



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Alaska Board of Real Estate Appraisers

Board of Directors Meeting

August 12, 2025

10:00 A.M.

Roll Call

State of Alaska Board of Real Estate Appraisers

DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT DIVISION OF CORPORATIONS,
BUSINESS AND PROFESSIONAL LICENSING

Meeting Agenda

August 12, 2025

Zoom Meeting Registration Link: <https://us02web.zoom.us/j/81375460447?pwd=neNNV3FmqdWiVyfMInfqN33CBml9y.1> Meeting ID: 813 7546

1.	10:00	CALL TO ORDER / ROLL CALL -Approval of Agenda -Approval of Previous Meeting Minutes -Ethics Report Disclosures -Continuing Education Statement	Mae Hayes
2.	10:15	PUBLIC COMMENT	Mae Hayes
3.	10:30	WELCOME NEW BOARD MEMBER Joseph (Joe) Kudryn	Mae Hayes
4.	10:45	INVESTIGATION REPORT	Chace Evans
5.	11:00	STATUTORY PROPOSALS UPDATE	Leon McKean / Mae Hayes
6.	11:30	NEW BUSINESS -Travel Approved AARO Conference-Atlanta, Georgia October 4-8, 2025 for one Board member -Travel Approved AARO Conference-San Diego, California April 25-30, 2025 for staff	Mae Hayes
7.	12:00	OLD BUSINESS -Regulations: Received Waiver to Complete Project: *Approval to change AQB date from 2022 to 2026 *Approval for updated Regulations to go out for public comment -Board Member Recruitment-Certified General Seat	Mae Hayes
8.	12:20	ADMINISTRATIVE BUSINESS -Regulations Project Next Steps: *Must keep work moving to complete by Jan 1, 2026 *30 days out for public comment *Special meeting will be called for Board to review public comment *Moves to DOL then on to Governor for signature -Ethics Board Member Training Offered Online–November 13, 17, or 18 -Pending Board Ballots	Lori Rogers
9.	12:30	ADJOURNMENT	Mae Hayes

STATE OF ALASKA BOARD OF CERTIFIED REAL ESTATE APPRAISERS BOARD MEETING

MAY 20, 2025

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BY AUTHORITY OF AS 08.01.070(2), AND IN COMPLIANCE WITH THE PROVISIONS OF AS 44.62, ARTICLE 6, A SCHEDULED

Date:	5/20/25
Time:	10:04 am the meeting was called to order
Location:	Zoom https://us02web.zoom.us/j/83015427477?pwd=RklEaGEva1JNRXpLVHFEB2xOWGZPZz09
Attending:	Board Members: Mae Hayes, Chairperson, Jennifer Buswell, Public Member Seat, and Leon McKean, Mortgage Banking Executive Seat (Quorum). Staff: Lorina Rogers, Alaska Real Estate Appraisers Board Liaison/Licensing Examiner 3, Nancy Harris, Executive Administrator Real Estate Commission, Melissa Dumas, Administrative Operations Manager, Chace Evans, CED Investigator 3, and Stefanie Davis, CED Regulations Specialist 2. Public: Anita Algiene, Applicant, Francesca Tracey, The Continuing Education Shop, and iPhone 185, Unidentified.
Absent:	

1. Call to Order/Roll Call	
Brief Discussion:	The Board Meeting was called to order at 10:05 am with Mae Hayes, Jennifer Buswell, and Leon McKean present.
	No ethics were reported.
	Ms. Hayes requested CE hours for this meeting's attendance.
Motion:	No formal motion was made at this time.
Recorded Votes:	Mae Hayes - Present
	Jennifer Buswell - Present
	William (Leon) McKean - Present
	Ms. Rogers will email CE forms to Board members at Ms. Hayes' request.
	The Board took a 10 min break to wait for Public Comment time. Board back from break at 10:15 a.m. Roll call. All present.

