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2 STATE OF ALASKA  
3 DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT  
4 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
5

6 **BOARD OF CERTIFIED REAL ESTATE APPRAISERS**  
7 **MEETING MINUTES**  
8

9 **June 9, 2021**  
10

11 By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a  
12 scheduled meeting of the Board of Certified Real Estate Appraisers was held June 9, 2021, at  
13 the State of Alaska Atwood Building, 550 W. 7<sup>th</sup> Avenue, Suite 1550, via Zoom, Anchorage,  
14 Alaska.  
15

16  
17 **Wednesday, June 9, 2021**

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

19 Chairperson Ashlee Stetson called the meeting to order at 10:05 a.m., at which time a quorum  
20 was established. Shyla Consalo, Executive Administrator for the Real Estate Commission,  
21 introduced Division staff, and explained that she would be assisting the Board in running their  
22 meeting with the help of Deputy Director Sharon Walsh and Records & Licensing Supervisor  
23 Terry Ryals.  
24

25 **Roll Call**

26 **Members Present via Zoom**

27 Ashley Stetson, Public Member, Chairperson  
28 Val Kudryn, Certified Residential Real Estate Appraiser  
29 Mae Hayes, Certified Residential Real Estate Appraiser  
30 Leon McKean, Mortgage Banking Executive  
31

32 **Staff Present:**

33 Shyla Consalo, Executive Administrator (REC)  
34 Sharon Walsh, CBPL Deputy Director  
35 Terry Ryals, Records & Licensing Supervisor  
36

37 **Staff Present via Zoom:**

38 Erika Prieksat, Senior Investigator  
39 Marilyn Zimmerman, Paralegal  
40 Sara Chambers, CBPL Director  
41 Greg Francois, Chief Investigator  
42 Colleen Kautz, Program Coordinator  
43

44 **Review/Approve Agenda**

45 Board Members reviewed the meeting agenda.  
46

47 **On a motion duly made by Mr. Kudryn, seconded by Ms. Hayes, it was**  
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49 **RESOLVED to approve the meeting agenda for June 9, 2021.**  
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51 **The motion passed unanimously.**

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Ethics Report

There were no ethics reports to be made.

Continuing Education Statement

Chair Stetson asked if there was anyone present who would like the meeting to count as Continuing Education. Mr. Kudryn and Ms. Hayes both indicated they would like the meeting to count towards their continuing education credits.

**Agenda Item 2 – Introduce New Board Members**

Leon McKean introduced himself as part of the Board representing the mortgage industry. Based in Anchorage, he is bringing 14 years of experience in Alaska to the Board. Chair Stetson and the other Board members welcomed him, and thanked him for his service. Chair Stetson gave a brief introduction to Board procedures and emphasized the importance of staying within the parameters of the regulations.

**Agenda Item 3 – Review/Approve Past Meeting Minutes**

March 24, 2021

Ms. Hayes offered corrections to the board packet, stating that she was not a mortgage representative and that Mr. Kudryn is not from Sitka. Mr. Kudryn replied that he is a Certified Residential Real Estate Appraiser from Wasilla, Alaska. Ms. Hayes replied that she is also a Certified Residential Real Estate Appraiser from Wasilla.

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

**RESOLVED to approve the meeting minutes for March 24, 2021.**

**The motion passed by majority. (Mr. McKean abstained)**

Chair Stetson apologized and noted two needed amendments: Line 165 has David Derry as Chair, and her signature is required. She said they also need to change the examiner that signs off on it, as Joseph Bonnell is no longer working with the Division. Mr. Ryals stated that he would be signing in Mr. Bonnell's place.

