



Board Member Training Guide

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Introduction

Thank you for your service on the Texas Appraiser Licensing & Certification Board (TALCB or Board). This guide will provide necessary training, helpful information, and ongoing support for common questions and issues that may arise during your tenure on the Board.

This guide is divided into four sections:

- [Section 1 – Law and Rules](#) provides an overview of the various laws governing the Board and the administrative rules the Board has adopted.
- [Section 2 – TALCB: An Overview](#) provides an overview of TALCB, including the agency's organization, management, operations, and roles.
- [Section 3 – Policies and Procedures](#) provides policies adopted by the Board that directly relate to the work of Board and its Members.
- [Appendix – Additional Reports & Resources](#) provides links to the FY2021-25 Strategic Plan, FY2019 SDSI Report, and Sunset Advisory Commission 2019 Staff Report with Final Results, as well as online links to additional resources.

Section 1103.0545 of the Texas Occupations Code specifies the annual training requirements for TALCB Members. This training covers:

- Laws governing Board operations
 - [Chapter 1103, Texas Occupations Code](#)
 - [Chapter 1104, Texas Occupations Code](#)
 - [Chapter 1105, Texas Occupations Code – TREC / TALCB SDSI Act](#)
 - Title XI of FIRREA
 - ASC Policy Statements
 - Federal Rules, Criteria, and Standards
 - TALCB Rules and Rulemaking Authority, including scope and limitations
- [Texas Open Meetings Act](#)
- [Texas Public Information Act](#)
- [Texas Administrative Procedure Act](#)
- Antitrust Laws
- Conflict of interest, disclosure, and other laws relating to public officials
- Financial Management of TALCB
 - Annual Budget
 - Reserves and Investments
 - TREC – TALCB MOU
- ASC Compliance Review
- Audits
- TALCB Policies

Every new Board member must complete specific trainings within certain statutory timeframes. The first two required trainings are published by the Office of the Attorney General and can be found [here](#). They provide detailed information regarding Open Government, including the Public Information Act and Open Meetings Act, and must be completed within **90 days** after the date that you assume your responsibilities as a member of the Board. [Tex. Gov't. Code §551.005](#); [Tex. Gov't. Code §552.012](#). **When you have completed these courses, please email a copy of your course**

completion certificates to the TALCB Recording Secretary.

The third required training course is published by the Comptroller of Public Accounts (CPA) and can be found [here](#). Tex. Gov't. Code §[656.053](#). This training details the ethical and professional responsibilities associated with state contracting. It must be completed promptly upon appointment. To complete this training, please review the Governing Bodies Webinar PDF, located [here](#). ***When you have completed the course, please forward the form to the CPA email address provided on the acknowledgement form and also email a copy of your completed course certificate to the TALCB Recording Secretary.***

The fourth required training course is an online video published by the University of North Texas regarding the Public Funds Investment Act, Chapter 2256, Texas Government Code. The Act governs the investment of government funds in Texas and requires education investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act. You may access this online video using the information provided in the chart below. ***When you have completed this video, please email the course completion certificate to the TALCB Recording Secretary.***

Additionally, the 86th Texas Legislature enacted HB 3834, requiring all appointed state officials to complete cybersecurity training annually. The Department of Information Resources certifies the training programs to satisfy this statutory obligation. An online link will be sent to all Board members with instructions to complete this training course annually.

The final training requirement is unique to TALCB members. [Tex. Occ. Code §1103.0545](#). This training guide you are currently reviewing contains all information required to meet this statutory obligation. It provides an overview of TALCB programs, finances, operations, rulemaking authority, etc. Review of this document must be completed prior to voting, deliberating, or be counted as a member in attendance at a Board meeting. The law also requires these training materials to be updated annually and provided to Board members each year. If you prefer, detailed information can be presented to you in person at your convenience. ***When you have completed your review of the TALCB Board Member Training Guide, please sign the statement form acknowledging receipt and review of this training guide found at the end of this guide and email a copy to the TALCB Recording Secretary.***

The table below lists all required training, including a description, the location, how to verify completion, and the deadlines for completion. It is also your responsibility to ensure that you complete all required financial and conflict of interest disclosures as described in this guide.

Required Training	Description	Location	Verification Method	Due Date
1. Texas Open Meetings Act	Covers the basics of the Open Meetings Act	Texas Office of the Attorney General (OAG) Website	Send Course Certificate to TALCB Recording Secretary upon completion	90 days after first day of service
2. Texas Public Information Act	Covers the basics of the Public Information Act	Texas OAG Website	Send Course Certificate to TALCB Recording Secretary upon completion	90 days after first day of service
3. Texas Comptroller of Public Accounts (CPA) <i>(must register)</i>	Contract training for the procurement and contracting processes of a state agency	Texas Comptroller of Public Accounts (CPA) website	Send acknowledgement form (available at end of training) to TALCB Recording Secretary and the identified CPA email address	Promptly
4. Public Funds Investment Act Training	Government funds/ investment training	TALCB sharepoint server <i>user name: trecboard</i> <i>pw: 3vJ7jUEY2XFP</i> Training Powerpoint	Send Course Certificate to TALCB Recording Secretary upon completion	6 months after assuming duties
5. Cybersecurity Training		Instructions and link will be emailed to you	Completing the course will generate automatic notification	annually
6. Board Member Training Guide	TALCB Training	Emailed to you and available on the TALCB Website	Email signed acknowledgement statement to TALCB Recording Secretary upon completion	Prior to voting, deliberating or being counted as a member/ Annually

Section 1 – Laws and Rules

This section provides the requisite information to train new Board members on the following topics:

- Laws Governing TALCB operations
- Title XI of FIRREA, as amended,
- Federal Rules, Criteria, and Standards,
- TALCB Rules
- Texas Open Meetings Act,
- Texas Public Information Act,
- Texas Administrative Procedure Act,
- Antitrust Laws, and
- Other laws affecting public officials, including public disclosure and conflict of interest requirements.

1.1 Laws Governing TALCB Operations

The Legislature has enacted three chapters of the Texas Occupations Code that govern the operations of TALCB. Chapter 1103 is the Texas Appraiser Licensing and Certification Act, which provides for the licensing and regulation of real property appraisers in Texas and describes the relationship between the Texas Real Estate Commission (TREC) and TALCB. As provided in §1103.051, TALCB is an independent subdivision of the Texas Real Estate Commission. Chapter 1104 is the Texas Appraisal Management Company (AMC) Registration and Regulation Act, which provides for the registration and regulation of AMCs in Texas. Chapter 1105 grants self-directed, semi-independent (SDSI) status to the Board and Commission. This chapter further discusses the authority and reporting requirements applicable to the Commission and Board as an SDSI agency.

1.1.1 Enabling Legislation

[Chapter 1103, Texas Occupations Code: Real Estate Appraisers](#)

[Subchapter A: General Provisions](#)

[Subchapter B: Texas Appraiser Licensing and Certification Board](#)

[Subchapter C: Commissioner and Other Board Personnel](#)

[Subchapter D: Board Powers and Duties](#)

[Subchapter E: Certificate and License Requirements](#)

[Subchapter F: Appraiser Examination](#)

[Subchapter G: Temporary Appraiser Authority for Out-of-State Appraisers](#)

[Subchapter H: Appraiser Trainees](#)

[Subchapter I: Practice by Certified or Licensed Appraiser](#)

[Subchapter J: Disciplinary Proceedings Generally](#)

[Subchapter K: Contested Case Hearings](#)

[Subchapter L: Penalties and Other Enforcement Provisions](#)

Chapter 1104, Texas Occupations Code: Appraisal Management Companies

[Subchapter A: General Provisions](#)

[Subchapter B: Board Powers and Duties](#)

[Subchapter C: Registration Requirements](#)

[Subchapter D: Practice by Appraisal Management Company](#)

[Subchapter E: Disciplinary Actions and Procedures and Administrative Penalties](#)

[Subchapter F: Other Enforcement Provisions](#)

Chapter 1105, Texas Occupations Code: Self-Directed and Semi-Independent Status of TREC / TALCB

1.1.2 Financial Institutions Reform, Recovery, and Enforcement Act of 1989, Title XI, as amended

Congress enacted the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) to address the savings and loan crisis (S&L crisis) of 1986-1995.¹ One of the many purposes of FIRREA was to create a more efficient, productive and effective financial industry and better safeguard the public in future real estate transactions. In Title XI of FIRREA, Congress established the regulatory framework for appraiser competency, supervisory standards, and accurate and full documentation. While Congress authorized states to establish state appraiser certifying and licensing agencies, Congress created and gave oversight authority to the ASC to monitor each state's appraiser certifying and licensing agency to ensure compliance with the requirements in Title XI of FIRREA.

¹ During the S&L crisis, almost one-third of the savings and loan associations across the United States became insolvent and were closed or resolved by the Federal Savings and Loan Insurance Corporation (FSLIC) and the Resolution Trust Corporation (RTC). Of the 3,234 S&L associations in existence at the time, 1,043 were closed: 296 by the FSLIC between 1986-89; and 747 by the RTC between 1989-95.

Almost 20 years later, in response to another financial crisis, Congress enacted the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010, which amended Title XI of FIRREA and added additional regulations for appraisal management companies and appraiser independence. Again Congress gave oversight authority to the ASC to monitor state appraisal management company programs to ensure compliance with Title XI, as amended.

In 2018, Congress passed the Economic Growth, Regulatory Relief, and Consumer Protection Act, to roll back significant portions of the Dodd-Frank Act. This Act did not significantly alter the regulatory requirements for state appraiser certifying and licensing agencies, appraisers, or appraisal management companies. The [current version of Title XI of FIRREA](#), as amended, is codified in 12 U.S.C. §§3331-3351 and available online courtesy of the ASC.

1.2 Federal Rules, Criteria, and Standards

1.2.1 Real Property Appraiser Qualification Criteria

Consistent with authority granted in Title XI of FIRREA, the Appraiser Qualifications Board (AQB) has adopted minimum education, experience and examination requirements for certifying and licensing real property appraisers. 12 U.S.C. §3345. These requirements are published in the [Real Property Appraiser Qualification Criteria \(RPAQC\)](#). The most updated version of the RPAQC is available at the above link.

1.2.2 Uniform Standards of Professional Appraisal Practice

Congress charged the Appraisal Standards Board (ASB) to establish generally accepted appraisal standards. 12 U.S.C. §3339. Pursuant to this authority, the ASB has promulgated the [Uniform Standards of Professional Practice \(USPAP\)](#), which are updated every other year. *Id.* The most updated version of USPAP is available at the above link.

1.2.3 AMC Rule

Federal law requires the Board of Governors of the Federal Reserve System, the Comptroller of the Currency, the Federal Deposit Insurance Corporation (FDIC), the National Credit Union Administration Board, the Federal Housing Finance Agency, and the Consumer Financial Protection Bureau to “jointly, by rule, establish minimum requirements to be applied by a State in the registration of appraisal management companies.” 12 U.S.C. §3353. These federal agencies adopted what is referred to as the “[AMC Rule](#).”² This interagency final rule is codified in various provisions of the Code of Federal Regulations (CFR) applicable to each of these federal agencies. 80 Fed. Reg. 32,658 – 32,689 (June 9, 2015) (adopting 12 CFR §§34.210 – .216; 12 CFR §§225.190 – .196; 12 CFR §§323.8 – .14; 12 CFR §§1222.20 – .26).

Texas is among the states that have chosen to adopt an AMC registration and supervision program. 12 U.S.C. §3346 (authorizing, but not requiring, states to register and supervise AMCs); Tex. Occ. Code §§1104.001 – .253 (codifying Texas AMC Registration and Regulation Act). Thus, TALCB must comply with the requirements in the AMC Rule.

1.2.4 AMC Fee Rule

Similar to the National Registry for appraisers, federal law requires the ASC to create and maintain an AMC National Registry. 12 U.S.C. §3332. Federal law further requires each state appraiser certifying and licensing agency to collect annual registry fees from AMCs and transmit those fees to the ASC. 12 U.S.C. §3338. The ASC adopted a final rule, the “[AMC Fee Rule](#),” to implement collection and transmission of AMC National Registry fees. 82 Fed. Reg. 44,493 (Sept. 25, 2017). To be eligible for inclusion on the AMC National Registry, an AMC

² The ASC has defined the term “AMC Rule” to mean “the interagency final rule on minimum requirements for State registration and supervision of AMCs. ASC, *Annual Report 2018* at 122 n.97.

must report information about its appraisal activities and pay the required annual registry fees to the state appraiser certifying and licensing agency for each state in which the AMC is registered. 12 U.S.C. §3353.

Since Texas has adopted an AMC registration and supervision program, TALCB must collect and transmit to the ASC, and AMCs must report information to TALCB, as required under the AMC Fee Rule. TALCB has adopted 22 Tex. Admin. Code §159.110 to implement procedures for collecting the required information and annual registry fees and reporting the information and transmitting the AMC annual registry fees to the ASC.

1.3 TALCB Rulemaking Authority

TALCB promulgates new rules and amends or repeals old rules to accomplish its mission. This procedure is guided by the [Texas Administrative Procedure Act \(Chapter 2001, Tex. Gov't Code\)](#). Once properly adopted, TALCB rules have the full force and effect of law.

The Legislature granted rulemaking authority to TALCB throughout its enabling legislation. This rulemaking authority includes authority to adopt rules related to education, licensing, standards of practice, and rules necessary to administer the Board's enabling legislation.

All TALCB rules may be found in the [Texas Administrative Code](#).

1.3.1 Chapter 153, Title 22, Tex. Admin. Code

[Rules Relating to Provisions of the Texas Appraiser Licensing and Certification Act](#)

1.3.2 Chapter 155, Title 22, Tex. Admin. Code

[Rules Relating to Standards of Practice](#)

1.3.3 Chapter 157, Title 22, Tex. Admin. Code

[Rules Relating to Practice and Procedure](#)

1.3.4 Chapter 159, Title 22, Tex. Admin. Code

[Rules Relating to the Provisions of the Texas Appraisal Management Company Registration Act](#)

The Legislature granted rulemaking authority to TALCB in Chapters 1103 and 1104, Occupations Code. TALCB rulemaking authority includes authority to adopt:

- 1) Rules relating to certificates and licenses, Tex. Occ. Code §1103.151, including:
 - a. Rules for certifying or licensing an appraiser or appraiser trainee in this state that are in accordance with this chapter and consistent with applicable federal law;
 - b. Rules relating to the qualifying education and experience required for certifying or licensing an appraiser or appraiser trainee that are consistent with the guidelines recognized by the Appraiser Qualifications Board;
 - c. Rules relating to the examination required [for licensure]; and
 - d. Rules relating to procedures for the timely renewal of a certificate or license.
- 2) Appraiser certificate and licensing categories, Tex. Occ. Code §1103.152, by:
 - a. establish[ing] certificate and license categories that are consistent with the categories recognized by the Appraiser Qualifications Board; and

- b. prescrib[ing] qualifications for each category that are consistent with the qualifications established for that category by the Appraiser Qualifications Board.
- 3) Rules relating to qualifying and continuing education, Tex. Occ. Code §1103.153, including:
 - a. continuing education requirements for a certified or licensed appraiser or an appraiser trainee; and
 - b. the requirements for approval of a provider or course for qualifying or continuing education.
 - c. minimum education and experience requirements for an instructor of a course for qualifying or continuing education. For board approval of a course provider application, the applicant must ensure that the instructors meet the minimum education and experience requirements.
- 4) Rules relating to professional conduct, Tex. Occ. Code §1103.154, including:
 - a. rules as necessary to conform to the minimum written standards of the Appraisal Standards Board by incorporating the Uniform Standards of Professional Appraisal Practice;
 - b. rules requiring a certified or licensed appraiser or an appraiser trainee to comply with standards of competency, professional conduct, and ethics prescribed by the Uniform Standards of Professional Appraisal Practice, as adopted by the Appraisal Standards Board; and
 - c. rules relating to the standards for the development of an appraisal and the conveyance of an appraisal report by a certified or licensed appraiser or an appraiser trainee that are recognized as substantially equivalent to or consistent with the Uniform Standards of Professional Appraisal Practice.
- 5) Rules necessary to administer the provisions of Chapter 1104, Texas Occupations Code. Tex. Occ. Code §1104.051.

