

**STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
BOARD OF CERTIFIED REAL ESTATE APPRAISERS**

**MINUTES OF MEETING  
October 2, 2013**

***The Staff of the Division of Corporations, Business and Professional Licensing prepared these draft minutes. They have not been reviewed or approved by the Board.***

By the authority of AS 08301.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Certified Real Estate Appraisers was held March 5, 2013, at the Atwood Building, 550 West 7<sup>th</sup> Avenue, Suite 1270, Anchorage, Alaska.

**Call to Order/Roll Call**

The meeting was called to order at 9:10 a.m. by Donna Rulien, Chair.

Those present, constituting a quorum of the Board:

Donna Rulien, Chair, Residential Real Estate Appraiser  
Clint Lentfer, General Real Estate Appraiser  
Lance Cook, Residential Real Estate Appraiser  
James Picard, Mortgage Banking Executive  
Sarah Heath, Public Member

In attendance from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing:

Michelle Johnston, Records and Licensing Supervisor  
Sara Chambers, Operations Manager  
Jennifer Wirawan, Investigator

**Agenda Item 1 – Review Agenda**

The Board reviewed the agenda. Staff corrected the minutes which need to be adopted to June 25<sup>th</sup> and stated that the July teleconference minutes will be available at a future meeting for adoption.

**Agenda Item 2 – Review Minutes**

The board reviewed the minutes of the June 25<sup>th</sup>, 2013 meeting.

### **Agenda Item 3 – Board Business**

The board had no ethics disclosures to report.

Sarah Heath stated she had been seeking employment which if offered would be a conflict and result in her resignation from the board.

The board discussed future meeting schedules. The decision was made to wait to set board meeting dates until the board received more information regarding the needs of upcoming statute change projects.

The board discussed the pathways for initiating needed statute changes.

Michelle Johnston presented changes to the courtesy application to change the wording for the list states in which an applicant has been licensed as well increase the spaces for applicants to list their states. The question, accepted by the board, now reads:

All states or jurisdictions in which you are currently or ever have been licensed/certified must be reflected below. List state, license/certification number, date of issuance, status, and years of practice in each state. Attach an additional sheet if needed. Omissions constitute an incomplete application and will delay processing.

Michelle Johnston explained that many applicants have been omitting states off of their application resulting in the need to be sent to investigations and delaying their applications. The board was made aware that they will need to make decisions regarding disciplinary action for applicants who omit information from their application.

### **Agenda Item 4 – Application Review**

The board reviewed one application.

**Up on a motion by Ms. Heath, seconded by Mr. Picard and approved unanimously, it was:**

**MOVED to approve the application for Charles Michael Renfro pending a review of the appraisal requested.**

### **Agenda Item 5 – Course Approval**

The board reviewed one application.

**Up on a motion by Mr. Lentfer, seconded by Mr. Picard and approved unanimously, it was:**

**MOVED to approve, pending additional information (clarification if seeking continuing education credit only), IWOA , Alaska Association of Assessing Officers course titled 101 Fundamentals of Real Estate Property Appraisal for continuing education only and to approve for initial certification pending ABQ approval letter**

### **Agenda Item 6 – Investigative Report**

Jennifer Wirawan joined the board to discuss her investigative report. Ms. Wirawan reported that 12 cases were opened with 11 closed, none resulting in licensing action. There are currently four intakes, all application matters, and one complaint which will be closed today.

The board requested more information regarding the process for reviewing applications which have omitted states. Ms. Wirawan explained the different types of cases and investigations and the procedures for each and pointed out that they are consistent among programs.

Ms. Wirawan stated that she would review the board's statutes and regulations and get back to them with more information regarding their disciplinary authority and case precedence. Staff explained the procedures for consent agreements.

**Up on a motion by Ms. Rulien, seconded by Mr. Picard and approved unanimously, it was:**

**In accordance with the provisions of AS.62.310(c)(2), it was MOVED to go into executive session for the purpose of discussing investigative matters. Board staff to remain during session.**

Off the record at 10:24 a.m.

On the record at 10:44 a.m.

### **Agenda Item 8 – Investigative Report**

The board was joined by Sara Chambers by telephone. Ms. Chambers and the board discussed HB 187, legislation presented last legislative session by the governor. The bill would allow consolidation of fees, reducing administrative time and resources. This may also let the Investigations be paid out of the general fund. It would help with public protection, something that is not just a licensee's responsibility. The bill may also help allow stability in fees by increasing the time period of balancing fund deficiencies and surplus. The division has asked the boards for support for the bill in the form of a motion as well as during the coming session.

### **Agenda Item 9 – Executive Session**

**Up on a motion by Ms. Rulien, seconded by Mr. Picard and approved unanimously, it was:**

**In accordance with the provisions of AS.62.310(c)(2), it was MOVED to go into executive session for the purpose of discussing changes in statutes and regulations. Board staff to remain.**

Off the record at 11:19 a.m.

On the record at 12:09 a.m.

The board stated that they had previously drafted suggestions for statute changes in accordance with federal law and that they have been instructed by other departments to wait for further instructions before proceeding.

The board stated that they are in support of House Bill 187.

**There being no further board business, the meeting adjourned at 12:11 p.m.**

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