

**OKLAHOMA ABSTRACTORS BOARD**  
**MINUTES OF REGULAR MEETING**  
**June 17, 2025**

1. A regular meeting of the Oklahoma Abstractors Board (OAB) was called to order by Chairperson Scott Ward at 10:00 a.m., at the OLERS Conference Room, 421 NW 13<sup>th</sup> Street, Suite 100, Oklahoma City, Oklahoma.
2. Jeff Mapes called the roll. Attending were: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains.
3. The Minutes of the Regular Meeting of the OAB, conducted on May 20, 2025, were reviewed. A motion was made by Ms. Loggains to approve the minutes as amended. The motion was seconded by Mr. Koller. Motion carried.  
Mr. Koller and Ms. Loggains submitted two corrections.  
Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.
4. **Chairperson's Report - Scott Ward:** Mr. Ward stated that the last two years have gone well while he's been Chairperson and thinks we've done a lot of good things for the industry. He expressed his appreciation for everyone's hard work.
5. **Administrator's Report (Board Report):** Ms. Smith reported that things are flowing smoothly. Ayla had her baby and doing well. She is currently on maternity leave and due back at the end of August.
6. **Committee Reports.**
  - a.) **Budget and Finance–Darin Kent:** Mr. Kent gave an update on the budget for the month of April. The annual budget is still \$276,789.000 with encumbrances of \$45,608.84, which gives us a total Year-To-Date Encumbrances and Expenses of \$261,387.81 and a variance of \$15,401.19. The revenue for the month was \$29,494.21 and expenses were \$26,346.37 which leaves us with an ending cash balance of \$1,097,141.45. After review and discussion, Mr. Kent made a motion to approve the report as presented. Second by Mr. Lower. Motion carried.  
Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.
  - b.) **Rules and Regulations – Rex Koller:** Mr. Koller reported that the proposed rule changes have been approved by the legislature and adopted and will go into effect November 1<sup>st</sup> of this year.

**Proposed Policy Addition:** The board reviewed a policy proposed by Ms. Scimeca that formalized their ability to perform employee reviews and provide salary adjustments and performance awards.

POLICY: PERFORMANCE REVIEW PROCESS

This policy was adopted by the Oklahoma Abstractors Board on June 17, 2025, with an effective date of June 17, 2025.

The following procedure is established to ensure that the performance of each employee is evaluated.

I. Components of the Performance Review

A. The Performance Review process will provide for the following:

1. An objective evaluation by the immediate supervisor of the performance of the employee within the assigned duties of the job;
2. The evaluation will contain the date of review, and employee identification number;
3. A meeting with the employee by the immediate supervisor, if there is an immediate supervisor, to review the performance evaluation; and
4. A meeting with the employee by the Board to review the performance evaluation, to occur after the meeting with the employee and the immediate supervisor if applicable.

B. Minimum Requirement for Completing Performance Review

Each employee will be evaluated at least annually. Supervisors may hold as many additional meetings as they deem necessary in order to effectively manage the performance of an employee.

C. Use of Performance Reviews in Employment Decisions

The Board may use employee evaluations of employees in decisions regarding promotions, appointments, demotions, discharges, salary raise, and performance-based adjustments/bonuses.

Performance-based adjustments/bonuses can only be given if an employee receives at least a “meets standards” rating or the equivalent thereof on their most current performance review.

All performance-based adjustments/bonuses must fall within the compensation schedules established by the Office of Management and Enterprise Services and otherwise comply with State law.

II. Reference 74 O.S. § 840-2.17

After review and discussion, Mr. Koller made a motion to approve the policy as presented. Second by Ms. Ringo. Motion carried.

Yeas: Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

- c.) **Licensing and Testing-Sue Ann Loggains:** Ms. Loggains reported that since the last board meeting there had been 13 people who took the test and eleven passed. The next testing date is July 17th at the OAB offices and no one has signed up so far. The committee has also been reviewing the tests and are still working on that and have a conference call for the following week. She also has a meeting set up with OLTA to discuss collaborating on the study guide.

- d.) **Inspections-Lisa Collins:** Ms. Collins reported that there had been 15 inspections since the last board meeting. There were seven companies that had issues – 3 invoicing issues, and 3 indexing issues - and the recommendations from the Enforcement Committee are in the packet. She asked for any questions, but if there were none, she asked for a motion to approve the inspection reports as presented and authorize the action recommended by the Enforcement Committee and issuance of consent orders. A motion was made by Mr. Kent. Second by Mr. Mapes. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward 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 Mr. Koller. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

Abstention: Jeff Mapes, Randy Coffman, and Sue Ann Loggains abstained from voting on those licenses pertaining to their employer's business holdings.

