

Call to Order

**The State of Alaska**  
**Board of Certified Real Estate Appraisers**  
**Draft Agenda**  
**April 12, 2022**

**Join Zoom Meeting Link:** <https://us02web.zoom.us/j/84831394844>

**Call In #:** 1 -253-215-8782 or 1-669-900-6833

**Meeting ID:** 848 3139 4844

**Passcode:** 054446

- |    |            |   |                           |
|----|------------|---|---------------------------|
| 1. | 10:00 a.m. | Call to Order/ Roll Call <ul style="list-style-type: none"><li>• Review/Approve Agenda</li><li>• Ethics Report</li><li>• Continuing Education Statement</li></ul> | Chair Stetson             |
| 2. | 10:10 a.m. | Review/Approve Past Meeting Minutes <ul style="list-style-type: none"><li>• January 11, 2022</li><li>• March 9, 2022</li></ul>                                    | Chair Stetson             |
| 3. | 10:15 a.m. | Public Comment  |                           |
| 4. | 10:30 a.m. | Investigations <ul style="list-style-type: none"><li>• Investigative Report</li></ul>   | Investigator              |
| 5. | 11:00 a.m. | Division Update   | Ms. Dumas                 |
| 6. | 11:30 a.m. | Regulation Project <ul style="list-style-type: none"><li>• Online education updates</li></ul>   | Chair Stetson/ Ms. Sather |
|    | 12:30 p.m. | Lunch   |                           |
| 7. | 1:00 p.m.  | Audit Training  | Ms. Zimmerman             |
| 8. | 2:00 p.m   | Board Business <ul style="list-style-type: none"><li>• Board Topics/Questions</li></ul>   | Chair Stetson             |
|    |            | Adjourn   |                           |

**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):

**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. 4<sup>th</sup> Avenue, Suite 200, Anchorage, AK 99501. Revised 2012

# Continuing Education Statement



THE STATE  
of **ALASKA**

Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing

**APR**

FOR DIVISION USE ONLY

**Real Estate Appraisers Program**

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550

Email: *RealEstateAppraisers@Alaska.Gov*

Website: *ProfessionalLicense.Alaska.Gov/RealEstateAppraisers*

**Continuing Education Credit for Participation**

This form certifies attendance at a meeting of the Alaska Board of Certified Real Estate Appraisers for continuing education credit. 12 AAC 70.210(g)(1-5)

<b>Full Legal Name:</b>	First	Middle	Last
<b>Alaska Certification #:</b>			

<b>Board Meeting Date:</b>	mm/dd/yyyy	<input type="checkbox"/> In Person	<input type="checkbox"/> Teleconference
<b>Attendance Hours:</b>		<b>Hours Claimed:</b> (7 Hours Max)	

*I certify the information reported above is true and correct and that I maintained attendance for the duration of the hours claimed.*

<b>Signature:</b>		<b>Date:</b>	mm/dd/yyyy
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**BELOW IS FOR DEPARTMENTAL AND BOARD USE ONLY**

**Verified Hours of Attendance**

(From Board Meeting Minutes)

\_\_\_\_\_

Via Electronic or Mail Ballot:  Approved  Denied

OR

Via in Person Board Meeting:  Approved  Denied

<b>Board Member Signature:</b>		<b>Date:</b>	mm/dd/yyyy
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If denied, reason for denial:

## Review/Approve Past Meeting Minutes

- January 11, 2022
- March 9, 2022

1  
2 STATE OF ALASKA  
3 DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT  
4 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
5

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

9 **January 11, 2022**

10  
11 “These draft minutes were prepared by the staff of the Division of Corporations, Business and  
12 Professional Licensing. They have not been reviewed or approved by the Board.” By authority of  
13 AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled  
14 meeting of the Board of Certified Real Estate Appraisers was held January 11,2022, at the State  
15 of Alaska Atwood Building, 550 W. 7<sup>th</sup> Avenue, Suite 1550, via Zoom, Anchorage, Alaska.  
16  
17

