

State of Alaska
Board of Certified Real Estate Appraisers

Board Packet

September 24, 2018

In-Person Meeting

550 W. 7th Ave

Anchorage, AK

Call To Order/ Roll Call

**Alaska Board of Certified Real Estate Appraisers
Board Roster (As of 02/22/2018)**

Board Member	Appointed	Reappointed	Term Expires
David Derry, Chair <i>Certified General Real Estate Appraiser</i> Kenai, AK 99611	03/01/2014	3/1/2018	03/01/2022
Wendy Lawrence <i>Certified Residential Real Estate Appraiser</i> Sitka, AK 99835-1373	03/01/2018		03/01/2022
Robert Tracy <i>Certified Residential Real Estate Appraiser</i> Wasilla, AK 99654	03/14/2016		03/01/2020
Renee Piszczek <i>Mortgage Banking Executive</i> Fairbanks, AK 99701	09/02/2014	03/01/2017	03/01/2021
Donald Faulkenburry <i>Public Member</i> Anchorage, AK 99515	05/30/2017		03/01/2021

Ethics

MEMORANDUM

State of Alaska Department of Law

TO: _____ DATE: _____
FILE NO.: _____
TEL. NO.: _____
FROM: Angie White
Litigation Assistant
Department of Law
Opinions, Appeals, & Ethics Section
FAX: _____
SUBJECT: Executive Branch Ethics Act, AS
39.52 Quarterly Report


******SAMPLE LANGUAGE – PLEASE COPY ONLY THE PARTS THAT APPLY
ONTO YOUR BOARD OR COMMISSION’S LETTERHEAD ******

As designated ethics supervisor and chair [executive director] for the _____, I wish to advise you that I have received no notifications of potential violations or requests for ethics determinations under the Ethics Act (AS 39.52) and have made no written determinations for this quarter.

OR

As designated ethics supervisor and chair [executive director] for the _____, I have received ___ notification(s) of a potential violation and ___ requests for ethics determinations under the Ethics Act (AS 39.52). I have attached a copy of the notices and requests along with my written determination(s) for review by the attorney general. I did [did not] receive an advisory opinion from the Attorney General.

AND

Except as addressed above, no other [board member] [commissioner] disclosed a potential conflict of interest at a recorded public meeting during this quarter.

OR

In addition to the above, at the [date] meeting, [Board member] [Commissioner] _____ disclosed a potential conflict with respect to _____ [*insert brief description*]____. *Insert disposition:* [S/He refrained from participation.] *or* [I determined s/he could [could not] participate.] *or* [The Board [Commission] members voted to permit [not to permit] participation.]

CONFIDENTIAL

ETHICS SUPERVISOR DETERMINATION FORM

(Board or Commission Member)

Board or Commission: _____

Member Disclosing Potential Ethics Violation: _____

I have determined that the situation described on the attached ethics disclosure form

does or would violate AS 39.52.110 - .190. Identify applicable statute below.

does not or would not violate AS 39.52.110 - .190.

Signature of Designated Ethics Supervisor (Chair)

Printed Name of Designated Ethics Supervisor

Date: _____

COMMENTS (Please attach a separate sheet for additional space):

Large light blue rectangular area for comments.

Note: Disclosure Form must be attached. Under AS 39.52.220, if the chair or a majority of the board or commission, not including the disclosing member, determines that a violation of AS 39.52.110-39.52.190 will exist if the member participates, the member shall refrain from voting, deliberating, or participating in the matter. A member will not be liable under the Ethics Act for action in accordance with such a determination so long as the member has fully disclosed all facts reasonably necessary to the determination and the attorney general has not advised the member, chair, or board or commission that the action is a violation. Forward disclosures with determinations to the State Ethics Attorney as part of your quarterly report. Quarterly reports are submitted to Litigation Assistant, Opinions, Appeals & Ethics, Department of Law, 1031 W. 4th Avenue, Suite 200, Anchorage, AK 99501.

Revised 2012

State of Alaska Department of Law

Who Is My Designated Ethics Supervisor?

Every state public officer, employee or board or commission member, has a designated ethics supervisor.

Executive Agencies

The ethics supervisor for each agency is the Commissioner or a senior manager to whom the Commissioner has delegated the function. The current ethics supervisor for each agency is listed below. The ethics supervisor for a Commissioner is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor.

Boards and Commissions

The Chair of each board and commission serves as the ethics supervisor for the other members and any executive director. The ethics supervisor for the Chair is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor. If a board or commission employs staff, the executive director serves as the ethics supervisor for these employees.

Public Corporations

The Chair of the board serves as the ethics supervisor for the other members of the board and any executive director. The executive director is the ethics supervisor for employees of the corporation.

Office of the Governor

The ethics supervisor for the Governor and Lieutenant Governor is the Attorney General. By delegation from the Governor, the ethics supervisor for the staff of the offices of the Governor and Lieutenant Governor is Guy Bell, Director of Administrative Services.

University of Alaska

By delegation of the University President, the ethics supervisor for university employees is Associate General Counsel Andy Harrington.

EXECUTIVE BRANCH AGENCIES

Administration: Leslie Ridle, Deputy Commissioner

Commerce, Community & Economic Development: Jon Bittner, Deputy Commissioner

Corrections: April Wilkerson, Director of Administrative Services

Education & Early Development: Les Morse, Deputy Commissioner

Environmental Conservation: Tom Cherian, Director of Administrative Services

Fish & Game: Kevin Brooks, Deputy Commissioner

Health & Social Services: Dallas Hargrave, Human Resource Manager

Labor & Workforce Development: Michael Monagle, Director, Division of Workers Compensation

Law: Jonathan Woodman, Assistant Attorney General

Military & Veterans Affairs: Marty Meyer, Special Assistant to Commissioner

Natural Resources: John Crowther, Inter-Governmental Coordinator

Public Safety: Terry Vrabec, Deputy Commissioner

Revenue: Dan DeBartolo, Administrative Services Director

Transportation & Public Facilities:

- Highways & Public Facilities: Steve Hatter, Deputy Commissioner
- Aviation: John Binder, Deputy Commissioner
- Central Region: Rob Campbell, Regional Director
- Northern Region: Rob Campbell, Acting Regional Director
- Southcoast Region: Acting Regional Director
- Alaska Marine Highway System: Michael Neussl, Deputy Commissioner
- Headquarters: Mary Siroky, Administrative Services Director

Updated April 2015

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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State of Alaska Department of Law

Ethics Information for Members of Boards & Commissions (AS 39.52)

Introduction

This is an introduction to AS 39.52, the Alaska Executive Branch Ethics Act. This guide is not a substitute for reading the law and its regulations. State board and commission members who have further questions should contact their board chair or staff.

The Ethics Act applies to all current and former executive branch public employees and members of statutorily created boards and commissions.

Scope of Ethics Act (AS 39.52.110)

Service on a state board or commission is a public trust. The Ethics Act prohibits substantial and material conflicts of interest. Further, board or commission members, and their immediate family, may not improperly benefit, financially or personally, from their actions as board or commission members. The Act does not, however, discourage independent pursuits, and it recognizes that minor and inconsequential conflicts of interest are unavoidable.

Misuse of Official Position (AS 39.52.120)

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, board members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they have a personal or financial interest; or
- coerce subordinates for their personal or financial benefit.
- attempt to influence outcome of an administrative hearing by privately contacting the hearing officer.



Terry knew that a proposal that was before the board would harm Terry's business competitor. Instead of publicly disclosing the matter and requesting recusal, Terry voted on the proposal.



Board member Mick has board staff employee Bob type an article for him that Mick hopes to sell to an Alaskan magazine. Bob types the article on State time.

Improper Gifts (AS 39.52.130)

A board member may not solicit or accept gifts if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. All gifts from registered lobbyists are presumed to be improper, unless the giver is immediate family of the person receiving the gift.

A gift worth more than \$150 to a board member or the board member's immediate family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board.

The receipt of a gift worth less than \$150 may be prohibited if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board member will be advised as to the disposition of this gift.

A form for reporting gifts is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

This restriction on gifts does not apply to lawful campaign contributions.



The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay, since he isn't excluding any of the members.



Jody receives a holiday gift every year from Sam. Jody was recently appointed to a state board, but Sam has no business that is before the board. Jody may accept the gift.

Improper Use or Disclosure of Information (AS 39.52.140)

No former or current member of a board may use or disclose any information acquired from participation on the board if that use or disclosure could result in a financial or personal benefit to the board member (or immediate family), unless that information has already been disseminated to the public. Board members are also prohibited from disclosing confidential information, unless authorized to do so.



Sheila has been on the board for several years. She feels she has learned a great deal of general information about how to have a successful business venture. So she sets up her own business and does well.



Delores has always advised and assisted the other doctors in her clinic on their continuing education requirements. After Delores is appointed to the medical board, she discloses this role to the board and continues to advise the doctors in her clinic.



Jim reviews a confidential investigation report in a licensing matter. He discusses the practitioner's violation with a colleague who is not a board member.

Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)

A board member, or immediate family, may not apply for, or have an interest in a State grant, contract, lease, or loan, if the board awards or takes action to administer the State grant, contract, lease, or loan.

A board member (or immediate family) may apply for or be a party to a competitively solicited State grant, contract or lease, if the board as a body does not award or administer the grant, contract, or lease and so long as the board member does not take official action regarding the grant, contract, or lease.

A board member (or immediate family) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the loan's award or administration.

Board members must report to the board chair any personal or financial interest (or that of immediate family) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.



John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years so he figures that it doesn't matter when her grant application comes up before the board.



The board wants to contract out for an analysis of the board's decisions over the last ten years. Board member Kim would like the contract since she has been on the board for ten years and feels she could do a good job.

Improper Representation (AS 39.52.160)

A board or commission member may not represent, advise, or assist a person in matters pending before the board or commission for compensation. A nonsalaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refraining from all participation and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act.



Susan sits on the licensing board for her own profession. She will represent herself and her business partner in a licensing matter. She discloses this situation to the board and refrains from participation in the board's discussions and determinations regarding the matter.

Restriction on Employment After Leaving State Service (AS 39.52.180)

For two years after leaving a board, a former board member may not provide advice or work for compensation on any matter in which the former member personally and substantially participated while serving on the board. This prohibition applies to cases, proceedings, applications, contracts, legislative bills, regulations, and similar matters. This section does not prohibit a State agency from contracting directly with a former board member.

With the approval of the Attorney General, the board chair may waive the above prohibition if a determination is made that the public interest is not jeopardized.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.



The board has arranged for an extensive study of the effects of the Department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the Department's programs.



Andy takes the job, but specifies that he will have to work on another project.

Aiding a Violation Prohibited (AS 39.52.190)

Aiding another public officer to violate the Ethics Act is prohibited.

Agency Policies (AS 39.52.920)

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

Disclosure Procedures

DECLARATION OF POTENTIAL VIOLATIONS BY MEMBERS OF BOARDS OR COMMISSIONS (AS 39.52.220)

A board member whose interests or activities could result in a violation of the Ethics Act if the member participates in board action must disclose the matter on the public record and in writing to the board chair who determines whether a violation exists. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff. If another board member objects to the chair's ruling or if the chair discloses a potential conflict, the board members at the meeting (excluding the involved member) vote on the matter. If the chair or the board determines a violation will occur, the member must refrain from deliberating, voting, or participating in the matter. For more information, see Ethics Act Procedures for Boards and Commissions available at the above noted web site.

When determining whether a board member's involvement in a matter may violate the Ethics Act, either the chair or the board or commission itself may request guidance from the Attorney General.

ATTORNEY GENERAL'S ADVICE (AS 39.52.240-250)

A board chair or a board itself may request a written advisory opinion from the Attorney General interpreting the Ethics Act. A former board member may also request a written advice from the Attorney General. These opinions are confidential. Versions of opinions without identifying information may be made available to the public.

REPORTS BY THIRD PARTIES (AS 39.52.230)

A third party may report a suspected violation of the Ethics Act by a board member in writing and under oath to the chair of a board or commission. The chair will give a copy to the board member and to the Attorney General and review the report to determine whether a violation may or does exist. If the chair determines a violation exists, the board member will be asked to refrain from deliberating, voting, or participating in the matter.

Complaints, Hearings, and Enforcement

COMPLAINTS (AS 39.52.310-330)

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also initiate complaints based on information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal. The Attorney General may refer a complaint to the board member's chair for resolution.

After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred or recommend corrective action. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. Complaints or accusations may also be resolved by settlement with the subject.

CONFIDENTIALITY (AS 39.52.340)

Complaints and investigations prior to formal proceedings are confidential. If the Attorney General finds evidence of probable criminal activity, the appropriate law enforcement agency shall be notified.

HEARINGS (AS 39.52.350-360)

An accusation by the Attorney General of an alleged violation may result in a hearing. An administrative law judge from the state's Office of Administrative Hearings serves as hearing officer and determines the time, place and other matters. The parties to the proceeding are the Attorney General, acting as prosecutor, and the accused public officer, who may be represented by an attorney. Within 30 days after the hearing, the hearing officer files a report with the Personnel Board and provides a copy to the parties.

PERSONNEL BOARD ACTION (AS 39.52.370)

The Personnel Board reviews the hearing officer's report and is responsible for determining whether a violation occurred and for imposing penalties. An appeal may be filed by the board member in the Superior Court.

PENALTIES (AS 39.52.410-460)

When the Personnel Board determines a board member has violated the Ethics Act, it will order the member to refrain from voting, deliberating, or participating in the matter. The Personnel Board may also order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member.

If the Personnel Board finds that a former board member violated the Ethics Act, it will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

State grants, contracts, and leases awarded in violation of the Ethics Act are voidable. Loans given in violation of the Ethics Act may be made immediately payable.

Fees, gifts, or compensation received in violation of the Ethics Act may be recovered by the Attorney General.

The Personnel Board may impose a fine of up to \$5,000 for each violation of the Ethics Act. In addition, a board member may be required to pay up to twice the financial benefit received in violation of the Ethics Act.

Criminal penalties are in addition to the civil penalties listed above.

DEFINITIONS (AS 39.52.960)

Please keep the following definitions in mind:

Benefit - anything that is to a person's advantage regardless financial interest or from which a person hopes to gain in any way.

Board or Commission - a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch, including the Alaska Railroad Corporation.

Designated Ethics Supervisor - the chair or acting chair of the board or commission for all board or commission members and for executive directors; for staff members, the executive director is the designated ethics supervisor.

Financial Interest - any property, ownership, management, professional, or private interest from which a board or commission member or the board or commission member's immediate family receives or expects to receive a financial benefit. Holding a position in a business, such as officer, director, partner, or employee, also creates a financial interest in a business.

Immediate Family - spouse; another person cohabiting with the person in a conjugal relationship that is not a legal marriage; a child, including a stepchild and an adoptive child; a parent, sibling, grandparent, aunt, or uncle of the person; and a parent or sibling of the person's spouse.

Official Action - advice, participation, or assistance, including, for example, a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction, by a public officer.

Personal Interest - the interest or involvement of a board or commission member (or immediate family) in any organization or political party from which a person or organization receives a benefit.

For further information and disclosure forms, visit our Executive Branch Ethics web site or please contact:

State Ethics Attorney
Alaska Department of Law
1031 West 4th Avenue, Suite 200
Anchorage, Alaska 99501-5903
(907) 269-5100
attorney.general@alaska.gov

Revised 9/2013

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State of Alaska
Department of Law
Executive Branch Ethics Act

Responsibilities of Designated Ethics Supervisors for Boards and Commissions

Boards and commissions subject to the Ethics Act have designated ethics supervisors. The chair serves as the designated ethics supervisor for board or commission members and the executive director. The executive director is the designated ethics supervisor for staff. The designated ethics supervisor for a chair is the governor, who has delegated this responsibility to Guy Bell, Administrative Director of the Office of the Governor.