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

**RESOLVED to rescind the approval of the meeting minutes for March 24, 2021.**

**The motion passed unanimously.**

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

**RESOLVED to approve the meeting minutes for March 24, 2021, as amended.**

**The motion passed unanimously.**

**Agenda Item 4 – Public Comment**

103 There was no public comment.

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106 **Agenda Item 5 – Investigations**

107 **Investigative Report**

108 Senior Investigator Erika Prieksat introduced herself, and provided a review of the investigations  
109 report. Investigator Prieksat stated there were 6 open matters from March 11, 2021 – May 26,  
110 2021, and 1 matter was closed. She then asked if there were any questions. Ms. Consalo asked  
111 Investigator Prieksat to provide a brief explanation of the how the investigative report is  
112 compiled. Investigator Prieksat explained the purpose of the investigative report, how the  
113 information is compiled, and why the information was limited (confidentiality of open cases).  
114 Investigator Prieksat then asked if the Board had any questions about the investigative case she  
115 prepared for the Board’s consideration. The Board & Division staff were unaware of a second  
116 investigative matter needing to be considered at this meeting; however, Ms. Consalo suggested  
117 Investigator Prieksat send the information to her, so she could distribute to the Board members  
118 to review during their lunch break. Ms. Consalo stated she would contact Investigator Prieksat  
119 after the lunch break, when the Board was ready to consider the matter. All Board members  
120 agreed.

121

122 Ms. Stetson then indicated the Board would need to go into Executive Session to discuss the  
123 investigative matter the Division Paralegal, Marilyn Zimmerman, prepared for the Board’s  
124 consideration.

125

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

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128 **RESOLVED to go into Executive Session in accordance with AS**  
129 **44.62.310(c) for the purpose of discussing subjects that tend to**  
130 **prejudice the reputation and character of any person.**

131

132 **The motion passed unanimously.**

133

134 The Board went into Executive Session at 10:35 a.m.

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136 **On a motion duly made by Ms. Hayes, seconded by Mr. Kudryn, it was**

137

138 **RESOLVED to come out of Executive Session.**

139

140 The Board came out of Executive Session at 10:45 a.m.

141

142 **On a motion duly made by Ms. Hayes, seconded by Mr. McKean, it was**

143

144 **RESOLVED to approve the Consent Agreement for case #2020-000192.**

145

146 **Roll call vote: Ms. Hayes – yes, Mr. Kudryn – yes, Mr. McKean – yes, and Ms.**  
147 **Stetson – yes.**

148

149 **Motion passed.**

150

151 The Board accepted the Consent Agreement for case #2020-000192.

152

153 Break at 10:55 a.m.

154 Reconvene at 11:03 a.m.

155

156

157 **Agenda Item 6 – Regulations Project**

158 **CE Credits Online/Classroom**

159 Chair Stetson confirmed the regulations that were in the Board packet were the current  
160 regulations. She stated the Board should consider allowing licensees to earn online or remote  
161 continuing education credits. Chair Stetson added that while there is a provision within their  
162 regulations allowing some online learning, with more movement towards digital learning and  
163 board business being conducted remotely, the Board should look at allowing more continuing  
164 education credits to be earned online. She asked her fellow Board members to review the  
165 regulations and determine if that is a change they would like to see in the industry. She added  
166 that if this requires a statutory change, the Board would require legislative support to move  
167 forward with that change; if it was a regulatory change, the Board would go through a  
168 regulations project, which does not require legislative support and is a slightly less strenuous  
169 process.

170

171 Ms. Hayes had a previously prepared statement regarding qualifying education no longer being  
172 limited to the classroom and asked when the appropriate time was to present it to the Board.  
173 Chair Stetson replied that this was a good time, as they were on the topic of regulations and that  
174 it is the Board's responsibility to change them, as needed, for the industry. She added that they  
175 are still in the discussion phase and would eventually submit a proposal for a needed change to  
176 the Division.

177

178 Ms. Consalo then explained the regulation change process. She indicated the Board would  
179 create and submit an outline/document to Board staff with recommended changes. Board staff  
180 would then create a document to send out to all Board members for review/additional input.  
181 The document would then be discussed/amended/approved at the next meeting, and sent to the  
182 Regulations Specialist. The draft would then be presented to the Board for approval to be sent  
183 out for public comment, and would come back to the Board at the next meeting after public  
184 comment for the Board to make any final amendments/approvals.

185

186 Ms. Hayes stated that she prepared a draft for the removal of "in person" education and asked  
187 for a deadline for presenting it. Ms. Consalo replied that she would send the draft document to  
188 the other Board members before the next meeting in order to collect everyone's input. Mr.  
189 Kudryn agreed, noting that while networking at in-person classes is advantageous, online and  
190 remote learning would ease meeting education requirements. Chair Stetson concurred, adding  
191 that networking, while vital, is not regulated, which may have deterred the previous Board  
192 members from moving forward. She expressed excitement to see what Ms. Hayes has  
193 prepared. Mr. Kudryn asked how the drafts will be sent as to keep Board business within  
194 bounds. Ms. Consalo stated she would be the main point of communication for all Board  
195 members.