2. Public Comment	
Brief Discussion:	Anita Algine spoke regarding the status of her application. Ms. Hayes apologized to Ms. Algine regarding the delay. Ms. Hayes stated a status letter will be forwarded to Ms. Algine.
Action Items:	Ms. Algine’s letter will be sent to Ms. Rogers for distribution.
	Public comment ended at 10:28 a.m.
3. Division Update	
Brief Discussion:	Ms. Dumas provided the division update for FY25 Q3.
	Mr. McKean questioned the travel costs. Ms. Dumas stated those were Investigations travel costs, mostly for training/conferences.
	There were no additional questions.
4. Investigations	
Brief Discussion:	New Investigator, Chace Evans was present to answer any questions. Ms. Hayes asked if the older cases had been closed. Mr. Evans stated all the older cases have been closed except for two. There were no other questions from Board.
5. Statute Project(s)	
Brief Discussion:	The Board discussed the Statute changes identified during the 2022-2023 Appraisal Subcommittee audit findings. Ms. Hayes stated she had not been able to complete this project for the 2025 Legislative session due to her personal and current workload for the Real Estate Appraiser Board. Mr. McKean suggested that over the next four months a workgroup meet so a working plan can be put in place, and this can be addressed when the next Legislative session opens January 21, 2026.
Action Items:	Ms. Hayes requested that Ms. Rogers add Statutory Proposals to the August 12, 2025, Board meeting agenda.
3. Regulation Project(s)	
Brief Discussion:	The Department of Law returned their final review of the State of Alaska Appraisal Regulations. Ms. Davis was available at meeting for any questions regarding the Regulation that the Board may have. Ms. Rogers read the following regulation changes for the Board to vote on.
Motion:	<p>Change is: to remove word from and replace with after. For the following: 12 AAC 70.130 (c) An examination score is valid for 24 months after the date the applicant passed the examination. 12 AAC 70.145 (e) A course or seminar that is approved by the board under (d) of this section but is not approved by the Appraiser Qualifications Board or the International Distance Education Cer is valid for three years after the date of the initial approval.</p>

	<p>12 AAC 70.145 (f)(1)(B) Will not update the course or seminar expiration date if the Appraiser Qualifications Board or International Distance Education Certification Center recertification exceeds three years after the date of the initial approval:</p> <p>12 AAC 70.200 (d) A course or seminar that is approved by the board under (c) of this section but is not approved by the Appraiser Qualifications Board or the International Distance Education Certification Center is valid for three years after the date of initial approval.</p> <p>12 AAC 70.200 (e)(1)(B) Will not update the course or seminar expiration date if the Appraiser Qualifications Board or International Distance Education Certification Center recertification exceeds three years after the date of initial approval.</p> <p>Change is: 12 AAC 70.210 to delete following sentence: (a) The purpose of the continuing education program is to maintain a continuing level of competency and standards for real estate appraisers.</p> <p>Change is: 12 AAC 70.220 (c) is amended to read: (c) Credit [EXCEPT AS PROVIDED IN (d) OF THIS SECTION. CREDIT.] is given for classroom and examination hours only and not for hours devoted to class preparation or completion of assignments.</p> <p>Motion was made by Mae Hayes to move to approve the changes made to the draft for file number 2024200487, and approve this project for public comment, unless substantive changes are made to the draft by the regulation’s specialist or the department of Law.</p> <p>Motion was seconded by William McKean. All were in favor. Motion passed.</p>	
Recorded Votes:	Mae Hayes – Motioned to approve changes.	
	Jennifer Buswell – Approved	
	William (Leon) McKean – Seconded motion.	
	All in favor, motion passed.	
Action Items:	Regulatory project will be forwarded to Ms. Davis, to go out for Public Comment once Administrative Order is lifted.	
4. Lunch		
Brief Discussion:	Lunch break was not taken.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Jennifer Buswell -	
	William (Leon) McKean -	
Action Items:	No action items.	