Designated ethics supervisors should refer to the Manual for Designated Ethics Supervisors (April 2008), available from the state ethics attorney, regarding their responsibilities under the Ethics Act. Briefly, as designated ethics supervisor, you must --

1. Ensure that members and employees are provided copies of the guides, Ethics Information for Members of Boards and Commissions and Ethics Act Procedures for Boards and Commissions -- and keep a supply of disclosure forms.
 1. These guides, other educational materials, disclosure forms, statutes and regulations are available for review and copying on the Department of Law ethics web site. If access to this page is not available, please contact the Attorney General's office at 269-7195.
2. Review all disclosures, investigate potential ethics violations, make determinations regarding conduct, and take action.
3. Keep member or employee disclosure statements (of potential violations, receipt of gifts, and interests in grants/contracts/leases/loans) on file in your office. Disclosure of a gift received from another government must be forwarded to the Office of the Governor.
4. Submit an ethics report to the Department of Law in April, July, October and January for the preceding quarter. You will receive a reminder. There is a sample report on the ethics web page.
 1. Mail, email or fax to Kim Halstead, Litigation Assistant, Department of Law, Opinions, Appeals & Ethics Section, 1031 W. 4th Avenue, Suite 200, Anchorage, AK, 99501, ethicsreporting@alaska.gov, fax no. 907-279-2834.

You may request ethics advice from your agency's Assistant Attorney General or from the State Ethics Attorney, Jon Woodman, at 269-5100 or jonathan.woodman@alaska.gov. Please direct questions about reporting procedures to Kim Halstead at 269-7195 or kimberly.halstead@alaska.gov.

6/14

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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Review/Approve Agenda



The State of Alaska
Board of Certified Real Estate Appraisers
Robert Atwood Building
550 W. 7th Ave, Suite 1270
Anchorage, Alaska
Conference Line Call In: 1-800-315-6338
Access Code: 52588

September 24, 2018
9:00 a.m.
Meeting Agenda (Draft)

<u>Item</u>	<u>Time</u>	<u>Subject</u>	<u>Lead</u>
1	9:00 a.m.	Call to Order/Roll Call	Chair
2	9:05	Ethics Report	Chair
3	9:10	Review/Approve Agenda	Chair
4	9:15	Review/Approve Past Meeting Minutes	Chair
5	9:20	Old Business <ul style="list-style-type: none">• Previous Task List• Qualifying Education Via Distance Education• Thank You Letters• Regulations Questionnaire Run-Through	
6	10:00	Investigative Case Review & Probation Reports; Memos & Consent Agreements (Executive Session, if needed)	
7	10:30	Division Update & Financial Report	TBD
8	11:00	Board Business <ul style="list-style-type: none">• Continuing Education Consent Agreements	Chair Paralegal Zimmerman
9	11:15	New Business <ul style="list-style-type: none">• Work Product Review and Review Forms• Investigation Disciplinary Matrix Samples	Chair
10	12:00 p.m.	Lunch	
11	1:15	Public Comment	Chair



The State of Alaska
Board of Certified Real Estate Appraisers
Robert Atwood Building
550 W. 7th Ave, Suite 1270
Anchorage, Alaska
Teleconference
Conference Line Call In: 1-800-315-6338
Access Code: 52588

September 24, 2018
9:00 a.m.
Meeting Agenda (Draft)

<u>Item</u>	<u>Time</u>	<u>Subject</u>	<u>Lead</u>
12	1:30	Administrative Business <ul style="list-style-type: none">• Correspondence• Meeting Calendar for 2019• Sign previous meeting minutes• New Task List	Chair
13	2:00 p.m.	Adjourn	Chair

Review/Approve
Past Meeting Minutes

Minutes for Review

July 25, 2018

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

4 BOARD OF CERTIFIED REAL ESTATE APPRAISERS

5
6 MINUTES OF THE BOARD MEETINGS

7 July 25, 2018

8
9 *These are DRAFT minutes prepared by the staff of the Division of Corporations, Business, and*
10 *Professional Licensing.*

11
12 *These minutes have not been reviewed or approved by the Board.*

13
14
15 By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a
16 scheduled meeting of the Board of Certified Real Estate Appraisers was held via teleconference on
17 Wednesday, July 25, 2018.

18
19 **Agenda Item #1** **Call to Order/Roll Call**

20
21 The meeting was called to order at 9:01 a.m. by David Derry, Chair.

22
23 Those present, constituting a quorum of the Board:

24 David Derry, Chair, Certified General Real Estate Appraiser
25 Wendy Lawrence, Certified Residential Real Estate Appraiser
26 Donald Faulkenburry, Public Member
27 Renee Piszczek, Mortgage Lending Member
28 Robert Tracy, Certified Residential Real Estate Appraiser

29
30 Division Staff present in the meeting:

31 Dawn Dulebohn, Occupational Licensing Examiner
32 Jun Maiquis, Regulations Specialist
33 Sher Zinn, Regulations Specialist
34 Sara Chambers, Deputy Director
35 Greg Francois, Chief Investigator
36 Marilyn Zimmerman, Paralegal

37
38 Chair Derry opens the meeting by welcoming new board member Wendy Lawrence, Certified
39 Residential Real Estate Appraiser to her first meeting.

41 Mr. Derry continues by confirming that all board members have reviewed their board packet in
42 OnBoard and that any technical issues that they might have encountered were resolved.

43

44 **Agenda Item #2** **Ethics Disclosure/Review Ethics**

45

46 There were no ethics issues to disclose.

47

48 **Agenda Item #3** **Review/Approve Agenda**

49

50 Chair David Derry prompted the board to review the meeting agenda. Mr. Derry proposed a
51 change to the agenda to allow for a lunch break at 12:00p.m. Mr. Derry also inquired why there
52 was no public comment scheduled. OLE Dulebohn responded that, after consulting Division,
53 there was no public comment scheduled because of the nature of this meeting being primarily
54 focused on writing regulations. OLE Dulebohn reports that no one interested in making public
55 comment has contacted OLE Dulebohn prior to the meeting.

56

57 Ms. Piszczek reports that she has an appointment at 2:00 p.m. and will have to leave the meeting
58 at 1:45 p.m.

59

60 **On a motion made by Donald Faulkenburry, seconded by Renee Piszczek, and passed**
61 **unanimously, it was:**

62 **RESOLVED to APPROVE the agenda as written with the addition of a lunch break**
63 **at noon.**

64

65 **Agenda Item #4** **Review/Approve Past Meeting Minutes**

66

67 The board briefly reviewed the past meeting minutes from October 28, 2016, January 12, 2018,
68 and May 11, 2018.

69

70 Mr. Derry inquired as to the reason for the October 28, 2016 minutes needing to be reviewed so
71 far after the fact. OLE Dulebohn reports that the paralegal found that the minutes on the website
72 were still draft and that they could not find evidence of those minutes ever being approved by the
73 board.

74

75 **On a motion made by Renee Piszczek, seconded by Robert Tracy, and passed unanimously,**
76 **it was:**

77 **RESOLVED to APPROVE the minutes for the October 28, 2016 meeting as written.**

78

79 **On a motion made by Robert Tracy, seconded by Renee Piszczek, and passed unanimously,**
80 **it was:**

81 **RESOLVED to APPROVE the minutes for the January 12, 2018 meeting as written.**
82

83 Mr. Derry states for the record that he is calling in from Halibut Cove, Alaska and there is not
84 always great telephone reception there. Mr. Derry asks that if there is anything that isn't clear on
85 the record that he be made aware so it can be restated or corrected.

86
87 **On a motion made by Robert Tracy, seconded by Wendy Lawrence, and passed**
88 **unanimously, it was:**

89 **RESOLVED to APPROVE the minutes for the May 11, 2018 meeting as written.**
90

91 Mr. Derry asks OLE Dulebohn about the preferred method of submitting the minutes signature
92 pages. OLE Dulebohn responds that the signature pages are in the board packet and the
93 preferred method of receipt is if he could print, sign, scan, and e-mail those pages back to
94 Division at his earliest convenience.

95
96 **Agenda Item #5 Old Business**

97
98 **Previous Task List**

99
100 OLE Dulebohn was asked by Chair David Derry to go over the Task List stemming from the
101 May 11, 2018 meeting. Those tasks were as follows:
102

#	TASK	RESULT
1	Board Directed OLE Dulebohn to update and correct FAQ's 9, 16, 14, 18, 19	FAQ's 16, 14, 18, 19 were corrected at the board's request. FAQ 9 was not corrected as requested since it was found that the information was correct as stands. OLE Dulebohn also reviewed the rest of the FAQ's and found that number 3, 4, 7, 8, 11, 17, 20, 22, and 23 needed amendments and made the necessary corrections. The updated version was posted to the board's website on July 24, 2018.
2.	OLE Dulebohn was directed by the board to remove the Determination of Competency (and correct a typo) forms in the applications and instead add it to the website with an accompanying FAQ.	Division decided to keep the form in the Residential and General applications and to add it to the Trainee application in addition to adding the form to the board's website.

3.	Mr. Derry was tasked with researching if a federal fee cap exists for courtesy licenses.	OLE Dulebohn happened to inquire about that cap at the June Investigator training, found it to be \$250, updated the application, and it was posted to the website in June 2018.
4.	OLE Dulebohn was asked to put the regulations language with the Department of Law notes made known by Laura Carrillo into the July board packet	OLE Dulebohn contacted the attorney who made the notes (Joan Wilson) who confirmed that the copy the board has requested is out of date (4/2017). The most up to date version of the regulations language is dated April 10, 2018.
5.	OLE Dulebohn was asked to send referencing regulation to Mr. Derry prior to arranging a meeting between him and our paralegal to discuss changing Centralized Regulation in regard to accommodating the board so they do not have to pre-approve continuing education courses for consent agreement since they already approve courses prior to applicants taking them	OLE Dulebohn discussed this subject with the paralegal again after the meeting. Ms. Zimmerman agreed that the board would not have to review ce certificates for consent agreements any more as long as they are board approved and do not fit 12 AAC 70.220(b).
6.	Mr. Derry was tasked with completing the board contribution for the 2018 Annual Report before July 1, 2018	Received July 23, 2018
7.	Mr. Fell was asked to find out the investigative procedure for soliciting experts for the reviewing appraisal panel and whether public notice and approval are needed and will report back to the board as soon as possible	Not completed
8.	Mr. Fell was asked to look into the possibility of changing the name of the form title "Board Member Review" to Board Member Screening" as soon as possible	Not completed
9.	Upon receiving Mr. Fell's report, the board will provide the verbiage they want to post to solicit reviewers and steps will be taken to post on the board's website.	Not completed
10.	OLE Dulebohn will research what is needed for the board to create and approve a disciplinary matrix to be used as a tool to aid investigations	Samples were requested and received from Chief Investigator Francois on 7/17/2018 and will be distributed to the board for the 9/24/2018 meeting
11.	Mr. Tracy is tasked with drafting a letter of support in reply to Mr. Safer's correspondence about barriers to licensure by close of business on May 24, 2018	Not completed. Mr. Tracy states he will send the letter by close of business on July 25, 2018.
12.	OLE Dulebohn will draft a response to Mr. Curtis stating that the board thanks him for his suggestions and concerns but Alaska will remain a non-reviewer specific state.	Completed 5/31/2018

13.	Mr. Derry will write thank you notes to the sponsors of HB 329 and SB 155 as soon as possible	Not completed. Mr. Derry states he will complete the thank you notes to Rep. Josephson and Sen. Meyer before the 9/24/2018 meeting
14.	OLE Dulebohn will forward the AMC extension request for approval to Michaela Fowler	Completed 5/2018
15.	OLE Dulebohn is tasked with sending out the 2018 finalized meeting dates	Completed May 2018
16.	Mr. Tracy will send the state regulation links that can be used as sample regulation language for AMC to OLE Dulebohn to distribute to the board as soon as possible.	Not completed. Sent to the board during the July 25 meeting.
17.	OLE Dulebohn will send out e-mail to course sponsors to set guidelines for the course approval process before July meeting	Not completed. Pending resolution of possible discrepancies brought forth by Mr. Derry on 7/4/2018
18.	OLE Dulebohn was tasked with amending the board's voting ballot to include a place for the work products review to be identified by the designated member at the time of the initial review and that selection is to be disclosed to the applicant only after the applicant has successfully passed their exam	Completed May 2018
19.	OLE Dulebohn is tasked with changing the Supervisor application form to say "a supervisory appraiser shall be certified and in good standing in the State of Alaska for at least 3 years before applying on this form" and make note of this in the FAQ's	After consulting Division, the form was changed and posted on the website on 7/19/2018
20.	The board will define the classroom hour, live webinar, and classroom hours via distance education in 12 AAC 70.990 during the next regulations project.	Should be completed during the 7/25/2018
21.	OLE Dulebohn will confirm Mr. Faulkenburry's contact information since he states he did not receive voicemails regarding the implementation of OnBoard program for board packet dissemination as soon as possible	Completed. Mr. Faulkenburry confirms the phone number ending in "62" should be used.

103

104 **TASK:**

105 **OLE Dulebohn will update the Supervisor Approval Letter to include a reference to FAQ**
 106 **#11.**

107

108 **TASK:**

109 **Mr. Tracy will complete Task 11 stemming from the May 11, 2018 meeting by close of**
 110 **business July 25, 2018.**

111

112 **TASK:**

113 **Mr. Derry will complete Task 13 stemming from the May 11, 2018 meeting before the**
 114 **September 2018 meeting.**

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TASK:
OLE Dulebohn will send a pdf of SB 155 to the board by July 27, 2018

TASK:
Mr. Tracy will complete Task 16 stemming from the May 11, 2018 meeting by close of business July 25, 2018 and OLE Dulebohn will distribute to the board.

TASK:
OLE Dulebohn will add uncompleted Tasks 7-9, 17, 20 and pending task 10 to Task List for September 24, 2018 meeting

During this portion of the meeting, it was disclosed that Investigator Doug Fell is no longer with the Department of Investigations. Chief Greg Francois will be filling in until Mr. Fell's replacement can be found.

Mr. Derry stated for the record that he was unable to attend the signing of HB 329 and SB 155 because of the short notice he was given by the Governor's office to the events. Mr. Derry asked if OLE Dulebohn was able to attend the signing of SB 155 in Juneau. OLE Dulebohn replied that she given less than 24 hours' notice of the signing so she was unfortunately unable to attend.

Mr. Derry would like to add task number 20 under Agenda # 10 as the first bullet point.

Federal AMC Extension Status

The Alaska Board of Certified Real Estate Appraisers was granted an federal extension for Appraisal Management Companies until August 10, 2019.

Agenda Item #6 Review/Approve Regulations Draft Language

Chair Derry identifies that the board has finished the first five agenda items early. He asks if OLE Dulebohn has received any draft or sample regulations language for SB 155 from the board members to which she responds that she has not. OLE Dulebohn states that if anyone has any language to submit, they could do it at that moment so she may distribute it to the entire board for review. Mr. Derry instructs the board to wait until they could confer with Deputy Director Chambers who will be joining the meeting later.

Mr. Derry states for the record that he objected to the specificity of SB 155 because he felt most of its language should be saved for regulation.