18 **Tuesday, January 11, 2022**

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

20 Chairperson Ashlee Stetson called the meeting to order at 10:04 a.m., at which time a quorum  
21 was established.  
22

23 Nancy Harris, Executive Administrator for the Real Estate Commission, introduced staff, and  
24 explained that she would be assisting the Board in running their meeting with the help of new  
25 Appraiser Board Occupational License Examiner, Sara Sather.  
26

27 **Roll Call**

28 **Members Present via Zoom**

29 Ashlee Stetson, Public Member, Chairperson  
30 Val Kudryn, Certified Residential Real Estate Appraiser  
31 Leon McKean, Mortgage Industry Executive  
32

33 **Members Absent:**

34 Mae Hayes, Certified Residential Appraiser  
35

36 **Staff Present:**

37 Nancy Harris, CBPL REC Executive Administrator  
38 Sara Sather, CBPL APR Licensing Examiner  
39 Erica Prieksat, CBPL Investigator  
40 Anna Gabriel, CBPL Investigator  
41 Melissa Dumas, CBPL Administrative Operations Manager, via Zoom  
42

43 **Public in Attendance-via Zoom:**

44 None  
45

46 **Review/Approve Agenda**

47 Board Members reviewed the meeting agenda.  
48

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

50  
51 **RESOLVED to approve the meeting agenda for January 11, 2022.**

52  
53 **The motion passed unanimously.**  
54

55  
56 Ethics Report

57 There were no ethics reports to be made.  
58

59 Continuing Education Statement

60 Chair Stetson asked if there was anyone present who would like the meeting to count as  
61 Continuing Education. Mr. Kudryn indicated he would like the meeting to count towards his  
62 continuing education credits.  
63

64  
65 **Agenda Item 2 – Review/Approve Past Meeting Minutes**

66 October 5, 2021  
67

68 Ms. Harris asked for clarification on lines 109-111 of the October 5, 2021 meeting minutes.  
69 Board members reviewed and were unable to speak toward the intent of the statement. The  
70 Board agreed to strike lines 109-111 from the meeting minutes. There were no other questions  
71 regarding the minutes.  
72

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

74  
75 **RESOLVED to strike lines 109, 110, and 111 from the minutes and approve**

76  
77 **the meeting minutes for October 5, 2021.**  
78

79 **The motion passed unanimously.**  
80

81  
82 **Agenda Item 3 – Public Comment**

83 There was no public comment.  
84  
85

86 **Agenda Item 4– Investigations**

87 Investigative Report

88 Investigator Anna Gabriel introduced herself and provided a review of the investigations report.  
89 She stated there were 7 open matters from September 21, 2021 – December 28, 2021 and 4  
90 matters were closed. Chair Stetson asked for clarification regarding an open case from 2019, as  
91 it did not fit the pattern of other open case dates. Senior Investigator Erica Prieksat stated that  
92 date is for the last status update change. This is an open case and she is unable to openly  
93 discuss any details. If the Board has questions regarding the case, the investigators can look up  
94 additional details. Chair Stetson did not have further questions. There were no further questions.  
95  
96

97 **Agenda Item 5 – Division Update**

98 Melissa Dumas, CBPL Administrative Operations Manager, provided a division update for FY21  
99 4<sup>th</sup> quarter and FY22 1<sup>st</sup> quarter. Mr. Kudryn asked for clarification if the \$14,131 under  
100 Investigative Expenditures was for staff investigators or out of house services. Ms. Dumas  
101 explained this fee is for out of house services when the Department of Law is contacted. In  
102 house investigator fees are billed under Personal Services.



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**Agenda Item 6 – Regulations Project**

**12 AAC 70.111(b) – clean up**

Nancy Harris, CBPL REC Executive Administrator, explained that they found a clerical error on 12 ACC 70.111(b) that should reference (c) as the licensee type. Board members reviewed regulations and agreed the clerical error should be corrected.

