

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 Friday, November 1st, 2019

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

11  
12 *These minutes have been reviewed and 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 Friday, November 1st, 2019.

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

20  
21 The meeting was called to order at 9:13 a.m. by David Derry, Chair.

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

24 David Derry, Certified General Real Estate Appraiser  
25 Wendy Lawrence, Certified Residential Real Estate Appraiser  
26 Renee Piszczek, Mortgage Lending Member  
27 William Barnes, Certified Residential or General Real Estate Appraiser  
28 Ashlee Stetson, Public Member

29  
30 Division Staff present in the meeting:

31 Tracy Wiard, Occupational Licensing Examiner  
32 Joe Bonnell, Records and Licensing Supervisor  
33 Melissa Dumas, Administrative Officer II  
34 Shyla Consuelo, Investigator III  
35 Sara Chambers, Division Director

36  
37 Public Members present in the meeting:

38 Mark Stevenson, Applicant  
39 Cody Halterman, Applicant  
40 Jeff Oliver, Regional Supervisory Appraiser

41 **Agenda Item #2** **Review Agenda**

42  
43 Chair Derry prompted the Board to review the meeting agenda. Chair Derry wanted to update  
44 the agenda to identify any credentialed appraisers between items 2 and 3 of the agenda. In  
45 addition, Chair Derry recommended under item 7, Division Report, to include the letter  
46 format/template advising preliminary approval of for credentialed appraisers, timeliness of  
47 application processing, status of application number 148873 and a discussion regarding travel  
48 and attendance to the AARO conference. OLE Wiard stated that the AARO conference was also  
49 on agenda item 13 for discussion. The item about the letter/format/template was recommended  
50 to be added to agenda item 8, strategic plan. Chair Derry opted to discuss application 148873  
51 under agenda item 10 as it may warrant an executive session. OLE Wiard stated unless there  
52 was a legal reason executive session wasn't warranted.

53  
54 **On a motion made by William Barnes, seconded by Renee Piszczek, and passed**  
55 **unanimously, it was RESOLVED to APPROVE the agenda as amended.**

56  
57 **Agenda Item #2a** **Continuing Education Credits**

58  
59 Chair Derry recommended the addition of agenda item 2a which he would like to see added to all  
60 future agendas. The board and public attendees who are certified appraisers in Alaska can obtain  
61 continuing education credits for attendance of a board meeting. There is a required minimum of  
62 2 hours that can be attained and a maximum number of 7 hours. Chair Derry asks for people  
63 who would like the continuing education credits to identify themselves. William Barnes stated  
64 he would like to obtain continuing education credit for the meeting. Chair Derry stated it was  
65 Mr. Barnes responsibility to complete the form, e-mail to the chair then submit to the OLE for  
66 approval.

67  
68 **Agenda Item #3** **Review/Approve Past Meeting Minutes**

69  
70 Since the board did not have access to the board packet until the meeting began, it was  
71 recommended the draft meeting minutes be added to the board website but not be reviewed and  
72 approved until the next meeting in December. The board decided it would be best to table the  
73 review and approval of the meeting minutes for the next board meeting

74  
75 **On a motion made by Renee Piszczek, seconded by Bill Barnes, and passed unanimously, it**  
76 **was RESOLVED to TABLE the review and approval of past meeting minutes to the**  
77 **December 2019 board meeting.**

78  
79

80 **Agenda Item #4** **Introduction of New Board Members**

81  
82 Chair Derry introduced Bill Barnes as the new board member. Mr. Barnes is a Certified General  
83 Appraiser with the State of Alaska and has several years of appraisal experience. He will be a  
84 great addition to the board. Chair Derry also informed the board that OLE Tracy Wiard is  
85 returning to the APR board. She had previously worked with the APR board and stated she was  
86 happy to be back.

87  
88 **Agenda Item #5** **Investigative Report**

89  
90 Investigator Shyla Consalo joined the meeting from Anchorage at 9:30 AM for the APR  
91 investigative report. Shyla stated the board report was compiled from July 24, 2019 through  
92 October 8, 2019. There were 3 opened matters, 3 matters that were closed, and 6 matters that  
93 remain on-going and under active investigation or pending litigation. It was noted that matters  
94 opened by the paralegal regarding continuing education audits were not covered in this report.

95  
96 Chair Derry asked Investigator Consalo what the process is for cases with pending litigation.  
97 Investigator Consalo advised that when someone requests a hearing the process is slow and  
98 dependent on the AG and Administrative Law Judge schedule. It was stated that for the 2018-  
99 000048 case, the AG was currently in negotiations with the individual's attorney. The 2019-  
100 000655 was the case the board has been actively dealing with and it had gone to mediation.  
101 Investigator Consalo stated they have little involvement with that it is with the Division  
102 Supervisor and the board. The Administrative Law Judge would issue a proposed order after the  
103 hearing then the board will decide to adopt or reject the order.

104  
105 Chair Derry stated that he has created a USPAP compliant review template in case any board  
106 members are called upon for an investigative review. Investigator Consalo stated she would  
107 send the templates to the reviewing board member as needed. She has kept copies that she sends  
108 with the case check sheet.

109  
110 Off Record: 9:45 AM  
111 On Record: 9:57 AM

- 112  
113 Those present, constituting a quorum of the Board:  
114 David Derry, Certified General Real Estate Appraiser  
115 Wendy Lawrence, Certified Residential Real Estate Appraiser  
116 Renee Piszczek, Mortgage Lending Member  
117 William Barnes, Certified Residential or General Real Estate Appraiser  
118 Ashlee Stetson, Public Member

119 **Agenda Item #7** **Division Report**

120  
121 Administrative Officer Dumas joined the meeting and provided the board with the 4<sup>th</sup> quarter  
122 division report. The 1<sup>st</sup> item covered was the revenues and expenditures. She told the board of  
123 the newer report showing a biennium comparison due to the renewal and non-renewal years. She  
124 showed the costs of personnel services, investigative costs, direct and indirect expenditures.

125  
126 Chair Derry inquired about the source of the revenue coming in. He wanted to know how much  
127 was coming from AMC registrations, APR Renewal and APR applications. It was noted the  
128 division does not track revenue at that level. However, OLE Wiard could go into the portal and  
129 look at license types for 2019 and calculate the fees for each license type. This would give a  
130 very rough breakdown of revenue.

131  
132 Chair Derry also noted the expenditures for the past year has increased substantially. He was  
133 curious to know if the increase in expenses due to AMC processing? Chair Derry wanted to  
134 make sure AMC's were being charged correctly for time being taken to process them in  
135 comparison to the other types of APR applications. Chair Derry would like to know the amount  
136 of revenue generated from AMC's versus other APR applications. Director Chambers stated the  
137 increased expenses were not due to AMC processing. She stated the additional fees had to do  
138 with regulation change costs, the regulations specialist costs and the supervisors costs for some  
139 of the issues the board was having at higher rates of pay than an examiner has added additional  
140 expenses to the board.