154
155 Mr. Derry directs the board to review the regulations draft language with Department of Law
156 notes that the board requested be included in this meeting's board packet after being made aware
157 of its existence in the May 11, 2018 meeting by Supervisor Laura Carrillo. OLE Dulebohn
158 reminds the board that the attorney who made the notes, Joan Wilson, contacted Division and
159 stated that that specific draft was from April 2017 and therefore the draft that the board has dated
160 April 10, 2018 is the current draft and the one that needs review and approval from the board.

161
162 Mr. Derry inquires as to whether the current draft has any language to address certificate holders
163 receiving continuing education credit for attendance to board meetings. OLE Dulebohn replies
164 that the board has not yet drafted language or made a motion for that regulations change. They
165 were advised by Deputy Director Chambers in the May 11, 2018 that if the board decided to
166 award continuing education for attendance to board meetings, they were within their rights to do
167 so. Any concerns as to the ethics of board members receiving continuing education credit for
168 meetings they are mandated to attend would be addressed when the regulation was reviewed by
169 the Department of Law. Mr. Derry states that continuing education credit is allowed under The
170 Real Property Appraiser Qualifications Criteria as long as it is available to everyone and not just
171 board members. Mr. Derry states he would like to see this item included in the next regulations
172 draft that the board reviews.

173

174 **On a motion made by Wendy Lawrence, seconded by Renee Piszczek, and passed**
175 **unanimously with a roll call vote, it was:**

176 **RESOLVED to ADOPT new regulations language that states State appraiser**
177 **regulatory agencies may award continuing education credit to credentialed appraisers who**
178 **attend a state appraiser regulatory agency meeting, under the following conditions:**

- 179 a. **Credit may be awarded for a single state appraiser regulatory agency meeting per**
180 **continuing education cycle. The meeting must be open to the public and must be a**
181 **minimum of two (2) hours in length. The total credit cannot exceed seven (7) hours;**
182 **and**
183 b. **The state appraiser regulatory agency must ensure that the credentialed appraiser**
184 **attend the meeting for the required period of time.**

185

186 Referencing material is AQB Criteria May 2018, page 10, number 15.

187

188 OLE Dulebohn informs the board that a Regulation Changes Questionnaire will need to be
189 submitted with this change. She explains that since the board is ahead of schedule, they have yet
190 to hear from Regulations Specialist Sher Zinn on this updated form and how to complete it. Mr.
191 Derry states a preference for one board member to be delegated to complete the questionnaire
192 outside of the board meeting and e-mail it back to Division for submission.

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TASK:

Mr. Derry will complete the Regulation Changes Questionnaire in regards to adding a regulation that allows continuing education credit for board meeting attendance and will submit it to OLE Dulebohn as soon as possible.

Agenda Item #10 Administrative Business

Fall AARO Conference

Chair Derry states that the board approved Mr. Tracy, OLE Dulebohn, and himself to attend the Spring AARO Conference in April 2018 but when that travel request was submitted to Division for approval, attendance by two board members was denied by the Director due to the Governor’s austerity measures. During correspondence between Chair Derry and Mr. Tracy on who should attend, it was decided that Mr. Tracy would attend the spring conference and Mr. Derry would attend the fall conference. No other board member expressed an interest in attending.

On a motion made by Renee Piszczek, seconded by Wendy Lawrence, and passed unanimously with a roll call vote, it was:

RESOLVED that the board APPROVE David Derry and Dawn Dulebohn attend the 2018 AARO Fall Conference that will be held on October 19-22, 2018.

TASK:

Mr. Derry will complete and submit his Travel Request form and submit it to OLE Dulebohn by August 25, 2018.

Meeting Dates

Travel for the September 24, 2018 in person meeting in Anchorage was submitted to Division for approval and purchase the first week of July 2018.

In the May 11, 2018 meeting, the board set the dates for the remainder of 2018. The board will set all of 2019’s meeting dates in the November 19, 2018 board meeting.

TASK:

OLE Dulebohn will put the 2019 calendar in the November 19th board packet for reference when they schedule meeting dates for 2019.

232 **Agenda Item #6 (continued) Review/Approve Regulations Draft Language**

233

234 *Regulations Specialist Jun Maiquis joined the meeting at 9:50 a.m.*

235

236 **Fee Reduction/ Regulations Draft Language**

237

238 Regulations Specialist Jun Maiquis addresses the board regarding the fee reductions proposed
239 and currently out for public comment. Mr. Maiquis apologizes to the board for not getting the
240 proposed reductions out sooner. He states that Division was waiting for the board to write their
241 regulations for SB 155 so all the changes would be public noticed together and reduce cost to the
242 board. Since there was a delay in the board's drafting of those regulations, Division determined
243 it was best to post the reductions now to allow for public comment and revisions so those fee
244 reductions could be applied as soon as possible. In response to Chair Derry's question, Mr.
245 Maiquis states that public comment period for fee reductions ends August 13th, 2018, and it
246 should go into effect October 2018.

247

248 Mr. Derry verifies with OLE Dulebohn that the increase to the total fee of \$250 (\$150 for the
249 license and \$100 non-refundable application fee) for courtesy licenses is in compliance with
250 federal regulations.

251

252 Mr. Maiquis invites questions or comments from the board in regards to regulation changes to 12
253 AAC 02.370, 12 AAC 70.100, 12 AAC 70.105, 12 AAC 70.111, 12 AAC 70.112, 12 AAC
254 70.113, 12 AAC 70.125, 12 AAC 70.200, and 12 AAC 70.210 and hears none.

255

256 **On a motion made by Robert Tracy, seconded by Donald Faulkenburry, and passed**
257 **unanimously with a roll call vote, it was:**

258 **RESOLVED that the board APPROVE the drafted regulations dated April 10, 2018**
259 **as written.**

260

261 This motion covers the draft regulations on page 70-85 of the board packet.

262

263 Mr. Maiquis follows up with questions pertaining to the approved draft regulations.

264 **Q- Does the board want to allow both written and oral comments on the proposed**
265 **regulations changes?**

266 A- Written only.

267 **Q- Does the board want to allow more than 30 days for comments on the proposed**
268 **regulations changes?**

269 A- No. 30 days is adequate.

270 **Q- Does the board foresee these regulations changes incurring any additional costs (i.e.**
271 **additional continuing education or licensing fees)?**

272 A- No.

273

274 **Agenda Item #7 Regulation Changes Questionnaire**

275

276 *Regulations Specialist Sher Zinn joins the meeting at 10:10 a.m.*

277

278 Regulations Specialist Sher Zinn addresses the board in regards to the newly amended
279 Regulation Changes Questionnaire. Ms. Zinn walks the board through the form highlighting that
280 this form should be completed for each change to regulations, preferably in the meeting and on
281 the record, and will be submitted to the regulations specialists by the licensing examiner after its
282 completion.

283

284 The purpose of this questionnaire is to answer questions that the regulations team may need to
285 help format regulation, accompany the regulation on a FAQ page, aid in the creation of
286 applications and licensee notifications, and create a checklist to ensure that the regulation is in
287 compliance with state statute and/or federal laws.

288

289 Mr. Derry asks if the task of completing the questionnaire could be delegated to one board
290 member or if it has to be completed by the entire board in the meeting. Ms. Zinn replies that it
291 should be done during the meeting, on the record, while the regulation change is fresh in
292 everyone's mind but if the board wants to delegate one member to complete it and then have the
293 licensing examiner distribute it to the rest of the board for comments before sending it on to the
294 Regulations Specialist, that would be acceptable if done in a timely manner.

295

296 Mr. Faulkenburry asks Ms. Zinn if a questionnaire is required for the fee reduction that the board
297 just reviewed. Ms. Zinn replied that a questionnaire need not be completed for the fee change
298 since it is generated by Division. Mr. Faulkenburry followed up with whether a questionnaire
299 should be done for each project as a whole or each regulation specifically, Ms. Zinn responded
300 that a questionnaire needs to be completed for each regulation if they don't pertain to the same
301 subject.

302

303 *Regulations Specialists Zinn and Maiquis left the meeting at 10:21 a.m.*

304

305 *Chief Greg Francois joined at 10:22 a.m.*

306

307 Mr. Derry references that Agenda Item 8 doesn't begin until 10:30 a.m. and so he proposes a
308 brief break.

309

310 *David Derry, Chair, called for a break at 10:23 a.m. to reconvene at 10:30 a.m.*

311

312 **Agenda Item #8 Proposed Regulations Projects/Language Drafting**

313

314 *Back on the record at 10:32 a.m. with all board members, OLE Dulebohn, and Chief Francois in*
315 *attendance.*

316

317 Regulations Stemming from SB 155

318

319 Chair Derry makes the board aware that Division has designated a team consisting of Chief
320 Investigator Greg Francois and Deputy Director Sara Chambers (who is standing in for
321 Professional Licensing Program Coordinator Colleen Kautz) to assist the board with its
322 regulation projects pertaining to SB 155. OLE Dulebohn clarifies that this team is here to help
323 the board hone the draft language that they were to have written in preparation to this meeting.

324

325 *Deputy Director Sara Chambers joined at 10:37 a.m.*

326

327 Mr. Derry requests that Ms. Chambers give the board guidance on how to write the regulations
328 for SB 155. Ms. Chambers advises that the board look at what was created in the bill and
329 determine what needs to be developed in regulation such as:

- 330 • Outline as to what the regulation should accomplish (i.e. standards and content)
- 331 • License Type (clarify anything that was not already included in statute)
- 332 • Other elements in the bill that will need further clarification by the board
- 333 • Fees (although they are the responsibility of the Division, they board may weigh in with
334 information they would like considered)

335

336 Mr. Derry states that the board has some samples from other states regarding Appraisal
337 Management Companies (AMC) but since SB 155 was very specific to Alaska, he doesn't feel as
338 though they will be helpful to which Ms. Chambers agrees that using other state regulations may
339 be tricky since the board has to abide by Alaska law.

340

341 Mr. Derry inquires whether the board is just writing an outline. Ms. Chambers replies that given
342 the time constraint the board is looking at to enact their regulations, the board should aim to
343 make these regulations as solid as possible to avoid any un-necessary delays or having to re-
344 public notice them. Ms. Chambers continues by stating that the board is tasked with writing
345 what the regulation should accomplish (standards and content) and the regulations specialist will

346 only be responsible for putting their language in the correct format. The board will need to vote
 347 to approve that language they have written by making a motion on the record.

348
 349 Mr. Derry and Ms. Chambers discuss the implementation date for AMC legislation. Ms.
 350 Chambers clarifies it is not August 10, 2019 (which is the federal extension deadline) but the
 351 effective date of state regulation is actually January 1, 2019. Ms. Chambers goes on to explain
 352 the timeline that was included in the board packet and the process.

353

Bill #	Short Title	Current Status	Program	Date of Next Board Meeting	Latest date to Regulations Specialist	Latest Date to Public Comment	Latest Date Adopted	Latest Date to Lt. Governor	Ability to Adopt Regs	Effective Date of Regs	Notes
SB 155	Real Estate Appraisal Management Companies	Await Transmit Gov.	APR	7/25/2018	08/01/2018	08/15/2018	10/01/2018	11/15/2018	Upon Signing	1/1/2019	Creates license type for AMC; adds new OLE

354
 355 Ms. Chambers goes on to say that SB 155 states that having the regulations complete by January
 356 1, 2019 allows the AMC's adequate notice so they can begin applying for licensure by March 1,
 357 2019. Ms. Chambers states that it is important to get as much done during this meeting as
 358 possible so the board can submit their regulations project to the regulations specialist as soon as
 359 possible. Mr. Derry and Ms. Chambers discuss that (according to the timeline chart Ms.
 360 Chambers has drafted) by October 1, 2018 the board needs to review the regulations project that
 361 has hopefully been out for public comment and make any changes necessary in order to vote to
 362 approve the final regulations product. The October deadline would give the regulations
 363 specialists and Department of Law six weeks to complete their due diligence before the
 364 regulations go the Lt. Governor for signing. The purpose of having the effective date be January
 365 1, 2019 is allow for time for Division to create the applications and forms to allow for AMC
 366 licensure by March 1, 2019.

367
 368 Mr. Derry asks for volunteers to help write the SB 155 regulations outline to be presented to the
 369 board. Board members Renee Piszczek and Robert Tracy volunteer to help Mr. Derry. Ms.
 370 Chambers contributes that these regulations cannot be adopted by mail ballot and that a publicly
 371 noticed emergency meeting would be advisable in this instance.

372
 373 The board agrees to set an emergency subcommittee teleconference for August 8, 2019 at 10:00
 374 a.m. and an emergency teleconference meeting to review and approve the regulations formed on
 375 August 13, 2018 at 10:00 a.m. Mr. Derry asks for input from Ms. Chambers who advises that
 376 because of the delay in the writing of the regulations, the board should be careful to make their

377 regulations language as polished as possible to allow the regulations specialists to put the board's
378 language into the correct format on the first attempt. In order to do this, she believes the board
379 will need at least a few hours for each meeting.

380

381 Mr. Derry asks that the final version of SB 155 be distributed to the board so they may review it
382 before the emergency subcommittee meeting and teleconference in August.

383

384 **TASK:**

385 **OLE Dulebohn will disseminate a pdf of SB 155 to the board members by close of business**
386 **on July 25, 2018.**

387

388 Ms. Chambers recommends that when each of the subcommittee members have a draft of outline
389 for SB 155 regulations that they send it to OLE Dulebohn to distribute to the other subcommittee
390 members.

391

392 **TASK:**

393 **Subcommittee members will submit a copy of their regulations outline to OLE Dulebohn**
394 **before August 7, 2018 to allow for the other subcommittee members to review and make**
395 **notes it prior to the August 8, 2018 meeting.**

396

397 Mr. Derry elicits any additional advice from Mr. Francois who states that he believes everything
398 has been covered by Ms. Chambers and emphasizes that the board be clear in their direction of
399 the regulations to avoid any legal issues in the future.

400

401 Mr. Faulkenburry reports that he will be unable to attend the August 13th meeting due to a prior
402 commitment.

403

404 *Deputy Director Sara Chambers and Chief Greg Francois left the meeting 11:12 a.m.*

405

406 Regulations Stemming from the AQB 2018 Criteria Change

407

408 Mr. Derry directs the board's attention to the second bullet point in Agenda Item 8 which is that
409 state regulations need to be updated in to be in compliance with The Real Property Appraiser
410 Qualification Criteria (AQB) that was effective May 1, 2018. He references AS 08.87.020(3)
411 *...regulations...may not be more stringent than the corresponding minimum requirements for*
412 *receiving approval of the state's program of certification of real estate appraisers under 12*
413 *U.S.C. 3331-3351 or other federal law.*

414

415 Mr. Derry asks for advice on how to proceed with the regulations for the AQB Criteria change.
416 OLE Dulebohn responds that an outline of which state regulation would be impacted and what
417 the change will be should be all that is required of the board. She points out that in the board
418 packet there is an outline provided by the Appraisal Subcommittee (ASC) of what changes were
419 implemented in 2018 to make it easier for compliance to take place at a state level.

