

**OKLAHOMA ABSTRACTORS BOARD
MINUTES OF REGULAR MEETING
August 17, 2021**

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Vice-Chairperson Scott Ward at 10:00 a.m., at the OLERS Conference Room, 421 NW 13th Street, Suite 100, Oklahoma City, Oklahoma.
2. J Thomas called the roll. Attending were: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward.
3. The Minutes of the Regular Meeting of the OAB, conducted on July 20, 2021, were reviewed. A motion was made by Mr. McDowell to approve the minutes as presented. The motion was seconded by Mr. Thomas. Motion carried.
Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.
4. **Chairperson's Report-Scott Ward:** Mr. Ward had no report.
5. **Administrator's Report (Board Report):** Ms. Smith reported that there was progress being made toward online licensing and the tentative go-live date is set at October 25th. She has also been doing inspections.
6. **Committee Reports.**
 - a.) **Budget and Finance – Jeff Mapes:** Mr. Mapes gave an update on the budget reporting that the annual budget is \$233,810.00 with encumbrances of \$73,557.32 which gives us a total Year-To-Date Encumbrances and Expenses of \$67,447.00 and a variance of -\$39,545.45. The revenue for the month of July was \$7,450.00 and expenses were \$16,956.22 which leaves us with an ending cash balance of \$808,628.13. After review and discussion, a motion was made by Mr. Mapes to approve the report as presented. Second by Mr. Thomas. Motion carried.
Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.
 - b.) **Rules and Regulations – Scott Ward:** Mr. Ward had no report.
 - c.) **Licensing and Testing-Ken McDowell:** Mr. McDowell reported that since the last meeting, 5 people had taken the test and 5 had passed. The next test will be on the September 16th at the testing center.
 - d.) **Inspections-Katherine Smith:** Ms. Smith reported that there had been seven inspections since the last board meeting. Four of the seven had no issues. Two companies had some issues with delayed orders and one had a misspelling on a divorce proceeding. The recommendations from the Enforcement Committee are noted in the packet. Ms. Smith asked for a motion to approve the inspection reports as

presented and acceptance of the recommendations from the Enforcement Committee. A motion was made by Mr. Lower to approve the inspection reports as presented and accept the recommendations of the Enforcement Committee. Second by Ms. Ringo. Motion carried.

Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.

e.) Enforcement Committee Reports-Scott Ward:

Applications for Licenses: Presented to the Board for approval was a list of applicants for abstract licenses or renewals, which are set out in the attachments hereto. A motion was made by Mr. Ward on behalf of the Enforcement Committee to approve all of the licenses presented, subject to administrative review and to make sure all compliance issues were met, and appropriate fees paid. Second by Mr. Mapes. Motion passed.

Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.

Renewal of Certificate of Authority (With NO Fee Changes): Presented to the Board for approval were applications for renewal of Certificate of Authority with their rate sheet by American Eagle Abstract of Cleveland County, American Eagle Title and Abstract (Tulsa), and Pushmataha County Abstract. A motion was made by Mr. Ward on behalf of the Enforcement Committee to approve the applications. Second by Mr. Thomas. Motion passed.

Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.

Renewal of Certificate of Authority (With Fee Changes): Presented to the Board for approval were applications for renewal of Certificate of Authority with changes to the fees on their rate sheet by Arbuckle Closing & Escrow Svc dba Arbuckle Title & Abstract (Love). A motion was made by Mr. Ward on behalf of the Enforcement Committee to approve the applications. Second by Mr. Thomas. Motion passed.

Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.

New Permit to Build an Abstract Plant: Presented to the Board for approval was an application for a New Permit to Build an Abstract Plant by Gensis Abstract & Title, LLC (Atoka). Ms. Smith reported that no comments were received during the comment period and the floor was opened for comments.

A motion was made by Mr. Ward on behalf of the Enforcement Committee to approve the application. Second by Mr. McDowell. Motion passed.

Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.

Complaints: OAB-2021-W99 Consent Order: The Consent Order issued related to Complaint OAB-2021-W99 was received back with a signature from the Respondent

along with the associated penalty. Ms. Smith asked for a motion to accept the Consent Order authorizing the Chairperson's signature from the Board. A motion was made by Mr. Ward to accept the Consent Order and authorize the Chairperson's signature. Second by Ms. Ringo. Motion passed.

Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.

7. **New Business:** Mr. Ward asked for new business. There was none.
8. **Report Legal Counsel-Marie Schuble:** Ms. Schuble reported that she worked with the Enforcement Committee. She also confirmed that she had sent out Ethics and Open Meetings information to the new board members and said she was open for questions.
9. **Visitor's Comments:** Mr. Ward asked for any visitor comments. Mitzi Combs reminded the board of the OLTA Regional Meetings and informed them that there would be a discussion related to electronic abstracts.
10. **Announcement of next meeting:** Tuesday, September 21, 2021, at 10:00 a.m., 421 NW 13th Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
11. **Adjournment:** Mr. Ward asked for a motion to adjourn the meeting. Motion was made by Mr. Thomas. Second by Mr. McDowell. Motion passed.
Yeas: Darla Ringo, J Thomas, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Rex Koller and Scott Ward. Nos: None.