5. Board Business		
A. Annual Report		
Brief Discussion:	Ms. Rogers reminded the Board that the 2024 Annual Report is due. Ms. Hayes stated she has done the Annual Report for the Appraisal Board in the past and will work on completing the 2024 Annual Report. Ms. Hayes stated she hopes to work on the report over the next two weeks.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Jennifer Buswell -	
	William (Leon) McKean -	
Action Items:	It was requested that Ms. Rogers email the past two Annual Reports to Ms. Hayes as well as the new 2024 template.	
B. Board Member Recruitment		
Brief Discussion:	<p>Ms. Hayes asked Ms. Rogers to share information regarding Board recruitment. Ms. Rogers stated this will be a standing item on the agenda until all five Board seats are filled on the Alaska Board of Real Estate Appraisers. By keeping this as a standing agenda item it will be addressed and reviewed at each Board meeting. Recruitment for the Board is essentially done through Board members. This can be done through business relationships, identifying community members, and by word of mouth. Through discussion at each Board meeting hopefully Board members will identify possible new Board members. Due to the Appraisal Board only consisting of only five members the workload should be distributed more evenly: not one or two Board members doing all the work. Currently there is a vacant Board position for a Certified General Member Seat. Ms. Hayes asked what the process is once an individual is identified. Ms. Rogers stated that individuals need to apply online at the State of Alaska Boards and Commissions website, which is a quick and easy process. The applications are reviewed then submitted to the Governor for approval. After approval, notice is sent to applicants and to the Real Estate Appraisers Board Liaison (me).</p> <p>Ms. Rogers stated that Joe Kudryn has submitted his application for the Certified Residential Real Estate Appraiser Seat on the Board.</p>	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Jennifer Buswell -	
	William (Leon) McKean -	
Action Items:	No action items.	
C. Summary of AARO Spring Online Conference April 29-30/May 1, 2025		
Brief Discussion:	Ms. Hayes stated the conference had a lot of presenters and information; even being in the profession for twenty years she always learns valuable new information.	

	Ms. Buswell stated the information, and the variety of topics was very good.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Jennifer Buswell -	
	William (Leon) McKean -	
Action Items:	No action items.	

D. AARO Fall Conference October 4-8, 2025, Atlanta, Georgia

Brief Discussion:	Unfortunately, due to the Governors’ freeze on travel, Board members and staff are unable to attend the AARO conference as planned this fall.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Jennifer Buswell -	
	William (Leon) McKean -	
Action Items:	Ms. Rogers will update the Board if the travel freeze is lifted.	

6. Pending Board Ballots

Brief Discussion:	Ms. Rogers shared there are currently no ballots pending.	
Motion:	No motion necessary.	
Recorded Votes:	Mae Hayes -	
	Jennifer Buswell -	
	William (Leon) McKean -	
Action Items:	No action items.	

7. Adjournment

Brief Discussion:	The Board agreed to adjourn at 12:55 pm.	
Motion:	On a motion duly made by Mr. McKean, second by Ms. Buswell, it was RESOLVED to adjourn.	
Recorded Votes:	Mae Hayes – Approved	
	Jennifer Buswell – Approved	
	William (Leon) McKean - Approved	
Action Items:	Meeting minutes will be drafted and placed on OnBoard for Board review. Approved minutes will be placed on the website.	

Next Meeting:	08/12/2025 at 10 am via Zoom. Tabled and continued agenda items will be added to the next meeting.
Adjournment:	12:55 pm

DRAFT

State of Alaska
DEPARTMENT OF LAW

ETHICS ACT PROCEDURES FOR BOARDS & COMMISSIONS

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

Who Is My Designated Ethics Supervisor (DES)?

Every board or commission subject to the Ethics Act¹ has several ethics supervisors designated by statute.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.²

What Do I Have To Disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

- For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *"Ethics Information for Members of Boards and Commissions."* The executive director and staff should refer to the guide, *Ethics Information for Public Employees.* Both guides and disclosure forms may be found on the Department of Law's ethics website.

