

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

BY AUTHORITY OF AS 08.01.070(2), AND IN COMPLIANCE WITH THE PROVISIONS OF AS 44.62, ARTICLE 6, A SCHEDULED MEETING OF THE ALASKA BOARD OF CERTIFIED REAL ESTATE APPRAISERS WAS HELD ON 8/20/2024 VIA ZOOM.

**CONDENSED MINUTES OF THE MEETING HELD 8/20/2024**

Date:	8/20/24
Time:	10:05 am the meeting was called to order
Location:	Zoom Meeting Registration Link: <a href="https://us02web.zoom.us/join/zoommeeting/register/tZModOCtrz4sEtD8465MmrlFno5KUjUYyMi6">https://us02web.zoom.us/join/zoommeeting/register/tZModOCtrz4sEtD8465MmrlFno5KUjUYyMi6</a>
Attending:	Board Members: Leon McKean, Mae Hayes, Val Kudryn Staff: Sara Sather, Melissa Dumas, Billy Homestead, Dennis Hines, Alison Osborne Public Members: Francesca Tracy, Calogeno Principato, Steve Smith
Absent:	Board Member: Jenny Buswell

<b>1. Call to Order/Roll Call</b>	
Brief Discussion:	The meeting was called to order at 10:05 am with a quorum consisting of Mr. McKean, Ms. Hayes, and Mr. Kudryn.
	There were no ethic reports.
	Ms. Hayes and Mr. Kudryn have requested CE for participation of the meeting.
	It was discussed that the agenda will be adjusted to allow for a 11:00 – 11:30 break.
Motion:	On a motion duly made by Mr. Kudryn, second by Mr. McKean, it was RESOLVED to approve the agenda modified with a break from 11:00 – 11:30.
Recorded Votes:	Mae Hayes - P
	Valery (Val) Kudryn - P
	William (Leon) McKean - P
	Jenny Buswell – Absent
Action Items:	Meeting to proceed as amended.
	Ms. Sather will email CE for participation request to Ms. Hayes and Mr. Kudryn.
<b>2. Public Comment</b>	

Brief Discussion:	No public comment was presented at this time. Ms. Sather stated for the record there was no public comment received prior to the meeting nor is anyone present in person.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	No action items.	
	The board took a brief break from 10:23 – 10:25. A quorum was confirmed, and the meeting proceeded.	
<b>3. Division Update</b>		
Brief Discussion:	<p>There was no quarterly report available at this time. Ms. Dumas was available to answer the board’s questions regarding grants.</p> <p>Ms. Dumas explained that the Division of Corporations Business and Professional Licensing does not have authority to receive federal grants. All funds received by the Division must be approved. Additionally, the Division, nor the Department of Commerce, do not have a grants administrator. It was explained, to receive federal grants a legislative change would be needed to provide the receipt authority. Additionally, the Division would need to consider funding and staffing for a grants administrator.</p> <p>It was questioned if the executive administrator (EA) position the board is seeking could fill the needs of the grants administrator. Ms. Dumas stated she was unclear if the responsibilities of a grants administrator would fall under the purview of the EA. It is pertinent to understand what responsibilities the grants administrator would have, to include understanding what the federal requirements of the grant are as well as if this is a position the division could fill and keep filled. It was further noted that as the Division does not receive grants it is unclear at this time if the Division would have a need for this type of position.</p> <p>It was asked, if this is something the board wanted to continue to pursue, who would initiate the statute changes, the board or the Division? Ms. Dumas informed it would be the board.</p>	

	<p>Ms. Dumas provided that a grants administrator working on responsibilities for the board would be charged to the board. This could be in the form of a position at a range 14 – 19, which would be in the amount around \$4,000.00 - \$5,000.00+ per month.</p> <p>The board expressed they would like to continue collecting information and have further discussions regarding the possibility of applying for a grant with the ASC. Ms. Sather will reach out to the grants administrator with the ASC to inquire if they are able to join a meeting to provide information regarding the ASC grants to the board and staff.</p>	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	<p>Ms. Sather will inquire with the ASC if they are able to attend a board meeting to provide additional information regarding their grants.</p> <p>The statute update and board business were discussed ahead of schedule at 10:48, as the board finished with the division update, however, did not have enough time to proceed to investigations prior to the scheduled break at 11:00.</p> <p>The board took a brief break from 10:54 – 11:34. They were back on the record with a quorum at 11:34 am.</p>	
<b>4. Investigations</b>		
Brief Discussion:	<p>Mr. Hines introduced himself to the board as the new investigator. Mr. Hines proved a summary of the current board report. For the period from May 9, 2024 – July 31, 2024 there were 10 open cases with 7 as a complaint and 3 as intake. 3 cases have closed within this time period due to being incomplete, the application withdrawn, and no action needed.</p> <p>Mr. Hines commented regarding the board’s questions from the May board meeting; inquiring for additional information on the type of complaints investigation receives. It was explained that the most common item they receive are items forwarded from licensing, specifically to include failure to disclose. Mr. Homestead stated that if the board was looking for more specifics on individual cases, they can provide more information, however, investigations does not have any clearly identified trends that they are seeing. They receive a little bit of everything, however, items from licensing are the largest they currently see.</p>	

