

Brief Discussion:	The Committee Meeting minutes for July 6, 2023 and July 13, 2023 were reviewed with no concerns or requested edits.	
Motion:	On a motion made duly by Mr. Kudryn, second by Mr. McKean, it was RESOLVED to approve the meeting minutes as written.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
Action Items:	Staff will proceed with placing the approved minutes on the Board webpage.	
3. Public Comment		
Brief Discussion:	No public comment at this time.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
Action Items:	<p>No action items for this agenda item.</p> <p>The Board took a brief break from 10:21 – 10:30 until the next scheduled agenda item at 10:30.</p> <p>10:30 all Board members were present; the meeting continued.</p>	

4. Investigation Report	
Brief Discussion:	Ms. Gabriel provided an update to her upcoming schedule.
	Mr. Homestead, the new senior investigator, introduced himself to the Board.
	Ms. Gabriel provided the Board Report; 6 open cases and 11 closed cases. She further explained that they have seen an increase in received cases. Ms. Hayes inquired as to what the increased number has been related to. For which, Ms. Gabriel explained many are related to non-timely responses/communication from appraisers as well as the consumer not agreeing with the final value provided within the report.
	No additional questions.
Motion:	No motion necessary.
Recorded Votes:	Mae Hayes -
	Valery (Val) Kudryn -
	William (Leon) McKean -
Action Items:	No action items for this agenda item.
5. Continued Board Discussion(s)	
Brief Discussion:	Ms. Sather provided a summary from the Foundation’s email regarding the 7 Hour USPAP and 15 Hour USPAP courses, which was requested during the 5/23/23 Board Meeting. The 7 Hour USPAP course and exam is required for QE (qualifying education). After completing this course for qualifying for a license this course is not required again. After completing this course for QE, it can be completed for CE (continuing education) if the licensee chooses. This course is not equivalent or an alternative to the 7 Hour course as it focuses on teaching the core principles and concepts of USPAP. The 7 Hour is designed for the experienced appraiser, who has an understanding of the core principles of USPAP, and instead is being taught how to apply USPAP in their daily practice. For the 7 Hour course, “equivalent” is used to allow other education providers to be able to write and teach their own version of the Foundation’s 7 Hour course. The Foundation provides a checklist to write the course so that it covers the exact content. This is to be

	<p>AQB approved. Therefore, the 15 Hour course is not equivalent to the 7 Hour course as they have different content.</p> <p>It was further explained that every appraiser must take the 7 Hour course during each renewal. There is no alternative. The 15 Hour can be taken for CE in addition to the 7 Hour if so chosen.</p>
	<p>Mr. Kudryn provided an update to his research of the Licensed Appraiser Type and discussions from the Committee Meeting.</p> <p>Barriers to entry are recognized and the Licensed Appraiser Type has fewer requirements with no college degree requirement and less experience hours. However, it was continued to be discussed that the Licensed Appraiser type does have restrictions to the type of work that can be completed and how this relates to Alaska’s market. Questions continue around identifying definitions for complex assignments and atypical markets. The Board did discuss that it appears the lending institution and/or AMC has a determining factor in what is considered a complex assignment. Regulation Y on eCFR.gov was referenced.</p> <p>The Board expressed their interest in continuing to pursue adding the Licensed Appraiser Type, making a motion to add this to Ms. Hayes statute projects.</p>
	<p>Mr. Kudryn provided an update to his research of mass appraisal work counting towards experience hours for initial licensure and discussions from the Committee Meeting.</p> <p>Many states have different acceptance policies towards mass appraisal work. Within the Committee Meetings it was discussed to recommend allowing for mass appraisal work to count towards up to 50% of experience hours for initial licensure. As Alaska regulations do not indicate if mass appraisal work is or is not accepted it was suggested to proceed with drafting an FAQ to provide guidance towards this.</p> <p>Ms. Sather provided an update from staff requesting clear guidelines as to how the work is to be determined USPAP compliant or if all the mass appraisal work would be presented to the Board for review. Staff do not have USPAP training to clearly identify this and it is noted within the AQB Criteria that all counted work experience needs to be USPAP compliant.</p> <p>It was suggested if this could be placed in an attestation, leaving it to the applicant, to verify the work is USPAP compliant. Staff are going to inquire if this is sufficient. This agenda item has been tabled to continue discussion at the next Board Meeting.</p>
	<p>Mr. Kudryn provided an update that the work product checklist continues to be in process, as the programming/formatting of a checklist has been taking some time.</p> <p>Ms. Sather is going to inquire if this is something that the publications team can assist with. This agenda item has been tabled to continue discussion at the next Board Meeting.</p>
<p>Motion:</p>	<p>Mr. Kudryn – I motion to adding a Licensed Residential Appraiser type to Mae’s statue project.</p> <p>On a motion made duly by Mr. Kudryn, second by Mr. McKean, it was RESOLVED to include the topic of adding the Licensed Residential Appraiser type to Mae’s statue project.</p>

Recorded Votes:	Mae Hayes - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean - Y	
Action Items:	The tabled items will be added to the next Board Meeting agenda.	
	Ms. Sather will inquire on attestation for mass appraisal work experience to attest to USPAP compliance.	
	Ms. Sather will inquire if the publications team is able to assist with the work product checklist.	
	The Board took a break from 11:02 – 11:15 until the next scheduled agenda item at 11:15. 11:15 all Board members were present; the meeting continued.	

