

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

4 ALASKA BOARD OF CERTIFIED REAL ESTATE APPRAISERS

5
6 MINUTES OF THE BOARD MEETING

7 Friday, August 2, 2019

8
9 *These minutes are prepared by the staff of the Division of Corporations, Business, and Professional*
10 *Licensing. It has been reviewed and approved by the Board.*

11
12 By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a
13 scheduled meeting of the Alaska Board of Certified Real Estate Appraisers was held in person and via
14 teleconference originating from the Robert B. Atwood Building, 550 West 7th Avenue, Suite 1550 in
15 Anchorage Alaska on Friday, August 2, 2019. Alaska Standard Time.
16

17 **Agenda Item #1** **Call to Order/Roll Call**

18
19 The meeting was called to order by Chairman Derry at 9:26 a.m.

20
21 **Board Members present constituting a quorum:**

22 David Derry, Chair, Certified General Real Estate Appraiser (in-person)
23 Wendy Lawrence, Vice-Chair, Certified Residential Real Estate Appraiser
24 (teleconference)
25 Renee Piszczek, Mortgage Banking Executive (in-person)
26 Ashlee Stetson, Public Member (videoconference)

27
28 **CBPL Division Staff present:**

29 Allan Alcancia, Occupational Licensing Examiner
30 Renee Hoffard, Records & Licensing Supervisor
31 Greg Francois, Senior Investigator
32 Shyla Consalo, Investigator
33 Amber Whaley, Senior Investigator (teleconference)

34
35 **Guests:**

36 Claire Brooks, Lead Policy Manager, Appraisal Subcommittee
37 Neal Fenochietti, Policy Manager, Appraisal Subcommittee
38
39

40 Members of the Public present:
41 Stuart Burns, License Trainee, for CE Credit
42 David Churner, AMC representative
43
44

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

46
47 There was no ethics issue to disclose.
48

49 **Agenda Item #3 Review/Approve Current Agenda**

50
51 Chairman Derry proposed the following additional items into the current agenda:

- 52 - #13.F Appraiser Renewal
 - 53 - #17.B Old Task, Association of Appraisal Regulatory Official Conference (ARRO)
 - 54 - #17.A New Task, Executive Session with Director Chambers
- 55

56 **A motion to approve the current agenda with additions that Chairman Derry presented,**
57 **was duly made by Renee Piszczek, and seconded by Wendy Lawrence. It was APPROVED**
58 **unanimously by a roll call vote.**
59

60
61 **Agenda Item #4 Review/Approve Past Meeting Minutes**

62
63 May 16, 2019 General Board Meeting
64

65 **Renee Piszczek made a motion to approve the general board meeting minutes on May 16,**
66 **2019, and seconded by Wendy Lawrence. It was APPROVED unanimously by a roll call**
67 **vote.**
68

69 June 18, 2019 Special Board Meeting
70

71 **A motion was made by Renee Piszczek to approve the June 18, 2019 special board meeting**
72 **minutes, and seconded by Wendy Lawrence. It was APPROVED unanimously by a roll call**
73 **vote.**
74

75
76
77 **Agenda Item #5 Introduction of Guest Auditors & Overview of Compliance Review**

78

79 Chairman Derry introduced the guests from the Appraisal Subcommittee (Financial Institution
80 Exam Council), Claire Brooks (Lead Policy Manager) and Neal Fenochietti (Policy Manager) at
81 the meeting.

82
83 Ms. Brooks explained the services ASC provides, and that in response to the financial crisis of
84 2010, Title XI was amended and expanded to include the oversight of AMCs. In August 18,
85 2015, the AMC rules were finalized setting forth the minimum requirements for AMCs. States
86 have thirty-six months to implement the minimum requirement if they choose to register AMCs.
87 Twenty-six states requested one-year extension including Alaska. The extension ends August 10,
88 2019. Due to this extension, Alaska AMC Program was not reviewed this time. Instead, it
89 provided a courtesy review of its statutory regulation. There was no full compliance review.

90
91 Ms. Brooks explained the compliance review process in detail and outlined the processes for
92 release of the preliminary report to the State Board. She informed the board of the time frame the
93 report should be issued and the time frame for responses to be submitted to ASC.

94
95 The preliminary report is anticipated to be available after 60-days due to several variables. The
96 State has 60-days to respond to preliminary findings and remediate identified deficiencies. When
97 the response is received or when the 60-days is passed, ASC will make final determination and
98 send its final decision to the State and post it on the website. The rating categories are excellent,
99 good, not satisfactory, and poor.

