

Call to Order & Roll Call

Review/Approve Agenda

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT DIVISION OF
CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
Tentative Meeting Agenda

Board of Real Estate Appraisers
May 21, 2024

Zoom Meeting Registration Link: https://us02web.zoom.us/join/join?pwd=Zlclc-6gqTsjGdV9FmCu7KiwJ_KAQbh-yBkd

1. 10:00 Call to Order/Roll Call Chair Hayes
 - Review/Approve Agenda
 - Ethics Report
 - Continuing Education Statement
 2. 10:15 Public Comment
 3. 10:30 Division Update Ms. Dumas
 - Q3
 4. 10:45 Investigations Ms. Gabriel
 - Investigative Report
 - Question Regarding AMC Noncompliance
 5. Statute Project(s) Chair Hayes
 - Update from Ms. Hayes & Mr. McKean
 6. Regulation Project(s) Ms. Sather
 - Update from staff
 7. Annual Report Chair Hayes
 - Review & Finalize Draft Annual Report
 8. 12:00 Lunch
 9. 12:30 Continued Board Discussion(s) Chair Hayes
 - International Work Experience and Education
 - Work Product Checklist
 - Mass Appraiser Work
 10. New Business Ms. Sather
 11. Pending Board Ballots Chair Hayes
 12. Board Business Chair Hayes
 - AARO Spring Conference Summary
- Adjourn

Ethics Report

CONFIDENTIAL

ETHICS SUPERVISOR DETERMINATION FORM
(Board or Commission Member)

Board or Commission: _____

Member Disclosing Potential Ethics Violation: _____

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

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

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

Signature of Designated Ethics Supervisor (Chair)

Printed Name of Designated Ethics Supervisor

Date: _____

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

[Large blue shaded area for comments]

Note: Disclosure Form must be attached. Under AS 39.52.220, if the chair or a majority of the board or commission, not including the disclosing member, determines that a violation of AS 39.52.110-39.52.190 will exist if the member participates, the member shall refrain from voting, deliberating, or participating in the matter. A member will not be liable under the Ethics Act for action in accordance with such a determination so long as the member has fully disclosed all facts reasonably necessary to the determination and the attorney general has not advised the member, chair, or board or commission that the action is a violation. Forward disclosures with determinations to the State Ethics Attorney as part of your quarterly report. Quarterly reports are submitted to Litigation Assistant, Opinions, Appeals & Ethics, Department of Law, 1031 W. 4th Avenue, Suite 200, Anchorage, AK 99501.
Revised 2012

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)

Full Legal Name:	First	Middle	Last
Alaska Certification #:			

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

Signature:		Date:	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

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

Public Comment

Division Update

Board of Certified Real Estate Appraisers	FY 18			FY 19			Biennium			FY 20			FY 21			Biennium			FY 22			FY 23			Biennium			FY 24	
																													1st - 3rd QTR
Revenue																													
Revenue from License Fees	\$	76,010	\$	190,565	\$	266,575	\$	80,550	\$	207,770	\$	288,320	\$	62,165	\$	224,750	\$	286,915	\$	37,265									
General Fund Received								\$	-				\$	9,845	\$	1,594		11,439		-									
Allowable Third Party Reimbursements		1,534		4,314		5,848		2,559		-		2,559		3,600		-		3,600		-									
TOTAL REVENUE	\$	77,544	\$	194,879	\$	272,423	\$	83,109	\$	207,770	\$	290,879	\$	75,610	\$	226,344	\$	301,954	\$	37,265									
Expenditures																													
Non Investigation Expenditures																													
1000 - Personal Services		45,123		91,165		136,288		98,414		54,866		153,280		97,525		68,101		165,626		41,770									
2000 - Travel		16,384		11,267		27,651		1,933		-		1,933		4,067		11,445		15,512		-									
3000 - Services		7,445		10,666		18,111		30,418		13,957		44,375		2,247		5,763		8,010		1,480									
4000 - Commodities		716		161		877		602		-		602		-		10		10		-									
5000 - Capital Outlay		-		-		-		-		-		-		-		-		-		-									
Total Non-Investigation Expenditures		69,668		113,259		182,927		131,367		68,823		200,190		103,839		85,319		189,158		43,250									
Investigation Expenditures																													
1000-Personal Services		25,013		18,383		43,396		38,249		18,727		56,976		23,942		28,242		52,184		20,146									
2000 - Travel				1,050		1,050		2,547		-		2,547		452		2,325		2,777		14									
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		2,998		1,552		4,550		-									
3094 - Inter-Agency Hearing/Mediation		217		-		217		-		65		65		-		-		-		-									
3000 - Services other				633		633		111		22		133		880		725		1,605		-									
4000 - Commodities				-		-		-		-		-		-		-		-		-									
Total Investigation Expenditures		28,748		21,149		49,897		47,410		35,795		83,205		28,272		32,844		61,116		20,160									
Total Direct Expenditures		98,416		134,408		232,824		178,777		104,618		283,395		132,111		118,163		250,274		63,410									
Indirect Expenditures																													
Internal Administrative Costs		15,708		20,705		36,413		21,754		15,657		37,411		18,655		20,712		39,367		15,534									
Departmental Costs		13,293		21,286		34,579		17,090		10,445		27,535		16,760		12,571		29,331		9,428									
Statewide Costs		7,826		11,964		19,790		18,005		10,101		28,106		15,268		10,477		25,745		7,858									
Total Indirect Expenditures		36,827		53,955		90,782		56,849		36,203		93,052		50,683		43,760		94,443		32,820									
TOTAL EXPENDITURES	\$	135,243	\$	188,363	\$	323,606	\$	235,626	\$	140,821	\$	376,447	\$	182,794	\$	161,923	\$	344,717	\$	96,230									
Cumulative Surplus (Deficit)																													
Beginning Cumulative Surplus (Deficit)	\$	374,791	\$	317,092			\$	323,608	\$	171,091			\$	238,040	\$	130,856			\$	195,277									
Annual Increase/(Decrease)		(57,699)		6,516				(152,517)		66,949				(107,184)		64,421				(58,965)									
Ending Cumulative Surplus (Deficit)	\$	317,092		323,608			\$	171,091	\$	238,040			\$	130,856	\$	195,277			\$	136,312									
Statistical Information																													
Number of Licenses for Indirect calculation		342		298				345		370				390		468													
Additional information:																													
<ul style="list-style-type: none"> • General fund dollars were received in FY21-FY23 to offset increases in personal services and help prevent programs from going into deficit or increase fees. • Most recent fee change: Fee change FY19 • 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 program changes per AS 08.01.065. 																													