**Renewal of Certificate of Authority (With No Changes):** Presented to the Board for approval were applications for renewal of Certificate of Authority with their rate sheet with no fee changes by Modern Abstract & Title, LP (Marshall), PHS Title, LLC dba Smith Brothers Abstract, LLC (Seminole), SCA Title, LLC dba LeFlore County Abstract (LeFlore), and Smith Brothers Abstract and Title Co. (Canadian). A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the applications. Second by Mr. Koller. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

Abstention: Darla Ringo and Rex Koller abstained from voting on those licenses pertaining to their employer's business holdings.

**Renewal of Certificate of Authority (With Fee Changes):** Presented to the Board for approval were applications for renewal of Certificate of Authority with their rate sheet with fee changes by American Eagle Title Group dba Lincoln County Title Company, Green Country Title and Closing, LLC (Adair), Oklahoma Digital Abstract, LLC dba American Eagle Abstract Garfield County. A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the applications. Second by Mr. Mapes. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

**NEW Certificate of Authority:** Presented to the Board for approval were applications for a NEW of Certificate of Authority with their rate sheet by Stewart Title of Oklahoma Inc. Logan (Logan). A motion was made by Mr. Lower on behalf of the Enforcement Committee to approve the applications. Second by Mr. Kent. Motion passed.

Mr. Koller asked how long it took for the plant to be built.

Mr. Jason Soper with the applicant said that he was willing to answer any questions and that it took right at a year to complete the plant.

Mr. Ward opened the floor to anyone objecting. Mr. Phillip Wilson with Jamaican Eagle Data, LLC and American Eagle Title who is a certificate holder in the county took the floor. He stated that he appreciated the oversight and statutes that go into building a plant. His employer is currently a holder of COAs in 14 counties, some were acquired, and some were built. He said he believes that the policies and procedures that were put in place are necessary. The added competition makes it difficult but competition does exist.

Their concern is that the rules and procedures are not being enforced evenly among all companies applying for application. He points out that an open records request was made right after the application was received and that it asked for who was logging items and what abstractors were working on the project, but they didn't receive any of that back. Further, they're building a plant in Atoka and the rules that are being applied to them now, don't coincide with what was given to them don't coincide what the Stewart Title plant has had applied to them. He asked for a postponement of the vote until they receive all the information they asked for and that if the board actually believes those procedures were followed they would like to receive those documents in another open records request.

Ms. Smith responded that an Open Records request had been received and it asked for the application and progress reports, which were sent. A response was received from American Eagle that they wanted the applicant to sign an affidavit prepared by American Eagle's attorney. She presented it to the Enforcement Committee and they

didn't feel that a third party request that was outside of what was required by the statutes and guidelines was needed. Therefore, that document was not presented to the applicant. However, the applicant and the company they contracted with to build the plant did create their own affidavit and submit it.

The reports that Mr. Wilson mentioned – the indexing log and missing instruments log – are part of the inspection process. They aren't reviewed until the Inspector is actually doing the inspection, which were shown to the Inspector. Everyone is following the same rules. She says she did not receive any open records request further to the one received right after the application was made.

He repeated that he didn't get to see any abstractor numbers or anything of the people going to the courthouse or doing the indexing and wanted to see it.

Ms. Scimeca said that they can make an open records request, but the board needed to focus on what has been presented and base their vote on that as to whether they believe the statutes have been met.

Mr. Koller asked if they submitted their quarterly reports and Ms. Smith said they had.

Ms. Smith read the Director's report into the minutes. In the matter of Stewart Title of Oklahoma Logan County comes now Katherine Smith, State Administrator of Abstracting of the Oklahoma Abstractors Board, and states:

The application for certificate of authority has been received in proper form and reviewed.

Proper notification was made by posting on the OAB website, notifying the Court Clerk and County Clerk of Logan County, as well as all Certificate of Authority holders in Logan County.

Open records requests were received to review the application, but no official comments were received from any source.

Payment of the applicable fees have been made in the correct amount of \$1,200.00. E&O Insurance in the sum of \$1,000,000.00 and a County records bond of \$25,000.00 have been posted.