100

101 In response to questions, Ms. Brooks stated that:

- 102 - Preliminary report will be sent to the staff, and sometimes to the chair.
- 103 - On its courtesy review of the statutes and regulations, it identified a few areas that could use
104 a little tweaking with Sher Zinn (Regulations Specialist). For example, there was no mention
105 if AMCs are required to notify the State in writing when an appraiser is removed from the
106 panel.
- 107 - It also looked on the AMC application and it may need some changes before AMCs are
108 entered in the registry.
- 109 - State has authority to verify an appraiser in the panel, but States are not expected to do it on a
110 regular basis. The AMC would have to attest to the verification of its appraisers.
- 111 - The AMC registry fee is for each appraiser that has performed a covered transaction in a
112 reporting period (established by the State, always 12 months).
- 113 - By June 2020, States must be able add AMCs into the registry but that doesn't necessarily
114 mean that all their AMCs have to be in the registry on that time (depending State's renewal
115 cycle).

116

117 In response to additional questions, Neal Fenochietti stated that:

- 118 - States must do background checks on the owner/s. It's up to the States to decide how far
119 up the chain (of ownership) it wants to go to do background check. The law requires the
120 States to check the background of the owners of the AMC (that is not the parent
121 company, affiliated corporations, limited partners). At this time the first layer of owners
122 is being checked. Mr. Fenochietti further added that the form to use for the annual
123 eligibility into the registry is key.
- 124 - Ms. Brooks added that a tool (found in the website, "Helpful Documents for Regulators)
125 can be used to determine which AMCs will qualify to be in the registry.
- 126 - Ms. Brooks further stated that August 10, 2019 (for States who requested extension) is
127 the deadline for the States which are not registering AMCs – the AMCs will not be
128 allowed to practice in the State (on federally related transactions). AMCs are not required
129 to register.

130
131

132 **Agenda Item #6**

Morning Break

133
134

135 **Off the record for the morning break, 10:00 a.m.**

136 **Back on record, 10:15 a.m.**

137
138
139

140 **Agenda Item #7**

Investigations

141

142 *Investigative Reviews and Probation Reports*

143

144 Investigator Shyla Consalo presented her report (compiled between May 23, 2019 through July
145 23, 2019). Including cases, complaints, and intake matters, since the last report, the Division
146 opened three (3) matters and closed one (1) matters, a total of six (6) matters remain on-going
147 and under active investigation or are pending litigation.

148

149 Matters opened by the Paralegal in Juneau, regarding continuing education audits and license
150 action resulting from those matters are not covered in the report.

151

152 Chief Investigator Greg Francois was present at this presentation.

153

154 **A motion to move into executive session to discuss another subject matter by Investigator**
155 **Shyla Consalo in accordance with [AS 44.62.310(c)], and Alaska Constitutional Right to**
156 **Privacy Provisions, and for the purpose of discussing matters involving consideration of**

157 **government records that by law are not subject to public disclosure, was made by Wendy**
158 **Lawrence, and seconded by Renee Piszczek.**

159

160 **Off the record for the executive session, 10:19 a.m.**

161 **Back on record, 10:50 a.m.**

162

163

164 **Agenda Item #8** **Public Comment**

165

166 Senior Investigator Amber Whaley called in via teleconference.

167

168 Investigator Consalo asked the guests from ASC for clarification regarding competency reviews
169 and how it's being done in other states. Ms. Brooks stated that:

170

- 171 - ASC doesn't prescribe how a State will look at its enforcement cases. Ms. Brooks pointed
172 to the Policy Statement 7 (State Agency Enforcement) of the Appraisal Subcommittee
173 Annual Report 2018 (page 121) for guidance on timely and effective enforcement. She
174 added there are a number of ways states review complaints and it wouldn't necessarily
175 with a standard-three review. Ms. Brooks stated that it would be beneficial for board
176 members to attend Investigator training to find ideas on how other states do it. For
177 example, some states have staff initially review to see if it's a valid complaint before
178 going to the board. She further stated that Alaska do not necessarily need geographic
179 competence in all aspects to review. Ms. Brooks stated that Alaska has a clause in the
180 statute stating that board members are not liable for their decision.
- 181 - Neal Fenochietti, suggested that Alaska may consider adding to its statute that board
182 members can conduct their business without complying with USPAP. Mr. Fenochietti
183 stated that some states do not worry about the details of the complaint until they are into
184 the appraisal report at which point they determine whether or not they are competent to
185 complete it or to seek outside expert in a particular appraisal field. He added that in cases
186 where the complaint needs an expert or a geographic competence is needed, going with it
187 prevents the complaint from aging. Mr. Fenochietti reiterated there is no requirement for
188 standard three reviews in every complaint.