1.4 Texas Administrative Procedure Act

TALCB's enabling legislation, Chapters 1103 and 1104, Texas Occupations Code, provides that certain matters, including rulemaking, appeals of a license denial, and contested case hearings when requested in a disciplinary action, are subject to the [Texas Administrative Procedure Act \(APA\)](#), found in [Chapter 2001, Texas Government Code](#). The purpose of the APA is to provide minimum standards of uniform practice and procedure for state agencies, public participation in the rulemaking process, and confirmation of the state law for judiciary review. [Tex. Gov't Code §2001.001](#).

Rulemaking:

TALCB staff draft new or revise rules upon Board request, as needed, or as required by statute. Once drafted, the rulemaking process begins, in which consensus is sought from various stakeholders. Draft rules or amendments, where appropriate, are vetted through one of the Board's subcommittees or an advisory committee prior to consideration by the Board. After stakeholder input is received and accounted for in the draft language of a new or revised rule, the rule is brought to the Board for consideration during an open Board meeting.

When considering a committee recommendation for a new rule or amendments to an existing rule, the Board may accept the recommendation, make changes to the recommendation, send the recommendation back to the committee for further development and stakeholder input, or reject the recommendation altogether. Upon approval of a new or amended rule, the Board authorizes publication of the rule in the [Texas Register](#) for 30 days to provide stakeholders and the public with an opportunity to comment and give feedback. Following this 30-day period, the Board considers any public feedback or comments received, and the new or amended rule is again brought before the Board for final adoption. Upon final adoption, the new or amended rule is submitted for publication in the *Texas Register*. The rule becomes law 20 days after submission to the *Texas Register* or on another date specified by the Board.

In addition, all TALCB rules must be reviewed every four years for relevancy and to avoid redundancy. During a rule review, TALCB follows the same process regardless of whether any changes have occurred: the Board must approve both a publication of the rule for public comment and, after considering any comments received in a later meeting, vote to adopt or repeal the rule.

Included among the standards of uniform practice and procedure, the APA established the procedures for emergency rulemaking, notice and comment rulemaking, as well as rule challenges.

Contested Cases:

The APA also establishes requirements and procedures for contested case hearings, including the circumstances in which TALCB may reject or modify a proposal for decision received from an Administrative Law Judge (ALJ) after an administrative hearing has been held by the State Office of Administrative Hearings (SOAH). Specifically, the Board can change findings of facts or conclusions of law if the ALJ: (1) did not properly apply law, rules, policies or prior administrative decisions; (2) relied on a prior administrative decision that is incorrect or should be changed; or

(3) made a technical error in a finding of fact. [Tex. Gov't Code §2001.058\(e\)](#).

Finally, the APA establishes the procedures and requirements for seeking judicial review in a Travis County District Court after TALCB enters a final order in a contested case.

1.5 Texas Open Meetings Act

The [Texas Open Meetings Act](#) (Open Meetings Act) governs the conduct of governmental bodies to ensure that governmental actions taken on public business and policy are accessible and open to the public, unless expressly authorized otherwise by statute. Violations of the Open Meetings Act can carry [criminal penalties and civil remedies](#).

The Open Meetings Act prohibits a governmental body from meeting or communicating privately on agency business. This includes individual Board member interactions if such a meeting or communication—including emails—would result in a quorum, either directly or through any such chain of communications, referred to as a “walking quorum.” To avoid such an occurrence, Board members should be mindful of “reply all” responses to email messages that include other Board members as addressees and sharing conversations with one or two Board members that may be repeated to other Board members thereby resulting in a conversation about agency business with a quorum of Board members.

The Board traditionally meets once each quarter or as called by the Board chair. When meeting, the Board must adhere to all requirements of the Open Meetings Act. The Board must comply with the following:

- A [timely notice](#) of the matters to be considered must be published in the [Texas Register](#).
- A quorum of five must be present for action or deliberation by the Board.
- Members of the Board must abstain from discussing official business during breaks or recesses.
- Minutes of all Board meetings must be maintained. This includes certified agendas of matters considered in closed or executive session.
- A TALCB Attorney should be present for all Board meetings to ensure full compliance with the Open Meetings Act.

The Open Meetings Act expressly provides for certain circumstances when a Board may discuss matters in a closed meeting or executive session because an open meeting would not be appropriate. Instances when this is allowed include, but are not limited to:

- Consultations with an attorney regarding legal matters;; and
- Certain personnel matters.

Whenever a closed or executive session is held, the following requirements must be met:

- Only issues pertaining to the exceptions authorized by law shall be discussed;
- Decisions, votes, or “straw” votes on matters shall be avoided; and
- A certified agenda must be created and maintained for a minimum of two years, **except** when the Board consults with its attorney in closed session.

Texas Open Meetings Act: Board Subcommittees

Generally, subcommittee meetings are not subject to the Texas Open Meetings Act if:

- The subcommittee meeting is not attended by a Board quorum; *and*
- The subcommittee does not have the authority to vote or otherwise take final action on a matter of agency business; *and*
- The Board does not routinely “rubber stamp” the recommendation of its subcommittees.

Notwithstanding, in the interest of openness and transparency, TALCB regularly posts public notice of agendas, materials, and committee reports of subcommittee meetings.

1.6 Texas Public Information Act

The [Texas Public Information Act](#) (Public Information Act) creates transparency in governmental action with the foundational belief that most government records, including those held by Board members, should be open to the public upon request. As with the Open Meetings Act, failure to provide documents or take appropriate measures to protect them may result in criminal or civil penalties.

If a Board member receives a written request for public information, the Board member must immediately notify the TALCB General Counsel and Public Information Officer. The Board Member should also respond to the requestor and direct the requestor to submit the request for public information via email to public.information@trec.texas.gov. By asking the requestor to submit their request for information through the proper channels, a Board member allows TALCB staff to fulfill the request and remain in full compliance with the Public Information Act.

Although the Public Information Act provides numerous exceptions under which information responsive to a request may be withheld, TALCB must request an opinion as to whether an exception applies from the Office of the Attorney General (OAG) prior to withholding such information. TALCB is subject to and must comply with specific statutory deadlines to request an opinion from the OAG. If TALCB fails to comply, the ability to withhold requested information based on a specific exception may be lost. Therefore, timely notification to TALCB's Public Information Officer or General Counsel is imperative.

Lastly, all or a portion of a Board member's personal emails and business calendar are subject to disclosure under the Public Information Act if Board business is maintained on the personal email account or business calendar. Board members are strongly encouraged to maintain separate email accounts and calendars for Board business. Emails regarding TALCB business must be kept for 2 years, and calendars recording TALCB-related business shall be retained for one year.

For information regarding a public information request, please contact [TALCB's General Counsel](#) or [Public Information Officer](#).

1.7 Antitrust Laws

Antitrust laws were enacted by Congress to protect consumers and promote fair competition in the marketplace. Such laws are based on the premise that free and fair competition best promotes consumer welfare. Antitrust laws encourage fair competition by prohibiting businesses and individuals from engaging in anticompetitive behavior, such as collusion, price fixing, or mergers that would give substantial market power to a single company or only a few companies.

1.7.1 History

Congress passed the first antitrust laws in the late 1800s and early 1900s to combat the growth and anticompetitive behaviors of big businesses known as “trusts.”³ Many of these so-called trusts controlled entire segments of the economy, such as railroads, oil, steel, and sugar. Two of the most famous trusts were U.S. Steel and Standard Oil. Other, more recent examples of large companies to come under government scrutiny for anticompetitive behavior are American Telephone & Telegraph (AT&T) and Microsoft.

President Theodore Roosevelt “busted” or broke up many of these trusts by enforcing the antitrust laws enacted by Congress. The three core antitrust laws enacted by Congress are:

- **The Sherman Act**

This the nation’s oldest antitrust law. Passed by Congress in 1890, the Sherman Act makes it illegal for competitors to make agreements with each other that would limit competition. In particular, the Sherman Act outlaws “every contract, combination, or conspiracy in restraint of trade,” and any “monopolization, attempted monopolization, or conspiracy or combination to monopolize.” The Supreme Court has held that the Sherman Act does not prohibit *every* restraint of trade, only those that are unreasonable. For example, a partnership agreement between two individuals may limit or restrict trade, but may not unreasonably do so and, therefore, would not be illegal under the Sherman Act. However, certain acts are considered so harmful to competition that they are almost always illegal. Examples include plain agreements or arrangements between individuals or businesses to fix prices, divide markets, or rig bids. These acts are “*per se*” violations of the Act, in other words no defense or justification is allowed.

- **The Clayton Act**

The Clayton Act was passed in 1914 and addresses specific acts not clearly prohibited under the Sherman Act. This Act prevents mergers or acquisitions that are likely to stifle competition or tend to create a

³ These trusts developed under an arrangement through which stockholders in multiple companies would transfer their shares to a single set of trustees.

monopoly.

- **The Federal Trade Commission Act**

Also passed in 1914, the Federal Trade Commission Act created the Federal Trade Commission and prohibits “unfair methods of competition” and “unfair or deceptive acts or practices.” The Supreme Court has said that every act that violates the Sherman Act also violates the FTC Act. Thus, the FTC can bring cases under the FTC Act for the same types of conduct or activities that violates the Sherman Act. The FTC Act also reaches other conduct harmful to competition that may not fit neatly into one of the categories of conduct prohibited under the Sherman Act. The FTC also enforces antitrust laws against states, including state licensing boards and commissions.

1.7.2 State Immunity from Antitrust Liability

Parker Immunity / The Parker Doctrine

Relevant to the activities of TREC and TALCB, the Supreme Court, in [Parker v. Brown](#), 317 U.S. 341 (1943), has held that states are generally immune from antitrust liability when exercising legislative authority to enact a regulation with anticompetitive effects. The Supreme Court thus established “Parker Immunity” or the “Parker Doctrine.” The rationale behind Parker Immunity is that Congress did not intend to restrain legitimate necessary state behavior when enacting the Sherman Act. The Parker Doctrine thus strikes a necessary balance between protecting competition and respecting state sovereignty.

“State action” as defined in cases granting Parker Immunity is different than “state action” in other contexts such as Due Process. The term “state action” in antitrust cases refers only to government policies that are articulated with sufficient clarity that it can be said they are in fact the state’s policies, and not simply happenstance, mistakes, or acts reflecting the discretion of individual officials. Thus, when determining whether Parker Immunity applies, the question becomes whether the anticompetitive action at issue is a clearly articulated exercise of the state’s sovereign power.

The Supreme Court developed a two-part test to determine if Parker Immunity applies in [California Retail Liquor Dealers Ass’n v. Midcal Aluminum](#), 445 U.S. 97 (1980). A California statute required wine producers and wholesalers to file fair trade contracts or price schedules with the State. If a producer has not set prices through a fair trade contract, wholesalers must post a resale price schedule and are prohibited from selling wine to a retailer at other than the price set in a price schedule or fair trade contract. A wholesaler selling below the established prices faces fines or license suspension or revocation. A wholesaler charged with selling wine at prices less than those in the price schedules filed suit and sought to enjoin the state’s wine pricing scheme. The Court found the price

setting scheme constituted resale price maintenance in violation of the Sherman Act and held the state's involvement was insufficient to establish Parker Immunity.

To be immune from antitrust liability under *Parker v. Brown*:

- 1) The challenged action must be "one clearly articulated and affirmatively expressed as state policy; and
- 2) The action must be actively supervised by the state itself.

The Court reasoned that, although the state's pricing scheme met the first part of the test because it was based on a clearly articulated state policy, the scheme failed the second part of the test because it was not "actively supervised" by the state. Under the California statute, the state simply authorized price setting and enforced the prices set by private parties. The state did not set the prices, review the price schedules for reasonableness, regulate terms of the fair trade contracts, monitor conditions in the market, or otherwise engage in any meaningful review of the state authorized scheme. The Court explained, "The national policy in favor of competition cannot be thwarted by casting such a gauzy cloak of state involvement over what is essentially a private price-fixing arrangement." 445 U.S. at 105-106.

NC State Board of Dental Exam'rs v. FTC

More recently, the Supreme Court considered the question of state action immunity in [*North Carolina State Board of Dental Examiners v. FTC*](#), 135 S.Ct. 1101 (2015). At issue in this case was whether the actions of an occupational licensing board comprised of a majority individuals who were "active participants" in the licensed profession and were elected to serve on the licensing board by other active participants were entitled to antitrust immunity under the Parker Doctrine. The Supreme Court held that, in order to obtain antitrust immunity, a state agency must be actively supervised by the state if "a controlling number of [its] decision makers are active market participants in the occupation the board regulates."

The North Carolina State Board of Dental Examiners ("the Board") was a state-created agency tasked with licensing dentists and dental hygienists. Six of the eight members were required to be practicing dentists and were elected by other dentists. The Board could bring actions against people suspected of practicing dentistry without a license. In 2003, the Board became aware of a growing trend in the market for teeth-whitening services. Specifically, non-dentists were performing whitening procedures in salons and shopping mall kiosks at significantly lower prices than dentists. The Board sent cease-and-desist letters to 29 non-dentist providers. The Board's campaign was effective. The non-dentists left the teeth-whitening market and sellers of the whitening products shut down their operations in North Carolina.

In 2010, the FTC brought an administrative action against the Board alleging the Board engaged in unfair methods of competition in violation of the FTC Act. The Board moved

to dismiss claiming that, as a state agency, it was protected by state-action antitrust immunity under the Parker Doctrine. The FTC disagreed and entered a final order finding violations of the FTC Act. After several appeals, the case was heard by the Supreme Court. The Supreme Court affirmed the FTC's order finding antitrust violations and declining to invoke Parker Immunity, and directed the Board to stop sending cease-and-desist letters to non-dentists or otherwise discouraging the providing of teeth-whitening goods or services by non-dentists.

1.7.3 Other Administrative / Court Decisions

Teledoc, Inc. v. Texas Medical Board

Teledoc, Inc., sued the Texas Medical Board to challenge regulations adopted by the board that required in-patient examinations by a physician before telephonic treatment was permitted. Teledoc argued that the board's actions violated antitrust laws and that the board was not immune from liability under the Parker Doctrine because the board was comprised of a majority of private market participants. Thus, the board was not entitled to immunity because the actions of the board were not an exercise of state sovereignty under clearly articulated state policy, nor were the board's actions subject to active supervision by the state.

Agreeing with Teledoc, the United States District Court for the Western District of Texas, denied the board's motion to dismiss on grounds of state action immunity. *Teledoc, Inc. v. Texas Med. Bd.*, 2015 WL 8773509 (Dec. 14, 2015) (order denying motion to dismiss). The board filed an interlocutory appeal with the United States Court of Appeals for the Fifth Circuit. The appeal was dismissed on October 17, 2016.

In 2017, the Governor signed legislation ending Texas' prohibition against telemedicine without a prior in-person consultation. [SB 1107](#), 85th R.S. (2017). Thereafter, the Texas Medical Board finalized regulations allowing doctors to treat patients virtually without a prior face-to-face interaction. The new regulations took effect November 26, 2017, and Teledoc dropped its antitrust lawsuit against the board.

FTC v. Louisiana Real Estate Appraisers Board

The FTC filed a complaint alleging Rule 31101 adopted by the Louisiana Real Estate Appraiser Board (LREAB) unreasonably restrained price competition for real estate appraisal services provided to AMCs by requiring AMCs to pay rates for appraisal services at least as high as the median appraisal fees identified in the Southeastern Louisiana University survey. See [Order and Opinion of the Commission, In the matter of Louisiana Real Estate Appraisers Board](#), Docket No. 9374, at 1-2 (May 6, 2019). Although this case does not involve state action immunity under the Parker Doctrine, the FTC is considering whether other theories of antitrust immunity including the good-faith regulatory

compliance defense and implied immunity apply to LREAB's conduct. On August 5, 2019, the FTC entered an order staying all administrative proceedings before the FTC after the United States District Court for the Middle District of Louisiana entered an order staying the FTC's administrative proceeding until further order of the court.