Inspections have been performed by the Inspectors on behalf of the OAB and all have found an adequate abstract plant available for use.

The name of the company is not deceptively similar to other certificate of authority or permit holders, and the company has an actual physical presence in the county of Logan.

According to the foregoing, the application for a Certificate of Authority is in compliance with Title 1 of the Oklahoma Statutes and 5:11-9-1 of the Permanent Rules of the OAB.

As the State Administrator of Abstracting of the Oklahoma Abstractor's Board, I hereby recommend that the Application for Certificate of Authority submitted by Stewart Title of Oklahoma, Inc. Logan be approved. Signed Katherine Smith, State Administrator of Abstracting, dated June 17, 2025.

Mr. Wilson asked Ms. Smith whether she felt that the same policies and procedures were being followed with their build in Atoka County as were for Stewart Title in Logan County. Ms. Smith responded that as of now, yes. He repeated her statement "As of now" and asked what about previously.

She replied that previous to having an inspector available that was focused solely on inspections, no one was strictly following the guidelines, not even American Eagle. The issue came to a head with the application from American Eagle in Oklahoma County. From that point, everyone has been following the exact same process that strictly adheres to not only the statutes, but the guidelines, too.

Mr. Wilson said that because of that, American Eagle withdrew their application and are going through the process of a brand new build. He again stated that he's concerned that those not following the guidelines are creating unfair competition. He stated that what he is hearing is that what they're having to go through in Atoka County is different from what Stewart went through for Logan County and that's a big problem.

Ms. Smith responded that the requirements for their Atoka plant and the Stewart plant in Logan County are the same and they met all the requirements in the statutes, rules, and guidelines.

It was reaffirmed that American Eagle could make further open record requests if they so desired. Ms. Smith also reaffirmed that everything had been reviewed and it complied. Mr. Ward asked Mr. Lower as Chair of the Enforcement Committee whether he wanted to change their recommendation and he responded that he still felt everything had been in compliance.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

7. **Election of Officers:** Mr. Ward opened the floor for discussion and nominations for new officers for the next fiscal year starting July 1<sup>st</sup>.

A motion was made by Mr. Lower to appoint Rex Koller as Chairperson. Second by Mr. Mapes. Motion Passed.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Scott Ward and Sue Ann Loggains. Nos: None.

Abstention: Mr. Koller.

A motion was made by Mr. Ward to nominate Jeff Mapes for Vice-Chairperson. Second by Ms. Ringo. Motion Passed.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

Abstention: Mr. Mapes

A motion was made by Mr. Ward to nominate Darla Ringo for Secretary. Second by Ms. Loggains. Motion Passed.

Yeas: Darin Kent, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

Abstention: Ms. Ringo.

8. **Visitor's Comments:** None.

9. **Staff Reviews:** In order to conduct staff reviews, a motion was made by Mr. Kent to enter Executive Session. Second by Ms. Ringo. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

The board meeting reconvened, through a motion to exit Executive Session by Ms. Loggains. Second by Mr. Koller.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

The board chose to reaffirm the \$1,000 bonus previously approved for Ayla Harper during the April Board meeting. The motion was made by Mr. Kent. Second by Ms. Ringo. Motion passed.

Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.

10. **New Business:** Ms. Loggains said that she thought it should be reviewed that the Board is requiring abstractors to submit their application for individual licenses 90 days in advance or there is a fine assessed. Ms. Smith said that fines are only assessed if it's not submitted 30 days in advance.

Ms. Scimeca interjected that the topic wasn't something that couldn't have been known about with at least 24 hours before the Board Meeting. New business is only for items that couldn't be put on the agenda at least 24 hours in advance.

11. **Report Legal Counsel-Whitney Herzog-Scimeca:** Ms. Scimeca stated that she had been working with the Enforcement and Rules Committees.
12. **Announcement of next meeting:** Tuesday, July 15, 2025, at 10:00 a.m., 421 NW 13<sup>th</sup> Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma.
13. **Adjournment:** Mr. Ward asked for a motion to adjourn the meeting. Motion was made by Ms. Loggains. Second by Mr. Kent. Motion passed.  
Yeas: Darin Kent, Darla Ringo, Jason Waldroup, Jeff Lower, Jeff Mapes, Randy Coffman, Rex Koller, Scott Ward and Sue Ann Loggains. Nos: None.