

1 STATE OF ALASKA
2 DEPARTMENT OF COMMERCE, COMMUNITY, & ECONOMIC DEVELOPMENT
3 DIVISION OF CORPORATIONS, BUSINESS, & PROFESSIONAL LICENSING

4 ALASKA BOARD OF CERTIFIED REAL ESTATE APPRAISERS

5
6 MINUTES OF THE SPECIAL BOARD MEETING

7 Tuesday, June 18, 2019

8
9 *These are DRAFT minutes prepared by the staff of the Division of Corporations, Business, and*
10 *Professional Licensing. It has not been reviewed or approved by the Board.*

11
12 By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a
13 scheduled meeting of the Alaska Board of Certified Real Estate Appraisers was held via teleconference
14 originating from the State Office Building at 333 Willoughby Avenue, 9th Floor – Conference Room B, in
15 Juneau, Alaska on Thursday, May 16, 2019. Alaska Standard Time.

16
17 **Agenda Item #1** **Call to Order/Roll Call**

18
19 The teleconference meeting was called to order by Chairman Derry at 9:10 a.m.

20
21 **Board Members present constituting a quorum:**

22 David Derry, Chair, Certified General Real Estate Appraiser
23 Wendy Lawrence, Vice-Chair, Certified Residential Real Estate Appraiser
24 Renee Piszczek, Mortgage Banking Executive
25 Ashlee Stetson, Public Member

26
27 **CBPL Division Staff present:**

28 Allan Alcancia, Occupational Licensing Examiner

29
30 **Members of the Public present:**

31 Cody Halterman
32 Geoffrey Oliver

33
34 **Agenda Item #2** **Ethics Disclosure/Ethics Review**

35
36 There was no ethics issue to disclose.

37
38 **Agenda Item #3** **Review/Approve Current Agenda**

40 Chairman Derry announced the purpose of calling the special board meeting was to address the
41 application for certification as general real estate appraiser of Cody Halterman, and to continue
42 discussion on some issues of certification for him, which was previously raised at the last board
43 meeting in May. This meeting served as follow-up pertaining to his work experience criteria and
44 the revised experience log Mr. Halterman has submitted.

45
46 There was no objection to the agenda.

47
48 **Agenda Item #4 Board Review of Cody Halterman Certification**

49
50 A motion to move into executive session to discuss the application of Cody Halterman in
51 accordance with [AS 44.62.310(c)] and Alaska Constitutional Right to Privacy Provisions, for
52 the purpose of discussing subjects that tend to prejudice the reputation and character of any
53 person, provided the person may request a public discussion, was made by Renee Piszczek, and
54 seconded by Ashlee Stetson, and approved unanimously by a roll call vote.

55
56 Allan Alcancia offered to contact Mr. Halterman when the board returns to general session.
57 Mr. Halterman provided his contact number.

58
59 **Off the record for Executive Session, 9:16 a.m.**
60 **Back on record to Regular Session, 9:45 a.m.**

61
62 Board Members present constituting a quorum:

63 David Derry, Chairman, Certified General Real Estate Appraiser
64 Wendy Lawrence, Vice-Chairman, Certified Residential Real Estate Appraiser
65 Renee Piszczek, Mortgage Banking Executive
66 Ashlee Stetson, Public Member

67
68 CBPL Division Staff present:

69 Allan Alcancia, Occupational Licensing Examiner

70
71 Members of the Public present:

72 Cody Halterman
73 Geoffrey Oliver

74
75 Mr. Halterman was called at his contact number. He re-joined the regular session via
76 teleconference with Mr. Oliver, his supervisor.

77

78 On behalf of the board, Chairman Derry started with an apology to Mr. Halterman for the
79 amount of time it has taken to process his application more promptly due to several reasons.
80 Chairman Derry stated the board finally had a chance to address his application at the board
81 meeting last May, and corresponded with him with a request to revise his work verification logs
82 via examiner Allan Alcancia. Mr. Halterman revised the logs as requested and submitted it to the
83 board through the examiner.