196

197 **Definition of Employee for AMCs**

198 Chair Stetson provided a definition of employees for AMCs. She stated that Real Estate  
199 Appraisers aren't considered "employees" since they work more as "independent contractors",  
200 and she hoped to provide more clarification within the regulation. Chair Stetson recommended  
201 to Ms. Consalo that if the Board was to move forward with regulations projects, they should  
202 clean up the language. Ms. Consalo agreed, stating that the Board should combine their  
203 recommended changes into one project. Chair Stetson added that there haven't been any  
204 problems with the definition for employees, but it did initiate a change in the AMC application

205 forms, and that the Board needs to keep its intent clear. Chair Stetson stated she didn't want to  
206 redefine words within statutes, but to provide a better framework for their use. Chair Stetson  
207 added that providing clarification to the industry and the general public would be beneficial.  
208

## 209 **Agenda Item 8 – Restricting Appraisers Discussion**

### 210 **Guest from Real Estate Commission**

211 Ms. Hayes introduced the subject as leftover business from the last meeting, where she had  
212 expressed concern, and then asked a representative from the Real Estate Commission  
213 (Commission) to join them. Ms. Hayes requested opening a dialogue on developing an  
214 approved course that educates appraisers on how real estate licensees operate and vice versa,  
215 to help demonstrate the symbiotic relationship between the professions. She added that, in her  
216 experience, the professions tend to villainize each other, as they don't understand each other's  
217 roles in the industry. While real estate licensees advocate for their clients, appraisers provide  
218 unbiased data. Ms. Hayes stated that if realtors exclude excessive amounts of appraisers in a  
219 small market like Alaska because appraised value doesn't meet expected sale price - the  
220 market as well as the clientele base can be affected negatively. She asked if there was a way to  
221 communicate with the Commission the concerns of the Board that, while not against  
222 regulations, the habit of excluding multiple appraisers over sale price is harmful in practice.  
223

224 Ms. Walsh recommended that Ms. Hayes attend the upcoming Commission meeting and  
225 address her concerns and gain feedback during the public comment period. She also told Ms.  
226 Hayes to let them know that she's willing to create and send a letter to licensees to raise  
227 awareness of the issue. Ms. Consalo added that she could also raise concerns as an individual  
228 appraiser during the public comment period.  
229

230 Ms. Hayes asked how the Board members would like her to address the Commission at the  
231 upcoming meeting. Mr. Kudryn replied that Ms. Hayes should address the Commission as an  
232 individual because it would allow her more freedom to express opinions. Chair Stetson added  
233 that she doesn't find it inappropriate for the Board to have an opinion regarding an industry  
234 restricting its licensees' ability to compete, but thinks that regarding the education component,  
235 Ms. Hayes could best present that individually at the meeting.  
236

237 Ms. Hayes further expressed concern that appraisers would become less unbiased in their work  
238 under the threat of losing contracts from brokerages trying to raise the appraisal price. Chair  
239 Stetson advised that the Board address the situation regarding the effects on their licensees  
240 only, and to not offer judgement on other Boards' licensees. Ms. Consalo stated that Ms. Hayes  
241 presenting her education opportunity to the Commission was a great way to bring attention to  
242 the situation, have the Board's concerns recorded as public record, and provide an opportunity  
243 for continuing education credits to the Commission's licensees. She added that Ms. Hayes  
244 should do so as a public member.  
245

246 Mr. Kudryn asked if there is a mechanism to let appraisers know they've been excluded and if  
247 there is another division or Board that they can address these issues with. Ms. Consalo replied  
248 that the Commission can't dictate what brokers or brokerages put into their contracts. Mr.  
249 McKean stated that he hears about appraiser exclusions more frequently on VA appraisals. He  
250 agreed with Ms. Hayes' position, adding that once brokerages start excluding multiple  
251 appraisers from contracts, it becomes a slippery slope and a workaround for who receives the  
252 report. Ms. Hayes replied that she was excluded from a contract this morning before the Board  
253 meeting, and that she has noticed a pattern in the rise of exclusions. She added that she will  
254 attend the Commission's upcoming meeting as a member of the public and draft a letter for the  
255

