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2 STATE OF ALASKA  
3 DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT  
4 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
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6 **BOARD OF CERTIFIED REAL ESTATE APPRAISERS**  
7 **MEETING MINUTES**  
8

9 **January 11, 2022**  
10

11 By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6,  
12 a scheduled meeting of the Board of Certified Real Estate Appraisers was held January 11, 2022,  
13 at the State of Alaska Atwood Building, 550 W. 7th Avenue, Suite 1550, via Zoom, Anchorage, Alaska.  
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18 **Tuesday, January 11, 2022**

19 **Agenda Item 1 - Call to Order**

20 Chairperson Ashlee Stetson called the meeting to order at 10:04 a.m., at which time a quorum  
21 was established.  
22

23 Nancy Harris, Executive Administrator for the Real Estate Commission, introduced staff, and  
24 explained that she would be assisting the Board in running their meeting with the help of new  
25 Appraiser Board Occupational License Examiner, Sara Sather.  
26

27 **Roll Call**

28 **Members Present via Zoom**

29 Ashlee Stetson, Public Member, Chairperson  
30 Val Kudryn, Certified Residential Real Estate Appraiser  
31 Leon McKean, Mortgage Industry Executive  
32

33 **Members Absent:**

34 Mae Hayes, Certified Residential Appraiser  
35

36 **Staff Present:**

37 Nancy Harris, CBPL REC Executive Administrator  
38 Sara Sather, CBPL APR Licensing Examiner  
39 Erica Prieksat, CBPL Investigator  
40 Anna Gabriel, CBPL Investigator  
41 Melissa Dumas, CBPL Administrative Operations Manager, via Zoom  
42

43 **Public in Attendance-via Zoom:**

44 None  
45

46 **Review/Approve Agenda**

47 Board Members reviewed the meeting agenda.  
48

49 **On a motion made duly by Mr. McKean, seconded by Mr. Kudryn, it was**

50 **RESOLVED to approve the meeting agenda for January 11, 2022.**  
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53 **The motion passed unanimously.**  
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56 Ethics Report

57 There were no ethics reports to be made.  
58

59 Continuing Education Statement

60 Chair Stetson asked if there was anyone present who would like the meeting to count as  
61 Continuing Education. Mr. Kudryn indicated he would like the meeting to count towards his  
62 continuing education credits.  
63

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65 **Agenda Item 2 – Review/Approve Past Meeting Minutes**

66 October 5, 2021  
67

68 Ms. Harris asked for clarification on lines 109-111 of the October 5, 2021 meeting minutes.  
69 Board members reviewed and were unable to speak toward the intent of the statement. The  
70 Board agreed to strike lines 109-111 from the meeting minutes. There were no other questions  
71 regarding the minutes.  
72

73 **On a motion duly made by Mr. Kudryn, seconded by Mr. McKean, it was**

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75 **RESOLVED to strike lines 109, 110, and 111 from the minutes and approve**

76  
77 **the meeting minutes for October 5, 2021.**  
78

79 **The motion passed unanimously.**  
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82 **Agenda Item 3 – Public Comment**

83 There was no public comment.  
84

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86 **Agenda Item 4– Investigations**

87 Investigative Report

88 Investigator Anna Gabriel introduced herself and provided a review of the investigations report.  
89 She stated there were 7 open matters from September 21, 2021 – December 28, 2021 and 4  
90 matters were closed. Chair Stetson asked for clarification regarding an open case from 2019, as  
91 it did not fit the pattern of other open case dates. Senior Investigator Erica Prieksat stated that  
92 date is for the last status update change. This is an open case and she is unable to openly  
93 discuss any details. If the Board has questions regarding the case, the investigators can look up  
94 additional details. Chair Stetson did not have further questions. There were no further questions.  
95

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97 **Agenda Item 5 – Division Update**

98 Melissa Dumas, CBPL Administrative Operations Manager, provided a division update for FY21  
99 4<sup>th</sup> quarter and FY22 1<sup>st</sup> quarter. Mr. Kudryn asked for clarification if the \$14,131 under  
100 Investigative Expenditures was for staff investigators or out of house services. Ms. Dumas  
101 explained this fee is for out of house services when the Department of Law is contacted. In  
102 house investigator fees are billed under Personal Services.

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**Agenda Item 6 – Regulations Project**

12 AAC 70.111(b) – clean up

Nancy Harris, CBPL REC Executive Administrator, explained that they found a clerical error on 12 ACC 70.111(b) that should reference (c) as the licensee type. Board members reviewed regulations and agreed the clerical error should be corrected.