141

	<b>FY 19 Total Revenue</b>	<b>FY 19 Total Expenditures</b>	<b>FY 19 Cumulative Surplus</b>
License Fees	190565	0	323,608
3 <sup>rd</sup> Party	4314	0	
Indirect Expenditures		53,955	
Total:	194,879	188,363	323,608

142

143 **Agenda Item #8** **Strategic Plan**

144

145 Chair Derry discussed the strategic plan he had put together as the bulleted items for the APR  
146 Board to look at an address. The items were sent to OLE Wiard as an agenda item for today's  
147 board meeting. OLE Wiard found answers to the bulleted question items for board discussion.  
148 The list below was presented for board discussion and consideration.

149

## Items Requiring Statutory Change

150  
151  
152     • **Change Public Board Member Seat to related field.**

- 153         ○ Making this change would require a change to AS 08.87.010. To change the  
154             statute, the board would need to find a legislator who would sponsor the bill. The  
155             bill would be required to pass the house and senate with majority approval. Some  
156             states recommend having a board with most public members.

157 Chair Derry stated the bulleted item above was before member Ashlee Stetson joined the board  
158 and was not a reflection of her contributions to the APR Board but was a consideration as it took  
159 so long to find an interested person to occupy the vacant board seat. Chair Derry stated that he  
160 understood some of the ideas may be pie in the sky and some may require Legislative support.  
161 He does feel like it would be easier for the board to gain Legislative support since there is a  
162 licensed appraiser in a Legislative seat for Alaska.

163 Director Chambers was present for the meeting as a resource for any additional information the  
164 board may need if they make motions for changes. OLE Wiard stated she divided the  
165 information based on what would require a statutory change as statutory changes are a lengthier  
166 process than a regulation change and the board could prioritize the items and complete the items  
167 they decide to be most relevant. Chair Derry stated it may be worth creating a task force for each  
168 bulleted item the board decides to take on.

169     • **Allow board to have the authority to set fees.**

- 170         ○ The authority to set fees for licenses resides with the Division of Corporations,  
171             Business and Professional Licensing. The authority was granted by statute and  
172             listed AS 08.01.050 (a)(1) as one of the administrative duties of the division. To  
173             make this change a statute change is required and the board would need to find a  
174             legislator who would sponsor a bill for this change. The bill would be required to  
175             pass the house and senate with majority approval.

176     • **Establish & Maintain a Tracking System for AMC Fees.**

- 177         ○ The Division maintains the set fees for each program per AS 08.01.050 (a)(1).  
178             The AMC fees are calculated based on the amount of time and resources needed  
179             to process the applications not their profitability.

180  
181 Chair Derry stated this is a carryover from the August meeting to determine the amount of  
182 revenue generated by AMC applications and revenue generated by all other APR application  
183 types. The idea was to make certain the AMC application fees were being correctly calculated.  
184 He stated this also came from exuberant fees APR applicants previously paid to become license  
185 but no longer was an issue. Chair Derry also noted the tracking of AMC license fees separate  
186 from APR license fees may be too cumbersome of a task to complete.

190 • **Discontinue the Annual Report.**

- 191 ○ The annual performance report is required in centralized statutes. It is listed: **Sec.**  
192 **08.01.070. Administrative duties of boards.** Each board shall perform the  
193 following duties in addition to those provided in its respective law:  
194 (1) take minutes and records of all proceedings;  
195 (2) hold a minimum of one meeting each year;  
196 (3) hold at least one examination each year;  
197 (4) request, through the department, investigation of violations of its laws and  
198 regulations;  
199 (5) prepare and grade board examinations;  
200 (6) set minimum qualifications for applicants for examination and license and  
201 may establish a waiver of continuing education requirements for renewal of a  
202 license for the period in which a licensee is engaged in active duty military  
203 service as described under AS 08.01.100(f);  
204 (7) forward a draft of the minutes of proceedings to the department within 20 days  
205 after the proceedings;  
206 (8) forward results of board examinations to the department within 20 days after  
207 the examination is given;  
208 (9) notify the department of meeting dates and agenda items at least 15 days  
209 before meetings and other proceedings are held;  
210 (10) submit before the end of the fiscal year an annual performance report to the  
211 department stating the board’s accomplishments, activities, and needs.

212  
213 If the board wanted to discontinue the annual report, they would be required to  
214 find a legislator to sponsor the bill and get it moved through the House and  
215 Senate. It would be more conducive to discuss the reasons why the board would  
216 like to discontinue the annual report and find solutions.

217  
218 Chair Derry stated that he did not see the Annual Report as a beneficial document for any  
219 purpose. He stated that he does know it is published and utilized by legislators. He doubted any  
220 legislators review the annual report and stated they seemed to duplicate information already  
221 found in meeting minutes and agendas. OLE Wiard asked the board what would make the  
222 annual report easier and a less cumbersome burden to the board. Chair Derry stated a brief  
223 format would be preferred. Chair Derry believes a 1-page document would probably cover all  
224 the required information. Director Chambers stated the board feedback regarding what would  
225 make the annual report easier is certainly welcome. Director Chambers also stated that adding  
226 this to a meeting agenda as the deadline for the annual report would be beneficial in preparing it.

227  
228 • **Adopt Changes on the Statute of Limitations on Appraisers to Shorten the**  
229 **Professional Liability Period to 5 years.**

- 230 ○ **Sec. 08.87.300. Retention of records.** (a) A certified real estate appraiser shall  
231 retain copies of all written contracts engaging the appraiser's services for real  
232 property appraisal work, and all reports and supporting data assembled and  
233 formulated by the appraiser in preparing the reports, for at least five years after

234 the date of the contract engaging the appraiser's services, five years after the date  
235 of the submittal of the appraisal reports to the client, or at least two years after the  
236 final disposition of litigation in which the appraiser provided testimony related to  
237 the engagement, whichever is longer.  
238

239 Chair Derry stated a prior board member was working on this idea around the same time the  
240 AMC regulations were being created. He stated that there was not a lot of legislative support for  
241 this change. Chair Derry stated that nationally there are USPAP documentation retention rules  
242 licensed appraisers are required to adhere to but different entities were reviewing appraisals over  
243 15 years old and filing liability claims. The claims were a result of the real estate crash and high-  
244 risk loans banks were lending out at the time. Some entities bought out bundles of loans,  
245 reviewed appraisals over 15 years old and began filing liability claims against the appraisers.  
246