420
421 Mr. Derry informs the board that since the new regulations pertaining to the updated AQB
422 Criteria have not been put in place that regulations currently being enforced are in line with the
423 outdated 2015 AQB Criteria. He asks if any applicants or licensees have inquired as to when the
424 changes would go into effect for Alaska and whether they could apply under the new federal
425 requirements. OLE Dulebohn informed the board that she has had many inquiries and that her
426 answer to applicants is that until new regulations are adopted by the board to address the
427 decreases in the 2018 AQB Criteria, the outdated federal regulations would have to be followed.
428 She goes on to state that trainee applicants are the most anxious because of the substantial
429 decrease to minimum experience time. Mr. Derry asks if any applicant had been denied because
430 of the delay in creation of state regulations and OLE Dulebohn replied that the application
431 cannot be changed until the new regulations go into effect so no one has applied under the 2018
432 AQB Criteria changes.

433
434 Mr. Derry asks for a volunteer from the board to write draft regulation regarding the 2018 AQB
435 Criteria change so that it may be reviewed in the August 13, 2018 meeting. Wendy Lawrence
436 volunteers and OLE Dulebohn offers to assist Ms. Lawrence as needed since she is a new board
437 member and has no experience with writing state regulation.

438
439 Mr. Derry asks for clarity from OLE Dulebohn as to whether draft regulations written by one
440 board member can go to the regulations specialists without being approved by the entire board in
441 a meeting. OLE Dulebohn reiterates that before any draft regulations can go to a regulations
442 specialist, they must first be reviewed and approved by a majority vote during a board meeting.

443
444 **TASK:**
445 **Ms. Lawrence will send draft language for the 2018 AQB Criteria changes to OLE**
446 **Dulebohn to distribute to the board prior to the August 13, 2018 teleconference.**

447
448 Mr. Derry states that since the board cannot continue with Agenda Item 9 until 1:30 p.m. because
449 it is being presented by Paralegal Zimmerman and that the board has nothing to discuss in the
450 interim, the board should take a break.

451
452 *David Derry, Chair, called for a break at 11:19 a.m. to reconvene at 1:30 p.m.*

454 **Agenda Item #9** **Continuing Education Consent Agreements**

455
456 *Back on the record at 1:31 p.m. with board members David Derry, Robert Tracy, Wendy*
457 *Lawrence, and Donald Faulkenburry. Staff in attendance are OLE Dulebohn and Paralegal*
458 *Zimmerman.*

459
460 Paralegal Marilyn Zimmerman joins the meeting to present a consent agreement for Douglas
461 DeLaGrange and a appeal letter from John Emery contesting the board's decision in regards to
462 his 2017 audit.

463
464 After a brief discussion with Ms. Zimmerman, Chair Derry asks for a motion for the board to go
465 into Executive Session.

466
467 **In a motion duly made by Robert Tracy, seconded by Wendy Lawrence, and passed with**
468 **unanimous consent, it was:**

469 **RESOLVED to ENTER into Executive Session in accordance with AS 44.62.310(c), and**
470 **Alaska Constitutional Right to Privacy Provisions, "subjects that tend to prejudice the**
471 **reputation and character of any person, provided the person may request a public**
472 **discussion" for the purpose of discussing CE Consent Agreements. Board staff Dawn**
473 **Dulebohn and Marilyn Zimmerman to remain in the room during Executive Session.**

474

475 *Off the record at 1:36 p.m.*

476

477 *Back on the record at 2:01 p.m. with all board members except Renee Piszczek. Paralegal*
478 *Zimmerman left when the board exited Executive Session.*

479

480 Mr. Derry asks for a motion in the matter of Douglas DeLaGrange.

481

482 **On a motion made by Donald Faulkenburry, seconded by Robert Tracy, and passed**
483 **unanimously with a roll call vote, it was:**

484 **RESOLVED that the board ACCEPT the continuing education consent agreement**
485 **#2017-001171 for DOUGLAS DELAGRANGE as written.**

486

487 Mr. Derry asks for a motion in the matter of the appeal letter submitted by John K. Emery. Mr.
488 Derry notes that the letter is undated and OLE Dulebohn interjects that the letter in question from
489 Mr. Emery is a second submittal made by e-mail on July 23, 2018.

490

491 **On a motion made by Robert Tracy, seconded by Donald Faulkenburry, and passed**
492 **unanimously with a roll call vote, it was:**

493 **RESOLVED that the board EXTEND a offer of a consent agreement to JOHN K.**
494 **EMERY to address the continuing education deficit stemming from the 2017 audit.**
495

496 A notification letter of the board’s decision will be sent to Mr. Emery by Paralegal Zimmerman.
497 OLE Dulebohn advises Mr. Derry that the signature page for Mr. DeLaGrange’s consent
498 agreement can be found in OnBoard and returned to Division by the same method as the meeting
499 minute signature pages.
500

501 **Agenda Item #10 (continued)** **Administrative Business**

502
503 Chair Derry asks that OLE Dulebohn compile a task list stemming from this meeting and
504 distribute it to all the board members. OLE Dulebohn replies that she will compile the list and
505 include the tasks that were not completed from the May 11, 2018 meeting.
506

507 **TASK:**
508 **OLE Dulebohn will send tasks from the July 25, 2018 meeting and distribute it to the**
509 **board.**
510

511 OLE Dulebohn brings to the board’s attention that the only item not addressed in this meeting
512 was Task # 20 “definition of classroom hour, live webinar, and classroom hours via distance
513 education should be added to 12 AAC 70.990 during the next regulation project “stemming from
514 the May 11, 2018 meeting that Mr. Derry wanted to complete today. Mr. Derry inquires as to
515 where the definitions may exist. OLE Dulebohn states that the definition for “classroom hour”
516 and “classroom hours via distance education” are written in the 2015 AQB Criteria and that the
517 definition for “live webinar” may be available from the International Distance Education
518 Certification Center (IDECC). She references that the regulation that would be amended with
519 the addition of these items would be 12 AAC 70.990.
520

521 Mr. Derry asks for a volunteer to write the draft regulation language for Task #20 and hearing
522 none took it upon himself.
523

524 **TASK:**
525 **Mr. Derry will look up the definition of classroom hour, live webinar, and classroom hours**
526 **via distance education and draft a regulation to be presented to the board for review and**
527 **approval in the August 13, 2018 meeting.**
528

529 Mr. Derry brings up one last regulations change that he believes should be made for 12 AAC
530 70.990(1) by removing “Standard 1 and Standard 2 of” so the regulation would read: “*appraisal*
531 *experience*” *includes fee and staff appraisals, ad valorem tax appraisals, appraisal reviews,*

532 appraisal analysis, real estate counseling, and feasibility analysis and study, all of which must
533 have been performed in accordance with the Uniform Standards of Professional Practices
534 described in 12 AAC 70.900; because of updates to the Uniform Standards of Professional
535 Practices. OLE Dulebohn volunteers to re-write this regulation to present to the board for review
536 and approval at the August 13, 2018 meeting.

537

538 **TASK:**

539 **OLE Dulebohn will draft the amended language to 12 AAC 70.990(1) for the board to**
540 **review and approve during their August 13, 2018 meeting. She will distribute it to the**
541 **board prior to that meeting via OnBoard.**

542

543 OLE Dulebohn asks the board for guidance as to how much time they will need for both the
544 August 8, 2018 subcommittee and August 13, 2018 teleconference in order to public notice it
545 properly. Chair Derry responds that three hours should be adequate for each meeting.

546

547 **Agenda Item #11 Adjourn**

548

549 At this time the board concluded all scheduled business

550

551 **In a motion made by Donald Faulkenburry, seconded by Wendy Lawrence, and passed**
552 **unanimously, it was RESOLVED to ADJOURN.**

553

554 Hearing nothing further, Chair David Derry adjourned the meeting and the record ended at 2:14
555 p.m.

556

557 Respectfully Submitted,

558

559

560

561 _____
Dawn Dulebohn, Licensing Examiner

_____ Date

562

563

564

565 _____
David Derry, Chair

_____ Date

566

567

Minutes for Review

August 13, 2018

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

4 BOARD OF CERTIFIED REAL ESTATE APPRAISERS

5
6 MINUTES OF THE BOARD MEETINGS

7 Monday, August 13, 2018

8
9 *These are DRAFT minutes prepared by the staff of the Division of Corporations, Business, and Professional*
10 *Licensing.*

11
12 *These minutes have not been reviewed or approved by the Board.*

13
14
15 By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a
16 scheduled meeting of the Board of Certified Real Estate Appraisers was held via teleconference on
17 Monday, August 13, 2018.

18
19 **Agenda Item #1** **Call to Order/Roll Call**

20
21 The meeting was called to order at 10:10 a.m. by David Derry, Chair.

22
23 Those present, constituting a quorum of the Board:

24 David Derry, Chair, Certified General Real Estate Appraiser

25 Wendy Lawrence, Certified Residential Real Estate Appraiser (joined at 10:42 a.m.)

26 Renee Piszczek, Mortgage Lending Member

27 Robert Tracy, Certified Residential Real Estate Appraiser

28
29 Division Staff present in the meeting:

30 Dawn Dulebohn, Occupational Licensing Examiner

31 Greg Francois, Chief Investigator

32 Amber Whaley, Senior Investigator

33 Sara Chambers, Deputy Director

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

36
37 There were no ethics issues to disclose.

38
39 **Agenda Item #3** **Review Agenda**

40
41 Chair David Derry prompted the Board to review the meeting agenda. There were no changes
42 made to the agenda.

43
44 **Agenda Item #4 Draft and Approve New Regulations**

45
46 **Proposed Amendment to Definitions**

47
48 In the July 25, 2018 it was noted by Chair David Derry that 12 AAC 70.990(1) “Standard 1 and
49 Standard 2 of” should be removed from the definition because Uniform Standards of Professional
50 Appraiser Practice (USPAP) has different spectrums that apply ad valorem for appraisals and
51 appraiser review and rather than specify the sections, the board feels it’s better to just reference
52 USPAP. OLE Dulebohn drafted an amended version of 12 AAC 70.990(1) to read: “*appraisal*
53 *experience*” includes fee and staff appraisals, ad valorem tax appraisals, appraisal reviews, appraisal analysis, real
54 estate counseling, and feasibility analysis and study, all of which must have been performed in accordance with
55 ~~Standard 1 and Standard 2~~ of the Uniform Standard of Professional Appraisal Practice.

56
57 **In a motion made by Renee Piszczek, seconded by Robert Tracy, and passed unanimously**
58 **with a roll call vote, it was RESOLVED to APPROVE the amendment as written for 12 AAC**
59 **70.990(1).**

60
61 **AQB Criteria 2018 Change**

62
63 Mr. Derry directs the board to address the regulations changes needed for Alaska to comply with
64 The Real Property Appraiser Qualification Criteria (AQB) that went into effect May 1, 2018 in
65 accordance with AS 08.87.020(3) that states that the board *may not be more stringent than the corresponding*
66 *minimum requirements for receiving approval of the state’s program of certification of real estate appraisers under 12*
67 *U.S.C. 3331-3351 or other federal law.*

68
69 *Sara Chambers joined at 10:12 a.m.*

70
71 Board Member Wendy Lawrence was assigned in the July 25, 2018 meeting to go through and
72 identify the changes that need to be made to regulation and draft an outline to present to the board.
73 The board went line by line to review and discuss those changes made by Ms. Lawrence.

74
75 **In a motion made by Robert Tracy, seconded by Renee Piszczek, and passed unanimously**
76 **with a roll call vote, it was RESOLVED to APPROVE the amendment as written for 12 AAC**
77 **70.115(c)(d) and ADOPT The Real Property Appraiser Qualification Criteria 2018 by**
78 **reference.**

79
80 *Wendy Lawrence joined at 10:42 a.m.*

81
82 The board went on to discuss the notes by Ms. Lawrence regarding 12 AAC 70.108(a)(b) and the
83 reference *the board will only accept work experience that was obtained after January 30, 1989 and was performed*
84 *in compliance with Standard 1 and Standard 2 of the Uniform Standards of Professional Appraisal Practice*
85 *(USPAP) in effect at the time that the work experience was obtained.* OLE Dulebohn directs the board to
86 the reference in AS 08.87.020(3) and the board determined that this regulation is included because of
87 Title XI. Mr. Derry reminds the board that this verbiage also has the antiquated reference to
88 “Standard 1 and Standard 2” and asks for a motion to remove it from regulation.

89
90 **In a motion made by Renee Piszczek, seconded by Robert Tracy, and passed unanimously**
91 **with a roll call vote, it was RESOLVED to APPROVE the amendment as written for 12 AAC**
92 **70.108(a)(b).**

93
94 *Sara Chambers left at 10:58 a.m.*

95
96 The board went back to 12 AAC 70.115(b)(10), (d), and (d)(10) to discuss the removal of: *of which at*
97 *least 100 hours must be completed not later than five years immediately preceding the date of a complete application*
98 from (d), the addition of *(may include hours over minimum from above course topics)* to (b)(10), and the
99 addition of *(may include hours over minimum from above course topics)* to (d)(10).

100
101 **In a motion made by Robert Tracy, seconded by Wendy Lawrence, and passed unanimously**
102 **with a roll call vote, it was RESOLVED to APPROVE the amendment as written for 12 AAC**
103 **70.115.**

104
105 The board goes on to 12 AAC 70.108(a)(b) to address the changes to hours for work experience for
106 both general and residential real estate appraisers. As Ms. Lawrence shows in her draft, applicants
107 for general will now have to complete their 3,000 hours of work experience in 18 months instead of
108 30 and applicants for residential will have their hours reduced from 2,500 to 1,500 and be allowed to
109 complete them in 12 months instead of 24 months.

110
111 **In a motion made by Renee Piszczek, seconded by Robert Tracy, and passed unanimously**
112 **with a roll call vote, it was RESOLVED to APPROVE the amendment as written for 12 AAC**
113 **70.108.**

114
115 Next the board discussed the recommended changes by Ms. Lawrence to 12 AAC 70.125 to add an
116 item (c) the specify the classes to be completed by applicants for trainee appraisers. After
117 discussion, the board decided to not add anything to 12 AAC 70.125 but instead amend 12 AAC
118 70.140(c) to change the reference to the AQB Criteria January 1, 2015 to reference the AQB Criteria
119 May 1, 2018.