	As this question came from discussions during the May board meeting with the intent to help educate licensees, the board requested if staff may place a header on the website as a reminder for applicants to thoroughly read the applications and when in doubt disclose.	
Motion:	No motion.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	Ms. Sather will reach out to the publications team for a notice on the website.	
<b>5. Statute Project(s)</b>		
Brief Discussion:	This agenda item was discussed ahead of schedule at 10:48, as the board finished with the division update, however, did not have enough time to proceed to investigations prior to the scheduled break at 11:00.	
	Ms. Hayes stated that she has paused speaking with potential legislative sponsors for the moment, as the list of statute edits has been changing frequently. As to be the most effective and respectful of potential sponsors' time, Ms. Hayes stated, she is wanting a complete list instead of one that is changing. The board expressed understanding and agreement to pause until the list does not have changes.	
Motion:	No motion.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	No action items.	

<b>6. Regulation Project(s)</b>	
Brief Discussion:	The topic of ensuring the appraiser’s fees cannot be prohibited from the report was reviewed again. The board agreed that existing statute sec. 08.87.215(6) already states this. The board agreed no further action is needed.
	Continuing the discussion of timely submission of the AMC Annual Federal Registration form, the board reviewed draft verbiage from investigations and the regulation specialist regarding 12 AAC 70.175. Further discussion was held and the statutes needing to be referenced were identified as 08.87.215 and 08.87.220. The board expressed their agreement of the drafted verbiage and intent to move the drafts forward with the regulation project.
Motion:	No formal motion was made on the record.
Recorded Votes:	Mae Hayes -
	Valery (Val) Kudryn -
	William (Leon) McKean -
	Jenny Buswell -
Action Items:	The draft verbiage for 70.175 is with the regulation specialist, however, it will carry to the next board meeting as a formal motion was not received during the meeting.
<b>7. New Business</b>	
Brief Discussion:	Ms. Sather provided a summary of a CE opinion received from the Department of Law. It was explained that with the recent CE audit the Department of Law was contacted to ensure proper understanding of which CEs could be submitted for the audit. Within their response, Law provided a memo and suggested drafts to organize the information in a more concise manner. To further streamline the education process, suggestion edits were provided for “automatic approval” for courses that clearly meet the course requirements (an application and staff review is still required, however, board review would not be required) and the option for approved courses to be renewed instead of submitting a brand new initial course application each time the course expires (an application and staff

	<p>review is still required, however, a renewal of a course with no substantial changes could work through a different processes than a brand new initial course each and every time).</p> <p>Ms. Sather further explained that Law has provided a review and suggestions for CE (continuing education). It was discussed if these same suggestions could be mirrored for QE (qualifying education) requirements as well.</p> <p>The board expressed their agreement with the proposed CE drafts as well as mirroring the “automatic approval” and renewal options for QE. A motion was made to move the discussed regulation changes forward in a regulation project.</p>
	<p>Ms. Sather provided a summary of the ASC compliance review completed this July. Ms. Sather explained that verbal feedback received during the review was that processes, applications, registry, education, and enforcement look well with limited, or no concerns noted. There were comments and suggestions for statute and regulation edits. These are to include removing items that exceed or place Alaska out of compliance with the AQB Criteria and or AMC Rule as well as clarifying edits. The state is currently still waiting for the official review rating from the July 2024 ASC compliance review.</p> <p>The board expressed their agreement to the edits suggested from the ASC compliance review. With two motions the board moved the regulation edits forward to a regulation project and requested the statute edits be placed on the current list of statute changes seeking sponsorship.</p>
<p>Motion:</p>	<p>Mr. Kudryn – I make a motion to begin a regulation project to implement changes to continuing education requirements as prosed during August 20<sup>th</sup> board meeting of certified real estate appraisers referencing sections 12 AAC 70.200, 12 AAC 70.210, 12 AAC 70.215, and 12 AAC 70.220 and further move to change the qualifying education procedures to mirror the changes suggested in the opinion by the department of law dated August 16, 2024.</p> <p>2<sup>nd</sup> by Mr. McKean.</p> <p>Recorded Vote:  Mae Hayes – Y  Valery (Val) Kudryn – Y  William (Leon) McKean – Y  Jenny Buswell – Absent</p> <hr/> <p>Mr. Kudryn – I would like to make a motion to make the suggested changes in the ASC review summary reviewed at the August 20<sup>th</sup> board meeting references changed to 12 AAC 70.130, 12 AAC 70.140, and 12 AAC 70.935(a).</p>