256 Board to consider at their next meeting. Chair Stetson agreed that a letter would be appropriate  
257 for review, as the Board does need to advocate for their licensees.  
258

259 Ms. Walsh added that if Ms. Hayes were to come back and give feedback after the Commission  
260 meeting, the Board should decide whether to eventually get the Department of Law involved  
261 with reviewing any document the Board wishes to post as an opinion of the Board; however, in  
262 order to get legal involved, the Board would have to make a motion and agree, as the Board  
263 would incur legal costs. Chair Stetson agreed, as did Mr. Kudryn and Ms. Consalo.  
264

265  
266 Break for lunch at 11:57 a.m.  
267 Reconvene at 1:00 p.m.  
268

## 269 **Agenda Item 7 – Division Update**

### 270 **FY21 Q3 Financials**

271 Director Sara Chambers provided a review of the 3<sup>rd</sup> quarter financial report. She reviewed the  
272 historical schedule of revenues and expenditures, explaining how the fluctuations occur in sync  
273 with renewal seasons. She then clarified the breakdown between investigative versus non-  
274 investigative expenditures. Director Chambers broke down interagency and mediation costs,  
275 which occur when the Office of Administrative Hearings (OAH) gets involved with a Board's  
276 decision regarding a licensee. She described how direct and indirect expenses are accrued by  
277 individual Boards, and explained that the State goes into a reappropriation period each fall after  
278 the fiscal year has closed, and collects operating expenses gathered from all Boards, allocating  
279 charges to each Board based on the size of the program. She then explained how surpluses  
280 and deficits transfer from year to year on Boards, and that it's not uncommon for a program to  
281 have a rolling deficit or surplus.  
282

283  
284 Mr. McKean asked about the change in personnel services that double the expense in 2019.  
285 Chair Stetson replied that year, regulations were established to allow AMCs, which were an  
286 entirely new branch to the program. Director Chambers agreed, as additional staff would have  
287 been assisting during that transition time. Mr. McKean then noted the measured increase in  
288 investigative costs over the past 5 years. Director Chambers replied that there was a license  
289 denial process that went on for over a year and had involved attorneys, appeal of the Board's  
290 decision, and ultimately the negotiation and acceptance of the applicant to withdraw his  
291 application. She added that with Board turnover, there were less licensed appraisers to perform  
292 reviews, so funds were also used on expert witnesses to compensate.  
293

294 Mr. McKean then noted that the Board had been carrying a surplus and asked what the target  
295 surplus was for any program. Director Chambers explained how program costs were covered by  
296 the licensing fees, and that regular fee analysis projects occur to determine the best way to  
297 maintain fair fee costs while keeping the programs functional. She added that the goal for each  
298 program was to have a year's worth of expenses as a surplus, and that it is a balance to keep  
299 licensing fees somewhat consistent while allowing a program to stay afloat. Director Chambers  
300 then stated that with the fiscal year ending, this upcoming fall would provide the Board with  
301 more detailed information into their expenses and revenues.  
302

### 303 **Board Training**

304 Director Chambers provided foundational concepts from the Division that were applicable  
305 throughout all programs, including the Division's mission statement to inspire public confidence  
306 through balanced regulation of competent professional and business services. She explained

307 how the Division is broken down into professional licensing, business licensing, corporate  
308 registration, enforcement staff, and administrative support. She then explained how the various  
309 staff positions provide support for programs, through administrative functions, policy guidance,  
310 or consultation.

311  
312 Director Chambers explained the licensing process and how it involves board members. She  
313 outlined and described the responsibilities for both the applicants and the Board. She explained  
314 the Division's process once a completed application is received, including the investigative  
315 process, should it be required. She then described how completed applications are reviewed  
316 and voted on by the Board and gave examples of licensure timelines. Director Chambers  
317 introduced the Division's online portal, which gives licensees access to their license file, the  
318 ability to renew online, and provides real-time access. She gave an example of an application in  
319 process and showed how Portal is used to maintain communication and keep licensing moving  
320 forward.

