



**BOARD OF EXAMINERS FOR LAND SURVEYORS
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
615-741-1831**

**Board Meeting Minutes for October 5, 2016
First Floor Conference Room 1-B
Davy Crockett Tower**

The Tennessee Real Estate Appraiser Commission met on Wednesday, October 5, 2016 in the first floor conference room of Davy Crockett Tower in Nashville, Tennessee. This abbreviated meeting was added to the Board's schedule in order to address items leftover from the previous meetings. Mr. Jay Caughman called the meeting to order at 9:01 AM and the following business was transacted:

BOARD MEMBERS PRESENT: Jay Caughman, Tim Lingerfelt, Galyon Northcutt, Betsy Sumerford.

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Roxana Gumucio, Laura Martin, Kimberly Whaley, Michael Driver, Cody Kemmer.

ROLL CALL/NOTICE OF MEETING

Mr. Caughman called the meeting to order at 9:01 AM and read the following notice into the record: "Notice of the October 5th meeting of the Board of Examiners for Land Surveyors was posted to the Board of Examiners for Land Surveyors website on September 8, 2016."

AGENDA

Mr. Lingerfelt made a motion to adopt the agenda as written, which Mr. Northcutt seconded. The motion passed by unanimous vote.

DIRECTOR'S REPORT

Interim Director Roxana Gumucio welcomed to the Board's new public member, Ms. Elizabeth "Betsy" Sumerford. Ms. Sumerford originally hails from Knoxville, and has had experience serving the State working in her home district's congressional office as well as in Washington, DC.

Next, Ms. Gumucio relayed her presentation at the recent TAPS convention. Ms. Gumucio and Ms. Kimberly Whaley were on hand at the Nashville meeting to represent the Department of Commerce & Insurance. Ms. Whaley gave a presentation about the new CORE online licensing system, which continues to bring increasing functionality to the State's licensees since it was launched this time last year. Ms. Gumucio brought the TAPS attendees a presentation on the changes to the examination process.

Finally, Ms. Gumucio shared with the Board a project her team had been working on... the creation of a file server for reviewing applications in advance of the meeting dates. Assistant Commissioner Brian

McCormack recommended this initiative at the previous meeting in order to shorten wait times for applicants and decrease the administrative burden for the Board and its staff.

TENNESSEE-SPECIFIC EXAM DISCUSSION

The Board then turned its attention to matters related to the TS exam. TDCI staff members Kimberly Whaley and Michael Driver came before the Board to present an amended contract for the current term. This amendment would not extend the contract, but would allow for one additional testing date under the contract's current terms. The Board offered its input, as well as a few additional ideas for the next contract, which would be discussed at the Board's next meeting and then put up for bid.

Mr. Lingerfelt made a motion to accept the proposed revision to the current contract, which Mr. Northcutt seconded. The motion passed unanimously, and the Board broke for lunch at 11:23 AM.

The Board's major concern was addressed in the afternoon session: how to make changes and updates to the content of the TS exam. Ms. Gumucio shared her experience working on exam development with some of the other boards she oversees which would not require the Board to meet directly. Another issue arose: what form the future TS exam may take... with the current contract expiring and the PS exam now administered via computer-based testing, the Board began to examine new ways to handle exam administration going forward. Several of these topics were tabled for the RFP discussion on October 28.

NEW BUSINESS

In open discussion the Board attempted to solve a couple of problems it had been hearing from licensees... the current lack of wall certificate registrations and problems contacting the Board office through the new centralized customer service center. It also turned its attention to revising and updating the current application process... something everyone agreed was overdue. The Board agreed to review the current applications before the next meeting with the possibility of editing and proposing new ideas at the end of the month. Finally the Board determined four PDHs should be awarded for the day's session and with that, Mr. Caughman adjourned the meeting at 1:48 PM.