247 • **Review AMC Statutes & Regulations. Any current recommendations?**

- 248 ○ Solicit recommendations from ASC. The following was listed as the  
249 recommendations from the recent compliance review.  
250

251 **Yes – The following was identified during the Compliance Review as a courtesy since we were**  
252 **not reviewing the AMC Program yet:**

253 *12 AAC 70.175. ANNUAL REPORTING AND FEDERAL REGISTRY REQUIREMENTS FOR*  
254 *APPRAISAL MANAGEMENT COMPANIES. (a) A registered appraisal management company*  
255 *shall report annually on a form provided by the department and submit the registry fee required*  
256 *in 12 AAC 02.370(b)(5) for each appraiser on the appraiser panel performing appraisals for*  
257 ***federally related transactions** in the state during the preceding calendar year.*

258 *(b) Federally regulated appraisal management companies shall report annually to the board*  
259 *information required by AS 08.87.155 on a form provided by the department and submit the*  
260 *registry fee required in 12 AAC 02.370(b)(5) for each appraiser on the appraiser panel*  
261 *performing appraisals for **federally related transactions** in the state during the preceding*  
262 *calendar year.*

263 **In place of “federally related transactions it should say “covered transactions.” I previously sent**  
264 **an explanatory email to Sher about this but please don’t hesitate if you need further clarification.**

265 *Sec. 08.87.135.(7) is not directly or indirectly owned in whole or in part by a person that has had*  
266 *a certificate to act as a real estate appraiser denied, cancelled, suspended, revoked, put on*  
267 *probation, or surrendered in lieu of a pending revocation in any state unless the person has later*  
268 *had a certificate to act as a real estate appraiser granted or reinstated by the same state;*

269 **This section needs to include that the license was not revoked for a substantive cause. The AMC**  
270 **Rule says: § 34.214 Ownership limitations for State-registered AMCs.**

271 (a) Appraiser certification or licensing of owners. (1) An AMC subject to State registration  
272 pursuant to § 34.213 shall not be registered by a State or included on the AMC National Registry  
273 if such AMC, in whole or in part, directly or indirectly, is owned by any person who has had an  
274 appraiser license or certificate refused, denied, cancelled, surrendered in lieu of revocation, or  
275 revoked in any State for a substantive cause, as determined by the appropriate State appraiser  
276 certifying and licensing agency.

277 (2) An AMC subject to State registration pursuant to § 34.213 is not barred by § 34.214(a)(1)  
278 from being registered by a State or included on the AMC National Registry if the appraiser  
279 license of the appraiser with an ownership interest was not revoked for a substantive cause and  
280 has been reinstated by the State or States in which the appraiser was licensed or certified.

281 **There were no requirements that an AMC cannot remove an appraiser without prior written**  
282 **notice.** The AMC Rule states: § 225.192 Appraiser panel – annual size calculation... (b) An  
283 appraiser who is deemed part of the AMC’s appraiser panel pursuant to paragraph (a) of this  
284 section is deemed to remain on the panel until the date on which the AMC:

285 (1) Sends written notice to the appraiser removing the appraiser from the appraiser panel, with  
286 an explanation of its action; or

287 (2) Receives written notice from the appraiser asking to be removed from the appraiser panel or  
288 notice of the death or incapacity of the appraiser.

289 **ASC believes this is important to include.**

- 290 • **Change Statute to Allow Certified Appraisers to Perform Evaluations.**
- 291 ○ Isn’t this something that can already be completed if they do not hold out as an
- 292 appraiser or call it an appraisal? Doesn’t that conform to USPAP as well?
- 293

294 I believe your Statute say that appraisers in Alaska must follow USPAP always.

295 *Sec. 08.87.200. Prohibited practices. A certified real estate appraiser may not... (3) fail to*  
296 *comply with the Uniform Standards of Professional Appraisal Practice adopted by the Appraisal*  
297 *Standards Board of the Appraisal Foundation.*

298 I don’t know if the State would allow an appraiser to perform an evaluation that doesn’t comply  
299 with USPAP if they don’t sign as a certified appraiser and clearly identify that it is not an  
300 appraisal. **This would be something your attorneys would need to opine on.** Typically, it needs  
301 to be stated in the laws.

302 It was stated that the regulations specialist has these recommendations from the ASC for review  
303 and discussion during the regulations review. The board would want to get legal opinion and  
304 sample regulations can be obtained from the API.

305 **Non-Statutory Related Items**

306

307 • **Change Documentation Required for Continuing Education Course Approvals.**

- 308 ○ Recently, I was informed that the Appraisal Institute is not allowed to edit any of
- 309 the documentation for AQB accredited courses. They submit the entire student
- 310 manual but if this is something the board would like me to edit for only pertinent
- 311 documents I can.

312 Chair Derry stated this suggestion came from reviewing continuing education applications. He

313 suggests that the applicants that are AQB and IDECC accredited for online courses that an

314 application with the proof of AQB and IDECC accreditation could suffice. Chair Derry then

315 stated that the change would only be for the AQB and IDECC accredited courses. OLE Wiard

316 stated that the changes could be completed through a regulation change project.

317 • **Revise Definition of Work Allowed for Residential Certification.**

- 318 ○ More information is needed to determine what definition of work allowed is being
- 319 referenced. I sent an e-mail to ASC asking what they consider to be the definition
- 320 of Work Allowed and the following was the reply from Claire:
- 321 ○ I'm not sure I understand if you are asking what type of properties a Certified
- 322 Residential Appraiser can appraise or if you are asking what type of experience is
- 323 allowed for experience to count toward certification so I'll offer both.
- 324 ○ The AQB Criteria states the *Certified Residential Real Property Appraiser*
- 325 *classification qualifies the appraiser to appraise one-to-four residential units*
- 326 *without regard to value or complexity.*
- 327 *1. The classification includes the appraisal of vacant or unimproved land that is*
- 328 *utilized for one-to-four residential unit's purposes or for which the highest and*
- 329 *best use is for one-to-four residential units.*
- 330 *2. The classification does not include the appraisal of subdivisions for which a*
- 331 *development analysis/appraisal is necessary. (See page 19 in the attached*
- 332 *Criteria)*
- 333 ○ If you are asking what types of experience qualifies as experience to get a
- 334 certification, the Criteria says this:
- 335 ○ *The quantitative experience requirements must be satisfied by time spent in the*
- 336 *appraisal process. The appraisal process consists of:*
- 337 *analyzing factors that affect value;*
- 338 *defining the problem;*
- 339 *gathering and analyzing data;*
- 340 *applying the appropriate analysis and methodology;*
- 341 *and arriving at an opinion and correctly reporting the opinion in*
- 342 *compliance with USPAP....*

343                   ○ *Acceptable real property appraisal practice for experience credit includes*  
344                   *appraisal, appraisal review, appraisal consulting, and mass appraisal. (See Page*  
345                   *10 and 11 in the attached Criteria.)*

346 OLE Wiard stated the answers in blue were from the ASC and that they answered 2 separate  
347 questions. Chair Derry stated that he is assumed the ASC was saying there is no definition.  
348 There is a type of work that could be used for residential. Chair Derry stated the definition  
349 would be something that would be the State of Alaska definition. It was being suggested due to  
350 the recent investigative cases the board has been seeing.