At issue in this case is LREAB's efforts to enforce compliance with federal law, which requires AMCs to pay "customary and reasonable" fees to appraisers for providing appraisal services. The Federal Reserve System's Board of Governors issued an interim final rule concerning the "customary and reasonable fee" requirement. 75 Fed. Reg. 66,554 (Oct. 28, 2010) (codified at 12 C.F.R. pt. 226). Although the rule stated that "the marketplace should be the primary determiner of the value of appraisal services," *id.* at 66,569, the rule provided two safe harbors for compliance. First, the appraisal fee is presumed to be customary and reasonable if it is reasonably related to recent fees paid for comparable appraisal services in the relevant geographic market, the fee was set by the creditor or its agent after taking into account six enumerated factors, and the creditor or its agent has not engaged in anticompetitive conduct affecting the appraisal fee. *Id.* at 66,555-56, 66,582. Second, the appraisal fee is presumed to be customary and reasonable if it was determined by relying on rates established by objective third-party information, including fee schedules, studies, and surveys prepared by independent third parties, where such schedules, studies, and surveys exclude fees paid by AMCs. *Id.* at 66,555-56, 66,582.

LREAB contracted with Southeastern Louisiana University Business Research Center to survey typical appraisal fees paid by lenders to appraisers. After receiving the survey results, LREAB adopted and enforced Rule 31101 in 2013 requiring AMCs to set and pay rates for appraisal services at least as high as the median appraisal fees identified in the Southeastern Louisiana University survey. 46 La. Admin Code §31101. The FTC argues that by effectively setting the fees to be paid by AMCs for appraisal services and preventing AMCs and appraisers from arriving at appraisal fees through *bona fide* negotiation an operation of the free market, LREAB has violated section 5 of the FTC Act. The case remains pending before the FTC, but proceedings have been stayed until further order of the U.S. District Court for the Middle District of Louisiana.

1.7.4 What does this mean for TREC / TALCB?

The Parker Doctrine and state action immunity are based on the idea that Congress did not intend to prohibit the legitimate exercise of state police powers to enact economic regulation that affects competition. When enacting such regulation, states and state actors will be immune from antitrust liability only where the action taken falls under a clearly articulated and expressed state policy and, when market participants are involved, the state action is actively supervised by the state.

Although the Supreme Court in *NC State Board of Dental Examiners* said that the state's argument that the board's actions were actively supervised by the state would have been

stronger if the board members has been appointed by government officials pursuant to a state statute, the board never argued the active supervision prong of the test and, therefore, conceded its actions were not supervised by the state.

Currently, TREC and TALCB both have a majority of active market participants as members. TREC's membership includes 6 real estate brokers, or current market participants; and 3 members who represent the public, Tex. Occ. Code §1101.051, while TALCB's membership includes 4 certified or licensed appraisers who are actively engaged in the practice of appraising real property, or current market participants; 4 public members with recognized business ability; and the executive secretary of the Veteran's Land Board or the secretary's designee, who happens to be an appraiser, or market participant. Thus, TREC and TALCB would be subject to additional scrutiny when adopting rules that have an anticompetitive effect.

To be clear, such scrutiny would be minimized to the extent TREC or TALCB are acting pursuant to a clearly articulated or expressed state policy, i.e., a specific statute in the TREC or TALCB enabling legislation. Additionally, to the extent TALCB is acting pursuant to federal law and policy, scrutiny of such actions could be further minimized. However, to the extent a statute or policy gives discretion to TREC or TALCB, it may become necessary to show that discretionary actions taken by TREC or TALCB that have an anticompetitive effect are subject to active supervision by the state. In response to the NC State Board of Dental Examiners case, the Legislature authorized the Governor's Office to create the Regulatory Compliance Division. This division is tasked with conducting independent reviews of certain state licensing agencies' proposed rules that affect market competition, ensuring sufficient legal authority exists for the proposed rule, and that the rule is consistent with state policy.

1.8 Other Laws Affecting Public Officials

Board members are considered public officials, regardless of their outside employment. As such, certain Texas statutes guide Commissioners' affairs, including the following:

- Financial disclosure, and
- Conflict of interest.

The Texas Ethics Commission has developed a [comprehensive guide](#) to Texas ethics law. The most applicable details can be found below.

1.8.1 Financial Disclosure

Board members and the TALCB commissioner must file personal financial statements. [Tex. Gov't Code §572.021](#). The reports are to be filed with the Texas Ethics Commission within 30 days of appointment or qualification, whichever is earlier, and by April 30 of each following year of the member's tenure. A \$500 penalty is automatically assessed for late filing of a financial statement; however, a 60-day extension may be requested for all but the initial report. The filing must include the following:

- Personal financial activity for the previous year;
- In some cases, the financial activity of your spouse and dependent children if you had authority to exercise control over that activity; and
- Certain received gifts worth more than \$250, excluding those from relatives or political contributions; gifts otherwise reported under the [Election Code](#); or a gift from a lobbyist reported on the lobbyist's activity report.

The Texas Ethics Commission sends the appropriate forms to officials subject to financial disclosure requirements. Board members may also fill out this [form](#) online.

All personal financial statements are open and accessible to the public under the [Public Information Act](#).

1.8.2 Conflict of Interest

Texas state law, including TALCB enabling legislation, guides the activities of Board members. Among the activities restricted by TALCB's enabling legislation are:

- Acting as an officer, employee, or paid consultant of a Texas trade association in the field of real estate brokerage or appraisal.
- Having a spouse who is an officer, manager or paid consultant of a Texas trade association in the field of real estate brokerage or appraisal.
- Registering as a lobbyist, under Chapter 305, Texas Government Code,

because of compensated activities on behalf of a profession related to the operation of the Board.

A provision enacted in 2015 provides that:

- (a) Each state agency employee or official who is involved in procurement or in contract management for a state agency shall disclose to the agency any potential conflict of interest specified by state law or agency policy that is known by the employee or official with respect to any contract with a private vendor or bid for the purchase of goods or services from a private vendor by the agency.
- (b) A state agency may not enter into a contract for the purchase of goods or services with a private vendor with whom any of the following agency employees or officials have a financial interest:
 - (1) a member of the agency's governing body;
 - (2) the governing official, executive director, general counsel, chief procurement officer, or procurement director of the agency; or
 - (3) a family member related to an employee or official described by Subdivision (1) or (2) within the second degree by affinity or consanguinity.
- (c) A state agency employee or official has a financial interest in a person if the employee or official:
 - (1) owns or controls, directly or indirectly, an ownership interest of at least one percent in the person, including the right to share in profits, proceeds, or capital gains; or
 - (2) could reasonably foresee that a contract with the person could result in a financial benefit to the employee or official.
- (d) A financial interest prohibited by this section does not include a retirement plan, a blind trust, insurance coverage, or an ownership of less than one percent in a corporation. [Tex. Gov't Code § 2261.252](#).

Texas law also provides that a Board member may not:

- Accept or solicit any gift, favor, or service that might reasonably tend to influence the Board member's duties or that the member knows or should know is being offered with the intent to influence the member's official conduct.
- Accept other employment or engage in a business or professional activity that the Board member might reasonably expect would require or induce the member to disclose confidential information acquired by reason of the member's official position.
- Accept other employment or compensation that could reasonably be expected to impair a Board member's independence of judgment in the

- performance of a member's official duties.
- Make personal investments that could reasonably be expected to create a substantial conflict between a Board member's private interest and the public interest.
- Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the Board member's official powers or performed the member's official duties in favor of another. [Tex. Gov't Code §572.051](#)

In addition:

- A Board member who has a personal or private interest in a measure, proposal, or decision pending before the Board shall publicly disclose in an open meeting and shall recuse him/herself from deliberations or decisions on the matter. [Tex. Gov't Code §572.058](#).

Conflict of Interest Violations

There are several defined instances in which a Board member may violate state conflict of interest laws, including:

- [Texas Penal Code §36.02](#) makes it illegal to accept anything in exchange for your vote, decision, or recommendation.
- [Texas Penal Code §36.07](#) makes it illegal to accept an honorarium in exchange for services you are asked to provide because of your status as an appointed Commission member.
- [Texas Penal Code §36.09](#) makes it illegal for someone to offer you a benefit they know is illegal for you to accept.

Certain exceptions for Texas Penal Code [§36.09](#) are set forth in the Penal Code at [Section 36.10](#). Common exceptions include certain transportation and lodging cost, gifts under \$50, and certain meals and entertainment if reported in a lobbyist report to the Texas Ethics Commission.

Section 2 – TALCB: An Overview

This section provides the requisite information to train new TALCB Board members on the following topics:

- Agency Mission, Philosophy, and Motto
- TALCB History
- TALCB Governing Board & Committees
- Agency Staff, Programs & Functions
- Financial Management of TALCB, and
- ASC Program Review.

2.1 TREC / TALCB Mission, Philosophy, and Motto

Mission of the Agency:

Our agency protects consumers of real estate services in Texas by ensuring qualified and ethical service providers through upholding high standards in education, licensing, and regulation. We oversee the providers of real estate brokerage, appraisal, inspection, home warranty, timeshares and right-of-way services, thereby safeguarding the public interest while facilitating economic growth and opportunity across Texas.

Philosophy of the Agency:

To achieve this mission, our agency:

- provides exceptional customer service that is accessible, responsive and transparent;
- demands integrity, accountability and high standards, of both license holders and ourselves; and
- strives continuously for effectiveness, efficiency and excellence in our performance.

Agency Motto:

Protecting Texans' Dreams

2.2 History of TREC & TALCB

The Legislature established TREC in 1949 to safeguard consumers in matters of real property transactions and valuation services. The Legislature established TALCB as an independent subdivision of TREC in 1991, when federal law required increased regulation of appraisals. TREC shares staff members and resources with the TALCB. Together, TREC and TALCB oversee providers of real estate brokerage, appraisals, inspections, home warranties, right-of-way services, and timeshares. The agency provides licensing, education, and complaint investigation services, as well as regulation and enforcement of state and federal laws and requirements that govern each of these areas of service to consumers in Texas.

2.3 TALCB Governing Board & Committees

2.3.1 Board Members

[The Board](#) is composed of nine members. Eight members are appointed by the Governor with the advice and consent of the senate as follows:

- Four members who are certified or licensed appraisers actively engaged in the practice of appraising real property; and
- Four members who represent the public.

The executive secretary of the Veterans' Land Board or the executive secretary's designee serves as the ninth member of the Board. Appointed members serve staggered six-year terms, with the terms of one or two appraiser members and one or two public members expiring on January 31 of each odd-numbered year.

Officers & Executive Committee

The Governor also appoints a member of the Board to serve as [presiding officer](#), or Chair of the Board, who serves in that capacity at the pleasure of the Governor. In February of each year, the Board elects from its members an assistant presiding officer, or Vice Chair, and Secretary. The presiding officer, assistant presiding officer, and secretary constitute the Executive Committee of the Board. [Tex. Occ. Code § 1103.056](#).

Meetings

The Board meets once each quarter of the state fiscal year and may meet at other times at the call of the presiding officer or as provided by agency rule.

2.3.2 TALCB Subcommittees

In addition to the Executive Committee the Board has three standing committees whose members are appointed by the Chair of the Board in February of each year:

- *Budget Committee* – The budget committee advises the Board and makes recommendations to the Board on financial matters, including the annual budget, budget amendments, investments, and fees. This committee may also consider other financial matters as directed by the Chair of the Board or as delegated by the Board. Financial management of TALCB is more fully described in section 2.4 of this guide.
- *Education Committee* – The education committee advises the Board and makes recommendations to the Board on education matters, including

qualifying and continuing education of license holders, education providers and courses. This committee may also consider other education matters as directed by the Chair of the Board or as delegated by the Board.

- *Enforcement Committee* – The enforcement committee advises the Board and makes recommendations to the Board on enforcement matters, including enforcement practices and procedures. This committee may also consider other enforcement matters as directed by the Chair of the Board or as delegated by the Board.

2.3.3 TALCB Advisory Committees

AMC Advisory Committee – The AMC Advisory Committee advises the Board and makes recommendations on matters related to the regulation of AMCs under Chapter 1104, Texas Occupations Code. [Tex. Occ. Code §1103.159](#). The Vice Chair of the Board serves as Chair of the AMC Advisory Committee. The Governor appoints four committee members as follows:

- Two members who are each designated as a controlling person of an AMC registered with the Board; and
- Two public members with recognized business ability.

2.4 Agency Staff, Programs, & Functions

2.4.1 Executive Leadership

The TALCB Executive Leadership includes:

- *Chelsea Buchholtz, Commissioner*
chelsea.buchholtz@talcb.texas.gov
512-936-3177
- *Tony Slagle, Deputy Commissioner*
tony.slagle@talcb.texas.gov
512-936-3576
- *Kathleen Santos, General Counsel*
kathleen.santos@talcb.texas.gov
512-936-3088

2.4.2 Agency Programs, Functions & Division Directors

The Agency is organized into seven divisions, which oversee Agency programs and carry out Agency functions. The TALCB organizational chart is included in the Appendix to this guide.

Executive Division

Commissioner Chelsea Buchholtz

chelsea.buchholtz@talcb.texas.gov

512-936-3177

The executive division coordinates the regular meetings of policy makers appointed by the Governor, implements the decisions of the Commission and Board, coordinates with key stakeholders and other branches of government, directs day to day operations and manages major initiatives of the agency in education, licensing, and industry regulation programs. The division includes the TREC Executive Director/TALCB Commissioner, General Counsel to TREC, General Counsel to TALCB, as well as public information and government affairs personnel.

Customer Relations Division

Director Robert Hood

robert.hood@talcb.texas.gov

512-936-3807

Customer relations is the agency's centralized customer service division. Division team members receive and respond to general communications from Texas consumers, license holders, and applicants, including all telephone, e-mail, and in-person inquiries.

Financial Services Division

Director Ranada Williams

ranada.williams@talcb.texas.gov

512-936-0102

The finance division performs all of the revenue accounting, budgeting, financial payment functions, human resources administration, purchasing and contract administration, and asset and property management for the agency.

Licensing Division

Director Denise Sample

denise.sample@talcb.texas.gov

512-936-3095

The licensing division ensures education and experience requirements are satisfied for the various license types. Licensing team members verify qualifications have been met before the agency issues a new license or registration to real estate brokers or sales agents, appraisers, inspectors, and easement or right-of-way registrants and process license renewals, information changes and license histories.

Education and Examinations Division

Director Jennifer Wheeler

jennifer.wheeler@talcb.texas.gov

512-936-3096

The education and examinations division receives, reviews and processes applications for qualifying and continuing education providers, courses and instructors to ensure statutory and agency standards are met. Division team members support the agency's mission to protect consumers of real estate services in Texas by ensuring content for qualifying and continuing education courses is both accurate and relevant and that courses satisfy requirements for design and delivery methodologies.

Enforcement Division

Director Troy Beaulieu

troy.beaulieu@talcb.texas.gov

512-936-3057

TALCB enforcement division administers the Texas Appraiser Licensing and Certification Board's complaint investigation and disciplinary enforcement programs. The division ensures compliance with federal law under Title XI of FIRREA as amended. TALCB enforcement also enforces state law and investigates potential violations and unlicensed activity. For more information about the [Texas Appraiser Licensing and Certification Act](#) and TALCB Rules, visit the [Rules and Laws](#) page on the TALCB website.

Information Technology Division

Director Stephen Rapp

stephen.rapp@talcb.texas.gov

512-936-3288

The IT division develops and maintains the technical infrastructure needed to meet the agency's business requirements, including application development, network management, technical support, website services, and records management. IT team members follow standards adopted by the Texas Department of Information Resources (DIR) and utilize industry best practices to ensure utility, reliability, and security.

2.5 Financial Management of TALCB

The Board is tasked with various responsibilities related to TALCB's financial management as assigned by statute and TALCB's own rules. The Legislature has granted TREC / TALCB self-directed, semi-independent, or SDSI status. Tex. Occ. Code §§1105.001, *et seq.* As an SDSI agency, TALCB is unique in that it does not receive funding through general revenue of the state, as most other state agencies do. The Board is instead responsible for all direct and indirect costs of the Board's existence and operation through revenue collected through fees, charges, and other revenues required or permitted by law. The law outlining details of this SDSI status can be found in [Chapter 1105, Texas Occupations Code](#).

2.5.1 TREC-TALCB Memorandum of Understanding

TREC and TALCB have entered into a Memorandum of Understanding (MOU) regarding the cost allocation of services and employees shared between them. The MOU also sets out the performance review process for the TREC Executive Director / TALCB Commissioner.