321  
322 Director Chambers provided information on the roles and responsibilities of Boards, many of  
323 which are outlined in State of Alaska laws and statutes. Director Chambers described how the  
324 Division supports the Board by providing consulting and administrative services to assist the  
325 Boards in accomplishing their mission. She briefly introduced the investigative process, and how  
326 Board members play a role in that process. She emphasized both the gravity of their  
327 responsibility and the support the Division provides when determining the fate of licensees.

328  
329 Chair Stetson asked about who drafts a specific compliance order for the Board to review, and  
330 where it falls in the investigations process by the time it is put before the Board. Director  
331 Chambers replied that the compliance orders are negotiated with investigations, law, and the  
332 Reviewing Board Member, who strive to present the optimum balance between the licensee and  
333 public safety for success. Chief Investigator Greg Francois added that the agreements are  
334 drafted using Board precedence and fact patterns, and multiple negotiations often occur to help  
335 ensure that an agreement is as complete as possible.

336  
337 Director Chambers then described how programs generate revenue, how fees are utilized, and  
338 the process by which these fees are created. She outlined Board accountability and  
339 emphasized how Board decisions can have ripple effects. She highlighted how Board members,  
340 with the support of the Division, need to maintain the majority of their focus on licensing  
341 concerns rather than industry concerns to best provide service; and described "right touch  
342 regulation" and how finding equilibrium between government and market procedures is what the  
343 Division, with the partnership of the Board, is constantly striving for. She introduced how Boards  
344 are tasked with maintaining licensing standards that are both appropriate and relevant, and  
345 presented the Board with available online resources.

346  
347 Director Chambers described the Division's crucial concepts of transparency, discretion, and  
348 fairness. She reinforced how Board members are government officials on government Boards,  
349 and how they exist to help in the conduct of the people's business and that in carrying out this  
350 business, it needs to be done so openly. She discussed the Open Meetings Act, and how it  
351 factors heavily into what can and cannot be discussed where and when. She then outlined  
352 Executive Sessions during a meeting, and when and how they are determined to be  
353 appropriate. She emphasized discretion, and how it used to protect those whom we serve and  
354 create outcomes based on solid judgement. She stated discretion is used to protect legally  
355 confidential information, protect licensees' due process rights, and maintain fairness and  
356 integrity of the Division's procedures. Director Chambers described fairness, while subjective,  
357 as crucial to maintaining the Division's boundaries of statutes and regulations and preventing

358 conflicts of interest. She listed the regulations procedure as an example of fairness, as it gives  
359 people the opportunity to have a voice in the government process and provides Board members  
360 with equal information. She emphasized the Board's responsibility in declaring potential conflicts  
361 of interest and preventing ex-parte communication as two major ways to maintain fairness in  
362 proceedings.

363  
364 Director Chambers ended the board training by offering the Division's support in the Board's  
365 endeavors and thanking them for their service.

366  
367

368 **Agenda Item 5 – Investigations**

369 Chair Stetson requested a 5-minute break for the Board to review the case Investigator Prieksat  
370 provided for Board consideration.

371

372 Break at 3:15 p.m.

373 Reconvene at 3:20 p.m.

374

375 Chair Stetson asked if there was any need for discussion of the case presented, which would  
376 warrant a motion for Executive Session. Mr. McKean asked if he should read just the  
377 Investigative Memo, or the legal documents that were included as well just to make sure that  
378 they match. Chair Stetson explained the Investigative Memo recaps the legal documents. She  
379 said the Board would be putting the "final stamp" on the Consent Agreement. All Board  
380 members agreed there were no questions or need for further discussion.

