



Board of Real Estate Appraisers Meeting

Alaska Division of Corporations, Business and Professional Licensing
November 18, 2025, at 10:00 a.m. via Zoom

Approved minutes

Members present: Mae Hayes, Chair, Certified Residential Real Estate Appraiser Seat McKenzie LaBuda, Certified Residential Real Estate Appraiser Seat; Leon McLean, Mortgage Banking Executive Seat; Jennifer Buswell, Public Member Seat

Members absent:

Staff present: Lorina Rogers, Alaska Board of Real Estate Appraisers Liaison/Licensing Examiner 3, State of Alaska; Stefanie Davis, Regulations Specialist 2, State of Alaska; Chace Evans, Investigator 3, State of Alaska

Public present: Scott Dibiasio, Appraisal Institute; Brenda Burnett

Call to Order/Roll Call

Chair Hayes called the meeting to order at 10:03 a.m.

Review/Approve Agenda

The chair called for a motion to approve or amend the agenda.

Motion by Mr. Mc Kean to approve the agenda as presented. Seconded by Ms. LaBuda.

Motion passed by unanimous consent.

Disclosures of Potential Ethics Act Conflicts

All members stated they had no potential conflicts to report.

Continuing Education Statement

The chair mentioned that continuing education (CE) credit was available for attending the meeting and asked if any licensees in attendance wished to gain credit for being there. No licensees responded. She and Ms. LaBuda said they wanted to ask CE for this meeting.

Motion by Mr. Mc Kean for Mae Hayes and McKenzie LaBuda to receive CE for the November 18, 2025, Board meeting. Ms. Hayes Abstained. Ms. LaBuda Abstained.

Motion passed by unanimous consent.

Public Comment

The chair opened the floor for public comment. Scott Diabiosio with the Appraisal Institute inquired about the status of the PAREA regulation project. Mr. Dibiasio stated Alaska is one of the last states that has not put in place the regulatory framework for the acceptance of PAREA. Ms. Hayes stated the PAREA change to the statute and regulation project was mistakenly left out due to staff changes. The board is now working to correct the mistake. Ms. Hayes asked if Mr. Dibiasio would submit his suggested PAREA wording. Ms. Rogers will follow up and reach out to Mr. Dibiasio. Chair Hayes asked if there was anyone else who has public comment. None was heard.

Division Update: Fiscal Report

Operations Manager Melissa Dumas walked the Board through the FY25 Fourth Quarter Schedule of Revenues and Expenditures Report. Ms. Dumas asked if there were any questions. None were heard.

Investigations Section Report

Senior Investigator Billy Homestead presented the investigative report for Chace Evans who was absent. Mr. Homestead reviewed the Board Report for August 2 through October 30, 2025. There is currently one investigation and zero closed during this time. Mr. Homestead asked if there were any questions regarding the Board Report. None were heard. Ms. Hayes requested discussion regarding hiring of “expert contractors.” Ms. Hayes used hours spent on USPAP violations. Mr. Homestead stated that is something that can be requested as the need comes up. Mr. Homestead stated that investigations will work with Board members on a case-by-case basis and have Board and Regulations Advisor, Sara Chambers, weigh in on opinion. Mr. McKean suggested that going forward time be tracked and kept on record how much time is spent by Board members on each investigation review.

Mr. Homestead stated annual investigation process training is available to the Board and can be scheduled. Which should be done annually. He added that training is also offered on an individual basis for Board members per request. Ms. Hays stated she would like Ms. LaBuda to have training in the investigation review process before she reviews any cases. Mr. Homestead agreed, and that training should be provided before Ms. LaBuda receives any cases. Ms. Hayes would like to schedule the annual investigation process for the Board in November 2026.

Regulation Projects

Regulations Specialist Stefanie Davis requested the Board make a formal motion to accept regulation changes to Department of Law’s file#2024200154 and file#2024200487.

Ms. Hayes stated that PAREA language that the Board requested was left out of the regulation changes and needs to be added back into section 12 AAC 70.108. In section 12 AAC 70.108 number (2) is missing. Stefanie suggested the Board adopt the changes as presented today and going forward the Board would have to submit the PAREA section as a new project or request a waiver to amend. For verification, Ms. Rogers asked if the intended wording is found for regulation 12 AAC 70.108 in past committee meeting minutes, can it then be added. Ms. Davis stated if language needs to be added to 12 AAC 70.108 that change can be made then submitted to the Department of Law and see what they say, but the change may still need to go out for public opinion. Ms. Davis stated she would need the PAREA language to amend 12 AAC 70.108 as well as the committee meeting discussion and decision. It was decided the Board would approve to adopt regulation changes for file#2024200154 and file#2024200487 then work with Ms. Davis and Department of Law to add missing PAREA language in 12 AAC 70.108. Ms. Rogers will request a regulations waiver to comply with AO 358 to move forward with change. Ms. Davis cannot work on this until regulation waiver is approved. Ms. Davis stated another option would be to put change in AO 360 changes and once those changes are approved it could be completed that way. She added that the AO 360 process may take longer. Ms. Hays stated she would like to request the waiver today and move forward.