84

85 Chairman Derry stated that he reviewed the experience on each work verification logs where Mr.
86 Halterman wrote ‘no commercial work’ on the pages. Chairman Derry further stated that in
87 general appraiser certification application he would normally expect to see, as part of work
88 criteria, non-residential experience which would include work that utilizes income approach
89 analysis, or if it was a vacant land the highest and best use would be for commercial use
90 (whether multi-family residential, industrial, commercial) would involve income approach
91 analysis, and cost and sales comparison approaches. Chairman Derry explained further that in
92 reviewing a general appraiser certification application, major consideration is given to highest
93 and best use of a property, and income approach analysis work experience criteria.

94

95 **Following Chairman Derry’s introduction, a motion was introduced to grant certification**
96 **to Cody Halterman as certified general real estate appraiser. The motion was made by**
97 **Renee Piszczek, and seconded by Wendy Lawrence.**

98

99 **The motion failed unanimously by a roll call vote.**

100

101 In the discussion which followed the vote, Chairman Derry explained that both general and
102 residential appraiser certification have different criteria and track for qualifying education and
103 exam. Addressing this dilemma, Chairman Derry recognizes that while Mr. Halterman has
104 followed the qualifying education for general certification, the regulation (12 AAC 70.115 (d))
105 would prevent the board to grant him the residential certification because of it. However,
106 Chairman Derry added there is flexibility in the regulation where it could permit the board to
107 grant certified residential appraiser certification by endorsement (12 AAC 70.120 & 08.87.110
108 (H)) in recognition of Mr. Halterman’s completion of qualifying education for general
109 certification and his work experience to date.

110

111 Mr. Halterman cited a letter he received from the division indicating that he was approved to sit
112 for the general certification. Referencing the FAQs in the board website, this letter provided an
113 impression to Mr. Halterman that the work experience logs he submitted have been reviewed and
114 approved by the board. In response, Chairman Derry explained that when the board considered

115 Mr. Halterman’s application in January, that consideration was regarding his qualifying
116 education, and that his work experience and work experience log are still subject to review and
117 approval. Chairman Derry further explained that the process involves having a member of the
118 board select work products from the work experience logs, and reviewing it in terms of
119 qualifications, work experience, and hours (12 AAC 70.110; 12 AAC 70.108 (a)).
120

121 Chairman Derry reiterated that prior to certification, work experience logs are subject to review
122 in accordance to State/Federal, Appraisal Foundation (Real Property Appraiser Qualification
123 Criteria) regulations and guidance. He explained further that communications Mr. Halterman
124 may have received before, indicating “approval” from an examiner should simply mean that it’s
125 an acknowledgement that his work logs were received by the board.
126

127 Mr. Oliver, supervisor of Mr. Halterman, stated their organization performs appraisal work (via
128 federal contract) on large rural Anchorage tracts including flying into villages. Mr. Oliver
129 explained they don’t have properties which are not income producing and not also residential
130 properties. Chairman Derry also stated that a vacant land (which could be turned into a cabin or
131 fishing site) can be appraised by residential appraiser and it poses no conflict in the regulation.
132 (08.87.100 (2) & RPAQC pg.19). Chairman Derry reiterated to Mr. Oliver, supervisor of Mr.
133 Halterman, that 1500 hours of non-residential work experience which utilized some income
134 approach analysis is expected to meet the criteria for general certification.
135

136 Chairman Derry recapped that the work experience shown in the logs submitted by Mr.
137 Halterman, does not constitute the experience the board expects for general certification. The
138 board, through Chairman Derry suggested that Mr. Halterman submits an application for
139 certified residential appraiser instead. Chairman Derry added that this decision by the board
140 should not prevent Mr. Halterman from pursuing broader experience to become certified general
141 appraiser in the future.
142

143 **A motion to waive the fee of \$580.00 for the residential real estate appraiser application of**
144 **Cody Halterman was made by Wendy Lawrence, seconded by Renee Piszczek. This motion**
145 **is intended for the application fee previously applied to the general appraiser application of**
146 **Mr. Halterman.**

147
148 **The motion was approved unanimously by a roll call vote.**
149

150 **Agenda Item #5 Adjourn**
151

152 Chairman Derry commended the board and staff for attendance and moving through the agenda.

153

154 The board unanimously RESOLVED to ADJOURN at 10:27 a.m.

155

156 Respectfully submitted,

157

158

159 Tracy L. Wiard
160 Tracy Wiard, Licensing Examiner

11/19/19
Date

161

162

163 David M. Derry
164 David Derry, Chairman

11/18/19
Date