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

**RESOLVED to strike subparagraph (b) and insert subparagraph (c).**

**The motion passed unanimously.**

Lunch break at 12:50 p.m. resume at 1:30 p.m.

Back on record at 1:31 p.m.

Roll call was taken to reestablish a quorum. All members from this morning were present.

**SB21-Military Licensing**

Nancy Harris, CBPL REC Executive Administrator summarized last meeting’s discussion on SB21 Military Licensing and the need for all programs within the division to implement regulations allowing for a temporary license issuance within 30-days of an active military member or their spouse for someone who holds an active, unencumbered license in another jurisdiction. With January 1, 2022 being the effective date of these regulations, the Board will need to draft new regulation for SB21-Military Licensing. The Board discussed templates of both licensing by reciprocity and courtesy. Based on both of these formats, included citation references, and consideration of new regulations 12 AAC 02.956, 12 AAC 02.957, and AS 08.01.063 A new regulation was drafted for temporary licenses for an active military member or of active duty military spouse. The Board is moved forward with department review and public comment.

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

**RESOLVED to approve draft regulations for requirements to, comply**

**with AS 08.01.063, .065 and .100, to move forward with board review and public comment.**

**The motion passed unanimously.**

**Agenda Item 7 – Application Review**

**Voting on pending applications**

There are no open applications at this time.

154 CE Audits

155 Nancy Harris, CBPL REC Executive Administrator explained that all complete CE audit packets  
156 that have been received are on OnBoard and asked if the Board would like to discuss any of the  
157 packets further. With no Board questions regarding any of the audits the Board agreed to  
158 continue their review and vote online outside of the meeting.

159

160

161 **Agenda Item 8 – Board Business**

162

163 Work Product Review/Approval Process

164 Ms. Harris asked for clarification on the Board's preferred sequence of events in regards to  
165 requesting work product for review during the application process.

166

167 Chair Stetson stated that she can't speak to that, as she does not review work product, and  
168 asked Mr. Kudryn's input as he has conducted reviews.

169

170 Ms. Harris restated asking if there was a preferred direction to streamline processes and make it  
171 more efficient for the applicant, as when they apply it is part of the application process to have  
172 work products for review. Do they want that completed before going to the Board for approval  
173 for the exam or can the request include both? When do they want to choose the work product,  
174 is it before the complete application goes to the Board for review or do they want it as part of the  
175 application at this time?

176

177 Mr. Kudryn suggested looking at what has been done in the past, as he is fairly new himself. Mr.  
178 Kudryn explained when the Board votes on an applicant they are looking that at all information  
179 is provided, fees paid, meets qualification, no concerns, and requesting work product is part of  
180 the process. Mr. Kudryn stated he doesn't mind staff requesting work product and reviewing at  
181 this time. He explained if there is something of concern on the applicant it would be beneficial to  
182 know before reviewing the work product.

183

184 Ms. Harris clarified, that this vote includes approval for the exam and licensure if exam passed  
185 and work product approved. Mr. Kudryn confirmed he believes this is the process. He followed  
186 up with asking what happens when work product is unsatisfactory. Ms. Harris stated she will  
187 reach out to the previous APR supervisor for clarification on that.

188

189

190 Board Topics/Questions

191 Mr. McKean asked about the status of online continuing education. As discussed at the last  
192 meeting the Board's intent is to address concerns and the growing need for allowing more hours  
193 towards online education. Ms. Hayes was doing research on this issue and is absent from  
194 today's meeting. This question will be brought back up to her at the next board meeting. Mr.  
195 Kudryn expressed that the board has been operating under the emergency regulations and has  
196 had lenience regarding online or in person courses due to the COVID-19 pandemic and access  
197 to educational classes.