189

190 **Agenda Item #9** **Division Update**

191

192 Director Chambers began her presentation (videoconference) at 11:11 a.m.

193

194 In her introduction, Director Chambers highlighted Governor Michael Dunleavy's inaugural
195 initiative (AO 266) which mandates that all departments, divisions, all agencies, and

196 boards, to consider its statute and regulation, and assess if it's meeting its mandates or
197 exceeding it, if its setting artificial barriers to licensure, or if its processes are not meeting
198 customer service efficiency standards. Echoing the goals of the new administration,
199 Commissioner Julie Anderson and CBPL Director Sara Chambers have taken the task of
200 developing four (4) new year's resolution multi-layer tasks for its boards and staff, as
201 illustrated in the memorandum dated July 26, 2019. In summary, those tasks are:

- 202
- 203 1. At all times, our governance should demonstrate that we have internalized the
204 purpose of professional licensing: safeguarding the public interest.
205
- 206
- 207 2. Make decisions that reflect proficiency in the statutes, regulations, division policies,
208 and state/national issues that affect our licensing programs.
209
- 210
- 211 3. Add value to the bottom line by delivering excellent service to all internal and
212 external customers.
213
- 214
- 215 4. Prioritize changes to statutes and regulations that streamline, modernize, and
216 reduce barriers to employment of qualified individuals.
217

218

219 Director Chambers reminded that the Board needs to be active and constantly being aware
220 of changes in the federal level. She encouraged the Board to be fully engaged by maximizing
221 the talents and commitment of the board in different projects, such as analyzing feedbacks
222 from related stakeholders.

223

224 Director Chambers complimented the Board and Chairman Derry for his leadership on the
225 AMC legislative process and federal standard changes and working collaboratively with the
226 Division. She reminded that the Board have resources from the website and directly from
227 the Division through OLE Alcancia who is the first point of contact (new to the program),
228 and Joe Bonnell being the supervisor. Director Chambers also acknowledged Renee Hoffard
229 for her assistance to the meeting and for her previous work in the program.

230

231 In addressing the question of Chairman Derry regarding legislative assistance from the
232 Division, Director Chambers responded to say that when a Board decides to change a
233 statute, the Division gets involved administratively when the statute change is introduced.
234 Director Chambers stated that she would address with the Governor's Legislative Director
235 the scope of support the Division could offer when the Board has legislative proposals.
236 Director Chambers stated that she will report back to the board chairs with the specifics
237 after that meeting.
238

239 Director Chambers highlighted the importance of a timely Annual Report by the Board in
240 terms of setting up legislative priorities, and statute changes proposal. Director Chambers
241 stated that she is happy to advocate for changes that meets the Governor’s standards and
242 mandate.

243
244 Chairman Derry stated that he had made a list of strategic plans that will be addressed with
245 the greater Board in the future board meetings.

246
247 In closing, Director Chambers presented the highlight of a workbook (PowerPoint) titled “Is
248 it Government’s Responsibility?” that was designed by the Governor’s Regulatory Review
249 Team and developed by Commissioner Anderson and Director Chambers for statewide use.

250
251 Chairman Derry asked if its allowed to form a subcommittee of non-board members to
252 work on concepts/changes that the Board may consider. Director Chambers answered in
253 the affirmative and stated that it’s up to the Board to design its structure, scope and task – it
254 should be public noticed, coordinated with OLE Alcancia, and should have a certain form of
255 record of the meeting, but not necessarily with a staff present. Director Chambers stated that
256 subcommittees are not empowered to take any action, it is the Board.

257
258 The presentation of Director Chambers ended at 11:58 a.m.