- 351           ● **Handling Complaints in Conformance with Policy Statement # 7 of ASC Title IX.**
  - 352                   ○ See Policy Statement # 7. As far as the appraisal panel for investigations we can  
353                   contact the ASC to get their opinion on the need of an appraiser panel consisting  
354                   of appraisers from each geographical area of the state. The reply as follows:  
355

356 *It is certainly allowed but not required. This would be a State's decision. Policy Statement 7*  
357 *does not define how a State reviews a complaint, only that persons analyzing complaints for*  
358 *USPAP compliance must be knowledgeable about appraisal practice and USPAP and States must*  
359 *be able to document how such persons are so qualified.*

360 *States must analyze each complaint to determine whether additional violations, especially those*  
361 *relating to USPAP, should be added to the complaint.*

362 Chair Derry suggested that the board review the bulleted items and discuss any items at the next  
363 board meeting that may require more action. Ashlee Stetson asked more questions about the  
364 annual report while Director Chambers was present. She listed the purposes of the annual  
365 reports completed by the programs overseen by the Division. There was unanimous agreement  
366 that the report could use improvement and it could be released to the board sooner.  
367

368 Per request of the board, OLE Wiard gave the board the statistics of licensed appraisers in  
369 Alaska. There are 120 certified residential appraisers, 96 certified general appraisers, 53 licensed  
370 AMC's and 18 courtesy licenses. Director Chambers also told the board that they will be posting  
371 annual statistics soon and OLE Wiard would let the board know when they are posted online.  
372

373 Chair Derry asked if anyone had more topics they would like to discuss. Chair Derry then  
374 announced he had a couple of topics he would like to discuss. He was wondering about voting  
375 on the ballots in Onboard. He wanted a consistent timeline for applications to be posted to  
376 achieve a quorum for voting. It was noted that 5 days may not be long enough time for everyone  
377 to vote. He stated applications were to get uploaded on the 15<sup>th</sup> and with AMC applications  
378 there may not be enough time to vote with only 5 days. Ashlee Stetson stated she agreed more  
379 time would be helpful for voting. Bill Barnes also requested a 10-day voting period. After

380 discussion with the board it was decided to keep applications uploaded on the 15<sup>th</sup> of each month  
381 and provide the board with a 10-day voting period.

382

383 The other area Chair Derry was concerned about was the high turnover rate with licensing  
384 examiners. Director Chambers has explained the Division requests a lot of their licensing  
385 examiners and some examiners move on and take promotions and some have difficulty meeting  
386 all of the requirements of the position. The APR board has unique federal oversight that no  
387 other board in the Division has. This adds a layer of complexity that other boards may not have.  
388 The board and Director Chambers discussed concerns and keeping communication open. The  
389 board decided to break for lunch.

390

391 Off Record: 11:43 AM

392 On Record: 12:59 PM

393

394 Those present, constituting a quorum of the Board:

395 David Derry, Certified General Real Estate Appraiser  
396 Wendy Lawrence, Certified Residential Real Estate Appraiser  
397 Renee Piszczek, Mortgage Lending Member  
398 William Barnes, Certified Residential or General Real Estate Appraiser  
399 Ashlee Stetson, Public Member

400

401 Division Staff present in the meeting:

402 Tracy Wiard, Occupational Licensing Examiner  
403 Joe Bonnell, Records and Licensing Supervisor  
404 Melissa Dumas, Administrative Officer II  
405 Shyla Consuelo, Investigator III  
406 Sara Chambers, Division Director

407

408 Public Members present in the meeting:

409 Mark Stevenson, Applicant  
410 Cody Halterman, Applicant  
411 Jeff Oliver, Regional Supervisory Appraiser

412

413 **Agenda Item #9** **Public Comment**

414

415 Cody Halterman addressed the board with questions he has. Mr. Halterman had reviewed the  
416 online board packet and quoted the unrevised draft minutes from the 10/25/2019 meeting. He  
417 quoted line 132 and 133 of the board packet noting Bill Barnes stated his opinion of a restricted  
418 report does not meet USPAP compliance without the accompanying work file and the restricted

419 report. Cody Halterman was hoping Mr. Barnes could explain what the purpose of a restricted  
420 report is if it needs to be transmitted with the work file for the restricted report to be compliant?  
421 Bill Barnes stated the administrative law judge had asked the board to review a few items as part  
422 of the Mr. Halterman's remand. Bill Barnes stated he would make his comments in the review  
423 and not during public comment. OLE Wiard stated that she believed Mr. Halterman was quoting  
424 the DRAFT meeting minutes from the 10/25/2019 board meeting that had not been reviewed or  
425 finalized now and may contain errors that have yet to be revised.

426  
427 Mr. Halterman then asked the board to meet USPAP compliance whenever a restricted appraisal  
428 report is transmitted is it necessary to include the work files. Chair Derry stated that you are not  
429 required to do so. Bill Barnes stated it is one thing to transmit the work file to your client and it  
430 is another when applying for a license in the State of Alaska. Mr. Halterman then stated his  
431 question was just about USPAP compliance. Chair Derry asked if Mr. Halterman had any other  
432 questions and Mr. Halterman stated he would address them when his application was discussed.  
433 It was noted that his application was not on the agenda today since it was addressed in a separate  
434 meeting on 10/25/2019.

435  
436 Chair Derry gave a summary stating the 10/25/19 meeting was regarding the remand order the  
437 board had received from the Judge Kennedy and the state Attorney General. The board wanted  
438 to make sure they considered all the information they had. The board then determined they were  
439 going to review more information regarding the remand order and no vote was made regarding  
440 approval or denial of Mr. Haltermans application. The board was going to ask for some missing  
441 information. Mr. Halterman wanted to know what was missing from his application. Chair  
442 Derry deferred to Bill Barnes who stated the board was requested to take a more thorough look at  
443 USPAP compliance in the remand order. Mr. Halterman referred to standard 2-2 and stated his  
444 office is not a small mom and pop business and they have compliance officers which check  
445 reports for USPAP compliance. Chair Derry stated that now is not the time to do that.