2.5.2 TALCB Annual Operating Budget, Investments, & Fees

Working with staff, the TALCB Budget Committee recommends and presents an Annual Operating Budget, including any fee changes, for each fiscal year (September 1 – August 31) to the Board for approval at the quarterly Board meeting held in August. The Board reviews the status of its Annual Operating Budget and investments at each quarterly meeting.

2.5.3 Review and Approval of Large-Value Contracts

Pursuant to [Texas Government Code §§2054.064](#), [2054.522](#), and [1 Tex. Admin. Code §201.6](#), the Board must approve all contracts and contract amendments with a value exceeding \$1 million dollars or that pertain to a major outsourced contract. After a vendor is selected and before execution of a contract with the vendor, the TALCB Commissioner or designee must seek Board approval.

2.5.4 Audits

The Agency is [statutorily required](#) to undergo internal audits. Such periodic audits include audits of major systems and controls including, but not limited to, accounting, administrative, and electronic data processing. These periodic internal audits are performed by TREC's internal auditor, who is selected by and reports to the Commission. Before commencement of an internal audit, the Commission must approve the proposed audit plan, which is prepared using risk assessment techniques, and identify individual audits to be conducted throughout the year. Upon completion, the internal auditor reports the results of internal audits to TREC and TALCB. Final copies must be filed with

the following entities:

- Sunset Advisory Committee,
- Governor's Budget and Policy Offices,
- State Auditor's Office, and
- Legislative Budget Board.

In addition to internal audits completed by TREC's internal auditor, the [State Auditor's Office](#) (SAO) performs periodic audits of Agency programs.

2.6 Appraisal Subcommittee (ASC) Program Review

Under federal law the ASC has been granted oversight authority to monitor each state appraiser certifying and licensing agency for compliance with Title XI of FIRREA, as amended. Each biennium, the ASC conducts a compliance review of the TALCB programs for licensing and certifying real property appraisers. State appraiser certifying and licensing programs are evaluated for compliance with federal law in seven areas as described in [ASC Policy Statements](#) as follows:

2.6.1 PART A: Appraiser Program

- Policy Statement 1 – Statutes Regulations, Policies and Procedures Governing State Appraiser Programs
- Policy Statement 2 – Temporary Practice
- Policy Statement 3 – National Registry of Appraisers (Appraiser Registry)
- Policy Statement 4 – Application Process
- Policy Statement 5 – Reciprocity
- Policy Statement 6 – Education
- Policy Statement 7 – State Agency Enforcement

2.6.2 PART B: AMC Program

- Policy Statement 8 – Statutes Regulations, Policies and Procedures Governing State AMC Programs
- Policy Statement 9 – National Registry of AMCs (AMC Registry)
- Policy Statement 10 – State Agency Enforcement
- Policy Statement 11 – Statutory Implementation Period

2.6.3 PART C: Interim Sanctions

- Policy Statement 12 – Interim Sanctions

When performing compliance reviews of state appraiser certifying and licensing programs, the ASC assigns a rating of Excellent, Good, Needs Improvement, Not Satisfactory, or Poor. Prior to 2014, the TALCB program received ratings of “needs improvement,” due to a backlog processing enforcement complaints. In 2014, the TALCB program received a rating of “Good.” In 2016, the TALCB program received a rating of “Excellent,” and in 2018, the TALCB program received a rating of “Good.” The 2020 compliance review resulted in a rating of “Excellent.”

ASC will arrive in February 2022 to begin the next compliance review of TALCB’s appraiser licensing and certifying program. For the first time, the ASC will also review TALCB’s AMC program for compliance with Title XI of FIRREA, as amended.

Section 3 – Policies and Procedures

This section provides the requisite information to train new Board members on the following topics:

- TALCB Policies, and
- Statement of Acknowledgment regarding receipt and review of Board Training Guide

3.1 TALCB Policies

3.1.1 Memoranda of Understanding

- [TREC-TALCB MOU FY19-21 \(6/19\)](#)
- [MOU between SML, TDI, TREC & TALCB \(8/08\)](#)

3.1.2 TALCB Operations

Advisory Opinions

- [TALCB 2006 Advisory Opinion – Readopted as Revised \(8/14\)](#)
- [TALCB 2014 Advisory Opinion \(8/14\)](#)

AMCs

- [TALCB Periodic Review of Appraisals by AMC \(5/13\)](#)

Board Member Travel / Reimbursement

- [Per Diem and Travel Expenses \(4/14\)](#)
- [Per Diem and Travel Reimbursement Election Form \(4/14\)](#)
- [Board and Commissioner Travel Guidelines \(1/20\)](#)

Financial

- [TALCB Budget and Investment Policy \(08/20\)](#)

General Board Operations

- [TALCB TREC Liaison \(11/12\)](#)
- [TALCB Official Record Delegation \(2/13\)](#)
- [TALCB Handling UE Complaints \(11/14\)](#)
- [TALCB National Registry Access \(8/13\)](#)
- [TALCB Annual Training Workshop \(5/14\)](#)
- [TALCB Leadership Transition \(5/14\)](#)
- [TALCB Placing Item on Agenda \(5/14\)](#)
- [Confidentiality of Social Security Numbers \(11/09\)](#)
- [Acceptability of Imaged Signatures \(3/10\)](#)

Orders & Forms

- [Board Order Guidelines \(5/17\)](#)
- [TALCB Delegation to Sign Final Default Orders \(8/12\)](#)
- [TALCB Authority to Sign Agreed Orders and Surrenders \(2/19\)](#)
- [TALCB Approval of Forms \(2/19\)](#)

3.2 Statement Acknowledging Receipt and Review of Annual Training Guide

When you have completed your review of the TALCB Board Member Training Guide, please sign the [statement](#) acknowledging receipt and review at the end of this training guide and email a scanned copy to the TALCB [Recording Secretary](#).

Appendix – Additional Reports & Resources

Additional Reports

- [Strategic Plan FY2021-2025](#) – Since 2008, the Texas Real Estate Commission (TREC) and the Texas Appraiser Licensing and Certification Board (TALCB) have prepared, approved, and submitted a unified strategic plan. The purpose of the plan is to provide the public and stakeholders with insight on the vision, goals, and direction for the Agency.
- [FY2019 SDSI Report](#) – The Legislature modified the requirements for the TREC / TALCB SDSI Report, which is filed on November 1st each year. In addition to the statutorily required information and content, this report now includes five-year trend data in various categories related to Agency operations and performance measures.
- [Sunset Advisory Commission 2019 Staff Report with Final Results](#) – TREC / TALCB underwent review by the Sunset Advisory Commission and the Texas Legislature in 2019. The 2019 Staff Report with Final Results is available online.

Additional Resources

[Office of the Governor](#)

- [Gov. Abbott's Initiatives](#)
- [Budget, Planning, and Policy](#)
- [Office of Regulatory Compliance](#)
- [Appointments](#)
- [Press Announcements](#)

[Office of the Attorney General](#)

- [Open Government](#)
- [Open Meetings Handbook](#)
- [Public Information Handbook](#)
- [Administrative Law Handbook](#)

[Texas Ethics Commission](#)

- [Publications and Guides](#)
- [Personal Financial Statement](#)
- [Online Ethics Training](#)
- [Guide to Ethics Laws](#)

[Office of the Secretary of State](#)

- [State Rules and Open Meetings](#)
- [Texas Administrative Code](#)

- [Open Meetings Postings](#)

[Texas Comptroller of Public Accounts](#)

[State Auditor's Office](#)

[Sunset Advisory Commission](#)

[Texas House of Representatives](#)

[Texas Legislature Online](#)

- [Texas Statutes](#)
- [Texas Constitution](#)

[Texas State Senate](#)

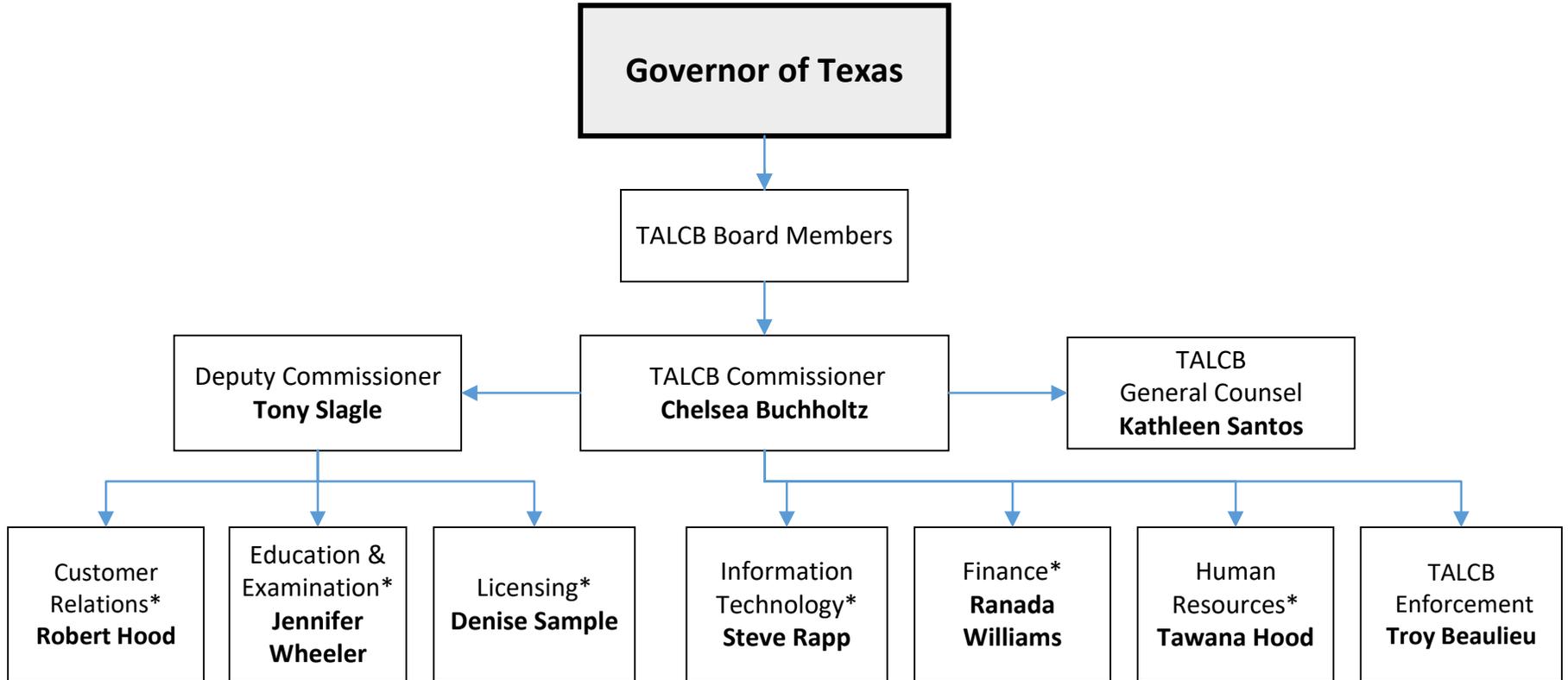
Complete [list](#) of Texas State Agencies and

Websites [Texas.gov](#)

[State Capitol Maps and Floor Plans](#)

TALCB Organizational Chart

October 2020



Departments denoted with an * indicate a shared resource with TREC

Memorandum of Understanding Texas Real Estate Commission and Texas Appraiser Licensing & Certification Board

I. Introduction and Background. The Texas Real Estate Commission (TREC) is an executive branch agency of the State of Texas, and the Texas Appraiser Licensing & Certification Board (TALCB) is an independent regulatory subdivision of TREC. As part of the continuation of TREC for an additional 12-year period, the 80th Texas Legislature in 2007 required that TALCB be integrated with TREC to the fullest extent possible while retaining TALCB's identity as an independent regulatory body. To implement that requirement, TREC and TALCB entered into a Memorandum of Understanding in 2007 that was amended in 2010 to more fully describe the roles and responsibilities of each party. As of September 1, 2011, the parties have achieved self-directed, semi-independent status, which removes the agency from the legislative appropriations process and modifies the manner in which the agency collects and spends funds. This Memorandum of Understanding (Agreement) replaces all prior Agreements.

II. Parties. The Texas Real Estate Commission (TREC) and the Texas Appraiser Licensing & Certification Board (TALCB) are the parties to this Agreement.

III. Purpose. The purpose of this Agreement is to delineate:

- a. The roles and responsibilities of each party;
- b. The administrative and support services that TREC will provide to TALCB at no cost;
- c. The allocation of resources between TREC and TALCB; and
- d. The costs and expenses for which TALCB is directly responsible for payment.

IV. General Agreements. Under Texas Occupations Code Section 1103.101, the TREC Executive Director serves as the TALCB Commissioner. The Commissioner is responsible for supervision of all TALCB staff and oversight of all TALCB expenditures within the parameters of a TALCB-approved budget and any legislative appropriations. The Commissioner reports to and performs these duties under the policy direction of the TALCB and is ultimately responsible to TALCB for the board's operations. A portion of the Executive Director/Commissioner's salary is allocated from TALCB resources.

TREC and TALCB recognize that under the current legislative structure, the ability to hire and fire the Executive Director/Commissioner is the responsibility of the Commission. However, for purposes of performance evaluation, the parties agree that the Commission will seek and consider input from Board Members on the Executive Director's/Commissioner's annual performance review at the same time and in the same manner that it solicits input from the members of the Commission. The Chairs of the Commission and Board may agree to discuss the annual performance review with the Executive Director/Commissioner jointly. If there is no agreement, each Chair may meet separately with the Executive Director/Commissioner to discuss the Executive Director's/Commissioner's performance.

TREC and TALCB further agree to the following:

A. TREC will provide, at no cost to TALCB, administrative services and support to TALCB, including but not limited to the following:

1. Staff Services in accordance with TREC operating procedures as follows:

- a) Human Resources;
- b) Budgeting, accounting and reporting;
- c) Purchasing and contracting;
- d) Cashier and mail room;
- e) Payroll; and
- f) Facilities management

2. Technology support services, except as described in section C below;
3. Agency-wide personnel training programs;
4. Use of meeting rooms on a space available basis;
5. Texas Register Liaison services; and
6. Governmental and public relations services.

B. TALCB FTEs working in Education and Licensing are subject to the day-to-day supervision of the TREC Director(s) and Managers, who oversee those areas of activity. TALCB Enforcement staff report to the TALCB Enforcement Director, who is supervised by the Commissioner or his designee.

C. TALCB bears the lawfully payable or reimbursable amounts of all costs incurred by the Board other than those TREC-provided support services enumerated in Part IV.A of this Agreement, including, but not limited to:

1. All direct and indirect costs salary and benefits for TALCB allocated FTEs;
2. Rent and overhead expenses for space occupied by TALCB and a pro-rata percentage of common area expenses
3. Services provided by the State Office of Administrative Hearings;
4. Services provided by the Office of the Attorney General;
5. Services provided by the State Auditor's Office;
6. Equipment, supplies, services, or other goods;
7. Telephone system equipment and services;
8. Travel, meals, and lodging;
9. Dues and subscriptions;
10. Personnel training and continuing professional education;
11. Database service modifications and computer software primarily benefiting TALCB; and
12. Per capita cost for acquisition, lease or maintenance of computer hardware.

D. Portions of staff salaries are allocable and payable as further described in Exhibit A to this Agreement and may be temporarily reallocated as necessary by the Executive Director/Commissioner to ensure the efficient provision of administrative and support services to TALCB, with notice to the Chairs of both governing bodies as soon as reasonably practicable.

E. TALCB is allocated its *pro rata* portion of the contribution to General Revenue required by Texas Occupations Code Chapter 1105.

F. The Executive Director/Commissioner, with prior written notice to the respective Chairs of any planned adjustments, may determine that TREC will provide additional administrative support services as necessary to ensure the smooth operation of the agency.

G. The Executive Director/Commissioner may direct the transfer of funds between the parties as necessary to maintain the financial soundness of each, informing the Chairs of both governing bodies

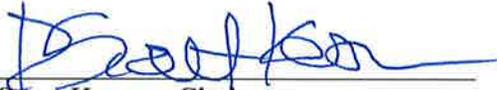
in writing as soon as reasonably practicable and proposing a plan for repayment.

