/10, 12/1/11, & 4/29/14

**(A) Statutory Per Diem Payment**

Under state law, Commissioners/Board Members may request compensatory per diem for any day during which they represent the Commission/Board in an official capacity. Participation in any regularly scheduled or specially-called Commission/Board meeting, standing committee or subcommittee meeting qualifies as official duties. Any other event requires the preapproval of the Chair.

**(B) Commissioner/Board Member Travel**

In addition to statutory per diem, travel expenses will be paid according to the Texas Comptroller guidelines for Commissioners/Board Members when performing official duties. Official duties means representing the Commission/Board at a meeting where participation has been approved by the Chair and travel scheduled through the agency staff.

**(C) Expense Reimbursement for Official Duties**

As provided for in the State and Agency Travel Guidelines, Commissioners/Board members also will be reimbursed for certain expenses incurred in connection with travel for official duties on behalf of the Commission or Board. To minimize such expenses, committee meetings should be held via teleconference, or on the same day as a scheduled Commission/Board meeting. Other in-person meetings must be approved by the Chair. Lodging and meal expenses are not reimbursable for travel of less than 75 miles one way.

**(D) When a Commissioner or Board member attends initial orientation, the individual will indicate in writing the person's preference for receipt of statutory per diem and/or travel expense reimbursements on an agency form. This indicated choice will remain in effect until changed by the person signing a later form and providing it to the Administrator/Commissioner. This change of choices may be done at any time.**

**(E) Representation at ARELLO/AARO Meetings**

The Chair will officially represent the Commission/Board at Annual and/or Mid-Year ARELLO/AARO meetings as necessary and shall vote for the Commission/Board. If the Chair is not able to attend, the Chair may designate an alternate to attend. If the Administrator/Commissioner certifies that sufficient travel funds are available, the Commission/Board Chair may designate an additional Commissioner/Board Member to attend and represent the agency at these organization meetings.

**(E) Administrator/Commissioner Attendance**

The Administrator/Commissioner or a designee may attend all ARELLO/AARO meetings as necessary to represent the agency. In the absence of the Chair or the Chair's designated alternate, the Administrator/Commissioner shall vote on behalf of the agency.

**(F) General Counsel Attendance**

If the Administrator/Commissioner certifies that sufficient travel funds are available, the General Counsel may attend ARELLO/AARO meetings as appropriate to represent the agency.

**(G) Division Director Attendance**

If the Administrator/Commissioner certifies that sufficient travel funds are available, one or more division directors may be permitted to attend ARELLO/AARO meetings to participate in educational sessions.

**(H) Out of State Travel**

Under Ethics Commission rules, all travel reimbursement reports for Commissioners/Board Members which involve out of state travel must be filed with the Ethics Commission prior to reimbursement. Commissioners/Board Members representing TREC/TALCB at meetings and other functions held outside Texas should obtain advance approval of the Commission/Board Chair prior to attending such meetings when they will be submitting a request for reimbursement of travel and related expenses.

## **RECOGNITION AND APPRECIATION FOR BOARD SERVICE**

The Board, with staffs assistance, will recognize and show appreciation to each exiting Board Member for the Board Member's service to the agency and to the State of Texas. Subject to the Board's discretion, agency staff shall ensure that these activities are organized and executed, by reporting to the Board Chair or designated Board Member the status of the event.

### **1. Ensure outgoing board member's attendance at quarterly board meeting**

- a. If Governor/public announcement of board member's end of service is before the next board meeting but prior to the end of service, the board member should be encouraged to attend.
- b. If Governor/public announcement of the board member's end of service is after the board member's last board meeting, the Board Chair or other Board Member should extend an invitation to the outgoing Board Member to attend the next quarterly meeting.

### **2. State of Texas Flag**

A Board Member should (or instruct staff to) contact the exiting Board Member's Texas Senator's office and request a Texas State Flag that has flown over the Capitol. Generally, the Senator's office will let one pick a date that it was flown (such as the board member's birthday, first day appointed for the position, another special day for the person like San Jacinto Day). Also, the Senator's office will probably want to know the name of the agency and the board member's name. If someone is willing to ghost write a letter of recognition and application, including a couple/few of the Board Member's specific contributions to the agency/public, the Senator's office may have the Senator finalize and sign a letter to accompany the flag. Some Senator offices prefer a written request for the flag when time permits.

The cost of the flag is very minimal, but should be shared and paid for by interested board members.

### **3. Other Key Invitees**

At the direction of the Chair and/or other Board Members, the following people should be notified of and invited to the recognition event:

- a. The Governor's Appointments Director and the Governor's Appointments Staff assigned to the agency
- b. The Governor's Budget & Policy Staff member assigned to the agency
- c. Board Member's Senator or Senator representative
- d. The outgoing Board Member(s)' family members
- e. Former Board Members
- f. Active key member(s) of the relevant professional associations

Staff shall maintain a list of the potential invitees and timely remind the organizing Board Member(s) of such.

**Possible TALCB Statutory Changes to Chapter 1103 Texas Occupations Code  
84<sup>th</sup> Legislative Session**

- **Add authority to fingerprint and perform criminal history checks (will be Federally required as 01/01/2017)**
- **Add confidentiality provisions to protect investigative files and documents**
- **Add authority to award education credit when Board members of staff make certain substantive presentations**
- **Add potential for cost recovery in cases of default at SOAH if ordered by the judge**
- **Update statute to increase application audits to the 100% level required by ASC (this changes has already been adopted by the Board by rule, just need the statutory language to conform to the requirement).**
- **Define “Appraisal Review” to conform with USAP definition**
- **Define “Sponsor” to conform with the term as defined by AQB**
- **Increase the Board member terms from 2 to 4 years (with 8 members rotating)**
- **Expand the AMC Advisory Committee to 5 members (from 3) by adding another controlling person and another public member**
- **Overall non substantive “clean-up” of terminology and similar items**

**MEETING AGENDA**

Texas Appraiser Licensing & Certification Board  
Room 400a, TALCB Headquarters Office  
Stephen F. Austin State Office Building  
1700 North Congress, Austin, Texas 78701

*Thursday, November 20, 2014, 1:00 p.m.*  
*Workshop*

1. Call to order
2. Roll call
3. Discussion regarding roles and duties of Board members, including ethics, limitations on lobbying, and other prohibited activities under Texas law
4. Discussion regarding TALCB Committees with presentations by each Committee Chair:
  - a. Executive Committee – Jamie Wickliffe, Chair
  - b. Budget Committee – Walker Beard, Chair
  - c. Education Committee – Luis de la Garza, Chair
  - d. Enforcement Committee – Laurie Fontana, Chair
  - e. AMC Advisory Committee – Laurie Fontana, Chair
5. Discussion regarding possible legislative changes for 2015 and identification of key legislative members and committee chairs
6. Texas Public Investment Act training
7. Discussion regarding action items from today to bring forward to future Board meetings
8. Adjourn

**The Texas Appraiser Licensing and Certification Board may meet with its attorney in executive session on any item listed above as authorized by the Texas Open Meetings Act, Tex. Gov't Code, §551.071.**