446  
447 Mr. Halterman discussed some of the items the board was going to request from the last  
448 10/25/20149 board meeting. Mr. Halterman stated he already marked the work log with the  
449 appraisals that were residential and non-residential and the board should refer to their  
450 administrative records for that. Mr. Halterman was concerned about the board's request for the  
451 work files in the restricted report as he feels the restricted report he submitted complies with  
452 USPAP already. After much discussion the board did consider making a revised motion to not  
453 ask for the work log as that had been previously submitted.

454  
455 Mr. Halterman then asked the board why he would need to submit the work files for the  
456 restricted appraisal reports wanting to know what USPAP standards are in violation or being  
457 corrected by their submission? Chair Derry stated the board was attempting to respond to the

458 remand. He stated the board needed to review the analysis that went into the report to see how  
459 the appraisal was determined. Ashlee Stetson stated the board wants to do a thorough review for  
460 the reconsideration of the application. Mr. Halterman then asked if verification of analysis was a  
461 standard in USPAP the board needed to review? Chair Derry then asked if USPAP required the  
462 appraiser to complete some analysis to report a value? Mr. Halterman stated that USPAP does  
463 require it but that it does not have to be part of the report for USPAP compliance as set out in  
464 standard 2-2. Chair Derry stated 2-2 is the report standard but the analysis and development of  
465 the value indication is an integral part of the report, right? Mr. Halterman stated that was correct.  
466

467 Mr. Halterman then asked about the boards statutes and regulations. He also stated the Division  
468 Director informed him yesterday that the boards duty is to make sure the minimum requirements  
469 necessary to be licensed are met. He asked the board if going through all the analysis and work  
470 products are what is minimally required for a license? Chair Derry stated the board reviewed the  
471 work already and that they are going to reconsider the information and give him a fresh start and  
472 the benefit of the doubt. Chair Derry asked if the Mr. Halterman did the minimum when  
473 completing an appraisal for a client and stated this may be more than a consideration of the bare  
474 minimum requirements.  
475

476 Director Chambers clarified her comment to Mr. Halterman for the board stating that her goal is  
477 to make sure everyone is communicating clearly about expectations and that the statutes and  
478 regulations for licensure are understood by Mr. Halterman and the board. She also stated that a  
479 licensing board goal or government goal is to set a minimum standard through statutes and  
480 regulations for applicants to enter the profession being governed. The board has set in statutes  
481 and regulations what can be required for determining eligibility for licensure. She said if work  
482 logs and work files are not in regulation it may be a place to be cautious. If the work files and  
483 work documents are going to be requested regularly then a regulation change may be necessary  
484 to mitigate any confusion.  
485

486 Chair Derry stated that he did not mean to infer that the board was requesting anything they  
487 would not normally request from an applicant for licensure. They are not asking Mr. Halterman  
488 to go above and beyond any other applicant. He also stated that the board was willing to review  
489 the application with all the requested information to make the determination. The board wants to  
490 review the analysis and the work that went into the appraisal decision. Mr. Halterman asked if  
491 the board could site in the regulations where it asks for work files to be submitted for  
492 consideration? Wendy Lawrence addressed the board stating she was looking at USPAP and she  
493 wanted to clarify that because of the nature of Mr. Haltermans report (a restricted report), she  
494 made the request for the work files. This is based on USPAP 2.2 (b)(i) which states that the  
495 conclusions set forth in the report may not be understood properly without additional information

496 set forth in the work file. Therefore, the board was requesting the work files for the restricted  
497 report and were requesting new work products.

498  
499 Chair Derry stated if Mr. Halterman did not want to submit the work files he could tell the board  
500 and the board could decide from there. The board cannot force Mr. Halterman to submit the  
501 work file. Mr. Halterman stated that he has submitted everything required in statutes and  
502 regulations and is waiting for the board to make the decision regarding his application. He also  
503 stated he does not feel the board is giving him the benefit of the doubt as stated previously.

504  
505 Chair Derry stated he did not want to argue the point and the board is attempting to take an  
506 objective view of his application. If he does not want to submit the work files he should state  
507 that. Mr. Halterman stated he would make a caveat and that he is open to submitting the work  
508 files but whatever letter he gets he wants the board to cite the statutes and regulations showing  
509 where he needs to submit the work files. He stated the regulations do not state that work files are  
510 required. He then asked if the board received the study. Jeff Oliver stated the restricted reports  
511 have an additional study that accompany the restricted reports that basically serve as a work file.  
512 It was stated by Wendy Lawrence that they were in the report.

513  
514 Mr. Halterman stated they were at a weird point. He stated he has supplied everything required  
515 in statute and regulations and the board is trying to go beyond that. He also questioned the  
516 statement that the request of work files is typical and he wanted to know how many general  
517 appraisers were certified recently and what percentage of them were required to submit the work  
518 files for a restricted report? Bill Barnes stated 99.9% of the applications are submitted by  
519 appraisers who write complete appraisals. Those reports have the data, the data analysis and  
520 final reconciliation included in them. Bill Barnes then stated Mr. Haltermans reports do not  
521 contain that information and they are being requested to meet the requirements of the legal  
522 professionals. Bill Barnes stated the legal professional have demanded the investigation of  
523 USPAP compliance in Mr. Haltermans work. He also stated they needed to be the original  
524 unaltered work file. He stated the restricted work file does not have that. Mr. Halterman then  
525 reiterated that Bill Barnes said he was demanded to request that information by the judge and  
526 asked if he was supervised by the judge and if the judge had oversight over the whole division.

527  
528 Chair Derry stated the judge didn't order anything. The board was basing their decisions off the  
529 remand order. Mr. Halterman then stated the judge wrote the remand order so the judge was  
530 ordering them to do something. Chair Derry asked if Mr. Halterman had seen the remand order  
531 and he stated he had but he did not have it in front of him. Chair Derry asked if Mr. Halterman  
532 was part of the appeal and he stated he was. Chair Derry stated the board was not part of the  
533 appeal and had no knowledge of the issue until they got the remand order.

534

535 Jeff Oliver wanted to address the board and inform them that the restricted appraisal reports are  
536 used as an internal documentation informationally with the BIA and the board happened to pick  
537 them. Jeff Oliver stated there are plenty of unrestricted reports the board can chose from that  
538 have the full analysis in the file and included in the file. Ashlee Stetson stated that was part of  
539 the purpose of the new motion to complete a more thorough review of the appraisals reports from  
540 three new work samples. Jeff Oliver states that if the board picks more restricted reports they  
541 will contain more of the work studies and not the full work report so please pick unrestricted  
542 reports.