381

382 **On a motion made by Ms. Hayes, seconded by Mr. McKean, it was**

383

384 **RESOLVED to approve the Consent Agreement for case #2019-001402.**

385

386 **Roll call vote: Ms. Hayes – yes, Mr. Kudryn – yes, Mr. McKean – yes, and Ms.**  
387 **Stetson – yes.**

388

389 **Motion passed.**

390

391 The Board accepted the Consent Agreement for case #2020-001402.

392

393

394 **Agenda Item 9 – Board Business**

395 **Pending Applications**

396 Chair Stetson asked if the Board members had a chance to review the applications ahead of  
397 time.

398

399 Mr. Kudryn asked for clarification on "adjustments used" on one of the applications. Chair  
400 Stetson moved to table the application, stating that it shouldn't have made it this far without a  
401 Board member verifying the logs. Mr. Kudryn stated he asked for clarification from the Division  
402 in May but had not received a response. Ms. Walsh asked Mr. Kudryn to forward the email  
403 chain to her, and she would see that his question gets addressed. Chair Stetson entertained a  
404 motion to have the application in question be tabled and moved to OnBoard once the work log  
405 verification is complete. Ms. Hayes asked to do the same with all 6 applications, as she didn't  
406 have time to review the documents and applications before the meeting.

407

408 **On a motion made by Ms. Hayes, seconded by Mr. Kudryn, it was**



409  
410 **RESOLVED to place all of the presented applications into OnBoard for**  
411 **voting, rather than at today's meeting, so the Board would have more time**  
412 **to review them.**

413  
414 **The motion passed unanimously.**

415  
416 Ms. Walsh added that with applications being uploaded to OnBoard, that the turnaround time  
417 would be tight, and asked Board members to get their reviews in quickly so the Division can  
418 disseminate the information and decisions to the respective applicants.

419  
420 Annual Report – Adopt FY22 Goals & Objectives

421 Chair Stetson asked for clarification of the Board's responsibilities for the Annual Report. Ms.  
422 Walsh explained that the Board would come up with travel requests, potential legislative issues  
423 the Board wants to address, how the Board's goals and objectives have been met for the past  
424 year, and how they hope to meet them for the upcoming year. Chair Stetson described travel  
425 restrictions for the past year due to COVID-19 and asked if anyone had potential requests. Ms.  
426 Hayes stated that there was a class on how to review appraisal assignments and reports as a  
427 Board member and asked how the Board should prioritize its educational travel. Chair Stetson  
428 offered to assign tasks to Board members to assist putting together the report. She asked Ms.  
429 Hayes to look up travel restrictions and education opportunities. Ms. Hayes added that she'll  
430 see if the courses were offered online as well, to provide the entire Board with the information.  
431 Ms. Walsh suggested that the Board could discuss having in-person meetings, or at least put a  
432 placeholder in the report in case the meetings became available. She added that doing this  
433 would help allocate some of the costs that the Division would review. Ms. Walsh stated that the  
434 draft of the report can be uploaded into OnBoard, reviewed by the Board, and voted on to  
435 minimize the processing time. Chair Stetson stated she would have her draft of the report to  
436 Division staff, so the Board is in compliance with the Division deadline.

437  
438 Board Topics/Questions

439 Mr. Kudryn asked a question regarding the verbiage in one of the regulations. Ms. Hayes replied  
440 that was the project she was working on presenting to the Commission regarding acceptance of  
441 online continuing education courses. Chair Stetson confirmed, stating that the regulations were  
442 added to the Board packet to see if their language could be clarified and improved. She added  
443 that the Board can add improving said language in the regulations to their goals and objectives  
444 for the upcoming Annual Report. Ms. Hayes indicated she would send her updates and  
445 corrections to Ms. Consalo, who would send the information to the Board members for review  
446 and additional input. Mr. Kudryn asked where the Division stood regarding being fully staffed.  
447 Ms. Walsh said there were still multiple vacancies within the Division, and it would take several  
448 months to fill these. She added that Division staff would make themselves available to assist the  
449 Board, if requested.

450  
451 Schedule Next Meeting

452 Chair Stetson suggested the next Board meeting date occur in September or early October.  
453 The Board members agreed on Tuesday, October 5, 2021, at 10 a.m.

454  
455  
456 Adjourn

457 **On a motion duly made by Ms. Hayes, seconded by Mr. Kudryn, it was**

458  
459 **RESOLVED to adjourn.**

460

**The motion passed unanimously.**

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Meeting adjourned at 4:22 p.m.

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Respectfully Submitted,

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\_\_\_\_\_  
Terry Ryals, Records & Licensing Supervisor

\_\_\_\_\_  
Date

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473

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

  
\_\_\_\_\_  
Date

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