How Do I Avoid Violations of the Ethics Act?

- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary to a correct evaluation of the matter!³
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

What Are The Disclosure Procedures for Board and Commission Members?

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act on the public record and in writing to the chair.

Disclosure on the public record. Members must identify actual and potential conflicts orally at the board or commission's public meeting in advance of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter.⁴
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

Disclosure in writing at a public meeting. In addition to an oral disclosure at a board or commission meeting, members' disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved and there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

Confidential disclosure in advance of public meeting. Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.⁵
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.⁶

Determinations at the public meeting. When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- *Exception:* A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.⁷

If the chair identifies a potential conflict, the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first

made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

Procedures for Other Member Disclosures

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the Department of Law's ethics website.

What Are The Disclosure Procedures for Executive Directors and Staff?

Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

Notices of Potential Violations. Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

Other Disclosures. The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and interests in the listed state matters, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination the employee.

How Are Third Party Reports of Potential Violations or Complaints Handled?

Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted **in writing and under oath**.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.⁸
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- **These matters are confidential**, unless the subject waives confidentiality or the matter results in a public accusation.

What Are The Procedures for Quarterly Reports?

Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website.
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter and there is no other reportable activity, the DES advises the Department of Law Ethics Attorney by e-mail at ethicsreporting@alaska.gov and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

How Does A DES or Board or Commission Get Ethics Advice?

A DES or board or commission may make a **written request** to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides **advice by phone or e-mail** to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.

¹ The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

² The governor has delegated the DES responsibility to Guy Bell, Administrative Director of the Office of the Governor.

³ You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

⁴ In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

⁵ The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

⁶ In this manner, a member's detailed personal and financial information may be protected from public disclosure.

⁷ When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

⁸ The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible,

State of Alaska
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ETHICS INFORMATION FOR MEMBERS OF BOARDS & COMMISSIONS (AS 39.52)

Introduction

This is an introduction to AS 39.52, the *Alaska Executive Branch Ethics Act*. This guide is not a substitute for reading the law and its regulations. State board and commission members who have further questions should contact their board chair or staff.

The Ethics Act applies to all current and former executive branch public employees and *members of statutorily created boards and commissions*.

Scope of Ethics Act (AS 39.52.110)

Service on a state board or commission is a public trust. The Ethics Act prohibits substantial and material conflicts of interest. Further, board or commission members, and their immediate family, may not improperly benefit, financially or personally, from their actions as board or commission members. The Act does not, however, discourage independent pursuits, and it recognizes that minor and inconsequential conflicts of interest are unavoidable.

Misuse of Official Position (AS 39.52.120)

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, board members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they have a personal or financial interest; or
- coerce subordinates for their personal or financial benefit.
- attempt to influence outcome of an administrative hearing by privately contacting the hearing officer.



Terry knew that a proposal that was before the board would harm Terry's business competitor. Instead of publicly disclosing the matter and requesting recusal, Terry voted on the proposal.



Board member Mick has board staff employee Bob type an article for him that Mick hopes to sell to an Alaskan magazine. Bob types the article on State time.

Improper Gifts (AS 39.52.130)

A board member may not solicit or accept gifts if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. All gifts from registered lobbyists are presumed to be improper, unless the giver is immediate family of the person receiving the gift.

A gift worth more than \$150 to a board member or the board member's immediate family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board.

The receipt of a gift worth less than \$150 may be prohibited if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board member will be advised as to the disposition of this gift.

A form for reporting gifts is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

This restriction on gifts does not apply to lawful campaign contributions.



The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay, since he isn't excluding any of the members.



Jody receives a holiday gift every year from Sam. Jody was recently appointed to a state board, but Sam has no business that is before the board. Jody may accept the gift.

Improper Use or Disclosure of Information (AS 39.52.140)

No former or current member of a board may use or disclose any information acquired from participation on the board if that use or disclosure could result in a financial or personal benefit to the board member (or immediate family), unless that information has already been disseminated to the public. Board members are also prohibited from disclosing confidential information, unless authorized to do so.