543  
544 Chair Derry asked if the study that was included with the restricted appraisal was the work file to  
545 inform the board of that. If that is the work file then that is what the board will consider. He  
546 also stated if he was not willing to submit the work file then to tell the board that. The board will  
547 reconvene once they have the information they requested. Mr. Halterman stated the conversation  
548 needs to come down a level and he will wait until he gets the letter from the board and if what  
549 the board is asking for is required in statutes and standards than he can respond. He would also  
550 like the letter to state the rational for the request. Chair Derry stated the reason a letter has not  
551 been drafted yet was due to not having time to review the work log since the last meeting was a  
552 week ago.

553  
554 Bill Barnes asked Mr. Halterman if the study being referred to, was the 32-page document with 5  
555 pages of sales data? Mr. Halterman stated he believed that was the study file for the work file.  
556 Bill Barnes stated he had studied it at length and there was data there but no data analysis, no  
557 adjustments and one of the exhibits refences a \$1,000 per square foot along remote highways. He  
558 believed it was supposed to be acers. Mr. Halterman stated that was a simple typographical error  
559 and he could contact the client and provide copies.

560  
561 Bill Barnes wanted to summarize the burden of proof was on the applicant. The application was  
562 denied and then the applicant appealed. The courts came back to the board with a remand  
563 requesting USPAP compliance and asked the board to look at it. Bill Barnes forgot the 1st  
564 request. Mr. Barnes also stated Mr. Halterman was being given extra opportunity at the direction  
565 of the court. Mr. Halterman then stated whatever letter they get needs to meet the higher legal  
566 standard. He believes they will probably meet in court again and if everything stands up in court  
567 everything should be fine.

568  
569 **Agenda Item #10**                      **Ethic Report**

570  
571 Chair Derry asked the board if there were any ethics issues to be reported now. Chair Derry  
572 stated that he has not been made aware of any ethics violations. No ethics violations were  
573 reported at the meeting.

574 **Agenda Item #11** **Regulations Review**

575  
576 Chair Derry asked if there were any regulations to review? Regulations Specialist Sher  
577 addressed the board for the regulations review. She stated that she was told by OLE Supervisor  
578 Joe that the APR board was beginning to discuss regulation changes. Considering the audit in  
579 the Summer of 2019 there were some regulation items that needed to be addressed.

580  
581 Sher had begun a cursory draft and one of the changes was to allow for substantive cause under  
582 12 AAC 71.60 A(1)(e)(2) and 12 AAC 71.60 B. The ASC recommendation was to change the  
583 wording of federally related transaction to covered transactions. She also made a definition for  
584 covered transaction that was provided by the federal registry. She also stated the board wanted a  
585 definition of employee and for purposes of 12 AAC 71.65 where under number 3 that, “the AMC  
586 is required to report to the board on a form provided by the department and submit the free  
587 required not later than 30 days after a change of (c) (an employee, director, officer or agent)”.

588  
589 Sher wanted to know if the board wanted the employee to be an appraiser on the panel or anyone  
590 else included. Chair Derry stated if the word employee got through in the statute it wasn’t  
591 intended to. He believed it should be officer, director, or controlling person. Chair Derry then  
592 noted they didn’t have access to the agenda packet to look at the proposals. Sher stated she  
593 hadn’t provided them yet but they were some items that needed to be addressed when the board  
594 took up a regulations project.

595  
596 It was stated that there would need to be a discussion on the record and complete a regulation  
597 change questionnaire to get the process started. Chair Derry wanted to see if the application  
598 contained the word employee and if so it should be removed. OLE Wiard stated she would look.  
599 Chair Derry asked that the regulation changed be added to the next board meeting. Sher did note  
600 a deadline for regulations in place for submitting AMC’s to the registry. She believed it was  
601 June 2020. If it is a hard deadline the board would want to get them started by January.

602  
603 **Agenda Item #12** **Review Tabled Applications**

604  
605 Bill Barnes wanted to ask a question. He wanted to know if it was okay to discuss a case in a  
606 public meeting. Chair Derry stated if the applicant wanted to publicly discuss the case then it  
607 wasn’t against confidentiality laws. Wendy Lawrence stated that public comment is typically for  
608 anything not on the agenda and it was acceptable to discuss the items talked about on the record.

609  
610 OLE Wiard stated that there were 10 applications up for review. Many of them were AMC  
611 applications that a quorum had not been reached. OLE Wiard asked the board to consider an  
612 application for review. Chair Derry stated that to discuss the application requested the board

613 should go into Executive Session. OLE Wiard also noted public member Mark Stevenson was  
614 present and had an application he was hoping the board could vote on before he left. Chair  
615 Derry asked what his application was for and it is a Certified General Appraiser by reciprocity.  
616 His application was previously posted on OnBoard and a quorum was not achieved.

617  
618 Bill Barnes asked if it was the applicant who was working for DOT, had some prior legal issues  
619 and a license wasn't needed for employment? The applicant had marked yes on one of the  
620 professional fitness questions and Executive Session was mentioned by OLE Wiard. Mark  
621 Stevenson asked to address the board and stated he was in the final running for a review  
622 appraiser position within the DOT. He stated his license may be needed in a few weeks. He  
623 stated his legal issues had been expunged from his record. Bill Barnes asked what the legal  
624 issues were for and Mr. Stevenson stated he was advised not to talk about it but was having some  
625 family problems at the time.

626  
627 **On a motion made by Dave Derry, seconded by Renee Piszczek, and passed unanimously, it**  
628 **was: RESOLVED to enter into Executive Session in accordance with AS 44.62.310(c), and**  
629 **Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing appraisal**  
630 **applicants with, “subjects that tend to prejudice the reputation and character of any**  
631 **person, provided the person may request a public discussion.” Board staff were excused**  
632 **from executive session.**

633  
634 **Off the Record at 2:10 PM.**

635 **On the Record at 2:39 PM.**

636

637 Those present, constituting a quorum of the Board:

638 David Derry, Certified General Real Estate Appraiser  
639 Wendy Lawrence, Certified Residential Real Estate Appraiser  
640 Renee Piszczek, Mortgage Lending Member  
641 William Barnes, Certified Residential or General Real Estate Appraiser  
642 Ashlee Stetson, Public Member

643

644 Division Staff present in the meeting:

645 Tracy Wiard, Occupational Licensing Examiner  
646 Joe Bonnell, Records and Licensing Supervisor  
647 Melissa Dumas, Administrative Officer II  
648 Shyla Consuelo, Investigator III  
649 Sara Chambers, Division Director

650

651

652 Public Members present in the meeting:  
 653 Mark Stevenson, Applicant  
 654 Cody Halterman, Applicant  
 655 Jeff Oliver, Regional Supervisory Appraiser  
 656

657 The board had the application in Onboard to review the application of Mark Stevenson for a  
 658 certified general appraiser license by reciprocity. Chair Derry noted the yes answer on the  
 659 professional fitness questions. He noted the letter of explanation and the legal outcome  
 660 documents and the report from the federal registry showing no actions had been taken against the  
 661 license. Chair Derry asked for some clarification which Mr. Stevenson was happy to provide.  
 662

