

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

CONDENSED MINUTES OF THE MEETING HELD 2/7/2023

These draft minutes were prepared by the staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Board.

Date:	2/7/2023
Time:	10:01 called to order
Location:	Zoom Meeting https://us02web.zoom.us/j/83491593732
Attending:	Board Members: Ashlee Stetson, Val Kudryn, Leon McKean, Mae Hayes Staff: Sara Sather, Melissa Dumas, Anna Gabriel Public: David Wright, Scot DiBasio, iPhone
Absent:	none

1. Call to Order/Roll Call	
Brief Discussion:	The meeting was called to order at 10:01 with Ashlee Stetson, Val Kudryn, Leon McKean and Mae Hayes present.
	The agenda was approved as written.
	No ethic reports at this time.
	CE requested by David Wright as well as Val Kudryn and Mae Hayes if they are eligible for additional hours.
Motion:	On a motion duly made by Mr. Kudryn, second by Mr. McKean, it was RESOLVED to approve the meeting agenda for February 7, 2023 as written.
Recorded Votes:	Ashlee Stetson - Y
	Valery (Val) Kudryn - Y
	William (Leon) McKean - Y
	Mae Hayes - Y
Action Items:	Meeting to proceed as drafted in agenda.
2. Review/Approve Past Meeting Minutes	

Brief Discussion:	The meeting minutes for November 1, 2022 were reviewed with no concerns.	
Motion:	On a motion made duly by Mr. McKean, second by Mr. Kudryn, it was RESOLVED to approve the meeting minutes for November 1, 2022 as written.	
Recorded Votes:	Ashlee Stetson - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean - Y	
	Mae Hayes - Y	
Action Items:	Minutes will be sent to Board Chair for signature and updated on website.	
	10:06 brief break. Back on record at 10:15 with all Board Members present.	
3. Public Comment		
Brief Discussion:	No public comment at this time.	
Motion:	No motion necessary.	
Recorded Votes:	Ashlee Stetson -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Mae Hayes -	
Action Items:	No action items for this agenda item.	

4. Division Update	
Brief Discussion:	Ms. Dumas provided the division update with an overview of Q2 expenditures and account balances. The profession has seen a 31% increase in applicants.
	The fee analysis was reviewed by Ms. Dumas. With no changes, the program is expected to bring in approximately \$283,924 in revenue each year. Expenditures are averaged with adjustments for annual increase in costs. The projected revenue minus projected expenditures equals approximately a little over \$50,000 in deficit/spending down of the surplus each year.
	Questions regarding the education course fee were discussed regarding the higher fee compared to some other states and previous AK fee rates. Ms. Dumas explained that Professional Licensing is unable to raise fee prices at this time. By reducing the education course fee the cost difference would need to result in a different fee being raised to offset the difference, which we are unable to raise fees at this time. Additionally, the Board is looking at a potential deficit in FY24, which would require the request of general funds.
	No additional questions at this time.
Motion:	No motion required.
Recorded Votes:	Ashlee Stetson -
	Valery (Val) Kudryn -
	William (Leon) McKean -
	Mae Hayes -
Action Items:	The Board will continue to be aware of the fee scale and when adjustments are allowed reconsider recommendations.
5. Investigation Report	
Brief Discussion:	Ms. Gabriel provided a summary of the current investigative report; 4 open cases, 7 cases closed, 2 of which resulted in license action. No Board member questions.
	Ms. Gabriel explained the current intake process for complaints. The Board briefly discussed ghosting and the growing concern within the profession. Ms. Gabriel shared she has not seen a large concern regarding this within Alaska. USPAP was briefly discussed in regard to the ethics rule, standards, and professional conduct. The Board discussed that if concerns of ghosting to the extent of gross negligence

	<p>were to be brought to the attention of Investigations that they would like to have the complaint reviewed.</p> <p>There were no additional questions.</p> <p>Ms. Gabriel explained clarification has been received regarding Fannie Mae Tips. They will be reviewed as a complaint. If additional information other than what was sent with the Tip is required, they may need to seek other avenues than the Fannie Mae number provided to acquire the requested information.</p> <p>No additional questions.</p>
Motion:	No motion needed.
Recorded Votes:	Ashlee Stetson -
	Valery (Val) Kudryn -
	William (Leon) McKean -
	Mae Hayes -
Action Items:	No action items for this agenda item.

