

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 COMMITTEE MEETING HELD 4/11/2023

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:	4/11/23
Time:	9:06 am the meeting was called to order
Location:	Zoom https://us02web.zoom.us/j/84279099787
Attending:	Board Members: Val Kudryn, Mae Hayes Staff: Sara Sather, Sara Chambers, Kery Givens Public Members: Scott DiBiasio
Absent:	Leon McKean was excused from the committee meeting

1. Call to Order/Roll Call	
Brief Discussion:	The committee meeting was called to order at 9:06 with Val Kudryn and Mae Hayes present.
	The amended agenda was approved as written.
Motion:	On a motion duly made by Mr. Kudryn, second by Ms. Hayes, it was RESOLVED to approve the amended meeting agenda for April 11, 2023 as written.
Recorded Votes:	Mae Hayes - Y
	Valery (Val) Kudryn - Y
	William (Leon) McKean -
Action Items:	Meeting to proceed as drafted in agenda.
2. Pending Board Ballots	

Brief Discussion:	Ms. Chambers provided an introduction to her new role as Boards and Regulations Advisor to include her duties and availability to assist the Boards and Commissions.	
	Ms. Chambers discussed the intent is to process pending board ballots within 10 business days. Difficulties the Board currently faces regarding this were discussed, to include the vacancies of two seats. The Board identified some ways staff and Board Members may assist with supporting this deadline.	
	In an effort to streamline the education course application process and best serve the industry, the Board expressed interest in considering regulation verbiage to clearly identify criteria to allow for staff to process education course applications if the course application clearly meets the identified criteria. Ms. Chambers, staff, and the Board will review statutes and regulations for this consideration.	
	Ms. Chambers provided some clarification as to what communication should be referred to staff verses which communication may be addressed directly by Board members when the public or licensees contact Board members directly. The conversation included (1) clarifying if the response is being made as a Board member or as that individual themselves as a subject matter expert/licensee in the field and (2) if the topic might be something the Board as a whole would need to review/address. Ultimately, there should be no communication regarding applications or items/actions that may be presented to the Board. As a subject matter expert in the field, it is acceptable to answer general questions regarding the field when clarification is made that the answer is not being stated as a Board member but as a licensee in the field.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
Action Items:	Ms. Chambers, staff, and the Board will review statutes and regulations for the consideration of regulations clearly identifying criteria that may allow for staff to process education course applications meeting the identified criteria.	
3. Regulation Project(s) Discussion		
Brief Discussion:	The Board held an open discussion as they reviewed regulations for consideration of PAREA and Practicum programs.	
	Proposed regulation edits for PAREA and Practicum programs were drafted.	

Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
Action Items:	Staff will tidy up formatting of the drafted proposed regulations and forward to the ASC policy manager for informal review in consideration of AQB and Federal requirements.	
	The proposed edits will be presented to the full Board during the next Board Meeting for official Board consideration.	
4. Adjourn		
Brief Discussion:	The Board agreed to adjourn the committee meetings at 11:35 am.	
Motion:	On a motion duly made by Ms. Hayes, seconded by Mr. Kudryn, it was RESOLVED to adjourn.	
Recorded Votes:	Mae Hayes - Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean -	
Action Items:	Meeting minutes will be drafted and placed on the website. Meeting minutes will formally be reviewed for amendment or approval during the next Board Meeting.	

Next Committee Meeting:	April 25, 2023 at 9 am
Adjournment:	11:35 am

Mae Hayes, Chair

Date

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