259
260
261 **Agenda Item #10** **Lunch Break**

262 **Off the record for the recess, 12:00 p.m.**

263
264
265 **Agenda Item #11** **Call to Order/ Roll Call**

266
267 **Back on record, 1:03 p.m.**

268
269 **Board Members present constituting a quorum:**

- 270 David Derry, Chair, Certified General Real Estate Appraiser (in-person)
- 271 Wendy Lawrence, Vice-Chair, Certified Residential Real Estate Appraiser
- 272 (teleconference)
- 273 Renee Piszczek, Mortgage Banking Executive (in-person)
- 274 Ashlee Stetson, Public Member (videoconference)

275
276 **CBPL Division Staff present:**

- 277 Allan Alcancia, Occupational Licensing Examiner
- 278 Renee Hoffard, Records & Licensing Supervisor

279
280

281 Guests:
282 Claire Brooks, Lead Policy Manager, Appraisal Subcommittee
283 Neal Fenochietti, Policy Manager, Appraisal Subcommittee
284

285 Members of the Public present:
286 Stuart Burns, License Trainee, for CE Credit
287
288
289
290

291 **Agenda Item #12** **Board Member Vacancy Update**

292
293 No response was received to the email invitation sent to the Governor’s Boards & Commission
294 Office. Vice-Chair Wendy Lawrence stated having spoken with the Commission and that her
295 appointment will be changed to certified residential to make room for new appointees. Ms.
296 Lawrence re-appointment will take effect sometime in the Fall. Chairman also reported that he had
297 contacted the commission several times before via telephone calls and emails with no response.
298 Chairman Derry further added that he contacted State Representative Sara Rasmussen (certified
299 residential appraiser) who was successful in finding two applicants to the vacancy.
300

301
302 **Agenda Item #13** **Licensing Updates**

303
304 **13.A Courtesy License**

305
306 Joseph Bonnell, Records & Licensing Supervisor, joined via teleconference at 1:08 p.m.
307 Mr. Bonnell reported that courtesy applications will soon go online this month. Mr. Bonnell also
308 reported there are (20) active courtesy licensees and the processing response time remains within
309 the (5) days.
310

311 **13.B AMC Registration**

312
313 OLE Allan Alcancia reported there are (9) active licensees, (26) active ballots/applications
314 awaiting board review, and (7) more ballots/applications awaiting board review. There are (23)
315 new applications waiting review.
316

317 **TASK:** As proposed by the board to send a task list/worksheet to AMC applicants to serve as
318 guide to documents that examiner will be looking for in the application.
319

320 **13.C Biennial Renewal & Random Audit**

321
322 OLE Allan Alcancia reported that for the July 1, 2019 – June 30, 2021 renewal period and
323 random audit, there were (248) renewal letters mailed out on May 8, 2019 and (6) letters were
324 returned for incorrect mailing address. As of reporting time, there were a total of (213) renewed
325 licensees: (93) Certified General (72 via web); (115) Certified Residential (105 via web); and (5)
326 Trainees (4 via web).

327
328 (29) licensees have been randomly selected for this renewal period.

329 The audit notices will be mailed out the first week of August.

330

331 **13.D Continuing Education Course Approval Overview**

332

333 OLE Allan Alcancia reported that for the course registration period between July 1, 2016 – June
334 30, 2019 there were (244) board approved courses from approximately 13 course sponsors. OLE
335 Allan Alcancia also provided an overview of the steps involved in the course approval process
336 and also highlighted different variables in the delay for the submission of course approval
337 applications for board review.

338

339 TASK: As proposed by the board, that course sponsors application converted to online platform.

340

341 **13.E Review Appraiser, AMC Application and Continuing Education Form, & Processing**
342 **Miscellaneous Applications**

343

344 ***13.E.1 Determination of Competency (Form 08-4162a)***

345

346 The Board considered this application and proposed the following changes to the form

347 - Insert a date line

348 - Correct the spelling ‘appraisers’ in the title

349 - On the second check box, to insert the text “solely inspect the property” between to and
350 complete

351 - Insert a text in the form that references statute 12 AAC 70.935(c)(3)

352

353

354 **A motion was made by Wendy Lawrence to update the Determination of Competency**
355 **(Form 08-4162a) with the changes proposed by the Board. Seconded by Renee Piszczek.**
356 **The motion was APPROVED unanimously by a roll call vote.**

357

358

359 ***13.E.2 Verification of Work Experience (For Examination & Transition Applicants Only)***
360 ***(Form 08-4164c)***

361

362 The Board considered this application, proposed the following changes to the form

- 363 - On the first paragraph, correct the “24” to 12 months
- 364 - On item #3, correct the “24” to 12 months
- 365 - Insert a text box for the printed name of the verifier, its company/firm, position/title