120

121 **In a motion made by Wendy Lawrence, seconded by Robert Tracy, and passed unanimously**
122 **with a roll call vote, it was RESOLVED to APPROVE the amendment as written for 12 AAC**
123 **70.140 and delete the change to her draft for 12 AAC 70.125(c).**
124

125 The board goes on to discuss 12 AAC 70.130(a) and the removal of *within the 24 months immediately*
126 *preceding the date of certification*. Ms. Lawrence stated that she believes it should be removed because it
127 is not in the new AQB Criteria 2018. The board references the AQB Criteria 2018 and OLE
128 Dulebohn directs the board to page 10, IV where the reference still stands. The Chair asks OLE
129 Dulebohn to correct Ms. Lawrence's regulation draft to reflect this information.
130

131 OLE Dulebohn asks whether the board would like to complete the Regulations Questionnaire
132 during the meeting or to appoint a board member to complete it and turn it in after the meeting.
133 Mr. Derry asks for a volunteer to complete the Regulations Questionnaire for the AQB Criteria
134 2018 regulations changes and Ms. Lawrence volunteered.
135

136 **TASK:**

137 **Wendy Lawrence will send the completed Regulations Questionnaire for the AQB**
138 **Criteria 2018 regulations change to OLE Dulebohn by close of business on August 15, 2018.**
139

140 SB 155 (Appraisal Management Companies)
141

142 The board begins their discussion of the needed changes stemming from the passing of SB 155
143 which addresses Appraisal Management Companies and the formation of a SB 155 Subcommittee
144 that was scheduled to meet on August 8, 2018 to formulate a regulations product to bring to the
145 current meeting for review and approval by the board.
146

147 The following outline was provided to the board by Regulations Specialist Sher Zinn as a tool to aid
148 their subcommittee meeting and subsequently the board's discussion of the needed regulations
149 pertaining to SB 155.
150

151 What SB 155 requires-

- 152 • Registration of real estate management companies- new license type, establish standards and
153 procedures for registration
- 154 • 08.87.020(a)-Establish standards for real estate appraisal management company's appraiser
155 panel, including size and member qualifications
- 156 • Report relevant information and disciplinary actions reported to the federal Appraisal
157 Subcommittee
- 158 • 08.87.020(b)- The board may examine records of the company, require the company to submit
159 reports, information and documents to the board, investigate violations of this chapter, conduct
160 background investigations
- 161 • 08.87.130- Registration required for a person as a real estate AMC

- 162 • 08.87.135(a)- Registration required for a company as a real estate AMC, must have a designated
163 controlling person who is the main point of contact meeting certain requirements, must have a
164 registered agent in Alaska if the company is not in Alaska, requires an appraiser to meet the
165 Uniform Standards of Professional Appraisal Practice, engages only appraisers who are certified
166 by the state, has a process to verify the person assigned to serve on the panel is certified and
167 qualified under to conduct federally related transactions
- 168 • May not be owned in part or whole by a person that has had a certificate to act as a real estate
169 appraiser denied, cancelled, suspended, revoked, etc., unless the person has had the certificate
170 reinstated
- 171 • Posted a surety bond no greater than \$50,000, set by the board in regulations
- 172 • Owned by persons meeting the requirements in (c) of this section
- 173 • 08.87.135(b)- a controlling person designated under (a) must be actively certified in a state as a
174 real estate appraiser at all times, may not have had a certificate denied, cancelled, suspended,
175 revoked, put on probation, or surrendered in lieu of a pending revocation in any state unless the
176 person has later had the certificate to act as a real estate appraiser granted or reinstated, and
177 must be of good moral character
- 178 • 08.87.135(d)- the board shall provide a copy of a registration under this section to the Appraisal
179 Subcommittee established under federal law on a form approved by the subcommittee
- 180 • 08.87.140- mandatory reporting by an AMC to the Appraisal Subcommittee of a real estate
181 appraiser that has failed to comply with the Uniform Standards of Professional Appraisal
182 Practice under federal law in a manner that materially affects a valuation appraisal
- 183 • 08.87.142- An AMC reporting to a borrower shall separately state fees paid to an appraiser for
184 the appraisal, and the fee charged to the borrower for the appraisal by the AMC.
- 185 • 08.87.145- retention of records and inspection by the board
- 186 • 08.87.150- Reporting requirements for federally regulated AMCs- annual submission to the
187 board of information that the board is required to submit to the Appraisal Subcommittee
188 including: report of intent to operate in the state, and disclosure of whether the company is
189 directly or indirectly owned in whole or in part by any person that has had a certificate to act as
190 a real estate appraiser denied, cancelled, suspended, revoked, put on probation, or surrendered
191 in lieu of a pending revocation in any state.
- 192 • 08.87.155- exemptions, outlines who is exempt
- 193 • 08.87.215- prohibited practices
- 194 • 08.87.220- disciplinary proceedings; outlines disciplinary action under AS 08.01.075. May also
195 suspend or revoke a registration for an AMC if the company has ceased to operate in the state
196 as an AMC under (5).
- 197 • 08.87.900- new definitions.
- 198 The act takes effect January 1, 2019, but the board may not enforce registration of the AMC until
199 March
200 1, 2019.
- 201 What regulations will be needed- a new section for each,
- 202 1. Application instructions for a company owning an AMC- new section outlining application
203 instructions and qualifications, and a copy of bond. This should include an individual as
204 described in 08.87.130.
- 205 2. Definition of good moral character, and who must be of good moral character
- 206 3. Bonding requirements set in regulation by the board no greater than \$50,000

- 207 4. Renewal requirements- Must meet the requirements in 08.87.135(a) through (c)- includes
208 background investigation, proof of bonding, designated controlling person, registered agent if
209 required under (a)(2), etc.
210 5. Reporting requirements, annually by board. What will the AMC be required to submit annually?
211 Possibly a form the AMC completes on an annual basis and submits to the board.
212 6. Standards for AMC panel and qualifications of members
213

214 The SB 155 subcommittee met on August 8, 2018 and was comprised of David Derry, Renee
215 Piszczek, and Robert Tracy. They were asked to send the draft regulations product stemming from
216 that meeting to OLE Dulebohn upon its conclusion. The subcommittee submitted the following
217 document for board review and approval:
218

219 What SB 155 requires-

- 220 • Registration of real estate management companies- new license type, establish standards and
221 procedures for registration
222 **AK Board:** As specified in the Statute; this will include application, fees, documentation to verify
223 all issues required. Verification by State staff of each of the required items. Then
224 consideration/approval by the Board. 08.87.135.
- 225 • 08.87.020(a)-Establish standards for real estate appraisal management company's appraiser
226 panel, including size and member qualifications
227 **AK Board: Follow Federal ASC requirement:**
228 -15 or more appraisers registered in AK; or 25 or more nationally in 2 or more states.
229 -State credentialed, follow USPAP, and have necessary geographic competency for the market
230 area for where the work is performed.
- 231 • Report relevant information and disciplinary actions reported to the federal Appraisal
232 Subcommittee
233 **AK Board:** See Section C, Policy Stmt. 9, ASC Final Revised Policy Statements, 3-2018; pg. 43.
- 234 • 08.87.020(b)- The board may examine records of the company, require the company to submit
235 reports, information and documents to the board, investigate violations of this chapter, conduct
236 background investigations
237 **AK Board:** The board wants to maintain the authority to perform the steps listed (steps 1-4), as
238 needed, and as part of the bi-annual renewal. For more specifics, refer to Oregon regs; Chapter
239 161-560-0010, 161-560-0020 & 161-570-0010 (Duty to cooperate).
- 240 • 08.87.130- Registration required for a person as a real estate AMC
241 **AK Board:** In this case, "person" and company are considered synonymous; details are specified.
- 242 • 08.87.135(a)- Registration required for a company as a real estate AMC, must have a designated
243 controlling person who is the main point of contact meeting certain requirements, must have a
244 registered agent in Alaska if the company is not in Alaska, requires an appraiser to meet the
245 Uniform Standards of Professional Appraisal Practice, engages only appraisers who are certified
246 by the state, has a process to verify the person assigned to serve on the panel is certified and
247 qualified under to conduct federally related transactions
248 **AK Board:** All items that are required for application for registration in AK. And should be
249 listed/included on the application. The "Controlling Person" must be a credentialed appraiser, in
250 good standing.

- 251 • May not be owned in part or whole by a person that has had a certificate to act as a real estate
252 appraiser denied, cancelled, suspended, revoked, etc., unless the person has had the certificate
253 reinstated
- 254 **AK Board:** In conformance with ASC Final Revised Policy Stmts., 3-2018; Policy Stmt. 8, 2, A, pg.
255 39.
- 256 • Posted a surety bond no greater than \$50,000, set by the board in regulations
- 257 **AK Board:** Provide confirmation/evidence of the bond in the amount of \$50K.
- 258 • Owned by persons meeting the requirements in (c) of this section
- 259 **AK Board:** Requires to be disclosed as part of the initial application process and on each
260 subsequent renewal or any changes in ownership.
- 261 • 08.87.135(b)- a controlling person designated under (a) must be actively certified in a state as a
262 real estate appraiser at all times, may not have had a certificate denied, cancelled, suspended,
263 revoked, put on probation, or surrendered in lieu of a pending revocation in any state unless the
264 person has later had the certificate to act as a real estate appraiser granted or reinstated, and
265 must be of good moral character
- 266 **AK Board:** Yes, as written. Any changes in the designated Controlling Person, must be reported
267 to the state (AK) within 30 days of such change.
- 268 • 08.87.135(d)- the board shall provide a copy of a registration under this section to the Appraisal
269 Subcommittee established under federal law on a form approved by the subcommittee
- 270 **AK Board:** Per the ASC Final Revised Policy Stmts. 3-2018; this is reported electronically to the
271 ASC. Policy Stmt. 9, C & D, pg. 43.
- 272 • 08.87.140- mandatory reporting by an AMC to the Appraisal Subcommittee of a real estate
273 appraiser that has failed to comply with the Uniform Standards of Professional Appraisal
274 Practice under federal law in a manner that materially affects a valuation appraisal
- 275 **AK Board:** Follow as specified in the statute.
- 276 • 08.87.142- An AMC reporting to a borrower shall separately state fees paid to an appraiser for
277 the appraisal, and the fee charged to the borrower for the appraisal by the AMC.
- 278 **AK Board:** -The appraiser contracted by the AMC will report in the appraisal report the fee paid
279 to him/her by the AMC.
- 280 • 08.87.145- retention of records and inspection by the board
- 281 **AK Board:** Oregon regs-161-550-0020; Maintain records 5 yrs.; etc.
- 282 • 08.87.150- Reporting requirements for federally regulated AMCs- annual submission to the
283 board of information that the board is required to submit to the Appraisal Subcommittee
284 including: report of intent to operate in the state, and disclosure of whether the company is
285 directly or indirectly owned in whole or in part by any person that has had a certificate to act as
286 a real estate appraiser denied, cancelled, suspended, revoked, put on probation, or surrendered
287 in lieu of a pending revocation in any state.
- 288
- 289 **AK Board:** As specified in the Statute; federally regulated AMCs are not subject to Alaska
290 regulation, but must provide the information as detailed in the statute.
- 291 • 08.87.155- exemptions, outlines who is exempt
- 292 **AK Board:** As specified in the Statute; clearly delineated and specific.
- 293 • 08.87.215- prohibited practices
- 294 **AK Board:** As specified in the Statute.
- 295 • 08.87.220- disciplinary proceedings; outlines disciplinary action under AS 08.01.075. May also

296 suspend or revoke a registration for an AMC if the company has ceased to operate in the state
297 as an AMC under (5).

298 **AK Board:** As specified in the Statute.

299 • 08.87.900- new definitions.

300 **AK Board:** See Appendix B, Glossary of Terms, ASC Final Revised Policy Statements, 3-2018; pg.
301 59.

302 The act takes effect January 1, 2019, but the board may not enforce registration of the AMC until
303 March
304 1, 2019.

305 What regulations will be needed- a new section for each,

306 1. Application instructions for a company owning an AMC- new section outlining application
307 instructions and qualifications, and a copy of bond. This should include an individual as
308 described in 08.87.130.

309 2. Definition of good moral character, and who must be of good moral character

310 3. Bonding requirements set in regulation by the board no greater than \$50,000

311 4. Renewal requirements- Must meet the requirements in 08.87.135(a) through (c)- includes
312 background investigation, proof of bonding, designated controlling person, registered agent if
313 required under (a)(2), etc.

314 5. Reporting requirements, annually by board. What will the AMC be required to submit annually?

315 Possibly a form the AMC completes on an annual basis and submits to the board.

316 6. Standards for AMC panel and qualifications of members

317 **AK Board subcommittee; 8/8/18**

318 **D. Derry**

319 **R. Tracy**

320 **R. Piszczek**

321

322 The subcommittee also submitted the Regulations Questionnaire on August 8, 2018.

323

324 Mr. Derry goes on to state that he did not feel like there was much “wobble room” for the board to
325 formulate regulations because of the specific language of SB 155. He goes on to state that whatever
326 regulation the board has formulated will be subject to extensive review by the Real Estate Valuation
327 Advocacy Association’s (REVAA) lobbying organization for Appraisal Management Companies.

328

329 At this time, Mr. Derry invites advice from the SB 155 Regulations Team which is comprised of Sara
330 Chamber and Greg Francois. Hearing nothing from Mr. Francois and as Sara Chambers had not
331 rejoined the meeting, OLE Dulebohn reminds the board that given the time constraints involved
332 with this project, Ms. Chambers had previously urged the board to deliver as close to a final product
333 as possible to the regulations specialists. She goes on to reiterate to the board that the regulations
334 specialist will mainly just format the information that the board has provided to them and the
335 Department of Law will just consult on things to do with Alaska law.

336

337 OLE Dulebohn goes on to address the board on some items from Regulation Specialists Zinn’s
338 outline that she does not see were clarified by the board. The first item is #2 on whether the board
339 had a definition of “good moral character”. Mr. Derry and Mr. Tracy state that they found a

340 definition in case law which states that “good moral character” refers to a personal history of
341 honesty, fairness, and respect for the rights of others and for state and federal law.
342 An individual applying for registration is ineligible due to failure to satisfy the requirement of good
343 moral character if:
344 a. there is a substantial connection between the lack of good moral character of the individual and
345 the professional responsibilities of a registered contractor; and
346 b. the finding by the board of lack of good moral character is supported by clear and convincing
347 evidence.

348
349 Mr. Derry asks that Mr. Tracy send OLE Dulebohn that definition to include in the meeting
350 minutes and to forward on to the regulations specialists. OLE Dulebohn also asks the board if they
351 would like to add the definition of “good moral character” to 12 AAC 70.990 Definitions.

352
353 **TASK:**

354 **Robert Tracy will send the definition of “good moral character” as decided by the**
355 **SB155 subcommittee to OLE Dulebohn by close of business August 13, 2018.**

356
357 Mr. Derry asks the board for a motion to adopt the regulations product from the SB 155
358 Subcommittee as written with the addition of the definition of “good moral character”. OLE
359 Dulebohn interjects to ask about the other items from the regulation outlines such as #5 “What will
360 the AMC be required to submit annually?” and #6 “Standards for AMC panel and qualifications of
361 members”. Mr. Derry responds that #5 is already addressed in the language for SB 155 and that the
362 board does not need to make a regulation pertaining to them. Mr. Derry goes on to state that there
363 is no such thing as an AMC panel, the board will be overseeing the AMC, and qualifications for
364 appraisers is already specified in SB 155.

365
366 **In a motion made by Renee Piszczek, seconded by Wendy Lawrence, and passed**
367 **unanimously with a roll call vote, it was RESOLVED to APPROVE the drafted regulations**
368 **to go to the regulations specialist as written for SB 155 and to ADD the stated definition of**
369 **“good moral character” to 12 AAC 70.990.**

370
371 Mr. Derry asks OLE Dulebohn to give a brief overview of the steps involved with the process of
372 regulations. Mr. Derry asks OLE Dulebohn to relay to the regulations specialists that if they have
373 any questions, they can contact him or Rob Tracy directly and they will confer with other board
374 members if need be and get back to them. OLE Dulebohn reminds Mr. Derry that the board
375 cannot conduct business outside of a publicly noticed meeting but if the board would like to appoint
376 Mr. Derry as a representative in this matter, a motion and vote would be in order.

377
378 **In a motion made by Wendy Lawrence, seconded by Renee Piszczek, and passed**
379 **unanimously with a roll call vote, it was RESOLVED to APPOINT David Derry to**
380 **represent the board to the regulations specialist in the matter of regulations pertaining to SB**
381 **155.**

382

383 Mr. Derry invites Mr. Francois to contribute any additional guidance or information that should be
384 addressed. Hearing none, Mr. Derry asks for a motion to adjourn.

