

**OKLAHOMA ABSTRACTORS BOARD  
MINUTES OF REGULAR MEETING  
March 15, 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 13<sup>th</sup> Street, Suite 100, Oklahoma City, Oklahoma.
2. Ken McDowell called the roll. Attending were: Darla Ringo, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Randy Coffman, Rex Koller and Scott Ward. Absent: J. Thomas
3. The Minutes of the Regular Meeting of the OAB, conducted on February 15, 2022, were reviewed. A motion was made by Mr. Ward to approve the minutes as presented. The motion was seconded by Mr. Mapes. Motion carried.  
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Randy Coffman, Rex Koller and Scott Ward. Nos: None.
4. **Chairperson's Report-Randy Coffman:** Mr. Coffman reported that the Senate bill discussed at last month's meeting has not progressed and will not be heard during this year's legislative session.
5. **Administrator's Report (Board Report):** Ms. Smith stated that there will be some changes to rates for some companies in particular counties. The 2020 Census updated the county populations and some counties have increased or decreased enough to put them into a different category of rate. The changes will be enacted for any companies that renew after July 1, 2022. She clarified that it is when the license actually renews based upon its expiration date, not when it is received by staff.
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 \$38,069.24, which gives us a total Year-To-Date Encumbrances and Expenses of \$183,794.59 and a variance of \$97,160.41. The revenue for the month of February was \$58,555.00 and expenses were \$17,866.93 which leaves us with an ending cash balance of \$888,934.91. After review and discussion, a motion was made by Mr. Mapes to approve the report as presented. Second by Ms. Ringo. Motion carried.  
Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Randy Coffman, Rex Koller and Scott Ward. Nos: None.
  - b.) **Rules and Regulations – Randy Coffman:** Mr. Coffman stated that Rule Changes were proposed by the Board. The comment period was opened and there were no responses received from any source. He opened the floor for public comment or additional comment from the Board. No comments were given so he asked for a

motion to adopt the proposed rule changes as presented. Motion was made by Ken McDowell. Second by Darla Ringo. Motion passed.

Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Ken McDowell, Randy Coffman, Rex Koller and Scott Ward. Nos: Lisa Yates.

c.) **Licensing and Testing-Ken McDowell:** Mr. McDowell reported that there had been 19 people take the test and all but two passed. The next testing date is March 17<sup>th</sup>.

d.) **Inspections-Katherine Smith:** Ms. Smith reported that there had been four inspections since the last board meeting. Three companies had no findings and one had one order that was late and the recommendation from the Enforcement Committee is included in the packet. She asked for a motion to approve the inspection reports as presented and authorize the action recommended by the Enforcement Committee. A motion was made by Mr. Ward. Second by Mr. Mapes. Motion passed. Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Randy Coffman, Rex Koller and Scott Ward. Nos: None. Abstention: Ms. Yates abstained from voting on those reports related to her company.

She also reported that there is a consent order in the packet related to inspection findings that has been agreed to and signed by the respondent. She asked for a motion to approve the consent order which would authorize the Chairperson to sign off on the order. A motion was made by Mr. Lower. Second by Mr. Ward. Motion passed.

Yeas: Darla Ringo, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Randy Coffman, 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 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: Darla Ringo, Jeff Lower, Jeff Mapes, Ken McDowell, Lisa Yates, Randy Coffman, 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 Atoka Abstract Company (Atoka), Choctaw County Abstract Company, Green Country Abstract Company (Cherokee), Liberty Abstract Co., Inc. (Pittsburg), Meurer Abstract & Title Company (Pawnee), Oklahoma Abstract & Title Company (Payne), Ottawa County Abstract & Title, Pioneer Abstract Company of McAlester (Pittsburg), Rogers County Title & Abstract dba Claremore Abstract & Guaranty dba Smith Brothers Abstract, LLC (Rogers), Stewart Title of Oklahoma (Carter), Title Abstract Company (Nowata), and Valley Land Title Company, Inc. (Sequoyah). A motion was made by Mr. Ward on behalf of the Enforcement Committee to approve the applications. Second by Ms. Ringo. Motion passed.

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

Abstention: Rex Koller abstained from voting on those licenses related to his company's interests.

**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 by First Republic Title Co., dba Goetzinger Abstract & Title Co. (Woodward), Marshall County Abstract Co., LLC, MG Cox Abstract, Pioneer Abstract Company (Seminole), Pioneer Abstract Company dba Atlas Abstract Company (Hughes), Powers Abstract Company, Inc. (Noble), Stewart Title of Oklahoma, Inc. (Oklahoma), Woodward County Abstract. A motion was made by Mr. Ward on behalf of the Enforcement Committee to approve the applications. Second by Mr. Mapes. Motion passed.

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

**Complaints OAB-2022-W126:** Ms. Smith reported that complaint was regarding the unnecessary delay of an abstract. During the course of the investigation, it was discovered that the abstract was six days late to which the Respondent stated that they were having staffing issues due to a retirement and are having a hard time finding a replacement. The Enforcement Committee recommends a fine and issuance of a consent order which is outlined in the packet. A motion was made by Mr. Ward on behalf of the Enforcement Committee to approve the recommended action. Second by Mr. McDowell. Motion passed.

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

7. **New Business:** Mr. Coffman asked for new business. There was none.
8. **Report Legal Counsel-Whitney Scimeca:** Ms. Scimeca reported that she had been working with the Enforcement and Rules Committees.
9. **Visitor's Comments:** Mr. Coffman asked for any visitor comments. Mitzi Combs thanked Randy for speaking at the OLTA Day at the Capital and gave information on the upcoming OLTA Convention.
10. **Announcement of next meeting:** Tuesday, April 19, 2022, at 10:00 a.m., 421 NW 13<sup>th</sup> Street, Suite 100 (OLERS) Conference Room, Oklahoma City, Oklahoma. Mr. Coffman reminded the Board Members that there would be an Administrative Hearing at the next board meeting and their attendance would be needed.
11. **Adjournment:** Mr. Coffman asked for a motion to adjourn the meeting. Motion was made by Mr. Ward. Second by Ms. Ringo. Motion passed.  
Yeas: Darla Ringo, Jeff Lower, Ken McDowell, Lisa Yates, Randy Coffman, Rex Koller and Scott Ward. Nos: None.