6. New Business		
Brief Discussion:	Ms. Sather provided an update that staff recognize the Board is moving forward with the intent to amend statutes and regulations for adopting the AQB Criteria by reference, however, knowing a larger project will take time and with upcoming compliance reviews a respectful suggestion is to move the smaller regulation projects that are ready forward to continue to demonstrate Alaska’s intent to remain in compliance.	
	Draft regulations for the recent AQB update requiring the bias and fair housing course as well as updating the USPAP course name were presented.	
	The Board has requested that these drafts move forward for formal review and formatting from the regulation specialist. These will be reviewed during the next meeting. No formal motion has been made regarding these drafts.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
Action Items:	Staff will forward the drafts regarding the AQB course requirement for bias and fair housing as well as the USPAP course name change to the regulation specialist for review and formatting.	

	These will be added to the next meeting's agenda.	
8. Statute Project(s)		
Brief Discussion:	This agenda item, and the following, proceed ahead of schedule starting at 11:30.	
	Ms. Hayes provided an updated to include that there has been no new progress towards locating a sponsor for the statue project. Ms. Hayes stated that she will be reaching back out to representative Cathy Tilton. She will also provide to her the update that the Board is interested in adding the Licensed Appraiser Type to the statute project.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
Action Items:	Ms. Hayes will continue to seek sponsorship for the statute project.	
9. Regulation Project(s)		
Brief Discussion:	In continuation of recognizing the Board's intent to amend statutes and regulations for adopting the AQB Criteria by reference, the respectful suggestion continued from staff to move forward regulation projects that are ready, recognizing the upcoming compliance reviews. Staff presented drafts for three regulations (one from the Department of Law opinion provided and two from the ASC Off Site Assessment) that have previous Board motions. These Board motions, however, were requested to be part of one large submission of all suggested amendments.	
	The Board has requested that these drafts be forwarded to the regulation specialist for review and formatting. These drafts were requested to be reviewed during the next Board meeting. No additional formal motion was made regarding these drafts.	
	Additionally, it was discussed if there has been progress in identifying who will be assisting with a side-by-side comparison of the Alaska statutes/regulations to the AQB Criteria,	

	<p>identifying the contradictions that are hindering the consideration of an amendment for adoption by reference. Ms. Sather explained that through staff’s supervisory chain this question was asked after the last Board Meeting and has not received a clear answer to date. Ms. Sather and Ms. Osborne will continue to follow up on this question.</p>	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
Action Items:	<p>Staff will forward the drafts regarding the opinion from Department of Law and ASC Off Site Assessment to the regulation specialist for review and formatting.</p> <p>These will be added to the next meeting’s agenda.</p> <p>Staff will continue to follow up on the question of who can assist with a side-by-side comparison.</p>	
10. Pending Board Ballots		
Brief Discussion:	Ms. Sather provided an update on the number of pending applications on OnBoard.	
	No Board review required during the meeting.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
Action Items:	Board members will review pending applications currently on OnBoard after the meeting.	

11. Board Business	
Brief Discussion:	No updates needed to the Strategic Plan at this time.
	Ms. Sather provided a summary from staff training in regards to best practices for Board meetings to include; roll call for each motion following the original motion and second, meeting minutes can be approved through OnBoard instead of waiting until the next meeting to allow for the approved minutes to be placed on the website sooner, the ethics report is also used to disclose any potential conflicts of interest, before entering executive session it should be announced on the record who will be in executive session as well as a roll call once out of executive session, the zoom meeting links have been updated to require registration for attendance documentation.
	The Board has stated they would like to utilize OnBoard for approving meeting minutes.
	It was discussed that Mr. Kudryn is unable to attend the AARO conference and Ms. Hayes will now be attending.
	Ms. Sather requested clarification how the Board would like staff to proceed with the CE audit. On items where the licensee clearly has met all requirements would the Board like these to be placed on OnBoard for their review or allow for staff to process? Items that are in question or clearly do not meet requirements will be processed by the Board and/or Paralegal.
	The Board expressed that for all items clearly meeting requirements, they would request staff to process.
Motion:	No motion necessary.
Recorded Votes:	Mae Hayes -
	Valery (Val) Kudryn -
	William (Leon) McKean -
Action Items:	Staff will share the Board's intent of staff processing clearly adequate CEs to the supervisory chain for formal verification if the Board's delegation to staff can proceed.
12. Adjourn	

Brief Discussion:	The Board agreed to adjourn at 12:09 pm.	
Motion:	On a motion duly made by Mr. McKean, seconded by Mr. Kudryn, it was RESOLVED to adjourn.	
Recorded Votes:	Mae Hayes - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean - Y	
Action Items:	Meeting minutes will be drafted and placed on OnBoard for Board review.	
	Approved minutes will be placed on the website.	
	Tabled agenda items will be added to the next meeting.	

Next Meeting:	November 7, 2023 at 10 am
Adjournment:	12:09 pm