

AGENCY MISSION STATEMENT:

Here a simple statement of the adopted mission of the agency should be provided, along with the entity or person(s) who adopted the mission statement and when it was adopted.

Protect the public interest, encourage and require high standards of abstract plant development and maintenance, encourage and require high standards of ethical practices and knowledge of Certificate Holders and Licensees, and provide quality service in the issuance and renewal of individual Abstractor Licenses, Permits and Certificates of Authority.

Adopted by OAB when formed in 2008.

LEAD ADMINISTRATOR:

Here the name, title and contact information for the lead administrative person should be listed.

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GOVERNANCE:

Here a brief description of the agency's governance structure should be provided. Is the agency headed by a Governor appointee? An appointee of an independent board? Who selects the board, and who are the current members of the board.

The Oklahoma Abstractors Board regulates the abstracting industry and issues abstractor licenses, certificates of authority, and permits to construct abstract plants. The Board consists of nine members, six of whom are in the abstracting industry, one real estate representative, one banking representative and one attorney. All members are appointed by the Governor and serve staggered four year terms. The Board is responsible for promulgating rules, setting forth guidelines for agency operations and governing the professional practices of the licensees. The agency is self-supporting through fees.

The members for the FY15/FY16 term are:

**Ralph Harrison, Chair, District 1
Chaney Haynes, Vice Chair, District 3
Charles Nichols, Secretary, District 5
John Bailey, District 2
Mark Luttrull, District 4**

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Ken McDowell, District 6
Robert Getchell, Attorney
Earl "Corky" Heard, Realtor
J Charles Thomas, Banker

Does the Board have any committees or subgroups? If so, please provide a detailed listing of the subgroups and their areas of focus.

Finance and Budget: J Thomas, Chair, Corky Heard, John Bailey. Reviews all reports each month prepared by OMES as well as reconciliation reports prepared by the Executive Director. Provides oversight to the ED in preparation of yearly budget.

Rules and Regulations: Mark Luttrull, Chair, Ken McDowell, Ralph Harrison. Reviews existing rules and proposes new rules each year as needed.

Licensing and Testing: Corky Heard, Chair, Mark Luttrull, Chaney Haynes. Reviews and updates testing materials for licensees, proposes guidelines for testing and oversees testing process.

Enforcement: Charles Nichols, Chair, Chaney Haynes, Robert Getchell. Reviews written complaints, directs inspector for obtaining further clarification of complaints and makes recommendations to the full Board for resolution of said complaints. They inspect new abstract plants regularly during the building of the plant and make sure it has all the proper land title records before recommending that the plant be approved. They also review all rate sheets of abstract plants to make sure they meet the requirements of Title 1:30(C) before the certificate of authority (license) for the plant is approved or renewed.

GOVERNANCE ACCOUNTABILITY:

Is there an attendance policy for board members/commissioners? If so, is it being followed? **Yes, under Title 1, Section 22:H-2(d) and it is being followed.**

MODERNIZATION EFFORTS:

Please provide a listing of all government modernization efforts undertaken by the agency in the last twelve months. Additionally, please provide any authorizing statutory changes that prompted the modernization efforts and whether those efforts have led to cost savings or additional cost burden.

No, there is no statutory authority that has prompted our modernization efforts. It has been voluntarily done in the OAB office as well as the general industry. In the past two years, our office has become as paperless as possible, scanning in all documents and only retaining hard copies of the documents required by the Department of Libraries. In addition, this past year, the Board revised Title 5:11-5-3(h), allowing abstracts to be digitally prepared.

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What steps has the agency taken to cut costs and/or eliminate waste? Are there efforts that have been successful which you believe could serve as a model for other state agencies seeking to keep costs minimal?

We are a very small agency of three full time employees. All of our revenue comes from licensing abstract plants, their employees and permit holders (those who want to develop abstract plants.) We have 136 plants, 9 permits to build and approximately 1000 abstract licensees. This industry is slowly growing but the numbers will change very little in the future. We have only been in existence since January, 2008, when the agency was formed. At that time, we had \$20,000.00 from the State Auditor's office who had governed the abstract industry until that time. We have always been very mindful of the small amount of money we take in each year and what is spent. Our budget runs almost exactly the same each year so there is very little leeway for other cost cutting actions other than what we already have in place.

CORE MISSION:

What services are you required to provide which are outside of your core mission? **None.**

Are any services you provide duplicated or replicated by another agency? **No.**

Are there services which are core to your mission which you are unable to perform because of requirements to perform non-core services elsewhere? **No.**

PRIVATE ALTERNATIVES:

Are any of the services which are performed by the agency also performed in the private sector in Oklahoma? **No.**

In other states? **Every state requires some form of "abstracting" and the final product the "abstract". Other states call it "evidence of title", "title report", "title search", or "title examination" -- and some states do call the search "abstracting." The search process, no matter what it's called, has to be done, and is done in every state.**

Has the agency been approached by any foundation, for-profit or not-for-profit corporation with efforts to privatize some of the functions of the agency? **No.**