

OKLAHOMA ABSTRACTORS BOARD
MINUTES OF REGULAR MEETING
July 19, 2022

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairperson Randy Coffman at 10:00 a.m., at the OLERS Conference Room, 421 NW 13th Street, Suite 100, Oklahoma City, Oklahoma.
2. Darla Ringo called the roll. Attending were: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller and Sue Ann Loggains. Absent: Darin Kent, Lisa Yates, and Scott Ward.
3. The Minutes of the Regular Meeting of the OAB, conducted on June 21, 2022, were reviewed. A motion was made by Mr. Mapes to approve the minutes as presented. The motion was seconded by Mr. Lower. Motion carried.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller and Sue Ann Loggains. Nos: None.
4. **Chairperson's Report-Randy Coffman:** Mr. Coffman welcomed the new board member.
5. **Administrator's Report (Board Report):** Ms. Smith reported that after talking with the Financials and HR team and was able to get the increases voted on at the last meeting to go into effect with this fiscal year. In addition, we're seeing additional delays in online licensing as we continue to have a rotating door of project managers from the vendor.
6. **Committee Reports.**
 - a.) **Budget and Finance – Jeff Mapes:** Mr. Mapes gave an update on the budget reporting that the annual budget is \$280,955.00 with encumbrances of \$18,853.91, which gives us a total Year-To-Date Encumbrances and Expenses of \$244,921.39 and a variance of \$36,033.61. The revenue for the month of June was \$10,340.00 and expenses were \$18,461.02 which leaves us with an ending cash balance of \$908,687.78. After review and discussion, a motion was made by Mr. Mapes to approve the report as presented. Second by Mr. Koller. Motion carried.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller and Sue Ann Loggains. Nos: None.
 - b.) **Rules and Regulations – Randy Coffman:** Mr. Coffman stated that the rules submitted by the Board were approved by the Governor. The follow-up final adoption paper work has been submitted and the rules will go into effect as of November 1, 2022.
 - c.) **Licensing and Testing-Rex Koller:** Mr. Koller reported that there had been no testing since the last board meeting. The next testing date is July 21st at the testing center.

- d.) **Inspections-Katherine Smith:** Ms. Smith reported that there had been six inspections since the last board meeting and that the findings could be found in the packet. She asked for a motion to approve the consent orders as presented and the action recommended by the Enforcement Committee. A motion was made by Ms. Loggains. Second by Mr. Mapes. Motion carried.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Sue Ann Loggains. Nos: None.

Also in the packet are two Consent Orders, one related to an inspection, and one related to a complaint. The consent orders were previously approved by the board and have since been agreed to by the parties, so she asked for a motion to accept the consent orders and authorize the Chairperson's signature on them. A motion was made by Mr. Lower. Second by Mr. Koller. Motion passed.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Sue Ann Loggains. Nos: None.

- e.) **Enforcement Committee Reports-Jeff Lower:**

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. Lower on behalf of the Enforcement Committee to approve all the licenses presented, subject to administrative review and to make sure all compliance issues were met, and appropriate fees paid. Second by Ms. Ringo. Motion passed.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Sue Ann Loggains. 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 Title Group, LLC dba Lincoln County Title Company and Arbuckle Closing & Escrow Service, LLC dba Arbuckle Title & Abstract (Love). A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the applications. Second by Mr. Mapes. Motion passed.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Sue Ann Loggains. Nos: None.

7. **New Business:** Mr. Coffman asked for new business. There was none.
8. **Report Legal Counsel-Whitney Scimeca:** Ms. Scimeca was absent.
9. **Visitor's Comments:** Mr. Coffman asked for any visitor comments. There were none.
10. **Announcement of next meeting:** Tuesday, August 16, 2022, at 10:00 a.m., 421 NW 13th Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.

11. **Adjournment:** Mr. Coffman asked for a motion to adjourn the meeting. Motion was made by Ms. Ringo. Second by Mr. Koller. Motion passed.
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, and Sue Ann Loggains. Nos: None.