



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 Alaine spoke regarding the status of her application. Ms. Hayes apologized to Ms. Alaine regarding the delay. Ms. Hayes stated a status letter will be forwarded to Ms. Alaine.
Action Items:	Ms. Alaine'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:</p> <p>12 AAC 70.130 (c) An examination score is valid for 24 months after the date the applicant passed the examination.</p> <p>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:	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).	
	Ms. Rogers stated that Joe Kudryn has submitted his application for the Certified Residential Real Estate Appraiser Seat on the Board.	
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.