6. Lunch	
Brief Discussion:	<p>The Board adjourned for lunch at 12:13.</p> <p>The Board was back on the record at 1:00 with a roll call and all Board Members present.</p>
Motion:	Roll Call
Recorded Votes:	Ashlee Stetson - P
	Valery (Val) Kudryn - P
	William (Leon) McKean - P
	Mae Hayes - P
Action Items:	Meeting to proceed.

7. Regulations Project	
Brief Discussion:	<p>The Board discussed consideration of AQB verbiage within regulations with the intent to have verbiage allow for automatic adoption of AQB updates. Some other states' regulations were reviewed as examples. The Board is in agreement to review regulations as currently written, while moving forward with the PAREA project, to consider verbiage with the intent to remain compliant with AQB requirements and not be more restrictive. Additionally, the Board voiced an interest in potential verbiage that would allow for adoption of AQB updates without needing a regulation project.</p> <p>The Board and staff did discuss that this is largely a style in writing. Alaska regulations are very specific listing out each requirement. Some other states that are broader may simply state something such as "Satisfy the requirements of the AQB criteria." Both speak to requiring the AQB qualification criteria be met, however, it is a difference in how this is written within regulations.</p> <p>The Board did speak to the time and efforts involved in amending regulations if they were to change verbiage, however, they spoke to recognizing the "call" for states to be consistent and reduce barriers to entry. It was discussed to consider these potential verbiage changes while working on amending regulations for PAREA in consideration to time and cost.</p> <p>Ms. Hayes inquired if this verbiage would allow for PAREA and a practicum to be automatically accepted? The Board and staff will look into the criteria regarding this. At this time the Board is at an understanding if a practicum were acceptable this would require specific verbiage, as they are doing with PAREA. The Board reviewed the AQB guide in regard to practicums, pgs. 43-44.</p> <p>The Board voiced their continued agreement to proceed with adopting PAREA within the regulations.</p> <p>At this time additional research will be conducted regarding practicums to identify what they entail and to what extent they meet the AQB criteria.</p> <p>Ms. Hayes has asked the Board for permission to continue to research the components of a practicum course. Additionally, she has asked the Board for permission to research what would be involved if a grant were to be written for ASC funding for a practicum course. The Board agreed additional research would be necessary before any decisions could be made.</p> <p>The Board has requested additional clarification on allowing Board Members to work together on this regulation project to ensure that all requirements of the Open Meeting Act are met. The Board would like to form a committee work session with Mae Hayes and Val Kudryn that will be publicly noticed and allow for public attendance.</p>

Motion:	<p>Ms. Hayes stated, "I would like to make a motion to create a committee to consider regulation changes upcoming with me, Mae Hayes, as the committee chair."</p> <p>On a motion made duly by Ms. Hayes, second by Mr. Kudryn, it was RESOLVED to create a committee for the purpose of these regulation reviews; AQB criteria, PAREA criteria, with an assigned committee chair.</p>
Recorded Votes:	Ashlee Stetson – Y
	Valery (Val) Kudryn – Y
	William (Leon) McKean – Y
	Mae Hayes - Y
Motion:	On a motion made duly by Ms. Hayes, second by Mr. Kudryn, it was RESOLVED to amend the previous motion for the committee to also include considering a practicum as they are considering the AQB requirements.
Recorded Votes:	Ashlee Stetson - Y
	Valery (Val) Kudryn - Y
	William (Leon) McKean - Y
	Mae Hayes - Y
Action Items:	<p>Ms. Sather will get additional clarification on Val and Mae collaborating regarding this project as well as establishing a committee meeting date.</p> <p>Ms. Sather will research any components that would need to be considered from the State's perspective if a grant were to be pursued.</p> <p>Ms. Hayes will continue to research practicums and the components of the grant process.</p>
8. Continued review from ASC Off Site Assessment	
Brief Discussion:	<p>Ms. Hayes provided an update regarding the task of seeking a sponsor for the legislative project regarding ASC recommendation from the Off Site Assessment. She is currently in communication with Representative Cathy Tiltan, whom is presently reviewing the submitted statute suggestions. Ms. Hayes is waiting for a reply back upon their review.</p> <p>The Board completed review of the ASC form suggestions to include the Appraisal Management Company Annual Registration form to remove substantive cause as well as General and Residential initial application wording for endorsement and reciprocity to provide clarification of endorsement in relation to a state's rating of Poor.</p>

