

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
ALASKA BOARD OF CERTIFIED REAL ESTATE APPRAISERS

BY AUTHORITY OF AS 08.01.070(2), AND IN COMPLIANCE WITH THE PROVISIONS OF AS 44.62, ARTICLE 6, A SCHEDULED MEETING OF THE ALASKA BOARD OF CERTIFIED REAL ESTATE APPRAISERS WAS HELD ON 2/20/2024 VIA ZOOM.

CONDENSED MINUTES OF THE MEETING HELD 2/20/2024

These minutes have been reviewed and approved by the Board through mail ballot on 3/14/24

Date:	2/20/24
Time:	10:11 am the meeting was called to order
Location:	Zoom https://us02web.zoom.us/join/mtzpkpHdzDQV5f7fmDqe13nJLp1OBh
Attending:	Board Members: May Hayes, Val Kudryn, Jenny Buswell Staff: Sara Sather, Melissa Dumas, Anna Gabriel, Alison Osborne Public Members: Scott DiBasio, Francesca Tracy
Absent:	Board Member: Leon McKean was excused at the start of the meeting.

1. Call to Order/Roll Call	
Brief Discussion:	The Board Meeting was called to order at 10:11 am with Mae Hayes, Val Kudryn, and Jenny Buswell present. As members were logging on Mr. McKean inquired with the Chair to be excused from today's meeting due to last minute conflicts. As a quorum will remain, the Chair excused Mr. McKean.
	No formal motion was made towards the agenda for today's meeting.
	Mr. Kudryn disclosed a potential conflict of interest regarding a pending application for initial licensure, as this individual is a family member and Mr. Kudryn had signed off on the experience hours. Ms. Hayes has approved Mr. Kudryn's abstention from voting on this application matter.
	Mae Hayes and Val Kudryn have requested CE for attending the meeting.
Motion:	No motion was made at this time.
Recorded Votes:	Mae Hayes -
	Valery (Val) Kudryn -
	William (Leon) McKean -
	Jenny Buswell -
Action Items:	Ms. Sather will email CE for participation request to Mae Hayes and Val Kudryn.
	Ms. Sather will provide the ethics statement to Ms. Hayes for review and signature.

	The meeting is to proceed as drafted in the agenda.	
2. Public Comment		
Brief Discussion:	No public comment received on Zoom or in person.	
	Ms. Sather provided an email received 2/19/24 from Ms. Sarah Davison stating she is a licensed residential appraiser in the Yukon for more than 10 years, with an additional 5 years of experience in Vancouver. She would like to find out how the Board treats equivalency requests for Canadian appraisers seeking to become licensed in Alaska, to include accepting education and experience hours completed within Canada.	
	The Board stated they are not initially aware if they can accept hours internationally. It was requested for Ms. Sather to reach out to our ASC Policy Manager to inquire if they have guidance in regard to federal compliance with a question as this.	
	No other public comment was received at this time.	
	As there were no additional public comments, the remainder of the public comment period was used for more formal introductions with Jenny Buswell, the new Board Member filling the public member seat.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	Ms. Sather will reach out to the ASC Policy Manager regarding the received public comment question.	
	Ms. Sather will notify Ms. Davison that the Board is considering her question, pending gathering additional information, and will respond upon their full review of her question and additional information gathered.	
3. Division Update		
Brief Discussion:	Ms. Dumas provided a review of the FY24 Q2 report to include explaining the Board has revenue totaling \$37,265 and expenses totaling \$64, 238. This places the Board with \$168,304 for the rest of the physical year.	
	Ms. Hayes inquired with Ms. Dumas if the budget would allow for two Board Members and one staff member to attend the AARO Conference, as the Board has previously discussed the importance of sending new members to AARO. Ms. Dumas stated that she does not currently see why the Board could not submit such a request. It would then be reviewed per policies and procedures.	

	There were no additional questions at this time.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	No action items at this time.	
4. Investigations		
Brief Discussion:	Ms. Gabriel provided a review of the current Investigations Board Report to include 4 open complaints with 2 closed. She stated that they continue to see more Fannie Mae tips. Ms. Gabriel shared that she is pleased to report that things are moving forward well in regards to incoming complaints and reviews.	
	An introduction was made for Ms. Gabriel and Ms. Buswell.	
Motion:	No Motion Necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	No action items at this time.	
5. Statute Project(s)		