663 **On a motion made by Bill Barnes, seconded by Renee Piszczek, it was: RESOLVED by roll**  
 664 **call vote and passed unanimously to APPROVE Mark Stevenson’s application for a**  
 665 **Certified General Appraisal License by reciprocity.**  
 666

667 **Roll Call Vote:**  
 668

669 Board Member	Approve	Deny	Recuse	Absent
671 David Derry	X			
672 Wendy Lawrence	X			
673 William Barnes	X			
674 Renee Piszczek	X			
675 Ashlee Stetson	X			

676  
 677 The board moved on to review the application for Certified Residential Real Estate Appraiser by  
 678 Exam for Sara Benham. Chair Derry noted she had been a trainee appraiser and passed the exam  
 679 and her work products were reviewed and approved. Chair Derry stated one of her work  
 680 verification forms was completed by a nurse supervisor and one was completed by a co-worker.  
 681 It was suggested that she provide the completed form by someone who can verify her work hours  
 682 of appraisal experience.  
 683

684 Renee Piszczek stated that the application form asks for a verification from a current or former  
 685 employee so the applicant did do what was asked by the board. Wendy Lawrence noted that the  
 686 person is being asked to clarify appraisal experience. It was stated the form needed to be  
 687 changed and Dave Derry stated he requested a change to the form in August and it had not been  
 688 completed. OLE Wiard stated the board would also need to change the regulation because the  
 689 wording on the form comes from the regulation. It was noted by Chair Derry that the form also  
 690 states the person completing the form needs to be able to verify completion of 1500 hours of  
 691 appraisal work and that a nurse supervisor could not make that verification. Wendy Lawrence

692 stated there was not a court around that would allow someone applying for an appraisal license to  
693 have their work verified by a nurse. She stated it was the intent of the law to have the appraisal  
694 work verified by someone who had the knowledge to verify the appraisal hours and type of work  
695 experience. She stated the regulation may not say that and it could be a technicality. Wendy  
696 Lawrence went on to state that the regulation also states that 1500 hour of appraisal work needs  
697 to be verified and the nurse supervisor was not qualified to verify that experience.

698  
699 Ashlee Stetson stated that Sarah Benham did provide a letter of explanation stating Sarah  
700 Waldrup is her training supervisor that has overseen all her appraisal training. Casey Dunagan is  
701 another appraiser in the office for whom she has consulted with for some the appraisal  
702 assignments she had and Dorene Mulcahy was her current nurse supervisor. She stated that due  
703 to the regulation requiring 3 verifications with only 1 training supervisor and believes the  
704 applicant is doing everything she can to verify her hours. Wendy Lawrence asked if her nurse  
705 supervisor can attest that she completed 1500 hours of appraisal work? Ashlee Stetson stated as  
706 a supplement to the application. Wendy Lawrence disagreed.

707  
708 Chair David Derry stated that every type of application the board has seen has had the work  
709 verification forms completed by someone who has knowledge of the real estate appraising work  
710 completed by the applicant. They have been completed by someone in the field who understands  
711 the appraisal industry. Renee Piszczek stated that she understands the boards position but based  
712 on what Ashlee read in the regulations she may be eligible. Board member Wendy Lawrence  
713 stated the forms being completed by someone who can verify the experience is what has been  
714 required of all other applicants up until this point. Chair Derry asked if the applicant refused to  
715 provide the work verification? The applicant had not stated she refused to submit a new  
716 verification.

717  
718 **On a motion made by Renee Piszczek, seconded by Wendy Lawrence, it was: RESOLVED**  
719 **to APPROVE Sara Benham’s application for a Certified Residential Real Estate Appraisal**  
720 **License by Exam SUBJECT to the applicant submitting an additional Work Verification of**  
721 **her 1500 hours of appraisal work by someone in the real estate profession.**

722  
723 **Roll Call Vote:**

724

725 Board Member	Approve	Deny	Recuse	Absent
726 David Derry	X			
727 Wendy Lawrence	X			
728 William Barnes	X			
729 Renee Piszczek	X			
730 Ashlee Stetson	X			

731

732 Chair Derry then directed the board to review Samantha Riley’s application for a Registered  
733 Trainee. There was some discussion regarding the applicant’s supervisor being in Anchorage  
734 and her residing in Juneau. Board member Wendy Lawrence recused herself from the vote due  
735 to her work with the applicant’s supervisor. Chair Derry was minimally reluctant due to the  
736 distance and wondered how they inspected properties together.

737  
738 **On a motion made by Renee Piszczek, seconded by Ashlee Stetson, it was: RESOLVED by**  
739 **roll call vote and passed with 2 abstentions to APPROVE Samantha Riley’s application for**  
740 **a Registered Trainee Certification.**

741  
742 **Roll Call Vote:**

744 Board Member	Approve	Deny	Recuse	Absent
746 David Derry	X			
747 Wendy Lawrence			X	
748 William Barnes			X	
749 Renee Piszczek	X			
750 Ashlee Stetson	X			

751  
752 Chair Derry directed the board to review the Supervisory Application for Monika Walker. It was  
753 noted she met the required criteria to be a Supervisory Appraiser. It was stated she was certified  
754 in 2007.

755  
756 **On a motion made by Renee Piszczek, seconded by Wendy Lawrence, it was: RESOLVED**  
757 **by roll call vote and passed unanimously to APPROVE Monika Walker’s application as a**  
758 **Supervisory Appraiser.**

759  
760 **Roll Call Vote:**

762 Board Member	Approve	Deny	Recuse	Absent
764 David Derry	X			
765 Wendy Lawrence	X			
766 William Barnes	X			
767 Renee Piszczek	X			
768 Ashlee Stetson	X			

769  
770 It was requested that the additional AMC applications be uploaded back to Onboard for a vote.  
771 OLE Wiard also asked for a volunteer for the letter to be drafted to Mr. Halterman. It was stated

772 by Ashlee Stetson the board would need to make a motion to amend the previous motion from  
773 10/25/2019.