Sheila has been on the board for several years. She feels she has learned a great deal of general information about how to have a successful business venture. So she sets up her own business and does well.



Delores has always advised and assisted the other doctors in her clinic on their continuing education requirements. After Delores is appointed to the medical board, she discloses this role to the board and continues to advise the doctors in her clinic.



Jim reviews a confidential investigation report in a licensing matter. He discusses the practitioner's violation with a colleague who is not a board member.

Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)


A board member, or immediate family, may not apply for, or have an interest in a State grant, contract, lease, or loan, if the board awards or takes action to administer the State grant, contract, lease, or loan.


A board member (or immediate family) may apply for or be a party to a *competitively solicited* State grant, contract or lease, if the board as a body does not award or administer the grant, contract, or lease and so long as the board member does not take official action regarding the grant, contract, or lease.

A board member (or immediate family) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the loan's award or administration.

Board members must report to the board chair any personal or financial interest (or that of immediate family) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. *A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.*




 John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years so he figures that it doesn't matter when her grant application comes up before the board.

 The board wants to contract out for an analysis of the board's decisions over the last ten years. Board member Kim would like the contract since she has been on the board for ten years and feels she could do a good job.

Improper Representation (AS 39.52.160)

A board or commission member may not represent, advise, or assist a person in matters pending before the board or commission for compensation. A nonsalaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refraining from all participation and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act.


 Susan sits on the licensing board for her own profession. She will represent herself and her business partner in a licensing matter. She discloses this situation to the board and refrains from participation in the board's discussions and determinations regarding the matter.

Restriction on Employment After Leaving State Service (AS 39.52.180)

For two years after leaving a board, a former board member may not provide advice or work for compensation on any matter in which the former member personally and substantially participated while serving on the board. This prohibition applies to cases, proceedings, applications, contracts, legislative bills, regulations, and similar matters. This section does not prohibit a State agency from contracting directly with a former board member.

With the approval of the Attorney General, the board chair may waive the above prohibition if a determination is made that the public interest is not jeopardized.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.

 The board has arranged for an extensive study of the effects of the Department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the Department's programs.



Andy takes the job, but specifies that he will have to work on another project.

Aiding a Violation Prohibited (AS 39.52.190)

Aiding another public officer to violate the Ethics Act is prohibited.

Agency Policies (AS 39.52.920)

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

Disclosure Procedures

DECLARATION OF POTENTIAL VIOLATIONS BY MEMBERS OF BOARDS OR COMMISSIONS (AS 39.52.220)

A board member whose interests or activities could result in a violation of the Ethics Act if the member participates in board action must disclose the matter on the public record and in writing to the board chair who determines whether a violation exists. *A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.* If another board member objects to the chair's ruling or if the chair discloses a potential conflict, the board members at the meeting (excluding the involved member) vote on the matter. If the chair or the board determines a violation will occur, the member must refrain from deliberating, voting, or participating in the matter. For more information, see *Ethics Act Procedures for Boards and Commissions* available at the above noted web site.

When determining whether a board member's involvement in a matter may violate the Ethics Act, either the chair or the board or commission itself may request guidance from the Attorney General.

ATTORNEY GENERAL'S ADVICE (AS 39.52.240-250)

A board chair or a board itself may request a written advisory opinion from the Attorney General interpreting the Ethics Act. A former board member may also request a written advice from the Attorney General. These opinions are confidential. Versions of opinions without identifying information may be made available to the public.

REPORTS BY THIRD PARTIES (AS 39.52.230)

A third party may report a suspected violation of the Ethics Act by a board member in writing and under oath to the chair of a board or commission. The chair will give a copy to the board member and to the Attorney General and review the report to determine whether a violation may or does

exist. If the chair determines a violation exists, the board member will be asked to refrain from deliberating, voting, or participating in the matter.

