

**FFIEC-APPRAISAL SUBCOMMITTEE
MEETING MINUTES [PUBLIC]
September 13, 2007**

ATTENDEES: G. Gibbs (FRB); D. Merkle (OTS); S. Cooper (HUD); L. Fazio (NCUA); D. Patel (OCC). **Permanent staff:** B. Henson (Executive Director); C. Beasley (Administrative Officer); V. Ledbetter, (Appraisal Policy Manager); Jenny Tidwell (Appraisal Policy Manager); R. Seward (Information Management Specialist); and Kristi Klamet (Appraisal Policy Manager) (attended by phone).

ABSENT: M. Weinberg, (General Counsel), Denise Graves, (Appraisal Policy Manager), S. Fritts/S. Gardner (FDIC).

The meeting was called to order at 10:38 a.m. by G. Gibbs.

ADMINISTRATIVE MATTERS:

- **Meeting Minutes (August 9, 2007)** – After discussion, D. Patel moved to approve the minutes, as edited, and D. Merkle seconded the motion; all members present agreed.

ACTION ITEMS:

- **Appraisal Foundation May Grant reimbursement request for approval** - B. Henson presented the Appraisal Foundation grant reimbursement. After discussion, L. Fazio moved to approve the \$110,494 request, and D. Patel seconded the motion; all members present agreed.
- **Appraisal Foundation 2006 grant reprogramming request for approval** - B. Henson presented the Appraisal Foundation grant reprogramming request. The Foundation requested that the ASC reallocate savings from certain 2006 grant line items to other line items in which the expenses exceeded expectations. Staff analysis of the items included in the reprogramming request revealed that the items were Title XI-related and would have been recommended for approval if they had been known at the time of the original grant request. Approval of the reprogramming request would bring the total 2006 grant reimbursements to \$1,023,696 out of \$1,044,192 authorized. After discussion, S. Cooper moved to approve the reprogramming request of \$86,342, and D. Patel seconded the motion; all members present agreed.
- **2008 ASC Budget proposal approval** - B. Henson presented the proposed ASC FY08 budget for approval. He highlighted the following items:
 - National Registry fees are expected to continue to increase as the appraiser trainees in various State migrate to Licensed and Certified credentials;
 - Staffing was increased by one position to account for the Deputy Executive Director position recently created by the Board;

- Increased funding was included for relocation costs anticipated with filling the Deputy Executive Director and Executive Director positions; and
- Travel costs were increased to provide funding for priority contacts in early 2008 for States implementing the 2008 AQB Criteria using the Firm Date approach.

L. Fazio asked whether the budget included funding for the September 2008 ASC office space relocation. B. Henson responded that most, if not all, associated costs should be incurred in September 2008 and paid in October 2008. Therefore, those expenses would be recognized in the FY '09 budget. After further discussion regarding the office relocation, the ASC reached a consensus that a \$100,000 line item should be added to the FY '08 budget for ASC office space relocation expenses that might be incurred in FY '08. L. Fazio moved to approve the FY '08 budget in the amount of \$3,057,172 and D. Patel seconded the motion; all members present agreed.

- **Creation of second Administrative Officer staff position for approval** – B. Henson presented a recommendation to create a second Administrative Officer position. After discussion, D. Patel moved to table the recommendation, and S. Cooper seconded the motion; all members present agreed.
- **Follow-up Field Review report of Colorado's Appraiser Regulatory Program** - B. Henson presented the follow-up review report and draft letter. After discussion, D. Merkle moved to accept the report, and L. Fazio seconded the motion; all members present agreed.
- **Fifth Field Review of Maine's Appraiser Regulatory Program** - B. Henson presented the field review report and draft letter. After discussion, D. Merkle moved to accept the report and approve the letter, with edits, and S. Cooper seconded the motion; all members present agreed.
- **Sixth Field Review of New York's Appraiser Regulatory Program** - B. Henson presented the field review report and draft letter. After discussion, L. Fazio moved to accept the report and approve the letter, with edits, and D. Patel seconded the motion; all members present agreed.
- **Fifth Field Review of Oklahoma's Appraiser Regulatory Program** - B. Henson presented the field review report and draft letter. After discussion, D. Merkle moved to accept the report and approve the letter, with edits, and D. Patel seconded the motion; all members present agreed.

OTHER MATTERS:

The meeting adjourned at 12:30 pm. The next ASC meeting will be held on October 11, 2007.

<EXECUTIVE SESSION>

- ASC personnel issues.