366

367 ***13.E.3 Verification of Work Experience (For Examination & Transition Applicants Only)***
368 ***(Form 08-4163c)***

369

370 The Board considered this application, proposed the following changes to the form

- 371 - On item #3, correct the “30” to 18 months
- 372 - Insert a text box for the printed name of the verifier, its company/firm, position/title

373

374 **A motion was made by Chairman Derry to update the Verification of Work Experience**
375 **(For Examination & Transition Applicants Only) (Form 08-4164c) and (Form 08-4163c).**
376 **Seconded by Renee Piszczek. The motion was APPROVED unanimously by a roll call vote.**

377

378

379 ***13.E.4 Continuing Education Course Application – 17402 Seattle Chapter of Appraisal***
380 ***Institute***

381

382 This ballot was presented to the Board via the OnBoard voting system but it did not receive
383 majority vote initially. It was presented again to the Board for voting purposes.

384

385 **A motion was made by Renee Piszczek to approve the application, and seconded by Wendy**
386 **Lawrence. The motion was APPROVED unanimously by a roll call vote.**

387

388

389 **A motion to enter into executive session in accordance with [AS 44.62.310(c)], and Alaska**
390 **Constitutional Right to Privacy Provisions, and for the purpose of discussing 132014**
391 **subjects that tend to prejudice the reputation and character of any person, provided the**
392 **person may request a public discussion. The motion was made by Renee Piszczek and**
393 **seconded by Wendy Lawrence. The motion was APPROVED unanimously by a roll call**
394 **vote.**

395

396 **Off the record for the executive session, 2:02 p.m.**

397 **Back on record, 2:16 p.m.**

398 ***13.E.5 Trainee Transition Application – 132014 Stuart Burns***

399

400 **A motion was made by Renee Piszczek to approve the 132014-application pending review**
401 **of work products, and seconded by Ashley Stetson. The motion was APPROVED**
402 **unanimously by a roll call vote.**

403

404

405 **Agenda Item #14** **Prospective Regulation Project**

406 Chairman Derry stated a prospective regulation project was the result of a licensee request to
407 obtain extension to complete the continuing education requirements during the current renewal
408 period due to extenuating circumstance. In the process, it was discovered that Alaska regulation
409 does not authorize the Board to grant extension to a licensee that due to hardship/personal issue
410 is unable to meet the requirement. In summary, an extension was granted in this case.

411

412 Ms. Brooks, commented there are extension for the military built into the criteria but cannot
413 renew others until CE requirement has been met. As hardship is not outlined in the criteria, a
414 licensee has to be inactive until the CE is met.

415

416 M. Fenochietti, suggested that the Board take up the proposal of granting extension under
417 medical extenuating circumstance to the AQB.

418

419 The board reviewed and briefly discussed current language used by other professional licensing
420 programs regarding extensions. The discussion was put aside to be considered at a later date
421 when the board is prepared for a regulations project.

422

423

424 **Agenda Item #15** **Processing AMC Applications**

425

426 ***15.A AMC 149655***

427

428 The Board did not vote on this ballot due to minimal ownership documentation provided by the
429 applicant. The Board tasked OLE Alcancia to contact the applicant for additional documentation.

430

431 ***15.B AMC 149660 Clarocity Valuation Services, LLC***

432

433 **The Board reviewed the application and a motion to approve it was made by Ashlee**
434 **Stetson. Renee Piszczek seconded. It was APPROVED unanimously by a roll call vote.**

435

436

437 **15.C AMC 146638 ACT Appraisal Inc**
438

439 **The Board reviewed the application and a motion to approve conditionally due to missing**
440 **page 2 was made by Ashlee Stetson, Renee Piszczek seconded. It was APPROVED**
441 **unanimously by a roll call vote.**
442

443
444 **Agenda Item #16 Afternoon Break**

445
446 **Off the record for afternoon recess, 3:09 p.m.**

447 **Back on record, 3:31 p.m.**
448

449
450 **Agenda Item #17 Administrative Business**

451
452 **17.A Old Tasks**

453 ***Chairman Derry will draft letter for the Office of Boards and Commission***

454 Chairman Derry stated he did not draft the letter to the commission for reasons he
455 mentioned when he updated the Board in the early part of the meeting under segment
456 #12.
457