385

386 **Agenda Item #14** **Adjourn**

387

388 **In a motion made by Robert Tracy, seconded by Renee Piszczek, and passed unanimously,**
389 **it was RESOLVED to ADJOURN.**

390

391 Hearing nothing further, Chair David Derry adjourned the meeting at 11:42 a.m.

392

393 Respectfully Submitted,

394

395

396

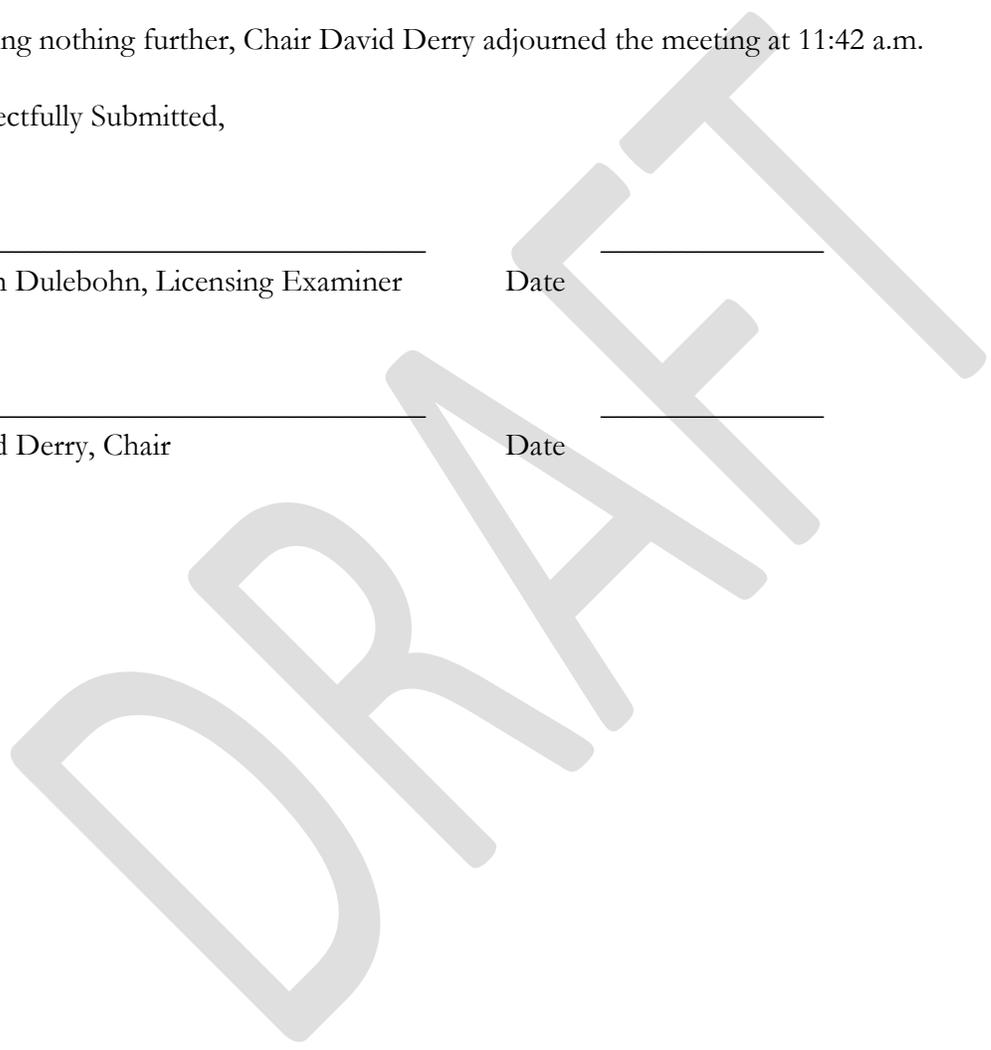
397 _____ Date _____
Dawn Dulebohn, Licensing Examiner

398

399

400

401 _____ Date _____
David Derry, Chair



Old Business

Previous Task List

Task list

TASK LIST- July 25, 2018					
#	Task	Who to complete	When is the deadline?	Distribute to the Board?	Completed
1	Update Supervisor Approval Letter to include reference to FAQ 11 (supervisor responsibilities and Determination of Competency form	Dawn	ASAP	September meeting	8/8/2018
2	Complete Regulations Questionnaire about board meeting CE credit	David	ASAP	September meeting	7/25/2018
3	Submit Travel Request for Fall AARO Conference	David	ASAP	no.	8/23/2018
4	Put meeting calendar for 2019 in November 19th board packet/agenda	Dawn	November meeting	November meeting	In September packet at the request of the ASC
5	Draft letter of support in reply to Mr. Safer's correspondence about barriers to licensure (Task 11 from May 2018 meeting)	Rob	COB 7/25/2018	Yes.	7/25/2018- sent revision 8/10/2018. Waiting for direction to e-mail it out.
6	Thank you notes to the sponsors of HB 329 and SB 155 (Task 13 from May 2018 meeting)	David	ASAP	No.	8/8/2018
7	Send a copy of SB 155 to the board	Dawn	ASAP	Yes (during meeting)	7/25/2018
8	Send regulation product stemming from subcommittee meeting on 8/8/2018 to Division	Renee, David, Rob	8/8/2018	Yes via OnBoard for 8/13/2018 regulations meeting	8/8/2018
9	Outline AQB 2018 changes to Alaska Regulations	Wendy	prior to 8/13/2018	Yes via OnBoard for 8/13/2018 regulations meeting	8/10/2018
10	Find out the procedures for soliciting experts for the reviewing appraisal panel and whether pubic notice and approval are needed and report back to the board (Task 7 from May 2018 meeting)	Doug Fell	ASAP	September meeting	
11	Look into the possibility of changing the name of the form titled "Board Member Review" to Board Member Screening" (Task 8 from May 2018 meeting)	Doug Fell	ASAP	September meeting	

Task list

12	Upon receiving Mr. Fell's report, the board will provide the verbiage they want to post to solicit reviewers and steps will be taken to post on the board's website (Task 9 from the May 2018 meeting)	Board/ OLE			
13	Research what is needed for the board to create and approve a disciplinary matrix to be used as a tool to aid investigations (Task 10 from May 2018 meeting)	Dawn	September meeting	In meeting	received samples from Chief Francois on 7/17/2018 to be discussed in the 9/24/2018 meeting
14	Send out e-mail to course sponsors to set guidelines for the course approval process (Task 17 from May 2018 meeting)	Dawn	before September meeting	no.	Pending resolution of possible discrepancy brought forth by Mr. Derry on 7/4/2018
15	Definition of classroom hour, live webinar, and classroom hours via distance education should be added to 12 AAC 70.990 during the next regulations project. (Task 20 from May 2018 meeting)	Board	September meeting		
16	Amend 12 AAC 70.990 by removing "Standard 1 and Standard 2" per Chair Derry's request	Dawn	13-Aug-18	Yes via OnBoard for 8/13/2018 regulations meeting	8/9/2018- in board packet

Qualifying Education via Distance Education

From: David Derry
To: [Dulebohn, Dawn L \(CED\)](#)
Subject: Re: QE for appraisal certification
Date: Tuesday, August 7, 2018 6:38:03 PM

Hi again,

Please add this to our 9/18 agenda to address this again. Since our regs state that QE can be taken on-line, I think we got confused when we discussed this in the 5/18 meeting. I don't think we can declare, in a board meeting, a policy that's in conflict with the regs.....can we?? I'm referring to pg. 20, line 735. I'm sure that's what you are referencing too. Right?

Have we had any applications since the 5/18 meeting where you didn't accept them because of our 5/18 statement? I hope not. And thanks for remembering that...I sure spaced it out.

Dave

On Tue, Aug 7, 2018 at 3:34 PM Dulebohn, Dawn L (CED) <dawn.dulebohn@alaska.gov> wrote:

Hello David,

Yes. Federal and state regs say all QE can be taken by distance education (online) as long as it meets the stipulated requirements.

The board maintained in the May 11, 2018 meeting that no QE could be taken online. I have attached the meeting minutes for your reference.

Best Regards,

Dawn Dalebohn

Licensing Examiner
Board of Certified Real Estate Appraisers
Corporations, Business, and Professional Licensing
P.O. Box 110806

Juneau, AK 99811-0806

PH: 907-465-3811

Fax: 907-465-2974

Dawn.Dulebohn@alaska.gov

From: David Derry [mailto:covedave5@gmail.com]

Sent: Tuesday, August 7, 2018 1:52 PM

To: Dulebohn, Dawn L (CED) <dawn.dulebohn@alaska.gov>

Subject: QE for appraisal certification

Hi,

I had a question regarding qualifying education for certification, what can be taken on line, what has to be traditional classroom. My interpretation of our regs is that all of a trainees QE can be taken on line. Of course we do require that CE be 50% traditional classroom.

Have you had this question submitted to you? Any different understanding?

Thanks, Dave

686 A. The board discussed this topic and decided that they had no objections to streamlining the
687 application process for applicants by examination. It was decided that David Derry would be the
688 designated reviewer for persons applying to be a General Real Estate Appraiser and Wendy
689 Lawrence would be the designated reviewer for persons applying to be a Residential Real Estate
690 Appraiser barring any conflict of interest.

691

692 **TASK:**

693 **OLE Dulebohn will amend the board’s voting ballot to include a place for the work**
694 **product to be identified by the designated member at the time of initial review and that**
695 **selection to be disclosed to the applicant only after the applicant has successfully passed**
696 **their exam.**

697

698 **5. Q. On the Supervisor Approval Request form is the statement: *Per 12 AAC 70.935, a***
699 ***supervisory appraiser shall be certified in Alaska and in good standing for at least three years***
700 ***before applying on this form. Does this statement accurately reflect the board’s position on***
701 **Supervisor Approval Requests?**

702

703 A. The board looked at the regulation, deliberated, and decided that that statement did accurately
704 reflect the board’s interpretation. Mr. Faulkenburry points out that when a state regulation says
705 the word “state” they only have jurisdiction in their area so it couldn’t mean any other state
706 because the rules have no standing elsewhere. The issue was expanded upon by the board in that
707 they did not believe anyone could have enough experience to teach in Alaska without having
708 worked and acquired experience as a Certified Real Estate Appraiser for at least 3 years. The
709 board’s final decision is anyone applying as a Supervisor must have been certified and in good
710 standing in the State of Alaska for at least 3 years before applying.

711

712 6. Q. If someone fraudulently attempts to gain supervisor approval, should there be disciplinary
713 action taken in accordance with AS 08.87.210(3)?

714

715 A. Yes.

716

717 **TASK:**

718 **OLE Dulebohn will look into changing the application to say “a supervisory**
719 **appraiser shall be certified and in good standing in the State of Alaska for at least three**
720 **years before applying on this form and make note of this in the FAQ’s.**

721

722 **6. Q. Can distance education be substituted for “classroom” hours for Qualifying or**
723 **Continuing Education if the AQB criteria for classroom hours via distance education is**
724 **met?**

725 A. The board recognized that time are changing and technology is evolving and are willing to
726 discuss this subject in a future meeting. Mr. Derry recalls that prior to May 2017 the board had a
727 discussion on this subject. The board recalls that they have always interpreted and continue to
728 maintain that the word “classroom” to be a course attended live and in person and not to be
729 available for any online substitution.

730

731 **TASK:**

732 **Definition of classroom hour, live webinar, and classroom hours via distance**
733 **education should be added to 12 AAC 70.990 during the next regulations project.**

734

735 **7. Q. Does the board maintain that all qualifying education must be completed by live, in**
736 **person classroom hours?**

737

738 A. Yes.

739

740 **8. Q. Does the board maintain that 50 % of continuing education must done as a live, in**
741 **person classroom hour and the other half may be done online?**

742

743 A. Yes.

744

745 As the board meeting was running over time, the remainder of OLE Dulebohn’s list of topics for
746 clarification will be addressed in the next board meeting.

747

748 **Agenda Item #14 Adjourn**

749

750 In closing, Mr. Derry revisited task list items. The board addresses the OnBoard program issues and
751 asked that more time to learn the program be allotted to the board. After discussion with Mr.
752 Faulkenburry and OLE Dulebohn, OLE Dulebohn resolved to get board meeting information out
753 anywhere from 2 weeks to 3 weeks in advance depending on board feedback on the draft agenda.

754

755 **TASK:**

756 **OLE Dulebohn will confirm Mr. Faulkenburry’s contact information since he did not**
757 **receive voicemails concerning implementation on the OnBoard program for board packet**
758 **dissemination.**

759

760 **In a motion made by Donald Faulkenburry, seconded by Robert Tracy, and passed**
761 **unanimously, it was RESOLVED to ADJOURN.**

762

763 Hearing nothing further, Chair David Derry adjourned the meeting at 4:41 p.m.

764

765

Thank You Letters

David Derry

From: David Derry
To: [Dulebohn, Dawn L \(CED\)](#)
Subject: Thank you letters-Appraisal Board
Date: Tuesday, August 7, 2018 1:59:26 PM
Attachments: [AMC thank you letter-Rep Josephson.pdf](#)
[AMC thank you letter-Sen Meyer.pdf](#)

Hi,

Attached are pdf's of my thank you letters to Rep. Josephson and Sen. Meyer. Please include this in our agenda packets for our next Board meeting, in Sept.

Thanks, Dave



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 110806
Juneau, AK 99811-0806
Main: 907.465.3811
Fax: 907.465.2974

August 7, 2018

Representative Andy Josephson
1500 W. Benson Blvd.
Anchorage, AK 99503

RE: Appraisal Board Sunset legislation, HB 278
Appraisal Management Company legislation, HB 329/SB 155

Dear Representative Josephson,

On behalf of the Alaska Board of Certified Real Estate Appraisers, I want to extend our very sincere thank you to you and your staff for sponsoring and working on passage of both the sunset legislation and the AMC legislation.

The whole process was an eye opening experience for me, and the assistance of Tom Atkinson of your staff for the AMC legislation was invaluable. We on the Board especially appreciate your support on both the higher bond threshold and having the "Controlling Person" certified in Alaska. Although we ultimately compromised on part of that, we will still be able to have adequate oversight and protect both Alaska appraisers and the public. I was invited to the bill signing in Juneau, but unfortunately it was with short notice, and I spend the summers in Halibut Cove. So travel to Juneau on short notice is a challenge. The Board is now in the process of formulating an outline for drafting the implementation regulations. And I'm sure the regs will get a close review by REVAA. It will be interesting to see just how many AMC's ultimately register to do business in Alaska.

It is a good feeling to have the sunset time/extension completed. Again a big thank you for your sponsorship and the assistance of Megan Holland, of your staff as this bill moved through the House and Senate. We as a Board take pride in the extension of the sunset time to the maximum allowed. Both the Board and the state staff have worked hard to improve our federal audit results, providing the basis for the legislative auditor to recommend the longer sunset extension. Of course having state certification for Alaska appraisers is essential for us to continue appraising Alaska, and also providing the Alaska public with valuation services.

Thanks,

David M. Derry, MAI, AI-GRS
Chair



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

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P.O. Box 110806
Juneau, AK 99811-0806
Main: 907.465.3811
Fax: 907.465.2974

August 7, 2018

Senator Kevin Meyer
1500 W. Benson Blvd.
Anchorage, AK 99503

RE: Appraisal Management Company legislation, SB 155

Dear Senator Meyer,

On behalf of the Alaska Board of Certified Real Estate Appraisers, I want to extend our very sincere thank you to you and your staff for sponsoring and working on passage of the AMC legislation.