	<p>2<sup>nd</sup> by Mr. McKean.</p> <p>Recorded Vote:  Mae Hayes – Y  Valery (Val) Kudryn – Y  William (Leon) McKean – Y  Jenny Buswell – Absent</p>
	<p>Mr. Kudryn – I would like to make a motion to add the following statutes change as provided in the ASC review summary to be added to the current statute changes that sponsorship is being sought for, this is in regards to sec. 08.87.135, 08.87.155, 08.87.160, 08.87.215, 08.87.220, and 08.87.900.</p> <p>2<sup>nd</sup> by Mr. McKean.</p> <p>Recorded Vote:  Mae Hayes – Y  Valery (Val) Kudryn – Y  William (Leon) McKean – Y  Jenny Buswell – Absent</p>
Recorded Votes:	Mae Hayes - Y
	Valery (Val) Kudryn - Y
	William (Leon) McKean - Y
	Jenny Buswell – Absent
Action Items:	<p>Ms. Sather will provide needed documents to the regulation specialist for the regulations motioned above to begin moving forward as a regulation project.  The regulation specialist will initiate the regulation project as motioned.</p> <p>Ms. Sather will add the above noted statute edits to the current list seeking legislative sponsorship.</p>
<b>8. Lunch</b>	
Brief Discussion:	<p>With the amended agenda the lunch break was completed from 11:00 – 11:34.  The board was back on the record at 11:34 with a quorum.</p>
Motion:	No motion.

Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	No action items.	
<b>9. Continued Board Discussion(s)</b>		
Brief Discussion:	There were no items for continued discussion from the board or staff.	
Motion:	No motion.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	No action items.	
<b>10. Pending Board Ballots</b>		
Brief Discussion:	<p>Mr. Kudryn inquired with the other board members as to how they have been approaching the review of international education experience. It was discussed that the items submitted are being reviewed towards the AQB Criteria as well as recognition of the education providers and professional designations held.</p> <p>Ms. Sather stated that the included documents from the education providers outlining the course details should be compared side by side to the AQB Criteria to determine if each course meets the AQB requirements.</p>	



	<p>It was further discussed that the work product review is to be completed to determine USPAP compliance.</p> <p>Mr. Kudryn inquired with the other board members for additional information as to how they handle work product reviews, particularly if questions arise during the review. It was discussed that a larger number of work products, such as 5-6, could be requested to allow for a review of the applicant's work in multiple market areas, request a variety of different types of reports, and to review reports from a variety of date ranges within the work log.</p> <p>It was further discussed that when there are concerns with the reports being reviewed that additional reports can and should be requested. If needed an additional board member could request reports to review as well. It was further discussed to recognize that the report is not the trainee's responsibility, it is the supervisor's responsibility. Therefore, it is important to consider how any deficiencies on the supervisor's part would/should affect the trainee. It was discussed for additional members to review and see if they identify the same concerns or if an outside reviewer would be needed.</p> <p>Ms. Sather provided a reminder that there are currently 6 items pending on OnBoard for the board's review.</p>
Motion:	No motion.
Recorded Votes:	Mae Hayes -
	Valery (Val) Kudryn -
	William (Leon) McKean -
	Jenny Buswell -
Action Items:	Board Members who have not completed review of the pending ballots will complete review after the meeting.
<b>11. Board Business</b>	
Brief Discussion:	<p>This agenda item was discussed ahead of schedule at 10:48 following an update on statuses, as the board finished with the division update, however, did not have enough time to proceed to investigations prior to the scheduled break at 11:00.</p> <p>Mr. Kudryn stated that he has not received a reply from another state that he has been waiting for regarding the work product reviews. Therefore, at this time the board agreed to move the draft work product review checklist forward with the division's publication</p>

	<p>team. Once finalized with the publications team Ms. Sather will place it on OnBoard for the board’s final review. Once approved the checklist will be utilized with each work product review. It was clarified that the completed checklist should be provided back to staff with the reviewing board member’s decision of the work product being approved or not.</p>	
Motion:	No motion.	
Recorded Votes:	Mae Hayes -	
	Valery (Val) Kudryn -	
	William (Leon) McKean -	
	Jenny Buswell -	
Action Items:	Mr. Kudryn will work with the publications team to finalize the checklist.	
<b>12. Adjourn</b>		
Brief Discussion:	The board agreed to adjourn at 1:25 pm.	
Motion:	On a motion duly made by Mr. Kudryn, second by Mr. McKean, it was RESOLVED to adjourn.	
Recorded Votes:	Mae Hayes – Y	
	Valery (Val) Kudryn - Y	
	William (Leon) McKean - Y	
	Jenny Buswell – Absent	
Action Items:	Meeting minutes will be drafted and placed on OnBoard for Board review. Approved minutes will be placed on the website.	

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Next Meeting:	11/5/24 at 10 am via Zoom
Adjournment:	1:25 pm