**On a motion duly made by Mr. Kudryn, seconded by Mr. McKean, it was**

**RESOLVED to strike subparagraph (b) and insert subparagraph (c).**

**The motion passed unanimously.**

Lunch break at 12:50 p.m. resume at 1:30 p.m.

Back on record at 1:31 p.m.

Roll call was taken to reestablish a quorum. All members from this morning were present.

SB21-Military Licensing

Nancy Harris, CBPL REC Executive Administrator summarized last meeting's discussion on SB21 Military Licensing and the need for all programs within the division to implement regulations allowing for a temporary license issuance within 30-days of an active military member or their spouse for someone who holds an active, unencumbered license in another jurisdiction. With January 1, 2022 being the effective date of these regulations, the Board will need to draft new regulation for SB21-Military Licensing. The Board discussed templates of both licensing by reciprocity and courtesy. Based on both of these formats, included citation references, and consideration of new regulations 12 AAC 02.956, 12 AAC 02.957, and AS 08.01.063 A new regulation was drafted for temporary licenses for an active military member or of active duty military spouse. The Board is moved forward with department review and public comment.

**On a motion duly made by Mr. Kudryn, seconded by Mr. McKean, it was**

**RESOLVED to approve draft regulations for requirements to, comply**

**with AS 08.01.063, .065 and .100, to move forward with board review and public comment.**

**The motion passed unanimously.**

**Agenda Item 7 – Application Review**

Voting on pending applications

There are no open applications at this time.

154 CE Audits

155 Nancy Harris, CBPL REC Executive Administrator explained that all complete CE audit packets  
156 that have been received are on OnBoard and asked if the Board would like to discuss any of the  
157 packets further. With no Board questions regarding any of the audits the Board agreed to  
158 continue their review and vote online outside of the meeting.

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161 **Agenda Item 8 – Board Business**

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163 Work Product Review/Approval Process

164 Ms. Harris asked for clarification on the Board's preferred sequence of events in regards to  
165 requesting work product for review during the application process.

166

167 Chair Stetson stated that she can't speak to that, as she does not review work product, and  
168 asked Mr. Kudryn's input as he has conducted reviews.

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170 Ms. Harris restated asking if there was a preferred direction to streamline processes and make it  
171 more efficient for the applicant, as when they apply it is part of the application process to have  
172 work products for review. Do they want that completed before going to the Board for approval  
173 for the exam or can the request include both? When do they want to choose the work product,  
174 is it before the complete application goes to the Board for review or do they want it as part of the  
175 application at this time?

176

177 Mr. Kudryn suggested looking at what has been done in the past, as he is fairly new himself. Mr.  
178 Kudryn explained when the Board votes on an applicant they are looking that at all information  
179 is provided, fees paid, meets qualification, no concerns, and requesting work product is part of  
180 the process. Mr. Kudryn stated he doesn't mind staff requesting work product and reviewing at  
181 this time. He explained if there is something of concern on the applicant it would be beneficial to  
182 know before reviewing the work product.

183

184 Ms. Harris clarified, that this vote includes approval for the exam and licensure if exam passed  
185 and work product approved. Mr. Kudryn confirmed he believes this is the process. He followed  
186 up with asking what happens when work product is unsatisfactory. Ms. Harris stated she will  
187 reach out to the previous APR supervisor for clarification on that.

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190 Board Topics/Questions

191 Mr. McKean asked about the status of online continuing education. As discussed at the last  
192 meeting the Board's intent is to address concerns and the growing need for allowing more hours  
193 towards online education. Ms. Hayes was doing research on this issue and is absent from  
194 today's meeting. This question will be brought back up to her at the next board meeting. Mr.  
195 Kudryn expressed that the board has been operating under the emergency regulations and has  
196 had lenience regarding online or in person courses due to the COVID-19 pandemic and access  
197 to educational classes.

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199 Next board meetings for fiscal year 2022:

- 200 • April 12, 2022
- 201 • June 7, 2022

202 The start time for each of these quarterly meetings is set at 10:00 a.m.

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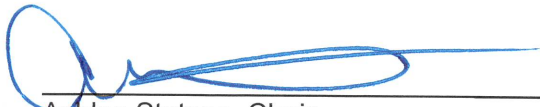
**Adjourn**

On a motion duly made by Mr. McKean, seconded by Mr. Kudryn, it was

**RESOLVED** to adjourn.

The motion passed unanimously.

Meeting adjourned at 2:18 p.m.

  
\_\_\_\_\_  
Ashlee Stetson, Chair

4/12/22  
Date