198

199 Next board meetings for fiscal year 2022:

- 200 • April 12, 2022
- 201 • June 7, 2022

202 The start time for each of these quarterly meetings is set at 10:00 a.m.

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**Adjourn**

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

**RESOLVED to adjourn.**

**The motion passed unanimously.**

Meeting adjourned at 2:18 p.m.

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

\_\_\_\_\_  
Date

DRAFT

1  
2 STATE OF ALASKA  
3 DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT  
4 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
5

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

9 **March 9, 2022**  
10 **Teleconference**

11  
12 “These draft minutes were prepared by the staff of the Division of Corporations, Business and  
13 Professional Licensing. They have not been reviewed or approved by the Board.” By authority of  
14 AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled  
15 meeting of the Board of Certified Real Estate Appraisers was held March 9, 2022, at the State  
16 of Alaska Atwood Building, 550 W. 7<sup>th</sup> Avenue, Suite 1550, via Zoom, Anchorage, Alaska.  
17

18  
19 **Wednesday, March 9, 2022**

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

21 Acting chairperson Mae Hayes called the meeting to order at 9:09 a.m., at which time a quorum  
22 was established.  
23

24 **Roll Call**

25 **Members Present via Zoom**

26 Val Kudryn, Certified Residential Real Estate Appraiser  
27 Leon McKean, Mortgage Industry Executive  
28 Mae Hayes, Certified Residential Real Estate Appraiser  
29

30 **Members Absent:**

31 Ashlee Stetson, Public Member, Chairperson  
32

33 **Staff Present:**

34 Nancy Harris, CBPL REC Executive Administrator  
35 Sara Sather, CBPL APR Licensing Examiner  
36

37 **Public in Attendance-via Zoom:**

38 None  
39

40 **Review/Approve Agenda**

41 Board Members reviewed the meeting agenda.  
42

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

44 **RESOLVED to approve the meeting agenda for March 9, 2022.**

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46 **The motion passed unanimously.**  
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52 Ethics Report

53 There were no ethics reports to be made.

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55 **Agenda Item 2 – Clarification on Virtual, Online, Synchronous, and Asynchronous**  
56 **Courses**

57

58 AQB Update provided by Ms. Sather; occupational licensing has received an AQB update as well as  
59 questions from education providers and licensees regarding if the Board would like to follow suit with  
60 AQB now recognizing synchronous online courses to be the equivalent to traditional classroom courses.  
61 Staff wanted to present these questions and documents to the Board to see if the Board would like to  
62 proceed with accepting these updates, make any needed regulation changes, or continue as is.

63 Mr. Kudryn stated his interest is to proceed with following with what the Board has previously been  
64 working towards in allowing online education. Ms. Hayes agreed and directed the conversation to clarify  
65 what was needed to move forward with changing the regulation. She asked if this is something they can  
66 make a motion on today. Ms. Sather stated we could proceed with drafting proposed edits, proceed  
67 with FAQs, and public comment; the speed at which this is approached is how much time is dedicated  
68 today towards proposed edits and what is left to accomplish during the April Board meeting. Ms. Harris  
69 clarified there is not a motion they can make today that would allow individuals to satisfy the online  
70 education concerns. Ms. Hayes asked if we can adopt what has been outlined in the AQB update and  
71 Ms. Harris clarified this would require a regulation change. The Board agreed to proceed with creating  
72 proposed edits to the regulations today.

73

74 12 AAC 70.215, 12 AAC 70.220(d), 12 AAC 70.140(f) were initially identified as regulations for proposed  
75 edits. The Board agreed to use AQB definitions for Synchronous, Asynchronous, Classroom, Continuing  
76 Education. The Board worked together on proposed edits of each section.

77

78 12 AAC 70.215 Mr. Kudryn spoke to not identifying anything in this section that prohibits distance  
79 education. Ms. Hayes suggested adding more clarification by defining online courses. Ms. Harris  
80 identified the section for definitions, 12 AAC 70.990, may also be applicable to updating definitions.  
81 Verbiage was changed from distance to online for clearer understanding that online courses are  
82 acceptable for qualifying and continuing education.