Complaints, Hearings, and Enforcement

COMPLAINTS (AS 39.52.310-330)

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also initiate complaints based on information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal. The Attorney General may refer a complaint to the board member's chair for resolution.

After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred or recommend corrective action. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. Complaints or accusations may also be resolved by settlement with the subject.

CONFIDENTIALITY (AS 39.52.340)

Complaints and investigations prior to formal proceedings are confidential. If the Attorney General finds evidence of probable criminal activity, the appropriate law enforcement agency shall be notified.

HEARINGS (AS 39.52.350-360)

An accusation by the Attorney General of an alleged violation may result in a hearing. An administrative law judge from the state's Office of Administrative Hearings serves as hearing officer and determines the time, place and other matters. The parties to the proceeding are the Attorney General, acting as prosecutor, and the accused public officer, who may be represented by an attorney. Within 30 days after the hearing, the hearing officer files a report with the Personnel Board and provides a copy to the parties.

PERSONNEL BOARD ACTION (AS 39.52.370)

The Personnel Board reviews the hearing officer's report and is responsible for determining whether a violation occurred and for imposing penalties. An appeal may be filed by the board member in the Superior Court.

PENALTIES (AS 39.52.410-460)

When the Personnel Board determines a board member has violated the Ethics Act, it will order the member to refrain from voting, deliberating, or participating in the matter. The Personnel Board may also order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member.

If the Personnel Board finds that a former board member violated the Ethics Act, it will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

State grants, contracts, and leases awarded in violation of the Ethics Act are voidable. Loans given in violation of the Ethics Act may be made immediately payable.

Fees, gifts, or compensation received in violation of the Ethics Act may be recovered by the Attorney General.

The Personnel Board may impose a fine of up to \$5,000 for each violation of the Ethics Act. In addition, a board member may be required to pay up to twice the financial benefit received in violation of the Ethics Act.

Criminal penalties are in addition to the civil penalties listed above.

DEFINITIONS (AS 39.52.960)

Please keep the following definitions in mind:

Benefit - anything that is to a person's advantage regardless financial interest or from which a person hopes to gain in any way.

Board or Commission - a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch, including the Alaska Railroad Corporation.

Designated Ethics Supervisor - the chair or acting chair of the board or commission for all board or commission members and for executive directors; for staff members, the executive director is the designated ethics supervisor.

Financial Interest - any property, ownership, management, professional, or private interest from which a board or commission member or the board or commission member's immediate family

receives or expects to receive a financial benefit. Holding a position in a business, such as officer, director, partner, or employee, also creates a financial interest in a business.

Immediate Family - spouse; another person cohabiting with the person in a conjugal relationship that is not a legal marriage; a child, including a stepchild and an adoptive child; a parent, sibling, grandparent, aunt, or uncle of the person; and a parent or sibling of the person's spouse.

Official Action - advice, participation, or assistance, including, for example, a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction, by a public officer.

Personal Interest - the interest or involvement of a board or commission member (or immediate family) in any organization or political party from which a person or organization receives a benefit.

For further information and disclosure forms, visit our Executive Branch Ethics web site or please contact:

State Ethics Attorney
Alaska Department of Law
1031 West 4th Avenue, Suite 200
Anchorage, Alaska 99501-5903
(907) 269-5100
attorney.general@alaska.gov

Revised 9/2013

The Attorney General and Department of Law staff may not provide legal advice to private citizens or organizations. Please contact an attorney if you need legal advice. The Alaska Lawyer Referral Service or your local bar association may be able to assist you in locating a lawyer.