V. Term of Agreement. This Agreement becomes effective June 1, 2019, and remains in effect through the end of fiscal year 2021 unless amended by mutual written agreement of the parties. This Agreement terminates and supersedes any other memorandum of understanding or agreement entered into between the parties before the effective date of this Agreement. Either party may withdraw from this Agreement by written notice to the Chair of the other governing body of the other party with 365 days prior notice.

The execution and performance of this Agreement has been authorized by each respective governing body.

This Agreement shall not be construed to create any additional liability or obligation for either party.

This Agreement as amended takes effect on June 1, 2019.



Scott Kesner, Chair
Texas Real Estate Commission

5-25-19

Date



Jamie Wickliffe, Chair
Texas Appraiser Licensing & Certification Board

5.17.19

Date

Exhibit A

1. Portions of the following TREC salaries are allocable to and payable by TALCB:

- A. TREC Executive Director/TALCB Commissioner – 10%
- B. TREC Deputy Executive Director/TALCB Deputy Commissioner – 10%
- C. TREC Executive Assistant/TALCB Recording Secretary – 40%
- D. TREC Reception & Communication Specialist – 70% of an FTE (average RCS salary & benefits)

2. Portions of the following TALCB salaries are allocable to and payable by TREC:

- A. TALCB General Counsel/TREC Deputy General Counsel – 40%
- B. TALCB/TREC Education & Licensing Specialist – 50%

ORIGINAL ^{OK} 



TEXAS

DEPARTMENT OF SAVINGS & MORTGAGE LENDING

RECEIVED

AUG 15 2008

Douglas B. Foster
Commissioner

August 14, 2008

Texas Real Estate Commission

Devon V. Bijansky
Assistant General Counsel
Texas Real Estate Commission
P.O. Box 12188
Austin, Texas 78711-2188

Via interagency mail

Re: Memorandum of Understanding between SML, TDI, TREC, and TALCB

Dear Devon:

Enclosed please find the two executed copies of the above referenced Memorandum. As instructed, I have retained one copy for my records.

I appreciate your efforts with regard to this Memorandum. Please let me know if we can assist you with anything further.

Sincerely,

Jane M. Black
General Counsel

Enc.



Texas Department of Insurance

Legal Services Division, Mail Code 110-1A
333 Guadalupe • P. O. Box 149104, Austin, Texas 78714-9104
512-475-1821 telephone • www.tdi.state.tx.us

RECEIVED
TEXAS REAL ESTATE COMMISSION

JUL 29 2008

CASHER'S SECTION
OPERATOR 18

July 25, 2008

Devon V. Bijansky
Assistant General Counsel
Texas Real Estate Commission
P. O. Box 12188
Austin, TX 78711-2188

Re: Memorandum of Understanding (MOU)

Dear Ms. Bijansky:

Enclosed are three signed copies of the proposed Memorandum of Understanding between the Texas Department of Insurance (TDI), Texas Appraiser Licensing and Certification Board, Texas Department of Savings and Mortgage Lending, and the Texas Real Estate Commission. After the copies of MOU have been signed by the other parties, please return one original signed copy to TDI for its records.

If you have any questions or comments, please do not hesitate to contact me by telephone at (512) 463-6102 or by email at cynthia.villarreal-reyna@tdi.state.tx.us.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia Villarreal-Reyna".

Cynthia Villarreal-Reyna
Agency Counsel Section Chief

Enclosures

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding (MoU) are the following agencies: Texas Appraiser Licensing and Certification Board, Texas Department of Insurance, Texas Department of Savings and Mortgage Lending, and Texas Real Estate Commission.

In order to promote more efficient state government and more effective consumer protection, each agency that is a party to this MoU hereby agrees with each and all of the other parties as follows:

1. Forwarding of Complaints

When an agency ("the forwarding agency") receives a consumer complaint that is not within its jurisdiction but alleges facts that may indicate a complaint within another party agency's jurisdiction, it will forward the complaint to that other agency ("the receiving agency") and advise the complainant that this has been done.

2. Contact information

Each party agency will keep all other party agencies advised on a current basis of the name, telephone number, and email address of a person to whom enforcement and/or complaint-related questions may be directed.

3. Cooperation

Each party agency will cooperate with each other party agency as requested, to the fullest extent permitted by law, regarding the coordination of investigative and enforcement actions of common licensees.

4. Open Records

If a party agency receives a Public Information Act (PIA) request for information that the agency forwarded to or received from another party agency, the agency to which the PIA request was submitted will immediately notify the other agency of the request. The other agency will promptly review the request to determine whether grounds exist to withhold any of the requested documents.

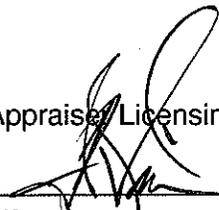
Requests Submitted by Member of the Public to Forwarding Agency

If the receiving agency determines that grounds exist to withhold documents, the receiving agency will, not later than the fifth business day following notice by the forwarding agency, notify the forwarding agency of the exceptions to the Public Information Act that apply and will, not later than the tenth business day following notice by the forwarding agency, provide to the forwarding agency written comments stating the reasons why the stated exceptions apply.

Requests Submitted by Member of the Public to Receiving Agency

If the forwarding agency determines that grounds exist to withhold documents, the forwarding agency will, not later than the fifth business day following notice by the receiving agency, notify the receiving agency of the exceptions to the Public Information Act that apply. If the forwarding agency wishes to withhold records that the receiving agency did not independently wish to withhold and is notified of such by the receiving agency, the forwarding agency will also provide to the receiving agency, not later than the tenth business day following notice by the receiving agency, written comments stating the reasons why the stated exceptions apply.

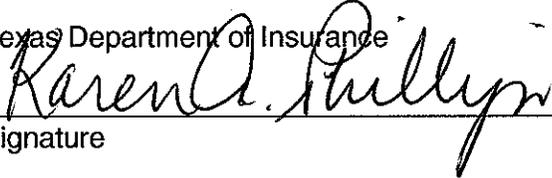
Texas Appraiser Licensing and Certification Board


Signature
TIMOTHY K. IRVINE
Name (Print)

8/5/2008
Date
COMMISSIONER
Title

TALCB Enforcement contact: Name: DEBORIS KRAFT-LONGORIA
Title: DIRECTOR OF ENFORCEMENT
Phone number: 465-3956
E-mail address: deboris.kraft-longoria@talcb.state.tx.us

Texas Department of Insurance


Signature
Karen A. Phillips
Name (Print)

7/22/08
Date
Chief of Staff
Title

TDI Enforcement contact: Name: Catherine Reyer
Title: Associate Commissioner
Phone number: (512) 322-4346
E-mail address: Catherine.Reyer@tdi.state.tx.us

Texas Department of Savings and Mortgage Lending


Signature
DOUGLAS B FOSTER
Name (Print)

13 Aug 08
Date
COMMISSIONER
Title

TDSML Enforcement contact: Name: Chris Schneider
Title: Chief Enforcement Attorney
Phone number: (512) 475-0980
E-mail address: cschneider@smi.state.tx.us

Texas Real Estate Commission


Signature
TIMOTHY K. IRVINE
Name (Print)

8/5/2008
Date
ADMINISTRATOR
Title

TREC Enforcement contact: Name: DELLA LINDQUIST
Title: DIRECTOR OF ENFORCEMENT
Phone number: 465-3963
E-mail address: della.lindquist@trec.state.tx.us

Readopted as revised August 15, 2014



TEXAS APPRAISER LICENSING AND CERTIFICATION BOARD

Mail: P.O. Box 12188, Austin, TX 78711-2188 • Street: 1101 Camino La Costa, Austin, TX 78752
Phone: (512) 465-3958 • Fax: (512) 465-3955 • Web site: www.talcb.state.tx.us

VIA FIRST CLASS MAIL

August 14th, 2006

Law Offices of John Haywood, P.C.
300 South Garcia Street
Port Isabel, Texas 78578

Re: Requirement of TALCB License / Certification

Mr. Haywood:

This letter is written in response to your telephone inquiry of July 31st, 2006 regarding real estate appraisal activities in Texas and the licensure requirements under the Texas Appraiser Licensing and Certification Act (TEX. OCC. CODE § 1103.001 et. seq.).

The Texas Appraiser Licensing and Certification Board ("TALCB") is a state agency charged under state law (TEX. OCC. CODE § 1103.001 et. seq. and 22 TEX. ADMIN. CODE §§ 153, 155 and 157) and federal law (12 U.S.C. § 3331 et. seq. (Federal Institutional Reform, Recovery and Enforcement Act "F.I.R.R.E.A.")) with licensing and regulating real estate appraisers in Texas to ensure that they comply with minimum professional standards for real estate appraisal practice (i.e. the Uniform Standards of Professional Appraisal Practice). Texas and other state appraiser boards have a unique relationship via federal law that requires licensure and regulation of real estate appraiser activities when the appraised property is deemed to be a "federally related transaction". Texas and other state appraiser board's are effectively under an unfunded federal mandate to regulate real estate appraisers and TALCB's activities are regularly reviewed by the federal Appraisal Subcommittee to ensure that state appraiser boards are meeting their regulatory obligations under federal law.

Even when the transaction is not "federally related", absent certain limited situations in which someone is authorized by other law to engage in real estate appraisals¹, an individual who wishes to render a value opinion for real property or provide an opinion about the quality of another real estate appraiser's work must obtain a license, certification, authorization or registration from TALCB to engage in such real estate appraisal activities in Texas. Engaging in such activities without a license, certification, authorization or registration constitutes unlicensed appraisal activity, which is prohibited by state law. TEX. OCC. CODE §§ 1103.5535 and 1103.5545 and 22 TEX. ADMIN. CODE § 153.37. Those who engage in unlicensed appraisal activity can face administrative, civil or even criminal penalties. Id.

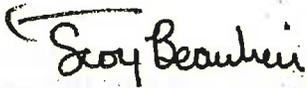
You have inquired whether a real estate appraiser from another state, who is not certified, licensed, authorized or registered in Texas, may testify as an expert witness in a Texas legal proceeding for the purpose of giving an estimate of value for real property located in Texas or to rebut an appraisal for real property located in Texas that was prepared by a real estate appraiser who is licensed, certified,

¹ Acting as a real estate broker or agent or licensed under TEX. OCC. CODE CHPTS. 1151 or 1152 as property tax consultants or professionals. See TEX. OCC. CODE § 1103.004.

Ltr. to John Haywood
August 14th, 2006
Page 2 of 2

authorized by or registered with the Texas Appraiser Licensing and Certification Board. Under these circumstances, providing expert opinion concerning the market value of real property located in Texas ~~and also providing expert opinion about the quality of another real estate appraiser's work~~ falls within the ambit of appraisal activities for which a license, certification, authorization or registration must be obtained from TALCB. Engaging in such activity otherwise is a violation of state law. Thus, it is my opinion that a real estate appraiser who is not licensed, certified, authorized by or registered with the Texas Appraiser Licensing and Certification Board should not be allowed to offer testimony as an expert witness in a Texas legal proceeding for the purpose of rebutting an appraisal of real property located in Texas prepared by a real estate appraiser who is licensed, certified, authorized by or registered with the Texas Appraiser Licensing and Certification Board. Should you desire, you may request an advisory opinion on this matter from the Texas Appraiser Licensing and Certification Board in accordance with the procedures outlined in 22 TEX. ADMIN. CODE § 157.6. While the issuance of an advisory opinion is at the Board's discretion, its next scheduled meeting is October 20th, 2006 and any request you would like to forward to me will be placed on the October agenda.

Sincerely,



Troy Beaulieu
TALCB Enforcement Attorney

**TALCB Board Members**

Jamie S. Wickliffe
Chair

Laurie C. Fontana
Vice Chair

Mark A. McAnally
Secretary

Jesse Barba, Jr.

Walker R. Beard

Clayton P. Black

Patrick M. Carlson

Luis F. De La Garza, Jr.

Brian L. Padden

Douglas E. Oldmixon
Commissioner

ADVISORY OPINION**RE: License Requirements for Reviewing Appraisers****Question Presented**

Whether an appraiser who is licensed or certified in another state would need to obtain a Texas license to conduct a review under the guidelines of Standard 3 on an appraisal of real property located in Texas if the reviewing appraiser is not: (1) developing an independent opinion of value as part of the review; or (2) performing the review on behalf of an appraisal management company (AMC).

Analysis

The Texas Appraiser Licensing and Certification Act defines the term “appraisal” to mean “an opinion of value” or “the act or process of developing an opinion of value.” *See* Tex. Occ. Code §1103.003(1)(A)-(B). The statute further specifies that “[a] person may not perform an appraisal of real estate unless the person is licensed or certified under this chapter” *See* Tex. Occ. Code §1103.201(a). Read together, these two provisions do not require a person to be licensed or certified as an appraiser in Texas unless that person gives or develops an opinion of value.

If, however, the reviewing appraiser develops an independent opinion of value as part of the review or performs the review on behalf of an AMC registered in Texas under Chapter 1104, Texas Occupations Code, the reviewing appraiser would need to obtain a Texas appraiser license. *See* Tex. Occ. Code §§1103.003(1), .201(a); and 1104.153.

The Board further recognizes that federal law may authorize certain federal employees who are licensed or certified as an appraiser in another state to conduct appraisals or appraisal review as part of their job duties without obtaining a license in Texas.

Having considered the question, the Board adopts the interpretation of the relevant statutory provisions as stated in this Advisory Opinion on August 15, 2014.

A handwritten signature in black ink, appearing to read "J. Wickliffe", written over a horizontal line.

Jamie Wickliffe, Chair

**TALCB Board Members**Walker Beard
ChairJamie S. Wickliffe
Vice ChairLaurie C. Fontana
Secretary

Clayton Black

Luis F. De La Garza, Jr

Keith Kidd

Mark A. McAnally

Shannon K. McClendon

Sheryl R. Swift

Douglas E. Oldmixon
Commissioner**POLICY MEMORANDUM****Date:** May 17, 2013**RE:** Period Review of Appraisals by AMCs

This memorandum is intended to clarify the Texas Appraiser Licensing and Certification Board's interpretation of the scope of the reviews required under 22 TAC §159.155 is limited to appraisal services on 1-4 family unit properties collateralizing mortgage obligations as contemplated by the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010 amendments to Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989. This policy is necessary until such time as the proposed amendments to 22 TAC §159.155 can be adopted since a majority of registered AMCs will reach the 12 months deadline to perform the required reviews over the next several months. Without the policy in place, AMC's with divisions that perform other types of appraisal services could incur unnecessary expenditures.

This policy is effective as of May 17, 2013 and remains in effect until and unless changed or revoked by the Board.

Approved by the Board and signed this 21 day of May, 2013.

A handwritten signature in black ink that reads "Walker R. Beard".

Walker R. Beard, Chairperson
Texas Appraiser Licensing and Certification Board

TEXAS



REAL ESTATE COMMISSION

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.



PER DIEM & TRAVEL REIMBURSEMENT ELECTION
For Commissioners and Board Members



Commission/Board Member Printed Name:		
Regular Commission/Board Meetings		
Per Diem Election (Commission/Board Meetings)	<input type="checkbox"/> YES , I would like to receive \$75 per diem for attendance at full Commission/Board meetings. <i>(automatically paid by agency)</i>	<input type="checkbox"/> NO , I would <u>not</u> like to receive \$75 per diem for attendance at full Commission/Board meetings.
Travel Expense Election (Commission/Board Meetings)	<input type="checkbox"/> YES , I would like to be reimbursed for travel expenses incurred at full Commission/Board meetings. <i>(Commission/Board Member must submit documentation each time.)¹</i>	<input type="checkbox"/> NO , I would not like to be reimbursed for travel expenses incurred at full Commission/Board meetings.
Qualifying Committee Meetings		
Per Diem Election (Qualifying Committee Meetings)	<input type="checkbox"/> YES , I would like to receive \$75 per diem for attendance at qualifying Committee meetings. <i>(automatically paid by agency)</i>	<input type="checkbox"/> NO , I would <u>not</u> like to receive \$75 per diem for attendance at qualifying Committee meetings.
Travel Expense Election (Qualifying Committee Meetings)	<input type="checkbox"/> YES , I would like to be reimbursed for travel expenses incurred at qualifying Committee meetings. <i>(Commission/Board Member must submit documentation each time.)¹</i>	<input type="checkbox"/> NO , I would <u>not</u> like to receive \$75 per diem for attendance at qualifying Committee meetings.
<i>Elections may be updated at any time by simply executing a new form to replace the one on file.</i>		
Signature:		Date:
Commissioner / Board Member		

¹ All travel expenses are reimbursed only as allowed under state and Comptroller rules. Travel reimbursement forms and supporting documentation (receipts) must be submitted before reimbursement can be made.