83

84 12 AAC 70.220(d) verbiage edited to continue with online course and amount limits updated by striking  
85 “up to one half of hours” to continue with the Board’s intent to allow all hours to be obtained through  
86 online education.

87

88 12 AAC 70.210 referenced and updated to continue same verbiage.

89

90 Mr. Kudryn noted to ensure FAQs include the AQB definitions of class delivery formats to clarify criteria  
91 for each type.

92

93 12 AAC 70.140 verbiage updated to continue with clarification of online instead of distance. Continuing  
94 education does not apply to this section, as this is for initial and trainee.

95

96 Within 12 AAC 70.115 Mr. Kudryn proposed instead of changing all the regulations mentioning  
97 classroom to update the definition of classroom to include online with synchronous and asynchronous.  
98 The Board is in agreement to have a consistent definition between all regulations. New definition for  
99 “Classroom” proposed under 12 AAC 70.990.

100 Ms. Hays asked when these proposed regulation edits will be put out for public comment; the Board's  
101 intent is to move forward with review timely as many licensees are nervous about not having guidance  
102 for online courses. Ms. Sather stated after working on the drafts today the edits can be cleaned up into a  
103 more formal draft for review at the April Board meeting at which time more edits could be made or a  
104 motion could be made to move forward with public comment. The Board expressed interest in taking  
105 time to complete due diligence of reviewing the cleaned up proposed edits before the April meeting.  
106 Staff will look into the possibility of this.

107  
108 The Board would like to proceed with only written comments during the public comment period.

109  
110 Mr. McKean asked if the vote would require everyone to vote in the positive or if it was a majority. Ms.  
111 Harris and Ms. Sather confirmed it was majority vote and clarified this next vote is a vote to go out to  
112 public comment.

113  
114 Mr. Kudryn spoke towards FAQ #7 and #21 needing clarification/changes when written. The portion  
115 regarding half of hours completed online should be updated in part #7, #21 should reference 70.140  
116 regarding core curriculum and striking half of education hours accepted online.  
117 Ms. Harris and Ms. Sather clarified there is times to complete FAQs as these are once the regulations are  
118 adopted.

119  
120 Ms. Sather explained that we have received updates from education providers and licensees with  
121 questions regarding online proctoring. Education providers have stated that online proctoring is now  
122 continuing to be used outside of COVID mitigations and are seeking Board clarification as to if the Board  
123 will accept this as a formal option of completing the exams. Ms. Hayes spoke to licensees having to  
124 travel to take tests and understands a need for this. Mr. Kudryn referenced 12 AAC 70.140, which speaks  
125 to exams approved if proctored by an official approved by the sponsoring organization, so as long as the  
126 education provider has approved the form of proctoring then it is approved by the Board.  
127 Ms. Hayes suggested putting this on the FAQs to alleviate concerns of this being accepted. Board is in  
128 agreement with this. Mr. Kudryn spoke to seeking more information on online proctoring and how  
129 stringent they are. Mr. McKean asked if there are other providers outside of McKissock and Appraisal  
130 Institute. Mr. Kudryn and Ms. Harris stated there are others, but not as prevalent.

131  
132  
133 **Agenda Item 3 – AMC Application**

134 Ms. Sather explained in accordance with AS 08.87.135 and 12 AAC 70.160 the Board is to review and  
135 approve the application. The division is updating formatting on forms across all professions.  
136 Additionally, Ms. Harris and Ms. Sather have come across some additional information that is required  
137 during the ASC registration that is not provided on the current application, which requires additional  
138 communication to obtain. The intent is to update the form to collect all needed information at once.  
139 These proposed updates were reviewed in the proposed updated Part V and general information. The  
140 online application was also reviewed.