	<p>The Board briefly discussed the topic of Licensed Appraiser license type and agreed to table this topic until the next meeting to allow for more research and consideration outside of the current regulation projects currently at hand. They recognize the need to reduce barriers into the profession, however, voice questions as to the limitations the housing market in Alaska would place on the job availability for that license type.</p>	
Motion:	<p>On a motion made duly by Mr. Kudryn, second by Ms. Hayes, it was RESOLVED to amend two applications, The appraisal Management Company Application form number 08-4788 and Appraisal Management Company Annual Federal Registration form number 08-4730 under part for eligibility determination question 3 strike the end of that question removing for substantive cause as determined by the state and credential has not been reinstated.</p>	
Recorded Votes:	Ashlee Stetson - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean - Y	
	Mae Hayes - Y	
Action Items:	<p>Ms. Sather will notate the changes on the corresponding forms for revision during the next form edits.</p>	
9. Continued AARO Conference Summary		
Brief Discussion:	<p>The Board briefly discussed out of state and mass appraisal experience, as there is not clear notation regarding the acceptance, or not, of these within regulation. The Board expressed they would like to conduct additional research into this topic. The Board stated they believe it is okay to accept out of state experience, especially in the area of General Appraiser work due to the nature of our state. They would like to consider partial acceptance of mass appraisal work, such as 1/3 of the experience hours within this category. This topic has been tabled to continue at the next meeting.</p>	
Motion:	<p>No motion required at this time.</p>	
Recorded Votes:	Ashlee Stetson -	

	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Mae Hayes -	
Action Items:	No action items at this time.	
10. Board Business		
Brief Discussion:	The Board continues to see high importance in sending a Board Member and staff to the AARO conference. They have motioned for Mae Hayes and a staff member to attend the Spring AARO Conference.	
	The Board has agreed for Mae Hayes to draft this upcoming Annual Report, which will be reviewed and voted upon during the May Board Meeting in line with the June deadline.	
	The Board has agreed for Val Kudryn to continue the project of drafting a work product review checklist.	
	The Board has elected Mae Hayes as the acting Chair with Ms. Stetson ending her term.	
Motion:	On a motion made duly by Mr. Kudryn, second by Mr. McKean, it was RESOLVED for 1 board member and 1 staff member to attend the Spring AARO Conference scheduled for May.	
Recorded Votes:	Ashlee Stetson - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean - Y	
	Mae Hayes - Y	
Motion:	On a motion made duly by Ms. Stetson, second by Mr. Kudryn, it was RESOLVED to elect Mae Hayes as the new Board Chair.	
Recorded Votes:	Ashlee Stetson – Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean – Y	
	Mae Hayes – Y	

Action Items:	<p>Ms. Sather will send previous Annual Reports to Ms. Hayes as requested for review and consideration with the current draft.</p> <p>Ms. Sather will proceed with AARO travel requests within policy timelines and forms.</p> <p>Ms. Sather will update the Division supervisors with the change in Board Chair.</p>
11. Adjourn	
Brief Discussion:	The Board agreed to adjourn.
Motion:	On a motion duly made by Mr. McKean, seconded by Mr. Kudryn, it was RESOLVED to adjourn.
Recorded Votes:	Ashlee Stetson - Y
	Valery (Val) Kudryn - Y
	William (Leon) McKean - Y
	Mae Hayes - Y
Action Items:	<p>Meeting minutes will be drafted and placed on the website.</p> <p>Tabled agenda items will be added to the next meeting.</p>

Next Meeting:	May 23, 2023
Adjournment:	2:34 pm

Mae Hayes, Chair

Date