Alaska Department of Law
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Anchorage, AK 99501
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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

Welcome New Board Member



MEMORANDUM

DATE: August 01, 2025
 TO: Board of Certified Real Estate Appraisers
 THRU: Erika Prieksat, Chief Investigator *EP*
 FROM: Chace Evans, Investigator *CE*
 RE: Investigative Report for the August 12, 2025 Meeting

The following information was compiled as an investigative report to the Board for the period of May 07, 2025 thru August 01, 2025; 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 - 1

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
REAL ESTATE APPRAISER			
2024-000953	Violation of Profession Statute or Regulation	Intake	10/08/2024

Closed - 5

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
REAL ESTATE APPRAISER				
2025-000521	Unprofessional conduct	Closed-Intake	07/14/2025	Incomplete Complaint
2025-000585	Unprofessional conduct	Closed-Intake	07/28/2025	Incomplete Complaint
2025-000593	Unprofessional conduct	Closed-Intake	07/29/2025	Incomplete Complaint
2024-001064	Real estate - other	Closed-Complaint	07/21/2025	No Action - No Violation

END OF REPORT

Statutory Proposals Update

Presented by:

Leon McKean and Mae Hayes

New Business



Fall 2025 AARO Conference - Atlanta (Buckhead), GA

[Tentative Agenda](#) [Spring 2025 Attendee Registration Form](#) [Standard Registration Form](#) [Training Flyer](#)

The Pre-Conference Training (The 5 Levels of Leadership) conducted by Maxwell Leadership, Inc. is open to ALL conference attendees. The training is an add-on option of only \$250. Read more about the training [here](#).

The Westin Buckhead Atlanta Hotel

3391 Peachtree Road NE

Atlanta, GA 30326

404-365-0065

[Reservation Link](#)

Hotel Block from 10/4/2025 to 10/8/2025 \$239 plus tax and fees with a cut-off date of September 18, 2025.

Spring 2026 AARO Conference - San Diego, CA

Wyndham San Diego Bayside

1355 North Harbor Drive

San Diego, CA 92101

619-232-3861

Reservation Link Coming Soon

Hotel Block from April 25-30, 2026 \$249 plus tax and fees with a cut-off date of March 25, 2026, 5:00 p.m. PST. Room reservations are limited and are based on a first come, first serve basis.

Old Business



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

OFFICE OF THE COMMISSIONER
Julie Sande, Commissioner

P.O. Box 110800
Juneau, Alaska 99811-0800
Main: 907.465.2500
Fax: 907.465.5442

Regulations Waiver Request

TO: Tyson Gallagher
Chief of Staff

THROUGH: Julie Sande
Commissioner, DCCED

FROM: Sylvan Robb
Director, CBPI.

DATE: 05/23/2025

Regulations Purpose:

These regulation changes are necessary to maintain compliance with the federal requirements for appraisers as detailed by the Appraisal Subcommittee. Changes include updating continuing education requirements and appraisal management company reporting requirements.

Justification for Regulations:

Dept. of Law file #2024200487: The Board of Certified Real Estate Appraisers seeks to update their regulations with necessary changes to comply with federal law and requirements from the Appraisal Subcommittee (federal oversight entity). Most changes were highlighted as required during the 2024 audit by the Appraisal Subcommittee. Many (but not all) of the changes in this project are federally required to remain in compliance and must be in effect by 1/1/2026.

Department Approval:

Approved

Denied

Signature

Anna Latham

Date: 5/28/2025

Deputy Commissioner

Governor's Office Approval:

Approved

Denied

Tyson Gallagher, Chief of Staff

Date: 7/29/25

for
Tyson Gallagher



Confirmation of Department of Law's Regulation Changes

-Approval of changing AQB class date
to 2026

-Approval for updated regulations to go
out for public comment

Board Member Recruitment-Certified
General Board Seat
(standing agenda item)

Administrative Business

-Regulations Project Next Steps

- *30 days out for public comment

- *Board will meet to review public comments

- *Moves to Dept. of Law then on to Governor for signature

-Regulations must keep moving to be completed by January 2026

-Ethics Board Member Training Online

*November 13

*November 17

*November 18

-Email Lori to sign up for training

-Pending Board Ballots

*Please take a moment to review
ballots in OnBoard

Adjournment