Travel Guidelines (effective 1/1/2020)
TREC Commissioners & TALCB Board Members

Air Fare, Car Rental, & Taxi

1. Call your Travel Coordinator for all airfare and car rental reservations. Reservations are made in accordance with state travel guidelines. Travel Coordinators are:

<u>Primary</u>	<u>Backup</u>	
TREC Commissioners	Amber Hinton (512-936-3092)	Dione Frederick (512-936-3652)
TALCB Board Members	Dione Frederick (512-936-3652)	Amber Hinton (512-936-3092)
2. State travel guidelines will not allow reimbursement for travel at rates higher than contract rates (TAC, Title 34, Part 1, Ch 20, Subchapter E, Division 2, Rule 20.411). When possible, please make reservations at least 21 days in advance of travel.
3. Airfare will be charged to the agency central billing account (CBA), but rental car charges are paid by an individual's charge card to be reimbursed at a later date.
4. State contracted vendors must be used for car rental unless an exception exists and noted on the travel report. The approved exceptions are listed on page 4.
5. Vendors currently under contract for car rental are [Avis](#), [Budget](#), [Hertz](#), and [Enterprise](#). Loss damage waiver (LDW) coverage is included in the contract rate. Additional insurance obtained is not reimbursable. TREC rate identifier codes for car rentals:
 - a. Avis - F329
 - b. Budget – T184329
 - c. Hertz - 2120329
 - d. Enterprise – TX329X
6. Original receipts are required for airfare and car rentals. Submit the electronic ticket received from the airline with your travel report, even if it was charged to the central billing account.
7. Gas for rental cars is reimbursable. Please remember to fill the rental car before returning it to the rental agency. Receipts are required for reimbursement of gas costs for rental cars.
8. Taxi receipts should be provided if more than \$25 per trip. Point-to-point itemization of each trip should also be provided.
9. Actual cost of transportation provided by a network transportation driver (Uber, Lyft, etc.) if incurred to conduct state business and if it was the **most cost-effective mode** of transportation available considering all relevant circumstances, will be reimbursed if personal or rental car are not available.
10. Tips or gratuities are not reimbursable.
11. To ensure the conservation of state funds, the most cost effective form of travel shall be used. For example, renting a car versus driving a personal vehicle. Please document extenuating circumstances, which may require a more expensive form of travel, in advance where feasible. See page 4 for statutory reference.
12. A Mileage vs. Rental Car calculation tool, located at the website below, will help you estimate which mode of transportation is the most cost effective.

<https://fmx.cpa.texas.gov/fmx/travel/mileage/index.php>

Personal Car Mileage

1. Effective January 1, 2020, the mileage reimbursement rate for travel is \$0.575 cents per mile. Updated rates can be found on the Comptroller's [Texttravel](#) site. Use Google maps for determining mileage between cities.
2. You may itemize mileage on a point-to-point basis, which includes physical address or destinations (i.e. Headquarters (your home/office) to TREC headquarters 200 miles; TREC headquarters to restaurant 3 miles; restaurant to hotel 1 mile).

Meals and/or Lodging

1. Call your Travel Coordinator (see above) for hotel reservations. Reservations are made in accordance with state travel guidelines. The Travel Coordinator will reserve rooms with guaranteed late arrival using your individual charge card account; it is your responsibility to

cancel reservations if you are unable to make the trip. We also ask that you inform your Travel Coordinator if cancellations are necessary.

2. State contracted hotels must be used unless an exception exists which must be noted on the travel report. Hotels under state contract and corresponding rates can be found by login in on the Comptroller's [website](#). Website information is also listed at the end of this document.
3. The daily in-state and out-of-state per diem rates are based on the U.S. General Service Administration (GSA) [Per Diem Rates](#) for lodging and meals/incidentals by location. Federal rates are based on city and month, updated annually. Reimbursement is provided for actual meal and lodging expenses, up to the maximum rates for the location.
4. Receipts are not required for meals. Non-overnight meal reimbursements are permitted but considered income and must be reported on a W-2 tax form. [Non-overnight meal reimbursements](#) may not exceed \$36.
5. Lodging receipts are required for reimbursement and must show a "zero" balance.
6. Tips, gratuities and alcoholic beverages are not reimbursable.
7. If you spend the night with relatives or friends, please put it in the description (i.e. commercial lodging not obtained).
9. If you combine personal travel with business, please indicate personal days on the travel report. For example: Travel period 2/26 – 3/01/20; 03/01/20 - Personal business.

Other Expenses

1. Parking receipts are required unless paid at a meter. The parking tax charged at some hotels is reimbursable.
2. Toll road fees are reimbursable if the mileage incurred while engaged in that travel is reimbursable.
3. Hotel occupancy taxes are reimbursable.
4. Phone calls charged to a hotel room are reimbursable only if made for state agency business and should be itemized.
5. Baggage fees that are related to state business are reimbursable. It is assumed that the first checked bag is necessary to complete business travel. Charges for excessive baggage may be reimbursed as long as the travel is related to state business (e.g. state-owned equipment).

Compensatory Per Diem

1. Commission members in attendance at a Commission meeting are entitled to receive \$75 compensatory per diem for each day the member performs the member's official duties.
2. Compensatory per diem is paid through the payroll system and taxes are withheld. Such payments will be reported on a W-2 at the end of each year. Each Commissioner/Board Member will be asked to provide a W-4 when first assigned.

Summary of Processing Procedures

1. If flying, call your Travel Coordinator for airline and/or rental car reservations. The Travel Coordinator can also make lodging reservations, if needed.
2. When traveling, retain receipts and/or mileage records.
3. Complete a Travel Report as soon as possible (within 30 days of travel) and mail with original receipts to:

Staff & Support Services
Texas Real Estate Commission
PO Box 12188
Austin, TX 78711-2188

Or, submit travel report and receipts to Rosie Payne on last day of Commission/Board meeting.

4. Based on the travel report that you submit, a voucher will be processed and e-mailed to you. Upon receiving the voucher, please review for accuracy, correct the form if necessary, initial any changes, sign, and return to Rosie so you may receive reimbursement. **You may submit the signed copy one of three ways:**

Fax to 512/936-3551, Attn: SSS Travel Accountant
Scan and e-mail to rosie.payne@trec.texas.gov

Mail hard copies via U.S. Mail.

6. Compensatory per diem will be processed on the next supplemental payroll (usually the first day of the month following the meeting).
7. You may receive both your travel and compensatory per diem payments by direct deposit if you wish. To do this please complete a Direct Deposit Authorization form and return it to Melissa Huerta. It generally takes 2-3 weeks for the set up process to be completed. The form is included at the end of this document, or a fillable form can be requested from Melissa.
8. If you do not intend to request reimbursement for travel expenditures, please inform Melissa Huerta or Priscilla Pipho.
priscilla.pipho@trec.texas.gov
melissa.huerta@trec.texas.gov

Contact Information

Contact		Phone Number	Email Address/Website
Commissioner travel arrangements	Primary: Amber Hinton	(512) 936-3092	amber.hinton@trec.texas.gov
	Secondary: Dione Frederick	(512) 936-3652	dione.frederick@trec.texas.gov
TALC Board travel arrangements	Primary: Dione Frederick	(512) 936-3652	dione.frederick@trec.texas.gov
	Secondary: Amber Hinton	(512) 936-3092	amber.hinton@trec.texas.gov
Travel reimbursements	Rosie Payne	(512) 936-3608	rosie.payne@trec.texas.gov
	Melissa Huerta Accounting Manager	(512) 936-3616	melissa.huerta@trec.texas.gov
	Ranada Williams Director of Finance	(512) 936-0102	ranada.williams@trec.texas.gov
State of Texas Travel Information Resources			https://fm.xcpa.texas.gov/fmx/travel/texttravel/index.php
Contract Airfares, Car Rentals & Hotels			https://comptroller.texas.gov/purchasing/programs/travel-management/
Federal Rates			Current Rates: <u>Domestic Maximum Per Diem Rates</u> . (Only the per diem rates listed at the federal "Domestic Maximum Per Diem Rates" Web site apply to state employees. Other information included in the Web site is not applicable.)

Texas Administrative Code

TITLE 34

PART 1

CHAPTER 20

SUBCHAPTER E

DIVISION 2

RULE §20.408

PUBLIC FINANCE

COMPTROLLER OF PUBLIC ACCOUNTS

STATEWIDE PROCUREMENT AND SUPPORT SERVICES

SPECIAL CATEGORIES OF CONTRACTING

STATE SUPPORT SERVICES - TRAVEL AND VEHICLES

Exceptions to the Use of Contract Travel Services

(a) This section provides exceptions to use of contract travel services. These exceptions apply to the use of any contract travel services. When travel services are obtained at a lower total cost than the cost of contract travel services, no reporting of exceptions is required. Exceptions must be documented only when the total cost is greater than contract travel services rates. Nothing in this section affects or alters the authority of the comptroller regarding travel reimbursement or audit agreements.

(b) Lower cost to the state. State agencies may use any travel services obtained at a price lower than the contract travel services price. State agencies are encouraged to obtain lower priced travel services through the use of fourteen day or other advanced reservations programs, promotional price reductions, or any method that provides a lower overall cost of travel.

(c) Unavailability of contract travel services. The contract travel services are not available during the time or at the location necessary for the business purpose; or the contract travel service does not provide for the service required; or because the contractor is unable to provide the contract services due to a force majeure event.

(d) Special needs. The traveler's health, safety, physical condition, or disability requires accommodations, including medical emergency or other necessary services, not available from contract travel service contractors.

(e) Custodians of persons. The traveler has custody of a person pursuant to statute or court order and the traveler is required to provide a degree of security and safety that is not available from contract travel service contractors.

(f) In travel status. The traveler is in the course of travel and changes in scheduling render the use of contract travel services impractical or the appropriate travel services are not available. The traveler shall make reasonable efforts to secure rates equal to or lower than the contract travel service rates.

(g) Group program. The traveler is using a group program wherein reservations were made through a required source to obtain a particular rate or service.

(h) Emergency response. The traveler is responding to a public health or safety emergency situation.

(i) Legally required attendance. The traveler is required by a court, administrative tribunal, or other entity to appear at a particular time and place without sufficient notice to obtain contract travel services.

Direct Deposit Authorization

This form may be used by vendors, individual recipients or state employees to receive payments from the state of Texas by direct deposit or to change/cancel existing direct deposit information.

Transaction Type

SECTION 1	<input type="checkbox"/> New setup (Sections 2, 3, 5 and 6)	<input type="checkbox"/> Change account type (Sections 2, 3, 4, 5 and 6)
	<input type="checkbox"/> Change financial institution (Sections 2, 3, 4, 5 and 6)	<input type="checkbox"/> Cancellation (Sections 2 and 6 - Sections 7 and 8 for state agency use)
	<input type="checkbox"/> Change account number (Sections 2, 3, 4, 5 and 6)	

Payee Identification

SECTION 2	Payee type <input checked="" type="checkbox"/> State employee <input type="checkbox"/> Vendor or other recipient	<input type="checkbox"/> Texas Identification Number (TIN) <input type="checkbox"/> Employer Identification Number (EIN) <input type="checkbox"/> Social Security Number (SSN) *	<input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)	Mail code (If not known, leave blank.) _____
	Payee name		Phone number	
	Mailing address		City	State

New Account Information (Setups and Changes) (Completion by financial institution is recommended.)

SECTION 3	Financial institution name		City	State	
	Routing transit number (9 digits)		Customer account number (maximum 17 characters)		
	Financial representative name (optional)		Title (optional)		
	Financial representative signature (optional)		Phone number (optional)		Date (optional)

Existing Account Information (Changes Only)

SEC 4	Routing transit number (9 digits)	Customer account number (maximum 17 characters)	Type of account
	_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

International Payments Verification (required)

SEC 5	Will these payments be forwarded to a financial institution outside the United States?..... <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).		
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Authorization for Setup, Changes or Cancellation (required)

SECTION 6	I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)		
	 Authorized signature	Printed name	Date

Cancellation by Agency (for state agency use)

SEC 7	Reason	Date
	_____	_____

Authorized Signature (for state agency use)

SECTION 8	 Signature	Date
	Phone number	Agency number
	_____ ext. _____	329
	Agency name Texas Real Estate Commission	
Comments		

Please return your completed form to:

Texas Real Estate Commission
Employee Direct Deposit

(State employees should return this document to their employing agency.)

Instructions for Direct Deposit Authorization

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To request information for review or to request error correction, use the contact information on this form.

Section 1: Transaction Type

Select the appropriate transaction type(s).

Section 2: Payee Identification

Select payee type, provide the Texas Identification Number (TIN), Employer Identification Number (EIN) Social Security Number (SSN)* or Individual Taxpayer Identification Number (ITIN) and enter payee contact information.

***Federal Privacy Act Statement**

Disclosure of your Social Security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law, 42 U.S.C. sec. 405(c)(2)(C)(i); Texas Govt. Code Sections 403.011, 403.056, and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code, and applicable federal law.

Section 3: New Account Information (Needed for setups and changes)

Completion by financial institution is recommended.

Important: Your direct deposit account information may be different from the account information printed on your checks. It is recommended that you contact your financial institution to confirm your direct deposit account information.

Prenote Test:

A prenote test will be sent to your financial institution for the account information provided. The prenote test is for a period of six banking days, and it is sent to your financial institution to verify your account information. If no further action is required by your financial institution, your direct deposit instructions will become effective when the six banking day prenote time frame has expired.

Section 4: Existing Account Information (Needed for changes to existing account information)

When requesting a change to your existing direct deposit account information, you must complete Section 4 with the existing account information for verification purposes. This measure will help the paying state agency verify accuracy of the requested change.

Any change to banking information begins a prenote test period. See explanation in Section 3, above.

Section 5: International Payments Verification

Check "YES" or "NO" to indicate if direct deposit payments to the account information designated in Section 3 of this form will be forwarded to a financial institution outside the United States. If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).

Section 6: Authorization for Setup, Changes or Cancellation

Must be completed in its entirety, and no alterations to the authorization language will be accepted.

For State Agency Use

Section 7: Cancellation by Agency

Provide reason for cancellation request.

Section 8: Authorized Signature

For state agency use only.



2021 Budget & Investment Policy

Approved by motion on 08/21/2020



Texas Appraiser Licensing and Certification Board Budget and Financial Administration Policy

The financial integrity of the Board is of vital importance. Written financial policies assist the Board and staff in the financial management of the agency, save time and energy when discussing financial matters, engender public confidence, and provide continuity over time as Board and staff changes occur.

Section 1.01 Fiscal Year.

The fiscal year of the Texas Appraiser Licensing and Certification Board (TALCB) shall begin on the first day of September and end on the last day of August.

Section 1.02 Public Record.

The budget shall be a public record and copies shall be made available to the public upon request.

Section 1.03 Budget Committee.

The Chair appoints the Budget Committee and its Chair in February of each year. The Budget Committee is composed of a chair and two other Board Members. By interpreting and detailing the Board's policies, the Budget Committee provides direction to agency staff.

Section 1.04 Annual Budget.

(a) **Content:** The budget shall provide a complete financial plan of the TALCB Operating Fund-3056, and activities and, except as required by law, shall be in a form that the Director of Finance deems desirable or that the Board may require. An Executive Summary explaining the budget both in fiscal terms and in terms of agency programming shall be submitted with the budget. The summary shall (1) outline the proposed financial policies of the agency for the coming fiscal year, (2) describe the important features of the budget, (3) indicate any major changes from the current year in financial policies, expenditures, and revenues, with reasons for such changes, (4) include other material as the director deems necessary or desirable.