141  
142 **On a motion made duly by Mr. Kudryn, seconded by Mr. McKean, it was**

143  
144 **RESOLVED to approve the meeting agenda for March 9, 2022.**

145  
146 **The motion passed unanimously.**

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**Agenda Item 4– Application Review**

No applications needing Board review during this teleconference.

Ms. Hayes asked if an appraiser has taken the 15 hour USPAP class instead of the regular 7 hour update that has been approved for continuing education and they then get audited and are found that was inappropriate because that class hadn't been approved for continuing education, do they get a disciplinary action? If so, what happens to appraisers who have taken the 15 hour instead of 7 hour course? Mr. Kudryn replied with clarification that preliminary actions are decided by the Board members in conjunction with reviewing their audit. You would look at precedent and whether or not you think it's appropriate.

Mr. Kudryn and Ms. Hayes discussed that they understand the 15 hour course may be more thorough, as it is for a longer time period, however, the intent of that course is to not only highlight the changes. They would assume they are teaching the current information, however, the reason for taking the 7 hour update is to focus directly on the new changes.

Ms. Hayes stated she has had appraisers come to her with the question of what the penalty would be if the incorrect USPAP course was taken and she informed the Board she honestly did not know what the penalty is. Ms. Hayes asked if the Board recalls anyone having a letter of advisement or if they got in trouble in any way for that mistake. Ms. Harris and Ms. Sather did not have any recollection of recent cases to provide example and can certainly research it and bring it back to the next meeting.

Mr. Kudryn asked for clarification regarding new applicant trainees and their work product review. He stated he has received emails requesting that he look online and select work product from an application that is in the approve or do not approve status on OnBoard. Ms. Sather clarified the Board Ballot was written for Board approval, or not, to sit for the exam and licensure if the exam is passed and work product approved. This would then require communication between Board member and Ms. Sather regarding the approval of work product. Mr. Kudryn clarified by asking, should he vote on OnBoard before reviewing work product or wait until after approved. The Board is in agreement to vote on OnBoard before work product review in regards to if the application and supporting documents are in order and approved. Then separate communication will occur regarding work product review and if it is approved.

**Adjourn**

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

**RESOLVED to adjourn.**

**The motion passed unanimously.**

Meeting adjourned at 10:42 a.m.

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Ashlee Stetson, Chair

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Date

# Public Comment



# Investigations Report



**MEMORANDUM**

DATE: March 29, 2022  
 TO: Board of Certified Real Estate Appraisers  
 THRU: Greg Francois, Chief Investigator *GF*  
 FROM: Anna Gabriel, Investigator *AG*  
 RE: Investigative Report for the April 12, 2022 Meeting

The following information was compiled as an investigative report to the Board for the period of December 29, 2021 thru March 29, 2022; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

**OPEN - 6**

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
<b>REAL ESTATE APPRAISER</b>			
2021-000853	Violation of licensing regulation	Complaint	10/14/2021
2021-001048	Real estate - other	Complaint	11/22/2021
2018-001318	Violation of licensing regulation	Investigation	03/29/2019
2018-001336	Incompetence	Investigation	08/02/2019
2019-001261	Violation of licensing regulation	Investigation	10/22/2020
2021-000930	Falsified application	Investigation	03/11/2022

**Closed - 1**

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
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**REAL ESTATE APPRAISER**

***END OF REPORT***

# Division Update

Department of Commerce Community, and Economic Development  
Corporations, Business and Professional Licensing