774  
775 **On a motion made by Ashlee Stetson, seconded by Wendy Lawrence, it was: RESOLVED**  
776 **to amend the October 25, 2019 motion for Cody Halterman to APPROVE the board**  
777 **reconsideration of Mr. Haltermans application per the current remand order after a board**  
778 **member selects 3 new work samples, appraisal reports from the work log and the work**  
779 **files for the previously submitted appraisal reports.**

780  
781 **Roll Call Vote:**

782 Board Member	783 Approve	784 Deny	785 Recuse	786 Absent
787 David Derry	788 X			
789 Wendy Lawrence	790 X			
791 William Barnes	792 X			
793 Renee Piszczek	794 X			
795 Ashlee Stetson	796 X			

797  
798 Chair Derry noted that this motion omits the submission of a new work log. Wendy Lawrence  
799 wanted to make sure the board was in consensus that they were within their legal rights to  
800 request the additional information they are asking for? Bill Barnes reminded the board that the  
801 burden of proof is on the applicant. He also stated many of the entries in the work log are  
802 restricted appraisals. The restricted appraisals give an opinion of value but do not include what  
803 data they used, any adjustments or the final reconciliation. He stated the applicant must be at the  
804 same skill level as everybody else and that needs to be demonstrated to the board. Bill Barnes  
805 went on to state that most applicants are doing financial institution type work, lengthy  
806 commercial appraisal reports with all that information in there. Even the URAR form reports  
807 that residential appraisers use has the data, adjustments, analysis and final reconciliation. It has  
808 always been to Bill Barnes knowledge that a restricted report may be generated for a client but  
809 the data and analysis, etc. need to be in the work file according to USPAP.

810  
811 It was stated by Ashlee Stetson that the applicant stated he has completed several appraisals that  
812 are not restricted and the board may want to pick a non-restricted appraisal. It was stated since  
813 the board is not requesting a new work log then they must pick from the options previously  
814 submitted at the time of the application. Further discussion commenced and it was decided that  
815 Bill Barnes would request the 3 additional appraisal reports and draft the letter for Mr.  
816 Halterman.

811 Chair Derry asked OLE Wiard to check the status of Alexander Kleinke’s application #148873.  
812 It was suggested the board take a quick 10-minute break so OLE Wiard could look the  
813 information up.

814  
815 Off Record: 3:32 PM  
816 On Record: 3:42 PM

817  
818 Those present, constituting a quorum of the Board:  
819 David Derry, Certified General Real Estate Appraiser  
820 Wendy Lawrence, Certified Residential Real Estate Appraiser  
821 Renee Piszczek, Mortgage Lending Member  
822 William Barnes, Certified Residential or General Real Estate Appraiser  
823 Ashlee Stetson, Public Member

824  
825 Division Staff present in the meeting:  
826 Tracy Wiard, Occupational Licensing Examiner  
827 Joe Bonnell, Records and Licensing Supervisor  
828 Melissa Dumas, Administrative Officer II  
829 Shyla Consuelo, Investigator III  
830 Sara Chambers, Division Director

831  
832  
833 Public Members present in the meeting:  
834 Mark Stevenson, Applicant  
835 Cody Halterman, Applicant  
836 Jeff Oliver, Regional Supervisory Appraiser

837  
838 Upon returning from break it was found that the application was still in progress because the  
839 review of the work product had not been completed. Chair Derry stated he would complete the  
840 review of the work products and get them sent off.

841  
842  
843 **Agenda Item #13 Board Business**

844  
845 Chair Derry stated that the board has meeting dates on 12/09/2019 and 03/02/2020. He asked  
846 how far in advance the board would like to schedule their meetings? OLE Wiard stated as much  
847 notice as can be given is always great but not required. OLE Wiard also asked the board how  
848 many times they meet per year and it was stated 3-4 times per Chair Derry. OLE Wiard stated  
849 that a half day meeting may all that is necessary depending on the agenda.

850 Bill Barnes agreed to schedule meetings in addition to the March 2020 meeting. The board  
851 agreed to schedule another meeting. Ashlee Stetson agreed to schedule a meeting for June and  
852 would like to open the May 2020 AARO conference for discussion since the fall 2019 AARO  
853 conference travel was denied. Chair Derry suggested a meeting in May of 2020. It was  
854 suggested the meeting be scheduled the 3<sup>rd</sup> week in May of 2020 and the board could get a report  
855 back from someone who can attend the AARO meeting. Ashlee suggested Tuesday the 19<sup>th</sup> of  
856 May. OLE Wiard stated the board should pick a week and the Division would make sure there  
857 were no overlapping meetings on the day requested.

858 .  
859 The board discussed the purchase of the updated 2020-2021 USPAP. The board discussed  
860 ordering updated USPAP's for the board members, examiner and the investigator. Chair Derry  
861 noted the surplus and stated there was no financial burden with purchasing the books.

862  
863 **On a motion made by Ashlee Stetson, seconded by Wendy Lawrence, it was: RESOLVED**  
864 **by roll call vote to unanimously APPROVE the purchase of the 2020-2021 USPAP's for all**  
865 **of the board members, the licensing examiner and the board investigator.**

866  
867 **Roll Call Vote:**

868	869	870	871	872	873	874	875
	<b>Board Member</b>	<b>Approve</b>	<b>Deny</b>	<b>Recuse</b>	<b>Absent</b>		
871	<b>David Derry</b>	<b>X</b>					
872	<b>Wendy Lawrence</b>	<b>X</b>					
873	<b>William Barnes</b>	<b>X</b>					
874	<b>Renee Piszczek</b>	<b>X</b>					
875	<b>Ashlee Stetson</b>	<b>X</b>					

876  
877 The last item for discussion was for the AARO Conference. Chair Derry asked OLE Wiard if it  
878 was a waste of time to attempt to go to the conference. OLE Wiard stated the travel would likely  
879 be denied but it is always beneficial to make a motion and fill out the conference request form  
880 showing the boards interest and belief in the importance of attending the conference. It shows  
881 the administration that board feels the conferences are beneficial and worthwhile to keeping up  
882 with the most up to date trends and the federal oversight of AMC management and regulations.  
883 It is likely that since the AMC's are still a new license type for many states there will be  
884 regulation changes at the federal level that would be discussed at the AARO conferences.

885  
886 **On a motion made by Renee Piszczek, seconded by Ashlee Stetson, it was: RESOLVED by**  
887 **roll call vote to unanimously APPROVE to submit a travel request to send a CBPL staff**  
888 **member and a board member to the May 2020 AARO Conference.**

890 **Roll Call Vote:**

891

892 Board Member	Approve	Deny	Recuse	Absent
893				
894 David Derry	X			
895 Wendy Lawrence	X			
896 William Barnes	X			
897 Renee Piszczek	X			
898 Ashlee Stetson	X			

899

900

901 **In a motion made by Renee Piszczek, and seconded by Bill Barnes, it was RESOLVED to**

902 **ADJOURN.**

903

904 Hearing nothing further, Chair Derry adjourned the meeting at 3:59 pm.

905

906 Respectfully Submitted,

907

908

909 Tracy L. Wiard 12/20/2019

910 Tracy Wiard, Licensing Examiner Date

911

912 David M. Derry 12/9/2019

913

914 David Derry, Vice Chair Date