The budget shall begin with a clear general summary of its contents and shall show in detail all estimated income, based on the proposed fees and all proposed expenditures for the coming fiscal year. The proposed budget expenditures shall not exceed the total of estimated income and any fund balances available from prior years. The adopted budget must include an unencumbered general fund balance in reserves that is at least sufficient to cover three months of the agency's budgeted general fund operation and maintenance expenses. The budget shall be arranged to show five year comparative figures for the current fiscal year's actual and estimated income and expenditures, the two immediate preceding fiscal year's actual income and expenditures, the estimate of income and expenditures for the budgeted year, and the fiscal year to follow. It shall include in separate sections:

1. An itemized, estimate of the expenses.
2. Reasons for proposed increases or decreases in specific expenditures, compared with the current fiscal year.
3. A statement of the total probable income of the agency from fees for the period covered by the estimate.
4. Fee collections for the preceding five years.

5. All anticipated revenue from other sources Anticipated net surplus or deficit for the coming fiscal year.
6. Other information required by the Board.

(b) Submission: Not later than March 31, staff provides the Budget Committee with a first draft budget. The Budget Committee then provides recommendations to staff. At the May Board meeting, the Budget Committee Chair presents the Committee's report on its activities. Staff prepares a second budget draft with updated revenue and expenditure for presentation at the August meeting, incorporating recommendations and guidance from the Budget Committee. The Budget Committee will meet as needed and will approve the final budget draft to be presented at the August meeting. The Budget Chair presents the Committee's report and proposed budget to the Board at the August Board meeting before review and possible approval of the budget by the full Board.

(c) Adoption: Adoption of the budget shall require an affirmative vote of at least a majority of all members of the Board. Adoption of the budget shall constitute appropriations of the amounts specified as expenditures from the funds indicated. The budget shall be adopted not later than August 31 of each year; but in the event the budget is not adopted, the budget for personnel and essential operating supplies and services made in the previous fiscal year shall be extended until the new budget is adopted. The Commissioner, along with agency staff, implements the directives and policies of the Board outlined in the approved budget. The Board may direct specific actions, amendments, or variances to the budget at any time by majority vote.

Section 1.05 Amendments After Adoption.

(a) Supplemental appropriations: If, during the fiscal year, the director certifies that there are revenues available for appropriation in excess of those estimated in the budget, the Board may make supplemental appropriations for the year up to the amount of the excess.

(b) Reduction of appropriations: If at any time during the fiscal year it appears probable to the director that the revenues available will be insufficient to meet the amount appropriated, she shall report to the board without delay, indicating the estimated amount of the deficit, any remedial action taken, and recommendations for any other steps to be taken. The Board shall take further action as it deems necessary to prevent or minimize any deficit and, for that purpose, it may reduce one or more appropriations.

(c) Transfer of appropriations: At any time during the fiscal year the director may recommend to the board to transfer part or all of any unencumbered appropriation balance among current expense categories as long as there is a bona-fide need and the overall appropriated budget is not exceeded. The board shall review the recommendation and approve/reject the recommendation by majority vote.

(d) Effective date: Supplemental appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption of the Board by vote.

(e) Budget Revision: A revised budget shall be presented to the Board for approval after the adoption of any amendments.

Section 1.06. Administration of Budget.

(a) Payments and obligations prohibited: No payment shall be made or obligation incurred against any allotment or appropriation unless the director or her designee certifies there is a sufficient unencumbered balance in the allotment or appropriation and that sufficient funds are or will be available to cover the claim or meet the obligation when it becomes due and payable. Making unauthorized payments or obligations may be cause for removal of any employee who knowingly authorized or made such a payment or incurred such an obligation. Furthermore, the person making the payment shall also be liable to the agency for any amount illegally paid.

(b) Financial reports: The director of finance shall submit a status report each month that describes the financial condition of the agency by budget item, and shows budgeted and actual income and expenditures for the preceding month and the fiscal year to date. The staff also provides a status report to the Board at its regular quarterly meetings. The status reports include aggregate expenses and revenue within budget categories with

explanations noted for variances between actual and budgeted greater than 10 percent over targeted expenditure in any category. The financial records of the agency will be maintained on a basis consistent with generally accepted accounting procedures.

(c) **Budget Variances.** As noted above, budget variances up to 10 percent in any category are noted in status reports. Any expenditure that would create a variance greater than 10 percent in a budget category must be approved by the Board before the variance amount is expended. Such approval, however, is not required in instances in which the 10 percent variance is less than \$20,000. Additionally, where a variance greater than 10 percent is necessary to address an emergent agency need in which approval by the full Board is not practical, approval may be sought in writing by the Budget Committee chair.

(d) **Budget Control.** The Board shall develop appropriate controls and procedures and insure that established control limits are not exceeded.

(e) **Revenue.** Generally, projected revenues available to balance a fiscal year budget will be determined solely from the operating fees generated as stated in the agency fee schedule as outlined by Texas Occupation Code Sections 1103 and 1104.

(f) **Revenue Estimates.** The Agency will submit revenue estimates annually to the Board. Revenues should be estimated using a conservative approach to avoid any budget shortfalls during the fiscal year.

(g) **Fees.** The Agency is self-supporting; therefore, fees must be established at a level ensuring, at a minimum, the recovery of the full cost of operating the agency. The agency will review all fees and recommend changes based on factors such as the impact of inflation, indirect cost adjustments, and any other related expenses that impact the cost of providing services.

(h) **Collections.** The agency will monitor revenue collection throughout the fiscal year. When revenue is less than estimated, the Director of Finance shall initiate action consistent with prudent financial management and notify the Commissioner and the Board of such action.

(i) **Unexpended Funds/Excess Revenue.** Unobligated and unexpended funds in the budget and any revenue collected in excess of budgeted expenditures will be retained in the interest-bearing deposit account in the Texas Treasury Safekeeping Trust Company (TTSTC) for future use as determined by the Board.

(j) **Limitation on Use of Funds.** The agency may only expend funds for items set out in the expenditure classifications of the Comptroller's Manual of Accounts.

(k) **Reimbursements.** Any reimbursement or refund of expenditures received by the agency for an authorized program or service will be credited back to the budget items or accounts from which the expenditures were originally made.

(l) **Position Classification Plan.** Expenditures for the salaries of staff will be governed by Chapter 654, Government Code, Chapter 659, Government Code and Article IX, Section 2.01 of the Appropriations Act for the current biennium.

(m) **Salary Limits.** Staff will be paid salaries at rates within the applicable salary schedules provided in Article IX of the Appropriations Act for the current biennium.

(n) **Travel Expenses.** All requests for payment or reimbursement of travel related expenses will comply with Chapter 660, Government Code, and Article IX of the Appropriations Act for the current biennium, and the Comptroller's Rules.

(o) **Reimbursement Rate.** Board Members and staff traveling on official state business will be reimbursed at rates that will not exceed the rates announced by the Comptroller for other State employees.

(p) **Retired Employees.** The Board's annual budget shall provide sufficient funding to pay the Board's share of retired employee health care cost.

(q) **Gifts or Grants.** Any gifts or grants approved by the Board will be separate authority to expend funds for the purpose indicated, and will be accounted for separately from the budget.

Section 1.07 Reserves.

- (a) **Objective.** The Board recognizes that maintaining sufficient reserves will ensure adequate funding for the needs and obligations of the agency including:
- Sustaining the agency through an unexpected financial crisis.
 - Financing contingencies or emergencies as defined by the Board.
 - Purchasing equipment and repairing and maintaining facilities to assist staff in meeting the mission of the agency.
 - Funding required lump sum payments of accrued vacation and sick leave
- (b) **Operations and Contingencies Reserve.** The Board will accumulate and maintain an Operations and Contingencies Reserve totaling not less than three months of current budget's estimated operating expenses, excluding all "pass through" expense items. Once the target Operations & Contingencies Reserve is achieved, any other specifically approved reserves are funded at specific levels approved by the Board, as needed to provide for planned projects. Staff must provide a three-year expenditure plan for large projects to better estimate total project expense.
- (c) **Adjustment to Reserve Level.** The Operations and Contingency reserve account level will be set each year in conjunction with the preparation of the Board's annual budget. The Board must minimize excess fund balances. When year-end fund balances exceed the total of Operations & Contingencies Reserve by more than 20 percent, staff must offer recommendations for sustainable fee reductions. In the event that the reserve account fall below the prescribed level, the Board will propose strategies to replenish the account balance over a period not to exceed two years. The strategies for replenishing the account may include reducing expenses, increasing fees, or any combination of those strategies.

Texas Appraiser Licensing and Certification Board
Investment Policy

Section 2.00 Policy Statement.

It is the policy of the Texas Appraiser Licensing and Certification Board that the administration of its funds and the investment of those funds shall be handled in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the Board and conforming to all applicable state statutes governing the investment of public funds. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the Board to be in complete compliance with the Texas Public Funds Investment Act, Chapter 2256 of the Texas Government Code, as amended.

Section 2.01 Scope.

The Board will endeavor to earn a return on funds invested at the optimum investment return after taking into account the primary goals of preservation of principal and liquidity of funds invested. A separate portfolio of investments may be created for each investment strategy and each portfolio will be managed in a manner consistent with the policy and applicable strategy objectives described below. This investment policy applies to all financial assets and funds held by the Board and include:

- Educational Development Reserve; and
- Current Operations and Contingencies Reserve.

Section 2.02 Prudence.

Investments shall be made with judgment and care under circumstances then prevailing that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by Investment Officers shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment Officers acting in accordance with written procedures, this Investment Policy, any applicable investment strategies, and exercising due diligence, shall be relieved of personal responsibility for an individual instrument’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the Officer had responsibility rather than consideration as to the prudence of a single investment and whether the investment decision was consistent with this Investment Policy, the applicable Investment Strategy and written investment procedures.

Section 2.03 Objectives.

The Educational Development Reserve and Current Operations and Contingency Reserve funds shall be managed and invested with three primary objectives, listed in order of their priority: safety, liquidity, and yield. These objectives encompass:

Preservation and Safety of Principal

Safety of principal is the foremost objective of the Board. Investments of the Board shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in the portfolio’s composition in order to minimize potential losses on the portfolio.

Liquidity

The Board’s investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated.

Yield

The Board's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the Board's investment risk constraints and the cash flow characteristics of the portfolio. It is recognized that in diversifying the portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

Section 2.04 Delegation of Authority.

Authority to manage the investment program is derived from the Act, specifically, Section 2256.005(f)-(h). Management responsibility for the investment program is hereby delegated to the Director of Finance, Accounting Manager, and Senior Budget Analyst of the Texas Real Estate Commission/Texas Appraiser Licensing and Certification Board, who for purposes of this Investment Policy, shall be referred to herein as the Investment Officers. The Investment Officers will be responsible for all transactions undertaken under this Investment Policy.

Section 2.05 Public Funds Investment Act Training.

In order to ensure qualified and capable investment management, each member of the Board and the Investment Officers shall attend at least one training session relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Investment Officers shall attend an investment training session not less than once each state fiscal biennium and may receive training from any independent source approved by the Board. Training to be received by the Investment Officers must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio assets, and compliance with the Act.

Section 2.06 Public Funds Investment Act Reporting.

The Investment Officers shall prepare and submit to each member of the Board and the Commissioner an investment report no less frequently than quarterly. In addition to the information required by the Act, the report shall contain sufficient information to provide for a comprehensive review of investment activity, current investment instruments and performance for that period, and shall include, at a minimum:

(for each individual investment)

- the book value at the end of the reporting period;
- the market value at the end of the reporting period;
- the maturity date of each investment,
- a statement of intent if some or all securities are intended to be held to maturity;
- any variations from the Texas PFIA, this investment policy or the investment strategy of the Board; and
- any recommended amendments to current specific investment strategies.

The investment report shall be prepared jointly and signed by all Investment Officers. At least once every two years, the Board shall perform a compliance audit of management controls on investments and adherence to the established investment policies as set forth in this document.

Section 2.07 Safekeeping.

All securities purchased by the Board under this Investment Policy shall be designated as assets of the Board, shall be conducted on a delivery-versus-payment (DVP) basis, and shall be protected through the use of a third-party custodian/safekeeping agent. As required by law, cash is held in the Texas Treasury Safekeeping Trust Company (Trust Company).

Section 2.08 Investment Strategy.

The investment strategy for the funds is to maintain a laddered approach to portfolio management. Having a relatively even distribution of securities maturing each year helps eliminate extreme interest rate exposure. Investments will be set to mature on a quarterly basis when possible. The maximum allowable stated maturity of investments is 10 years.

As required by law, cash is held in the Texas Treasury Safekeeping Trust Company (Trust Company). Cash is fully invested at all times and reinvested by the Trust Company in those investments authorized for state funds. Interest is compounded daily with earnings credited daily.

Section 2.09 Authorized Investments.

Authorized investments include primarily, Direct Obligations of the United States Treasury (i.e., Treasury Bills, Notes, and bonds). Occasionally, Indirect Obligations of the Treasury or Agency Securities may be considered to be an appropriate investment (example, Federal National Mortgage Association - FNMA). This is considered on a case-by-case basis. All investment transactions must be settled on a delivery versus payment basis. The securities are held by the Trust Company as trustee. The Trust Company monitors the market price of investments and updates them daily. The Trust Company invests cash as described by Sections 404.024 and 404.106, Texas Government Code using prudent investment standards.

Section 2.10 Account Balances and Expenses.

(1) Current Operations and Contingency Reserves Account Balances

The Board will accumulate and maintain an Operations and Contingencies Reserve totaling not less than three months of current budget's estimated operating expenses, excluding all "pass through" expense items. These Reserves will be held in highly liquid overnight repurchase agreement (Repo). This type of repurchase agreement mature nightly and the instrument turns back into cash the very next day. Once the target Operations & Contingencies Reserve is achieved, any other specifically approved reserves are funded at specific levels approved by the Board, as needed to provide for planned projects.

**TALCB Board Members**

Luis F. De La Garza, Jr
Chair

Walker Beard
Vice Chair

Sheryl R. Swift
Secretary

Keith Kidd

Laurie C. Fontana

Mark A. McAnally

Shannon K. McClendon

Donna J. Walz

Jamie S. Wickliffe

Douglas E. Oldmixon
Commissioner

POLICY MEMORANDUM

Date: November 9, 2012

RE: TALCB Liaison to TREC

This memorandum is to confirm that the Texas Appraiser Licensing and Certification Board (Board) appointed the Chair of the Board as the official liaison to the Texas Real Estate Commission.

This policy is effective as of November 9, 2012 and remains in effect until and unless changed or revoked by the Board.

Approved by the Board and signed this 14th day of November, 2012.



Luis De La Garza, Chairperson
Texas Appraiser Licensing and Certification Board

**TALCB Board Members**

Luis F. De La Garza, Jr
Chair

Walker R. Beard
Vice Chair

Sheryl R. Swift
Secretary

Laurie C. Fontana

Keith W. Kidd

Mark A. McAnally

Shannon K. McClendon

Donna Walz

Jamie S. Wickliffe

Douglas E. Oldmixon
Commissioner

POLICY MEMORANDUM

Date: February 15, 2013

RE: Official Record of Board Meetings

This memorandum is to confirm that the Texas Appraiser Licensing and Certification Board (Board) approved the use of electronic minutes with a booked marked video recording of Board meetings as the official record of the meetings and delegated authority to the Board Secretary to approve this official record prior to posting it on the agency website. The Board will ratify the action taken by the Board Secretary at the subsequent Board meeting.

This policy is effective as of February 15, 2013 and remains in effect until and unless changed or revoked by the Board.

Approved by the Board and signed this 15 day of February 15, 2013.

A handwritten signature in cursive script, appearing to read "Walker Beard", is written over a horizontal line.

Walker Beard, Chairperson
Texas Appraiser Licensing and Certification Board

TALCB Board Members

Jamie S. Wickliffe
Chair

Laurie C. Fontana
Vice Chair

Mark A. McAnally
Secretary

Jesse Barba, Jr.

Walker R. Beard

Clayton P. Black

Patrick M. Carlson

James J. Jeffries

Brian L. Padden

Douglas E. Oldmixon
Commissioner

POLICY MEMORANDUM

Date: November 21, 2014

RE: Work performed by a person licensed, certified, registered, or approved under the Texas Appraiser Licensing and Certification Act on behalf of another person for the purposes a property tax protest.