Summary of All Professional Licensing  
Schedule of Revenues and Expenditures

Board of Certified Real Estate Appraisers	FY 16			FY 17			Biennium			FY 18			FY 19			Biennium			FY 20			FY 21			Biennium			FY 22 1st & 2nd QTR			
<b>Revenue</b>																															
Revenue from License Fees	\$	49,440	\$	272,590	\$	322,030	\$	76,010	\$	190,565	\$	266,575	\$	80,550	\$	207,770	\$	288,320	\$	11,065											
General Fund Received																															
Allowable Third Party Reimbursements		-		5,827		5,827		1,534		4,314		5,848		2,559		-		-		2,559											
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>49,440</b>	<b>\$</b>	<b>278,417</b>	<b>\$</b>	<b>327,857</b>	<b>\$</b>	<b>77,544</b>	<b>\$</b>	<b>194,879</b>	<b>\$</b>	<b>272,423</b>	<b>\$</b>	<b>83,109</b>	<b>\$</b>	<b>207,770</b>	<b>\$</b>	<b>290,879</b>	<b>\$</b>	<b>11,065</b>											
<b>Expenditures</b>																															
Non Investigation Expenditures																															
1000 - Personal Services		40,694		13,307		54,001		45,123		91,165		136,288		98,414		54,866		153,280		46,038											
2000 - Travel		12,596		13,106		25,702		16,384		11,267		27,651		1,933		-		1,933		-											
3000 - Services		3,008		5,288		8,296		7,445		10,666		18,111		30,418		13,957		44,375		59											
4000 - Commodities		22		13		35		716		161		877		602		-		602		-											
5000 - Capital Outlay		-		-		-		-		-		-		-		-		-		-											
<b>Total Non-Investigation Expenditures</b>		<b>56,320</b>		<b>31,714</b>		<b>88,034</b>		<b>69,668</b>		<b>113,259</b>		<b>182,927</b>		<b>131,367</b>		<b>68,823</b>		<b>200,190</b>		<b>46,097</b>											
Investigation Expenditures																															
1000-Personal Services		3,464		19,945		23,409		25,013		18,383		43,396		38,249		18,727		56,976		7,789											
2000 - Travel		-		-		-		-		1,050		1,050		2,547		-		2,547		-											
3023 - Expert Witness		-		-		-		3,485		1,050		4,535		4,050		2,850		6,900		-											
3088 - Inter-Agency Legal		-		-		-		33		33		66		2,453		14,131		16,584		-											
3094 - Inter-Agency Hearing/Mediation		-		-		-		217		-		217		-		65		65		-											
3000 - Services other		-		-		-		-		633		633		111		22		133		-											
4000 - Commodities		-		-		-		-		-		-		-		-		-		-											
<b>Total Investigation Expenditures</b>		<b>3,464</b>		<b>19,945</b>		<b>23,409</b>		<b>28,748</b>		<b>21,149</b>		<b>49,897</b>		<b>47,410</b>		<b>35,795</b>		<b>83,205</b>		<b>7,789</b>											
<b>Total Direct Expenditures</b>		<b>59,784</b>		<b>51,659</b>		<b>111,443</b>		<b>98,416</b>		<b>134,408</b>		<b>232,824</b>		<b>178,777</b>		<b>104,618</b>		<b>283,395</b>		<b>53,886</b>											
Indirect Expenditures																															
Internal Administrative Costs		9,900		9,222		19,122		15,708		20,705		36,413		21,754		15,657		37,411		7,829											
Departmental Costs		8,446		7,009		15,455		13,293		21,286		34,579		17,090		10,445		27,535		5,223											
Statewide Costs		3,280		2,319		5,599		7,826		11,964		19,790		18,005		10,101		28,106		5,051											
<b>Total Indirect Expenditures</b>		<b>21,626</b>		<b>18,550</b>		<b>40,176</b>		<b>36,827</b>		<b>53,955</b>		<b>90,782</b>		<b>56,849</b>		<b>36,203</b>		<b>93,052</b>		<b>18,103</b>											
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>81,410</b>	<b>\$</b>	<b>70,209</b>	<b>\$</b>	<b>151,619</b>	<b>\$</b>	<b>135,243</b>	<b>\$</b>	<b>188,363</b>	<b>\$</b>	<b>323,606</b>	<b>\$</b>	<b>235,626</b>	<b>\$</b>	<b>140,821</b>	<b>\$</b>	<b>376,447</b>	<b>\$</b>	<b>71,989</b>											
<b>Cumulative Surplus (Deficit)</b>																															
Beginning Cumulative Surplus (Deficit)	\$	198,553	\$	166,583	\$	374,791	\$	374,791	\$	317,092	\$	323,608	\$	323,608	\$	171,091	\$	238,040	\$	238,040											
Annual Increase/(Decrease)		(31,970)		208,208		(57,699)		6,516		6,516		(152,517)		66,949		66,949		(60,924)		(60,924)											
Ending Cumulative Surplus (Deficit)	\$	166,583	\$	374,791	\$	317,092	\$	317,092	\$	323,608	\$	171,091	\$	238,040	\$	238,040	\$	177,116	\$	177,116											
<b>Statistical Information</b>																															
Number of Licenses for Indirect calculation		287		346				342		298				345		370															
<b>Additional information:</b>																															
<ul style="list-style-type: none"> <li>• Fee analysis required if the cumulative is less than zero; fee analysis recommended when the cumulative is less than current year expenditures; no fee increases needed if cumulative is over the current year expenses *</li> <li>• Most recent fee change: Fee change FY19</li> <li>• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and progr</li> </ul>																															