Brief Discussion:	Ms. Hayes stated that she has been speaking with Ms. Lori Egan with the National Association of Assessors, who has stated she can provide some help with how to attract legislature support. Ms. Hayes stated that she has continued to reach out to additional potential sponsors with no reply.	
	The one pager drafted by Deputy Director Glenn Saviers in support of the Board seeking an executive administrator was reviewed and approved as written.	
Motion:	In a motion made by Mr. Kudryn, I would like to make a motion to approve the document we are reviewing which is why the Alaska Board of Real Estate Appraisers needs a legislative bill for an executive administrator. This document states the statutes as well as the reasons we would need an executive administrator. I would like to make a motion to approve officially that this is the Board position and to use the document in future meetings with legislative. Second by Ms. Buswell. It was RESOLVED to adopt the presented one pager as an official document supporting the Board's intent to seek legislative sponsorship for an executive administrator position.	
Recorded Votes:	Mae Hayes - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean -	
	Jenny Buswell - Y	
Action Items:	Staff will notify Ms. Saviers of the Boards approval of the drafted one pager.	
6. Regulation Project(s)		
Brief Discussion:	The Board reviewed comments from the ASC's informal review of the current proposed regulation amendments. The Board did not note any concerns and stated they would like to proceed with the suggested edits for 12 AAC 70.165 regarding the verbiage of "more than 10 percent" verses "at least 10 percent."	
	Chair Hayes inquired when the next compliance review would be, for which Ms. Sather provided an update that we have just received notification it will be in July with the policy managers attending the May Board Meeting as well.	
	A summary of the regulation project and ASC compliance reviews were provided to new Board Member Jenny Buswell.	
	There were no additional questions or comments. The Board expressed they would like to continue to move these drafted amendments forward.	
	Ms. Osborne provided a summary of next steps for the Department of Law to review these drafts and then proceed to public comment. It was requested for the Board to assist with	

	<p>completing the questionnaire, for which Mr. Kudryn stated he will work on. The Board stated they would like to receive public comment regarding the proposed regulation changes by written comment only. It was discussed that if timelines proceed as expected the public comment period could potentially end corresponding with the May Board Meeting.</p>	
Motion:	<p>I Val Kudryn move to approve the language, as presented and as amended, of the proposed regulation changes to 12 AAC 70.100(b)(1)(B), 12 AAC 70.105(b)(1)(B), 12 AAC 70.107(b)(1)(B), 12 AAC 70.108(a), 12 AAC 70.108(b), 12 AAC 70.111(a)(1)(C), 12 AAC 70.112(a)(1)(C), 12 AAC 70.113(1)(C), 12 AAC 70.115(b)(10), 12 AAC 70.115(b), 12 AAC 70.115(d)(10), 12 AAC 70.115(d), 12 AAC 70.115(f), 12 AAC 70.125(b)(1)(B), 12 AAC 70.125(C)(2), 12 AAC 70.145(d)(2), 12 AAC 70.160(b), 12 AAC 70.165(a)(3)(b), 12 AAC 70.210(b), 12 AAC 70.215(b), 12 AAC 70.220(e), and 12 AAC 70.220(f), relating to continuing education requirements, and updating regulatory verbiage in keeping with industry standards for public notice subject to approval by the Department of Law. Second by Ms. Buswell. It was RESOLVED to move the drafted regulations forward to the Department of LAW and public comment.</p>	
Recorded Votes:	Mae Hayes - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean -	
	Jenny Buswell - Y	
Action Items:	<p>Mr. Kudryn will complete the first draft of the regulation questionnaire, which Ms. Sather will forward for each member to review and comment as needed. Ms. Osborn will then include the approved questionnaire with the regulation project to the Department of Law for their review.</p>	
7. Lunch		
Brief Discussion:	<p>The Board took a break for lunch from 11:43 – 12:30.</p>	
Motion:	<p>No motion necessary.</p>	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	

	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	No action items at this time.	
	The Board was back on the record at 12:34 with Ms. Hayes, Mr. Kudryn, and Ms. Buswell present.	
8. Annual Report		
Brief Discussion:	<p>The Board selected the next dates for their upcoming Board Meetings; August 20, 2024, November 5, 2024, February 18, 2025, and May 20, 2025.</p> <p>It was requested for Ms. Sather to send an email to Mr. McKean verifying these dates will work as well.</p> <p>Ms. Sather explained that the instructions and template for the Annual Report have been provided. The final draft will need to be reviewed at the May Board Meeting so that the Board approved copy may be submitted by the June deadline. The Board has agreed for Chair Hayes to draft the necessary sections of the report for review at the May meeting.</p> <p>The AARO Conferences were discussed. The Board expressed their intent to continue to send Board Members and staff to the conferences. Mr. Kudryn stated he is available to attend the spring conference. Ms. Buswell stated she should be available as well and with her recent appointment the Board expressed interest in sending both Mr. Kudryn and Ms. Buswell along with a staff member to the spring conference. Ms. Sather stated that travel request will need to be submitted timely, as registration has opened.</p>	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	Ms. Sather will follow up with Mr. McKean regarding the selected dates.	
	Ms. Sather will follow up with traveling Board Members to obtain needed information for the travel request.	
	Ms. Hayes will draft the Annual Report for review at the next Board Meeting.	
9. Continued Board Discussion(s)		
Brief Discussion:	<p>Mr. Kudryn presented his draft of the work product review check list.</p> <p>Ms. Sather inquired if the intent was for a work product to be passed that all “yes” boxes</p>	