This memorandum confirms that the Texas Appraiser Licensing and Certification Board (Board) revokes the policy memorandum previously adopted on November 9, 2012, and adopts this revised policy.

Pursuant to Texas Occupation Code §1103.002, the Board asserts jurisdiction over work performed after May 27, 2011 by a person licensed, certified, registered, or approved under the Texas Appraiser Licensing and Certification Act (Act) on behalf of another person for the purposes of protesting an unequal appraisal under Subchapter C, Chapter 41, Tax Code, or Subchapter B, Chapter 42 of the Tax Code, if that work is performed solely under the authority granted to appraiser under the Act. Due to the Board's delay in fully asserting its jurisdiction, the Board will take the following actions:

• Work Performed after December 1, 2012:

For all work performed after December 1, 2012 by an appraiser who is also a certified property tax consultant or property tax professional, the Board will require the appraiser to provide the USPAP disclaimer required by 22 TAC §155.2 (USPAP disclaimer) anytime that appraiser performs work for the purpose of a property tax protest solely under his or her authority as a property tax consultant or property tax professional.

The Board will require any work performed and presented in connection with property tax consulting services signed by an appraiser operating solely under the authority of the Act must be USPAP compliant and must include the appraiser's license number. The Board will accept and investigate any complaints alleging violations of USPAP in connection with property tax consulting services performed after December 1, 2012 and signed by an appraiser operating solely under the authority of the Act.

- Work Performed Prior to May 27, 2011:

The Board will dismiss all complaints sent to the Board alleging violations of USPAP in connection with property tax consulting services performed prior to May 27, 2011 with a written notice explaining:

1. Any work performed and presented in connection with services provided by a property tax consultant or property tax professional and signed by an appraiser operating solely under the authority of the Act must be USPAP compliant; and
2. Any work performed and presented in connection with property tax consulting services signed by an appraiser operating solely under a current property tax consultant or property tax professional certification must include the USPAP Disclaimer.

- Work Performed after May 27, 2011, but prior to December 1, 2012:

The Board will dismiss all complaints sent to the Board alleging violation of USPAP in connection with services provided by a property tax consultant or property tax professional and performed after May 27, 2011, but prior to December 1, 2012, with a WARNING LETTER stating that all valuation related work done by an appraiser must comply with USPAP. Additionally, the WARNING LETTER will provide notice that:

1. Any work performed and presented in connection with services provided by a property tax consultant or property tax professional and signed by an appraiser operating solely under the authority of the Act must be USPAP compliant; and
2. Any work performed and presented in connection with services provided by a property tax consultant or property tax professional and signed by an appraiser operating solely under a current property tax consultant or property tax professional certification must include the USPAP Disclaimer.

- Agency Outreach:

1. Staff will widely publicize the recommended policy clarification and anticipated rule update, including a copy of the proposed rule with all U&E related correspondence; and
2. Staff will publish an FAQ on the Board's website to provide appraisers insight into the kind of USPAP lapses observed by the Board's investigators when reviewing complaints in connection with property tax consulting services performed by appraisers, and guidance for appraisers seeking to comply.

Approved by the Board and signed this ____ day of November, 2014.



Jamie Wickliffe, Chair
Texas Appraiser Licensing and Certification Board

**TALCB Board Members**

Walker Beard
Chair

Jamie S. Wickliffe
Vice Chair

Laurie C. Fontana
Secretary

Clayton Black

Luis F. De La Garza, Jr

Keith Kidd

Mark A. McAnally

Shannon K. McClendon

Sheryl R. Swift

Douglas E. Oldmixon
Commissioner

POLICY MEMORANDUM

Date: August 16, 2013

RE: TALCB National Registry Access

The Appraisal Subcommittee (ASC) of the FFIEC has issued Policy Statement 3, *National Registry*, which requires that States using the ASC's extranet application for submission of data to the National Registry (Registry) have a written policy governing access to the Registry. This requirement also applies to States with access to the Registry's full data base. The Texas Appraiser Licensing and Certification Board (TALCB) hereby adopts this policy to meet that requirement.

TALCB hereby designates the Commissioner of TALCB to serve as TALCB's Authorized Registry Official (ARO). The ARO will:

1. Notify the ASC in writing of this appointment. The notification will include the ARO's full name, contact address and telephone number, and position.
2. Designate necessary staff to have access to the Registry under any of three secure permission levels for the Registry: (1) User, which gives access only to viewing the non-public side of the Registry; (2) Extranet User, which allows viewing of the non-public side of the Registry as well as the ability to make changes directly to the National Registry data for that State; and (3) File Transfer User, which allows users to securely upload data files to the ASC extranet application for processing by ASC staff. For each such designation, notify the ASC in writing of the full name, level of access to be granted and contact information for that designee. The ASC will, on receipt of such designation, issue a User Name and password unique to that designee directly to the designee.
3. Maintain a list of designated users for the Registry that is accurate and updated as needed. Keep a record of each prior version of the list for two years. Promptly notify the ASC in writing of any changes to the designated users such as termination of access privileges, changes to access levels, etc.
4. Educate all designated users of the Registry regarding the need for user name, password, access and data security in conjunction with their use of the Registry.
5. Obtain a signed Confidential Treatment of Information Acknowledgement form (attached hereto as Exhibit "A") from each designated user.



6. Verify that all equipment used to access the Registry has adequate anti-virus software installed and ensure that such software is kept current.
7. Immediately notify the ASC and the Chair of TALCB of any known or suspected breach of security involving the Registry or its data and provide a description of the known or suspected breach.

This policy is effective as of July 1, 2013 and remains in effect until and unless changed or revoked by the Board.

Approved by the Board and signed this 16 day of August, 2013.

A handwritten signature in blue ink, appearing to read "Walker R. Beard", is written over a horizontal line.

Walker R. Beard, Chairperson
Texas Appraiser Licensing and Certification Board

**EXHIBIT A****Confidential Treatment of Information Acknowledgement**

I understand that the computer system user name and password I receive to access the National Registry is confidential. I will not disclose my user name or password to anyone, including management and technical personnel, and I will not write them or post them where they may be viewed by unauthorized people. Once I have logged on to the National Registry, I will not leave my computer until I have logged off from the National Registry. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my username and password and I will ensure the accuracy of all data submitted by me to the National Registry. I understand that confidential information viewed on the National Registry is to be held in strictest confidence and I will act in accordance with applicable federal and state laws and regulations regarding the safekeeping and disclosure of confidential information. I understand that unauthorized access to Registry data may result in violations of State and Federal laws and expose the State to civil penalties.

By my signature hereon, I acknowledge my understanding of the contents of this form, the continued applicability of these provisions after my access to the National Registry has been terminated and that failure to comply with the above statements may constitute grounds for disciplinary action and/or termination.

Printed Name: _____

Date: _____

Signature: _____

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: 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

**TALCB Board Members**

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Vice Chair

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Brian L. Padden

Douglas E. Oldmixon
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 9th day of May, 2014.

Jamie Wickliffe, Chair
Texas Appraiser Licensing and Certification Board

TALCB Board Members

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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.

A handwritten signature in blue ink, appearing to read "J. Wickliffe", written over a horizontal line.

Jamie Wickliffe, Chair
Texas Appraiser Licensing and Certification Board

TEXAS



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

MEMORANDUM

TO: TREC/TALCB Staff
FROM: Douglas E. Oldmixon
RE: Confidentiality of Social Security Number (SSN)
DATE: July 7, 1999 – reviewed and endorsed 11/2/09

The 76th Legislature passed HB 692, effective May 29, 1999. This bill makes SSN for license applicants or holders confidential. Thus, all SSN for current and past license holders, registrants and pending applicants may not be released to the public except as provided below:

If the agency is sending out a copy of a public record which has the SSN on it, the number must be marked through on the copy so that it is not legible.

If a member of the public calls to confirm a particular license holder's SSN, it is acceptable to confirm the number as recited by the caller, but staff may not provide the number itself or correct a mistake made by the caller.

If a license holder or applicant desires the agency to send a document containing that person's SSN to someone else, staff may do so only if written, signed consent from the license holder or applicant is received. For this purposed, a faxed consent is acceptable.

TEXAS



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

MEMORANDUM

TO: TREC/TALCB Staff
FROM: Douglas E. Oldmixon
RE: Policy Regarding Acceptability of Imaged Signatures
DATE: March 1, 2010

PURPOSE

The purpose of this policy is to clarify the acceptable use of handwritten or imaged signatures communicated electronically to the agency. Since the agency will soon be imaging all of its paper records, documents with an original signature become extraneous since we will no longer maintain paper records with original signatures on any applicant or complaint once all files are imaged and maintained electronically.

POLICY

Handwritten signatures on applications and complaints that are communicated to the agency by fax or email (imaged signatures) are the equivalent of "original" ink signatures. On this basis, while a document must still be signed to be acceptable, it is not necessary that a person submit an "original" ink signature before the agency processes the document. An imaged signature may be considered an "original" signature for all agency purposes.



POLICY MEMORANDUM

TALCB Board Members

Jamie S. Wickliffe
Chair

James J. Jeffries
Vice Chair

Earl "Buster" Renfrow
Secretary

Clayton P. Black

Chance Bolton

Tony F. Peña

Martha Gayle Reid Lynch

Alejandro Sostre-Odio

Joyce A. Yannuzzi

Douglas E. Oldmixon
Commissioner

Date: May 5, 2017

RE: Board Order Guidelines

This memorandum confirms that the Texas Appraiser Licensing and Certification

Board (Board) approved the implementation of the following guidelines for all Agreed and Final Orders of the Board.

- Experience logs will be due after completion of any ordered education;
- There will be clear and specific dates set out as deadlines for delivery of evidence of compliance with terms and conditions contained in the Order;
- If mentorship is required under the terms of an order, the order will specify the required number of mentorship hours and the topics to be covered during the mentorship. Unless specified otherwise in the terms of the order, a Mentor has discretion to allocate the required number of mentorship hours between the topics specified in the order;
- In an Order where a respondent is not placed on probated revocation, if a respondent fails to comply with any of the terms with a stated due date in the Order within the time allotted, the Order shall contain a provision setting out a sanction of automatic suspension until respondent is in full compliance with the Order and an administrative penalty of \$1,000.00;
- In an Order where a respondent is placed on probated revocation, the Order will state that failure to comply with the terms and conditions of the Order will result in automatic revocation;
- If a respondent fails to comply with any of the terms or conditions of an Order that will result in automatic suspension or revocation, at least three (3) days prior to the effective date of the suspension or revocation, Board staff will send a written notice to the respondent via e-mail stating that respondent is in violation of the Order and respondent will be suspended or revoked as of the effective date set out in the notice unless respondent can provide evidence of having previously submitted evidence of timely compliance with the Order. This policy is being put in place as a safeguard against mistakenly suspending or revoking a respondent who was actually in compliance

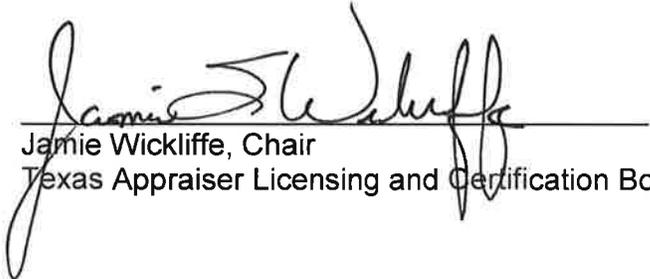
and not as a method for a respondent to comply with terms or conditions after being notified of the violation;

- Use the term “cashier's check or money order” instead of “certified funds” in all Agreed or Final Orders; and
- Include the category of property that is the subject of the appraisal in the Order.

The Board revokes the previous memorandum entitled Board Order Guidelines, adopted May 15, 2015.

This policy is effective as of May 5, 2017 and remains in effect unless and until changed or revoked by the Board.

Approved by the Board and signed this 5th day of May, 2017.



Jamie Wickliffe, Chair
Texas Appraiser Licensing and Certification Board

**TALCB Board Members**

Luis F. De La Garza, Jr
Chair

Walker Beard
Vice Chair

Sheryl R. Swift
Secretary

Malachi Boyuls

Laurie C. Fontana

Mark A. McAnally

Shannon K. McClendon

Donna J. Walz

Jamie S. Wickliffe

Douglas E. Oldmixon
Commissioner

POLICY MEMORANDUM**Date:** August 17, 2012**RE:** Delegation of Authority to Sign Final Default Orders

This memorandum is to confirm that the Texas Appraiser Licensing and Certification Board (Board) pursuant to Texas Occupation Code §1103.101 (b), hereby delegates authority to the Commissioner to sign any Final Default Order on behalf of the Board. This delegation is effective as of August 17, 2012 and remains in effect until and unless changed or revoked by the Board.

Approved by the Board and signed this 17th day of August, 2012.

A handwritten signature in blue ink, appearing to read "Luis De La Garza", is written over a horizontal line.

Luis De La Garza, Chairperson
Texas Appraiser Licensing and Certification Board



POLICY MEMORANDUM

TALCB Board Members

Jamie S. Wickliffe
Chair

Martha Gayle Reid Lynch
Vice Chair

Earl "Buster" Renfrow
Secretary

Clayton P. Black

Chance Bolton

James J. Jeffries

Tony F. Peña

Alejandro Sostre-Odio

Joyce Yannuzzi

Douglas E. Oldmixon
Commissioner

Date: February 8, 2019

RE: Delegation of Authority to Approve and Sign Agreed Orders and Voluntary Surrenders

This memorandum is to confirm that the Texas Appraiser Licensing and Certification Board (Board) delegates authority to the Chair to approve and sign any Agreed Order, Agreed Final Order, or Voluntary Surrender on behalf of the Board. This delegation is effective as of February 8, 2019, and remains in effect until and unless changed or revoked by the Board.

Approved by the Board and signed this 8th day of February, 2019.

Jamie S. Wickliffe, Chair
Texas Appraiser Licensing and Certification Board



POLICY MEMORANDUM

TALCB Board Members

Jamie S. Wickliffe
Chair

Martha Gayle Reid Lynch
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Chance Bolton

James J. Jeffries

Tony F. Peña

Alejandro Sostre-Odio

Joyce Yannuzzi

Douglas E. Oldmixon
Commissioner

Date: February 8, 2019

RE: New Forms or Changes to Existing TALCB Forms

This memorandum confirms that the Texas Appraiser Licensing and Certification Board (Board) approved the following policies regarding new forms or changes to existing TALCB forms:

- New or Changes to Existing Forms Required by a Change in State or Federal Law or a Change to the TALCB Rules:

The Board recognizes that the preparation of new forms or changes to existing forms required by a change in state or federal law is an administrative function and, to implement such changes in the law, the Board delegates authority to prepare new forms or make changes to existing forms to the TALCB staff.

The Board further recognizes that the preparation of new forms or changes to existing forms required by a change to the TALCB Rules is likewise an administrative function. The Board therefore adopts the following RECOMMENDED MOTION template to be used when new forms or changes to existing forms are required by a change to the TALCB Rules:

RECOMMENDED MOTION TEMPLATE:

MOVED that staff is authorized, on behalf of the Board, to submit for adoption amendments to 22 TAC §_____, along with any technical or non-substantive changes as required for adoption AND staff is directed to prepare any new forms or make changes to existing forms as needed to implement [this / these new rule(s) / amendments].

- Technical or Non-substantive Form Changes:

The Board likewise delegates authority to make any technical or non-substantive changes to existing forms, including but not limited to formatting or style changes or error corrections, to the TALCB staff.

The creation of new forms or substantive changes to existing forms that do not fall under the delegations made in this policy must be approved by the Board before implementation.

This policy memorandum regarding new forms or changes to existing TALCB forms is effective as of February 8, 2019, and remains in effect unless and until changed or revoked by the Board.

Approved by the Board and signed this 8th day of February, 2019.



Jamie Wickliffe, Chair
Texas Appraiser Licensing and Certification Board



ACKNOWLEDGMENT

(To be signed each year by every Commissioner and Board Member)

I acknowledge I have received and reviewed a copy of the TREC Commission/TALCB Board Member Guide.

Commissioner/Board Member Name

Signature

Date