458
459 **17.B Old Tasks**

460 ***Association of Appraisal Regulatory Official Conference (ARRO)***

461 This new segment was approved for addition in the agenda on the early part of the
462 meeting segment #12. Chairman Derry stated State of Alaska has joined this association
463 and its conferences (Spring and Fall schedule) are typically attended by a board member
464 and a staff. The next conference is October 18-22, 2019 in Washington DC.
465

466 Chairman Derry recommended Ashley Stetson to attend this conference, Ashley Stetson
467 agreed. Renee Hoffard, Records & Licensing Supervisor, stated that travel approval for
468 out-of-state travel for a none third-party reimburse has to go the governor's chief of staff
469 for approval. Ms. Hoffard stated that this request has to be filed early.
470

471 **17.C Old Tasks**

472 ***Amend Work Verification Log into pdf fillable form***

473 This is an update to the Board that this form has been updated and available online.
474 Chairman Derry suggested that OLE Alcancia sends this form to all registered active

475 licensees for their awareness and use. Chairman Derry suggested to task staff to add the
476 hours entered in the work log. Renee Hoffard, Records & Licensing Supervisor,
477 responded to say that the Board could assign that task, but the Board has to provide
478 guidelines for use in the assessment of a task. Chairman Derry further clarified that the
479 task is to double check the hours entered in the log. Ms. Hoffard responded there is no
480 need for a motion as it is an administrative task that's being done in some programs.

481
482 Chairman Derry also opened a conversation about the language of "conditional" approval
483 versus "preliminary approval" to use in notifying the applicant after their logs have been
484 approved.

485
486 TASK: To check the usage of the language with the Investigations Team and Paralegal.
487 Additionally, due to the upcoming changes with USPAP, this log will be revised again.
488

488

489 **17.D Old Tasks**

490 ***Update FAQ page regarding the definition of Synchronous Education***

491 OLE Alcancia stated in the meeting that this topic was reintroduced into the meeting to
492 highlight the need for regulation to establish the definition of Synchronous Education
493 before it is published in the FAQ website. Renee Hoffard, Records & Licensing
494 Supervisor, suggested to reference the definition as defined by AQB in the FAQ page.

495

496 TASK: For OLE Alcancia to circle back to Joseph Bonnell, Renee Hoffard, and Chairman Derry
497 to identify the definition of *Synchronous Education*.

498

499

500 **17.E Old Tasks**

501 ***Joe Bonnell will seek legal opinion on the definition of licensed vs. certified***

502 Renee Hoffard, Records & Licensing Supervisor, stated for clarification that under the
503 CBPL Division Chapter Regulations, the terms licensed and certified are synonymous
504 only boards listed under ASOA. The synonymy of these terms only apply to Alaska
505 Board Certified Appraisers specifically.

506

507

508 **Agenda Item #17**

Administrative Business

509

510 **17.A New Tasks**

511 ***2020-2021 Board Goals Planning***

512

513 **A motion to enter into executive session in accordance with [AS 44.62.310(c)], and Alaska**
514 **Constitutional Right to Privacy Provisions, for the purpose of discussing matters which by**
515 **law, municipal charter, or ordinance are required to be confidential, and the only staff to**
516 **remain in the meeting is Director Chambers. The motion was made by Renee Piszczek and**
517 **seconded by Ashley Stetson. The motion was APPROVED unanimously by a roll call vote.**

518

519 **Director Chambers joined the executive session via teleconference.**

520

521

522 **Off the record for the executive session, 4:05 p.m.**

523 **Back on record at 5:11 p.m.**

524

525

526 **17.B New Tasks**

527 ***2019-2021 Board Meeting Scheduling***

528

529

530 The following dates were proposed for the next board meeting for the remainder of 2019 and the
531 start of 2020. These proposed dates have yet to be confirmed with the schedule of the Division.

532

533 First Week, October 2019 – focusing on strategic planning

534 First Week, December 2019

535 First Week, March 2020

536

537 Chairman Derry did not entertain a vote for this date proposals, instead, it will be distributed to
538 the board for scheduling awareness.

539

540 **Agenda Item #18** **Adjournment**

541
542 Chairman Derry commended the board and staff for attendance and moving through the agenda.

543 **The meeting ADJOURNED at 5:16 p.m.**

544
545 Respectfully submitted,

546
547 
548 _____
549 Tracy Wiard, Licensing Examiner

12/20/2019

Date

550
551 
552 _____
553 David Derry, Chairman

12/9/2019

Date