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	APR1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)		Grand Total
	1000 - Personal Services	3000 - Services	
1011 - Regular Compensation	28,514.67		28,514.67
1014 - Overtime	1,667.63		1,667.63
1023 - Leave Taken	3,424.18		3,424.18
1028 - Alaska Supplemental Benefit	2,072.87		2,072.87
1029 - Public Employee's Retirement System Defined Benefits	7,045.05		7,045.05
1030 - Public Employee's Retirement System Defined Contribution	551.33		551.33
1034 - Public Employee's Retirement System Defined Cont Health Reim	314.03		314.03
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	111.03		111.03
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	2,149.36		2,149.36
1039 - Unemployment Insurance	108.22		108.22
1040 - Group Health Insurance	5,887.78		5,887.78
1041 - Basic Life and Travel	10.61		10.61
1042 - Worker's Compensation Insurance	308.36		308.36
1047 - Leave Cash In Employer Charge	546.42		546.42
1048 - Terminal Leave Employer Charge	446.97		446.97
1053 - Medicare Tax	465.82		465.82
1077 - ASEA Legal Trust	11.26		11.26
1079 - ASEA Injury Leave Usage	1.01		1.01
1080 - SU Legal Trst	16.70		16.70
3046 - Advertising		59.10	59.10
1016 - Other Premium Pay	77.08		77.08
1012 - Additional Regular	96.75		96.75
<b>Grand Total</b>	<b>53,827.13</b>	<b>59.10</b>	<b>53,886.23</b>

## Regulation Project

- Online Education Updates

## Regulation Changes Questionnaire

Division/Board: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Regulation change being proposed: 12 AAC \_\_\_\_\_

General topic 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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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>	
2. Does the change add a new license type?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes:	
Does it affect current licensees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do current licensees/non-licensees already perform the service for which the new license type is required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a grace period or date explicitly included in the regulation to allow for a transition period?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Does it change the qualifications or requirements of an existing license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, does it affect current licensees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Does it affect continuing education/competency requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes:	
Does it add additional requirements or hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does it clarify existing regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there an effective date in the future to give licensees time to comply?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Is it a fee change or does it create a new fee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes:	
Does it move fees in the centralized regulations to a new number, therefore affecting other program regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Does it make changes to the requirements of licensees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes:	
All licensees	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certain licensees (List: _____)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Initial licensees	Yes <input type="checkbox"/> No <input type="checkbox"/>
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> )?
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15. List any additional questions or comments that may arise from the public during the comment period. Include a response to the questions.
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# Audit Training



# Board Business