The whole process was an eye opening experience for me, and the assistance of Edra Morledge of your staff for the AMC legislation was invaluable. Although we ultimately compromised on some parts of the legislation, we will still be able to have adequate oversight and protect both Alaska appraisers and the public. I was invited to the bill signing in Juneau, but unfortunately it was with short notice, and I spend the summers in Halibut Cove. So travel to Juneau on short notice is a challenge. The Board is now in the process of formulating an outline for drafting the implementation regulations. It will be interesting to see just how many AMC's ultimately register to do business in Alaska.

I don't think we have any legislation on the horizon for the 2019 session, which is just fine for me. I appreciate your dedication and service to Alaska as a Senator.

Thanks,

David M. Derry, MAI, AI-GRS
Chair

Regulations Questionnaire Run-Through

Renee Piszczek

From: Renee Piszczek
To: [Dulebohn, Dawn L \(CED\)](#)
Subject: thoughts
Date: Wednesday, July 25, 2018 10:21:35 AM

Maybe in Sept meeting we could do a sample run for the reg. questionnaire

Take a regulation and the questionnaire and just do one sample together so we all understand

Renee Piszczek
NMLS# 482472
rpiszczek@mtmckinleybank.com
Sr. Vice President
Mt McKinley Bank
500 Fourth Avenue
Fairbanks AK 99701
PH:907-452-1751
FX:907-451-3560
www.mtmckinleybank.com

[Apply Online](#)

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Regulation Changes Questionnaire

Division/Board: _____ Meeting Date: _____

Regulation change being proposed: 12 AAC _____

General top of the regulation: _____

This worksheet is designed to help the board think through an anticipated regulations project. Staff will provide this worksheet to the board at the time a regulations project is being approved for public notice. This information will be used to develop a FAQ to be posted on the board's web page to help the public understand the project. Staff will submit the completed worksheet with the draft board minutes to the Regulations Specialist within 10 days of the meeting and provide a copy to the supervisor. Appropriate staff will be assigned to complete this worksheet if a division regulation. **NOTE: Use a separate worksheet for each section being proposed.**

1. Is the new regulation needed to comply with new legislation or federal law? If yes, effective date of new statute/federal law: _____ <i>(If appropriate, ensure the new regulation is in line with federal requirements prior to initiating a regulation project.)</i>	Yes	No
2. Does the change add a new license type? If yes: Does it affect current licensees? Do current licensees/non-licensees already perform the service for which the new license type is required? Is there a grace period or date explicitly included in the regulation to allow for a transition period?	Yes	No
3. Does it change the qualifications or requirements of an existing license? If yes, does it affect current licensees?	Yes	No
4. Does it affect continuing education/competency requirements? If yes: Does it add additional requirements or hours? Does it clarify existing regulations? Is there an effective date in the future to give licensees time to comply?	Yes	No
5. Is it a fee change or does it create a new fee? If yes: Does it move fees in the centralized regulations to a new number, therefore affecting other program regulations?	Yes	No
6. Does it make changes to the requirements of licensees? If yes: All licensees Certain licensees (List: _____) Initial licensees	Yes	No
7. In addition to interested parties, who should receive the public notice? (All licensees or certain license types?)		

8. In addition to the 30-day minimum written notice, does the board request a public hearing? If yes, when and where.
9. What will the regulation do?
10. What is the demonstrated public need or purpose of this regulation?
11. What is the known or estimated cost of the new regulation to a private person, another agency, or a municipality (see Step 3 of the <i>Steps in the Regulation Process...</i>)?
12. What <u>positive</u> consequences may this regulation have on public or private people, businesses, or organizations?
13. What <u>negative</u> consequences may this regulation have on public or private people, business, or organizations?
14. If any <u>negative</u> consequences, please address the reasons why the public need for this change outweighs the negative impact.
15. List any additional questions or comments that may arise from the public during the comment period. Include a response to the questions.
16. What type of notification outlining the changes will be required once the regulation is adopted? Check appropriate boxes. <div style="display: flex; justify-content: space-around;"> FAQ on website Email to licensees Letter to licensees </div>

Staff submitting this worksheet: _____ Date submitted to Regulations Specialist: _____

Investigative and Probation Reports

Investigative Case Review

&

Consent Agreements

Executive Session Motion

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

“In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; *OR***
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; *OR***
- (3) matters which by law, municipal charter, or ordinance are required to be confidential; *OR***
- (4) matters involving consideration of government records that by law are not subject to public disclosure.**

**Board staff is requested to remain during the session *OR*
Board only to remain during session.”**

Staff will then state **“The board is off the record at _____(time).”**

EXECUTIVE SESSION MOTION

I, _____, move that the Alaska State Board of Massage Therapists enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing _____

Board staff to remain during the session.

Off record: _____

On record: _____

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- **matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;**
- **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- **matters which by law, municipal charter, or ordinance are required to be confidential;**
- **matters involving consideration of government records that by law are not subject to public disclosure.**

Division Update & Financial Report

Board of Certified Real Estate Appraisers
Schedule of Revenues and Expenditures

	FY 12		FY 13		FY 14		FY 15		FY16		FY17		FY18 1st - 3rd Qtr	
Licensing Revenue	\$	42,190	\$	269,948	\$	56,250	\$	279,525	\$	49,440	\$	272,590	\$	50,030
Allowable Third Party Reimbursement		-		-		1,499		-		-		5,827	\$	-
Total Revenue		42,190		269,948		57,749		279,525		49,440		278,417		50,030
Direct Expenditures														
Personal Services		78,181		46,148		34,915		53,294		44,158		33,252		48,504
Travel		8,534		3,759		2,920		2,217		12,596		13,106		9,943
Contractual		56,720		44,699		14,955		33,616		3,008		5,288		8,726
Supplies		233		61		24		42		22		13		637
Equipment		-		-		-		-		-		-		-
Total Direct Expenditures		143,668		94,667		52,814		89,169		59,784		51,659		67,810
Indirect Expenditures*		15,739		18,583		20,937		33,105		21,626		18,550		13,913
Total Expenses		159,407		113,250		73,751		122,274		81,410		70,209		81,723
Annual Surplus (Deficit)		(117,217)		156,698		(16,002)		157,251		(31,970)		208,208		(31,693)
Beginning Cumulative Surplus (Deficit)		17,823		(99,394)		57,304		41,302		198,553		166,583		374,791
Ending Cumulative Surplus (Deficit)	\$	(99,394)	\$	57,304	\$	41,302	\$	198,553	\$	166,583	\$	374,791	\$	343,098

** For the first three quarters, indirect costs are based on the prior fiscal year's total indirect amount on a percent of year completed basis.

Appropriation (All)
 Sub Unit (All)
 Activity Code APR1

Sum of Expenditures		Object Type Code				Grand Total
Object Code	Object Name	1000 - Personal Services	2000 - Travel	3000 - Services	4000 - Commodities	
1011	Regular Compensation	16,615.12				16,615.12
1023	Leave Taken	2,063.43				2,063.43
1028	Alaska Supplemental Benefit	1,108.96				1,108.96
1029	Public Employee's Retirement System Defined Benefits	28.41				28.41
1030	Public Employee's Retirement System Defined Contribution	924.49				924.49
1034	Public Employee's Retirement System Defined Cont Health Reim	684.00				684.00
1035	Public Employee's Retirement Sys Defined Cont Retiree Medical	184.33				184.33
1037	Public Employee's Retirement Sys Defined Benefit Unfnd Liab	2,148.64				2,148.64
1039	Unemployment Insurance	58.23				58.23
1040	Group Health Insurance	6,087.31				6,087.31
1041	Basic Life and Travel	9.73				9.73
1042	Worker's Compensation Insurance	175.83				175.83
1047	Leave Cash In Employer Charge	416.72				416.72
1048	Terminal Leave Employer Charge	216.61				216.61
1053	Medicare Tax	247.95				247.95
1069	SU Business Leave Bank Contributions	10.91				10.91
1077	ASEA Legal Trust	26.96				26.96
1079	ASEA Injury Leave Usage	1.77				1.77
1080	SU Legal Trst	8.09				8.09
1970	Personal Services Transfer	17,486.03				17,486.03
2000	In-State Employee Airfare		1,372.29			1,372.29
2001	In-State Employee Surface Transportation		67.09			67.09
2002	In-State Employee Lodging		556.00			556.00
2003	In-State Employee Meals and Incidentals		364.00			364.00
2005	In-State Non-Employee Airfare		535.86			535.86
2007	In-State Non-Employee Lodging		298.00			298.00
2008	In-State Non-Employee Meals and Incidentals		270.00			270.00
2009	In-State Non-Employee Taxable Per Diem		154.00			154.00
2010	In-State Non-Employee Non-Taxable Reimbursement		658.37			658.37
2012	Out-State Employee Airfare		1,784.42			1,784.42
2013	Out-State Employee Surface Transportation		121.61			121.61
2014	Out-State Employee Lodging		3,056.70			3,056.70
2015	Out-State Employee Meals and Incidentals		696.00			696.00
2036	Cash Advance Fee		8.46			8.46
3000	Training/Conferences			1,300.00		1,300.00
3002	Memberships			450.00		450.00
3023	Expert Witness			3,484.50		3,484.50
3044	Courier			10.63		10.63
3045	Postage			52.15		52.15
3046	Advertising			592.73		592.73
3057	Structure, Infrastructure and Land - Rentals/Leases			62.40		62.40
3067	Honorariums/Stipend			16.00		16.00
3069	Commission Sales			56.00		56.00
3088	Inter-Agency Legal			2,701.09		2,701.09
4000	Books and Educational Supplies				585.00	585.00
4002	Business Supplies				52.00	52.00
Grand Total		48,503.52	9,942.80	8,725.50	637.00	67,808.82

Board Business

CE Consent Agreements

Executive Session Motion

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.

(c) The following subject may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

MOTION WORDING:

“In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; *OR***
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; *OR***
- (3) matters which by law, municipal charter, or ordinance are required to be confidential; *OR***
- (4) matters involving consideration of government records that by law are not subject to public disclosure.**

**Board staff is requested to remain during the session *OR*
Board only to remain during session.”**

Staff will then state **“The board is off the record at _____(time).”**

EXECUTIVE SESSION MOTION

I, _____, move that the Alaska State Board of Massage Therapists enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing _____

Board staff to remain during the session.

Off record: _____

On record: _____

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- **matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;**
- **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- **matters which by law, municipal charter, or ordinance are required to be confidential;**
- **matters involving consideration of government records that by law are not subject to public disclosure.**

Continuing Education Reprimand

Reprimand

The Alaska Board of Certified Real Estate Appraisers (Board) issues the renewal of certificates in advance of requiring an applicant to provide documentation to verify completion of the reported continuing education requirements based upon an applicant's affirmative verification the continuing education requirements have been met.

In doing so, the Board expects each individual licensed or certified in Alaska to be aware of all laws and regulations pertaining to practice as a real estate appraiser in Alaska. Furthermore, the Board relies upon each applicant's honesty and integrity to respond to questions on the renewal application both truthfully and accurately.

The Board issues this reprimand to [licensee] for [his/her] failure to complete the continuing education required for the lawful renewal of [his/her] real estate appraiser certification under AS 08.87.120 and 12 AAC 70.200 *et seq.*, and for falsely certifying [his/her] completion of said hours when [he/she] renewed [his/her] certification on [date].

Continuing Education Disciplinary Matrix

CE AUDIT DISCIPLINE MATRIX

PROGRAM	REMEDIAL CE REQUIREMENT	MANDATORY AUDIT REQUIREMENT	REPRIMAND	FINE	Imposition of Civil Fine used in some cases?	Letter of Advisement approved in some cases?
ACU - Acupuncture	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$1,000 suspended for false/inaccurate response, plus \$100 unsuspended for each deficient hour.	No	Yes
AELS - Architects, Engineers & Land Surveyors	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500 for false/inaccurate response with \$2,000 of that suspended, plus \$50 unsuspended for each deficient hour, up to a \$1,000 maximum.	Yes	Yes
APR - Real Estate Appraisers	Yes. Licensee must make up the deficient hours.	Yes	No	\$100 per hour deficient, unsuspended.		Include in Consent Agreement
CHI - Chiropractors	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500 for false/inaccurate response (all or part of this amount may be suspended based on the gravity of the offense), plus \$200 unsuspended for each deficient hour, up to a \$1,000 maximum.	Yes	No
CPA	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$3,000 for false/inaccurate response (up to \$2,500 of this amount may be suspended based on the gravity of the offense), plus \$200 unsuspended for each deficient hour, up to \$2,000 maximum.	Yes	Yes
CSW - Clinical Social Workers	Yes. Licensee must make up the deficient hours.	Yes	No	\$100 unsuspended per deficient hour.	Yes	Yes

CE AUDIT DISCIPLINE MATRIX

PROGRAM	REMEDIAL CE REQUIREMENT	MANDATORY AUDIT REQUIREMENT	REPRIMAND	FINE	Imposition of Civil Fine used in some cases?	Letter of Advisement approved in some cases?
DEN - Dentists and Dental Hygienists	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,000 suspended for false/inaccurate response, plus \$200 unsuspended for each deficient hour.	Yes	No
DOP - Dispensing Opticians	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500, with \$100 suspended for each hour properly completed.	No	No
EAD - Electrical Administrators	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500, with \$100 suspended for each hour properly completed.	No	No
HIN - Home inspectors	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500, with \$100 suspended for each hour properly completed.	No	No
MFT - Marital and family therapists	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,000 (up to \$1,500 of this amount may be suspended based on the gravity of the offense), plus \$100 unsuspended for each deficient hour, up to a \$1,000 maximum.	No	No
MAS - Massage therapists	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$50 for each deficient hour.	No	Yes
MEC - Mechanical administrators	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500, with \$100 suspended for each hour properly completed.	No	No

CE AUDIT DISCIPLINE MATRIX

PROGRAM	REMEDIAL CE REQUIREMENT	MANDATORY AUDIT REQUIREMENT	REPRIMAND	FINE	Imposition of Civil Fine used in some cases?	Letter of Advisement approved in some cases?
MED - Doctors, Podiatrists, Physician Assistants, Paramedics	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500 for false/inaccurate response (all or part of this amount may be suspended based on the gravity of the offense), plus \$200 unsuspended for each deficient hour, up to a \$1,000 maximum.	Yes	No
MID - Midwives	Yes. Licensee must make up the deficient hours. This may include additional chart and peer reviews.	Yes	Yes	\$2,500 with \$2,000 suspended.	Yes	No
NUAA - Nurse aides	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$500	No	Yes
NUR - Licensed practical nurses	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$1,500	No	Yes
NUR - Registered nurses	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,000	No	Yes
NUR - Advanced practice registered nurses	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500	No	Yes
OPT - Optometrists	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$3,500 with \$3,000 suspended, plus \$100 unsuspended for each deficient hour up to a \$1000 maximum. (Total potential fine \$4,500.)	Yes, not to exceed \$5,000.	Yes

CE AUDIT DISCIPLINE MATRIX

PROGRAM	REMEDIAL CE REQUIREMENT	MANDATORY AUDIT REQUIREMENT	REPRIMAND	FINE	Imposition of Civil Fine used in some cases?	Letter of Advisement approved in some cases?
PCO - Professional counselors	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,000 for false/inaccurate response (up to \$1,500 of this amount may be suspended based on the gravity of the offense), plus \$100 unsuspended for each deficient hour, up to a \$1,000 maximum.	Yes	No
PHA - Pharmacists	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500, with \$100 suspended for each hour properly completed.	Yes	No
PHA - Pharmacy technicians	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500 suspended for false/inaccurate response, plus \$25 unsuspended for each deficient hour .	Yes	No
PHY - Physical therapists and occupational therapists (including assistants)	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500 for false/inaccurate response (up to \$2,000 of this amount may be suspended based on the gravity of the offense), plus \$100 unsuspended for each deficient hour.	Yes	Yes
PSY - Psychologists	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500, with an amount suspended based on the gravity of the offense.	No	Yes
REC - Real Estate Commission	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500 for false/inaccurate response (all or part of this amount may be suspended based on the gravity of the offense), plus \$50 unsuspended for each deficient hour.	Yes	No