The chair called for a motion to start new regulation project.

Motion by McKean to start a new regulation project to change regulations to approve PAREA for the state of Alaska. Seconded by Ms. LaBuda. **Motion** passed by unanimous consent.

The chair called for a motion to adopt proposed regulations for file#2024200154.

Motion by McKean to adopt proposed regulations for file#2024200154 as proposed and publicly noticed. Seconded by Ms. LaBuda. **Motion** passed by unanimous consent.

Roll Call was read by Ms. Rogers.

Mae Hayes, McKenzie LaBuda, and Leon McKean were present.

The chair called for a motion to adopt proposed regulations for file#2024200487.

Motion by McKean to adopt proposed regulations for file#2024200487 as proposed and publicly noticed. Seconded by Ms. LaBuda. **Motion** passed by unanimous consent.

Roll Call was read by Ms. Rogers.

Mae Hayes, McKenzie LaBuda, and Leon McKean were present.

Chair Hayes added that question #25 of Appraiser Frequently Asked Questions relates to PAREA and it was decided that the Appraisal Foundation (AQB) website link would be added here so people could all PAREA details since it was added by reference to our regulations.

Governor's Administrative Order 360

Deputy Director, Glenn Saviers attended the Board meeting to share information about Administrative Order 360 (AO 360) and to give Board members an opportunity to ask any questions they may have about AO 360. On August 4, 2025, Governor Dunleavy issued AO 360 to address regulatory reform in Alaska by charging all the Boards with stakeholder engagement. Ms. Saviers stated the bottom line in this order is to reduce regulations by 15% by the end of 2026, with a cumulative reduction of 25% by the end of 2027. Spreadsheets are due from each Board February 13, 2026, showing the changes / reductions that the Board has identified. The Governor did express he does not want regulations removed that would impact public safety. Ms. Saviers expressed that the easiest regulations to remove are those that repeat centralized statutes or regulations. An easy or suggested change would be to remove the regulation that applies to Temporary Military Licenses since there is a centralized regulation that addresses that.

Mr. McKean asked what next steps the Board are to address AO 360. Ms. Hayes stated that with all the noted changes in adopting the AQB by reference, the changes will be quite large. She added, changes will be discussed at the AO 360 committee / public

Five Minute Break Taken

Roll Call was read by Ms. Rogers.

Mae Hayes, McKenzie LaBuda, Jennifer Buswell and Leon McKean were present.

Board Business

Statutory Proposals Update

Ms. Hayes stated she needs to set a meeting with Representative Jubilee to discuss statute changes identified from 2022-2024 committee meetings. Ms. Hayes stated she will email Representative Jubilee. Mr. McKean asked if two Board members met with Representative Jubilee is that a violation of the Open Meetings Act. Ms. Hayes stated only one Board member can meet with Representative Jubilee. If two or more Board members meet it would be considered a committee / public meeting. Ms. Rogers stated she would email the State of Alaska Open Meetings Act information to the Board.

AO 360 Committee / Public Meetings

The Board scheduled three AO 360 committee / public meetings. These meetings are working meetings. Minutes are kept and public opinions are heard. Any outcomes from these meetings are taken to the full Board to vote on. Ms. Rogers will arrange that public notice goes for each meeting with a Zoom link. The AO 360 meetings will be held 12/10/2025, 01/14/2026, and 02/11/2026 at noon.

Public Listing for Trainee Supervisors

Ms. Rogers asked for the Board's opinion regarding providing a list of Trainee Supervisors for public purposes. Ms. Hayes suggested a letter be prepared that goes out to all Trainee Supervisors asking if they mind being on a listing that can be distributed to people in Alaska looking for a Trainee Supervisor.

Schedule 2026 Board of Real Estate Appraisers Meetings

The 2026 Board meetings will be held 02/17/2026, 05/19/2026, 08/18/2026 and 11/17/2026.

Adjournment

Motion by Mr. McKean to adjourn. Second by Ms. Buswell. Motion passed by unanimous consent.
Meeting adjourned at 1:09 p.m.