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

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)			Grand Total
	1000 - Personal Services	2000 - Travel	3000 - Services	
1011 - Regular Compensation	31,007.00			31,007.00
1014 - Overtime	672.59			672.59
1016 - Other Premium Pay	44.59			44.59
1021 - Allowances to Employees	9.43			9.43
1023 - Leave Taken	5,243.07			5,243.07
1028 - Alaska Supplemental Benefit	2,269.62			2,269.62
1029 - Public Employee's Retirement System Defined Benefits	587.82			587.82
1030 - Public Employee's Retirement System Defined Contribution	1,835.47			1,835.47
1034 - Public Employee's Retirement System Defined Cont Health Reim	1,391.61			1,391.61
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	349.73			349.73
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	5,101.02			5,101.02
1040 - Group Health Insurance	12,242.52			12,242.52
1041 - Basic Life and Travel	6.33			6.33
1042 - Worker's Compensation Insurance	251.64			251.64
1047 - Leave Cash In Employer Charge	837.51			837.51
1048 - Terminal Leave Employer Charge	580.12			580.12
1053 - Medicare Tax	522.96			522.96
1077 - ASEA Legal Trust	55.02			55.02
1079 - ASEA Injury Leave Usage	7.31			7.31
1080 - SU Legal Trst	0.71			0.71
1970 - Personal Services Transfer	(1,099.86)			(1,099.86)
2001 - In-State Employee Surface Transportation		13.91		13.91
3000 - Training/Conferences			806.65	806.65
3002 - Memberships			350.00	350.00
3045 - Postage			65.34	65.34
3046 - Advertising			86.67	86.67
3085 - Inter-Agency Mail			0.63	0.63
3088 - Inter-Agency Legal			170.53	170.53
Grand Total	61,916.21	13.91	1,479.82	63,409.94

Investigations



MEMORANDUM

DATE: May 08, 2024
 TO: Board of Certified Real Estate Appraisers
 THRU: Erika Prieksat, Chief Investigator *EP*
 FROM: Anna Gabriel, Investigator *AG*
 RE: Investigative Report for the May 21, 2024 Meeting

The following information was compiled as an investigative report to the Board for the period of February 03, 2024 thru May 08, 2024; 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 - 8

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
REAL ESTATE APPRAISER			
2024-000227	License Application Review/Referral	Intake	04/10/2024
2024-000362	Violation of licensing regulation	Intake	04/17/2024
2023-000414	Violation of licensing regulation	Complaint	05/18/2023
2023-000889	Violation of licensing regulation	Complaint	09/24/2023
2023-000905	Violation of licensing regulation	Complaint	08/21/2023
2023-001210	Violation of licensing regulation	Complaint	12/20/2023
2023-001215	Violation of licensing regulation	Complaint	12/20/2023
2023-001216	Violation of licensing regulation	Complaint	12/20/2023

Closed - 1

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
REAL ESTATE APPRAISER				
2023-000726	Violation of licensing regulation	Closed-Complaint	04/01/2024	No Action - No Violation

END OF REPORT

Statute Project(s)

-Update from Ms. Hayes & Mr. McKean

Regulation Project(s)

-Update from staff

Annual Report

-Review and Finalize Draft
Annual Report

Continued Board Discussion(s)

- International Work Experience and Education
- Work Product Checklist
- Mass Appraiser Work

New Business

Pending Board Ballots

Board Business
-AARO Spring Conference Summary