CE AUDIT DISCIPLINE MATRIX

PROGRAM	REMEDIAL CE REQUIREMENT	MANDATORY AUDIT REQUIREMENT	REPRIMAND	FINE	Imposition of Civil Fine used in some cases?	Letter of Advisement approved in some cases?
RES - Residential Contractor Endorsement	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500, with \$100 suspended for each hour properly completed.	No	No
VET - Veterinarians	Yes. Licensee must make up the deficient hours.	Yes	Yes	\$2,500 for false/inaccurate response (all or part of this amount may be suspended based on the gravity of the offense), plus \$100 unsuspended for each deficient hour.	No	No

Continuing Education Consent Agreement

Nancy Dawn

New Business

Work Product Review and Review Forms

From: [Dulebohn, Dawn L \(CED\)](#)
To: [David Derry](#); [Hoffard, Renee \(CED\)](#); [McCullough, Janey L \(CED\)](#)
Cc: [David Derry](#); [Robert Tracy](#); wendy.lawrence@cityofsitka.org; [Renee Piszczek](#); [Donald Faulkenburry](#); [Hoffard, Renee \(CED\)](#); [McCullough, Janey L \(CED\)](#); [Hannasch, Dawn K \(CED\)](#)
Subject: RE: APR- Work Product Review and Review Forms
Date: Thursday, July 5, 2018 10:20:00 AM
Attachments: [APR- Signatures for Votes on OnBoard.pdf](#)

Hello David,

To address your reply:

Thank you in advance for the work product review forms. I'm guessing the ones I sent you were not the ones you were referencing. I look forward to receiving them. Once I receive the forms, I can upload them on to OnBoard under Resources (the file folder icon). Also, if they are blank forms, all the board members could just save them on their desktop for easy access. As for the last work project review, it was done after Mr. Ferrara was gone from the board. It was brought to you, who asked me to ask Mr. Tracy to do the review. An e-mail reply approving the work product was sent by Mr. Tracy and put into the applicant's file.

A USPAP compliant review form for Investigations was discussed in the May meeting with Investigator Fell. That conversation is summarized in the May meeting minutes which was sent to all the board members and is available on the Board's website. I have followed up with Investigations in regards to those forms. They are not amendable by anyone but Investigations/Division. Please do not utilize any form for an investigative review that has not been provided by Investigations. If additional documents need to be attached to supplement a Division form, you are welcome to do so.

In regards to applications and their processes, the Division is responsible for all of those decisions. The new process of work product review was something that was discussed with Director Janey McCullough, Supervisor Renee Hoffard, and myself because of a several complaints from an applicant. I did talk to the board about implementing this new process to streamline the timeline for applicants during the May meeting. It was discussed and the board had no objections. This discussion is what lead to the designation of reviewers David Derry for General and Wendy Lawrence for Residential. For reference, this can be found on page 18-19 of the May 2018 minutes. If the board would like to discuss and suggest modifications, I will put it on the September agenda since the board decided in the May meeting that the July meeting would be primarily to discuss regulations language and would be a short day.

I understand that all board members are volunteers and that you have busy lives and businesses. I have always left myself open for feedback and with the exception of the work product review (which has only happened once since January and has 2 more on the horizon) the board only reviews documents once a month which is far less than most boards who do reviews once a week or every two weeks. Since OnBoard came into the picture, I did reduce the normal 10 day review time to 5 business days because I found that most board members were only voting in the last few days. I also asked for feedback from any board member who felt that 5 business days was too short and received none. As it was pointed out, every board member is a volunteer. If the demands of this board are too strenuous, please let me know and I can convey your concerns and feedback to

Division.

On June 29, 2018, I sent an e-mail out to all board members asking that if they were assigned any tasks in the May 2018 meeting to send me documents or notification of the completion of those tasks so I could use them to populate the agenda and board packet for the July 25th meeting. I set a deadline of July 3rd. I have received no notification or documents. I will work on the agenda and board packet today and send it out to all board members for review via OnBoard by close of business tomorrow.

As a reminder, please go to your OnBoard account and set up your signature if you have not already done so. All voting ballots should be signed and some of you are still not signing yours. I have attached the instructions on how to set up your signature that I sent out on 5/21/2018 for your reference.

Please remember I will be out of town July 7-12 for training and will be back in the office July 13th.

I hope everyone had a good holiday and, as always, if you have any questions or comments, please let me know.

Best Regards,

Dawn Dulebohn

Licensing Examiner
Certified Real Estate Appraisers Board
Corporations, Business, and Professional Licensing
P.O. Box 110806
Juneau, AK 99811-0806
PH: 907-465-3811

From: David Derry <covedave5@gmail.com>

Sent: Wednesday, July 04, 2018 11:29 PM

To: Dulebohn, Dawn L (CED) <dawn.dulebohn@alaska.gov>; Hoffard, Renee (CED) <renee.hoffard@alaska.gov>; McCullough, Janey L (CED) <janey.mccullough@alaska.gov>

Cc: David Derry <david@derryalaska.com>; Robert Tracy <dads.work@gmail.com>; wendy.lawrence@cityofsitka.org; Renee Piszczek <rpiszczek@mtmckinleybank.com>; Donald Faulkenburry <dfaulkenburry@gmail.com>

Subject: Re: APR- Work Product Review and Review Forms

The following is in response to the 7/2 email from Dawn to all Appraisal Board members.

I will go back into my files and get the review forms that must be used for USPAP compliant reviews of the work product for new certification candidates and send them to Dawn. I

designed/prepared the forms, but I am busy right now and don't have time to research that.

Yes we as a board agreed we would no longer do reviews of the reports that the courtesy appraisers are required to submit to the board. Those reports should be logged in, to comply with the requirement, then destroyed. The review forms that we had included forms specific to those courtesy reviews. The other forms that should be available to board members only, are for certification candidates. To do reviews of their work product(s) as part of obtaining certification. It is important that those reviews comply with USPAP, and the forms that we have (had?) do. Then we need some place to park the forms, so the board member can access them when they do a review. Does On Board work for this? And in response to: "(and by the way, on the last review, there was no mention of specific forms needed...from you or the reviewer)", per your 7/2 email was: the review was being done by Fred Ferrara, he had the forms and had used them on several previous reviews. I didn't mention or discuss them, because I knew Fred would use the correct forms.

A separate review form should be used if a board member is called on to do a review by the investigative office, in response to a complaint. As we discussed at length at our last meeting, the forms that the investigator is providing are not USPAP compliant, and could lead to a certified board member doing a review that opens them up to USPAP violations or worse, a legal challenge from the appraiser under investigation.. Since Doug Fell has now left as our investigator, I have no idea what the status of that discussion is. In the interim if any board member is asked to perform a review in response to a complaint, they should contact me for an appropriate form/format.

Now in response to:

"This new process was discussed and approved by myself, Supervisor Renee Hoffard, and Director Janey McCullough.

The new process has not only designated who the reviewer will be (May meeting) but the product is waiting to be sent to the applicant as soon as they pass their exam. I don't believe the board members want to waste their time reviewing products if the applicant doesn't pass which is why we are sticking to the application, review, exam, work product review, license line-up."

This should be added to our next agenda for a revisit by the board. Doesn't the board decide what "the process" is? First, let's just do the work product review, regardless of exam status. Any applicant that has processed all the way through (education, experience, training, fees, etc.) to taking the exam, then fails, will take the exam again. They don't have to re-apply for certification, so their work log remains. They will persevere until they pass the exam. Second, the board member doing the review needs adequate time to actually do the review. The board members' clients and normal workload take priority over their volunteer appraisal board reviews.

Dave Derry

On Mon, Jul 2, 2018 at 9:30 AM Dulebohn, Dawn L (CED) <dawn.dulebohn@alaska.gov> wrote:

Good Morning David,

I have cc'd all the other board members so we are all on the same page.

As it was outlined to everyone in the last meeting, the reason for asking board members to select work products in the initial application review is to expedite the process. Previously, it took over a week to get the work product selection: I contacted you, you suggested a reviewing board member, we contacted that board member to see if they could accept it, that board member agreed, we sent out the log to the reviewer, they selected the product, we contacted the applicant to supply the selected product, that supplied product was sent to the designated reviewer, we waited for the reply from the board member, the applicant got an answer. This process took over a week and a half (and by the way, on the last review, there was no mention of specific forms needed...from you or the reviewer). This new process was discussed and approved by myself, Supervisor Renee Hoffard, and Director Janey McCullough.

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As for the appraisal review forms, I have consulted Laura Carrillo and our IT department and I have attached what has been found (Report A, B, Courtesy Work Product Review, and Certification AI Member) but it is not the full list of forms you have asked me for. (The board determined at the January 2018 meeting that it did not want to review the report sent in by persons issued a Courtesy License.) Should any of you have any of the following:

- OL-672, Review Report A, 4/3/2015
- OL-672, Residential 4/5/2016
- OL-672, Review Certification A
- OL-672, Review Certification B (Appraisal Institute members)
- OL-672, General 4/5/2016

Please send them to me so I can distribute them to everyone AND save them in APR's file.

For those of you that remember the "secure" website by which you used to get applications, it was replaced by OnBoard as it wasn't deemed safe enough to distribute secure information. We no longer have access to it.

If anyone has any questions on this process, please feel free to ask away.

Best Regards,

Dawn Dulebohn

Licensing Examiner

Certified Real Estate Appraisers Board

Corporations, Business, and Professional Licensing

P.O. Box 110806

Juneau, AK 99811-0806

PH: 907-465-3811

From: David Derry <covedave5@gmail.com>

Sent: Friday, June 29, 2018 8:48 PM

To: Dulebohn, Dawn L (CED) <dawn.dulebohn@alaska.gov>

Subject: Re: Appraisal Board ballots

Hi,

I thought the whole reason for sending this out and selecting the work products at the same time we approved the candidate for taking the exam was for us to go ahead and do the work product review and expedite approval and issuance of their certification. Wasn't this the recommendation of someone in your dept.?

And whatever happened to our appraisal review forms? They used to be on the secure website, but as you reported this was apparently not determined secure. We still need them available to the board members for doing USPAP compliant reviews.

thanks, Dave

On Thu, Jun 28, 2018 at 8:36 AM Dulebohn, Dawn L (CED)

<dawn.dulebohn@alaska.gov> wrote:

Thank you. I have added this information into Mr. Ferguson's file for distribution once he has passed his exam.

From: David Derry
To: [Dulebohn, Dawn L \(CED\)](#); [Hoffard, Renee \(CED\)](#); [McCullough, Janey L \(CED\)](#)
Cc: [David Derry](#); [Robert Tracy](#); wendy.lawrence@cityofsitka.org; [Renee Piszczek](#); [Donald Faulkenburry](#)
Subject: Re: APR- Work Product Review and Review Forms
Date: Wednesday, July 4, 2018 11:28:56 PM

The following is in response to the 7/2 email from Dawn to all Appraisal Board members.

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Investigation Disciplinary Matrix Samples

Disciplinary Sanctions/Fine Schedules

Barbers and Hairdressers

Disciplinary Sanctions Guidelines

Architects, Engineers, and Land Surveyors

Investigation Sanction Matrix

Big Game Commercial Services

Lunch

Public Comment

The board chair shall open public comment. The time allotted for comment will be divided between all individuals signed in to give comment. The group will be told how much time each person will have to speak; the licensing examiner will keep track of the time and notify the individual when they have 1 minute left.

This is not the time for the board to respond to the comments. The board can choose to respond to any comments at the end of the comment period; they can choose to send a letter with their responses to the individual; or they can choose to not respond.

Administrative Business

Correspondence

From: Claire M. Brooks
To: [Dulebohn, Dawn L \(CED\)](#); [Hoffard, Renee \(CED\)](#)
Subject: 2019 Compliance Review of the Alaska Program
Date: Thursday, August 23, 2018 6:22:10 AM

Good morning Dawn and Renee!

ASC staff is finalizing our Compliance Review schedule for 2019. I am reaching out to let you know Alaska is on the schedule for a Compliance Review of the Appraiser Program **July 29 – August 2, 2019**. We try to schedule Reviews to coincide with your Board meeting to observe and present to the Board. I understand the Board's meeting schedule is flexible and usually they meet via conference call. Would it be possible to schedule a meeting during the time of our on-site Review? Please confirm your receipt of this message and let me know if there is something that would interfere with these dates.

Regards,

Claire

Claire Brooks
Policy Manager
Appraisal Subcommittee
1401 H Street, NW, Suite 760
Washington, DC 20005
(202) 604-3387
www.asc.gov

Confidentiality Notice: The information contained in this transmittal, including attachments if any, may be confidential or privileged under applicable law, or otherwise may be protected from disclosure to anyone other than the intended recipient(s). Any review, use, distribution, or copying of the contents of this e-mail or its attachments by any person other than the intended recipient for any purpose other than its intended use, is strictly prohibited and may be unlawful. This communication is not intended as a waiver of the confidential, privileged or exempted status of the information transmitted. If you have received this e-mail in error, you should permanently delete the e-mail and any attachments. Do not save, copy, disclose, or rely on any part of the information contained in this e-mail or its attachments. Also immediately notify the sender of the misdirection of this transmittal. Your cooperation is appreciated.

Meeting Calendar

2019

STATE OF ALASKA

2019

State Holidays

Date	Holiday
01/01	New Year's Day
01/21	MLK Jr.'s Birthday
02/18	Presidents' Day
03/25	Seward's Day
05/27	Memorial Day
07/04	Independence Day
09/02	Labor Day
10/18	Alaska Day
11/11	Veterans' Day
11/28	Thanksgiving Day
12/25	Christmas Day

Biweekly employees please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

Holiday

NEARLY UNAVAILABLE Unavailable

APR MEETING MAS MEETING



State calendar maintained by the
Division of Finance,
Department of Administration
<http://doa.alaska.gov/calendars.html>
Revised 04/16/2018

HOLIDAY CALENDAR

JANUARY

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY

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FEBRUARY

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AUGUST

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MARCH

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SEPTEMBER

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APRIL

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OCTOBER

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MAY

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NOVEMBER

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JUNE

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DECEMBER

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22	23	24	25	26	27	28
29	30	31				

STATE OF ALASKA

2018

State Holidays

Date	Holiday
01/01	New Year's Day
01/15	MLK Jr.'s Birthday
02/19	Presidents' Day
03/26	Seward's Day
05/28	Memorial Day
07/04	Independence Day
09/03	Labor Day
10/18	Alaska Day
11/11	Veterans' Day (observed 11/12)
11/22	Thanksgiving Day
12/25	Christmas Day

Biweekly employees please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

 Holiday

UNAVAILABLE

NEARLY UNAVAILABLE

APR MEETING

MAS MEETING

State calendar maintained by the
Division of Finance,
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Rev. 7/10/2017

HOLIDAY CALENDAR

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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FEBRUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Accepted Minutes Signature Pages

Review New Task List

Adjourn