	<p>should be checked or if it needed a separate box added to state if the work product was passed or not. Mr. Kudryn stated, yes, the intent would be for all “yes” boxes to be checked in order for the review to be passed.</p> <p>There were no additional questions regarding the checklist.</p> <p>Mr. Kudryn explained that he is working with the publications team to make this a fillable form, as the other division checklists are.</p>
	<p>Mr. Kudryn stated that he is continuing to research mass appraisal work. He is waiting for a couple responses to inquires sent out. Additionally, he is still drafting the FAQ.</p> <p>Ms. Hayes stated that she has found a contact with an active assessor association in Alaska and will provide the contact information to Mr. Kudryn through Ms. Sather.</p>
	<p>Mr. Kudryn provided a comment, stating when the Board has completed their current projects, they may want to consider updating the current worklog used within initial applications. It was discussed that they would like to see an option for more reports listed per page, boxes that are easier to fill in, and clarifying confusion as to what is requested in each box. Ms. Hayes expressed agreement with this idea.</p>
Motion:	No motion necessary.
Recorded Votes:	Mae Hayes -
	Valery (Val) Kudryn -
	William (Leon) McKean -
	Jenny Buswell -
Action Items:	Mr. Kudryn will continue working on the work product review check list and his research with the ongoing mass appraisal question.
10. New Business	
Brief Discussion:	There was no new business to be presented or discussed from the Board or staff.
Motion:	No motion necessary.
Recorded Votes:	Mae Hayes -
	Valery (Val) Kudryn -

	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	No action items.	
11. Pending Board Ballots		
Brief Discussion:	Ms. Sather shared that there are currently 23 ballots pending on OnBoard. Further, she informed that there are a couple pending within the examiner's inbox which will be placed on OnBoard shortly. The Board stated they will review the pending ballots after the meeting.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	Board Members will review pending ballots after the meeting.	
12. Board Business		
Brief Discussion:	Ms. Sather provided an update that staff have recently received notification that the ASC compliance review will be July 15 – 19, in person. Additionally, they will be attending the May 21 st Board Meeting as part of the compliance review.	
	It was verified that the Board's intent is to request for Mr. Kudryn, Ms. Buswell, and Ms. Sather to attend the spring AARO conference. As registration has opened, Ms. Sather will be submitting travel requests.	
	Ms. Sather explained that it has been requested for the Board to review the Governor's two recently submitted bills, HB 314 and SB 225. If the Board is wanting to provide official support of these bills the division does have a draft letter template. Upon the Board's	

	<p>review and discussion, they did make a motion to state their support of these bills and sending a letter on the drafted template.</p>
	<p>Ms. Sather provided an update to the discussion from the previous Board Meeting regarding concerns with AMC compliance and reporting to the ASC National Registry through the Appraisal Management Company Annual Federal Registration. Following the previous meeting Ms. Sather informed Ms. Gabriel of the Board's intent for staff to be able to provide these AMCs to Investigations for noncompliance. Upon Ms. Gabriel staffing this further with her supervisors it was decided that sec. 08.87.020 requires the AMCs to report to the ASC but does not have specified requirements to report it to us or allows us to investigate matters of noncompliance federally. It was stated that specific regulations would be required for Investigations to investigate these matters.</p> <p>The Board has requested for Ms. Sather to clarify with the regulation specialist if these would require statute change as well or if it could be addressed through only regulations.</p>
<p>Motion:</p>	<p>In a motion made by Ms. Buswell, I move that the Board of Appraisers support House Bill 314 and Senate Bill 225 related to Occupational Licensing Fees and that the board submits a letter of support to the bills' respective committees of referral. Second by Mr. Kudryn. It was RESOLVED to formally state the Board's support of House Bill 314 and Senate Bill 225 within the drafted letter template.</p>
<p>Recorded Votes:</p>	<p>Mae Hayes - Y</p>
<p></p>	<p>Valery (Val) Kudryn - Y</p>
<p></p>	<p>William (Leon) McKean -</p>
<p></p>	<p>Jenny Buswell - Y</p>
<p>Action Items:</p>	<p>Ms. Sather will provide the Board's approval of support to Deputy Director Saviers.</p> <p>Ms. Sather will inquire with the regulation specialist regarding the ongoing AMC compliance question and if this would require both statute and regulation or could be addressed through only regulation changes.</p>
<p>13. Adjourn</p>	
<p>Brief Discussion:</p>	<p>The Board agreed to adjourn at 1:13 pm.</p>
<p>Motion:</p>	<p>On a motion duly made by Mr. Kudryn, second by Ms. Buswell, it was RESOLVED to adjourn.</p>

Recorded Votes:	Mae Hayes - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean -	
	Jenny Buswell - 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:	5/21/24 at 10 am via Zoom
Adjournment:	1:13 pm