



## Board of Real Estate Appraisers Meeting

Alaska Division of Corporations, Business and Professional Licensing  
Tuesday, March 3, 2026, at 10:00 a.m. via Zoom

**DRAFT MINUTES: These minutes have not been reviewed or approved by the board.**

**Members present:** Mae Hayes, Chair; Leon McKean, McKenzie LaBuda, Jennifer Buswell

**Staff present:** Lorina Rogers, Examiner 3 / Board Liaison; Melissa Dumas, Division Operations Manager; Chace Evans, Investigator

### Call to Order/Roll Call

Chair Hayes called the meeting to order at 10:15 a.m. Roll call read by Ms. Rogers, all members present.

### Review/Approve Agenda

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

**Motion** by Mr. McKean to approve the agenda as presented. Second, 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. Chair Hayes and Ms. LaBuda wanted to claim CE for this meeting.

**Motion** by Ms. LaBuda to approve CE per request. Second, by Mr. McKean. Motion passed by unanimous consent.

### Yearly Board Member Review of Online Board Resources

Ms. Rogers reminded the board to visit the State of Alaska Commerce website where many resources can be found for board members such as past meeting minutes, financials, and board policies / procedures. Once at website, navigate to professional licensing and resources:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardMemberResources>

### Public Comment

The chair opened the floor for public comment. No public comment was heard.

### Division Update: Fiscal Report

Melissa Dumas walked through the FY26 Second Quarter Schedule of Revenues and Expenditures. The report is cumulative starting July 1<sup>st</sup>, 2025, through December 31<sup>st</sup>. The program will end fiscal year at a deficit. It was suggested the board should discuss options for

fee changes at the next board meeting to prevent a large deficit from growing. Mr. McKean expressed concern about growing deficit. Ms. Dumas explained the program is growing and that fees have not been adjusted since 2018. This was mainly due to the pandemic.

Ms. Dumas explained for fees to change; the request needs to go through the Administration's Chief of staff who will work with the Department of Law. Mr. McKean questioned the program's expenses. Ms. Dumas explained the program's expenses are very low. Chair Hayes stated in the past, grant money has been discussed to help fund the program but the State of Alaska does not have a way to accept grant monies. Ms. Dumas explained the statute states that expenditures and revenues be approximately equal and that licensees pay their share. To receive money from a third party, it would require authority through a legislative bill. If legislative bill was introduced the board would have seek a sponsor that would give authority to the agency to receive funds from a third party. Chair Hayes stated that it is an item she will discuss with Representative Jubilee Underwood. Ms. Dumas stated at the next board meeting she will have historical data on the various license applications for the board to review for fee changes.

### **Investigations Section Report**

Investigator Chace Evans presented the investigative report, which included 4 open cases. Chair Hayes asked if there were any current cases for her review. Mr. Evans stated just one that was recently sent to her. Mr. Evans stated he has the investigative process training scheduled for November 2026 for November board meeting,

### **AO 360 Reform Spreadsheet Review**

Chair Hayes explained the history of the Appraisal Qualifications Board (AQB) to the board. The AQB is an independent board of The Appraisal Foundation (Foundation). The AQB is comprised of at least five practicing appraisers who are appointed by the Foundation's Board of Trustees for one- to three-year terms. Under the provisions of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), the AQB establishes the minimum education, experience, and examination requirements for real property appraisers to obtain a state license or certification as well as Supervisory Appraiser requirements. States are required to implement appraiser licensing and certification requirements that are no less stringent than those issued by the AQB in the Real Property Appraiser Qualification Criteria (Criteria). The AQB has statutory authority to develop mandatory Criteria for Supervisory Appraisers (not an appraiser credential classification) and the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General appraiser classifications. If a state has these classifications, they are required to adopt these Criteria, at a minimum, for appraisals performed in federally-related transactions. The original Criteria, adopted by the AQB in March 1991, included the following classifications: Licensed Residential, Certified Residential, and Certified General. Each of these classifications included requirements for education, experience, and an examination. The Trainee Appraiser classification was adopted by the AQB in 1993. Since 1991 and through public exposure, the AQB has adopted significant revisions to the Criteria with the most recent being 2026. There is an exposure draft process in place, in recognition of the public authority of the AQB, all proposed revisions to the Criteria must be exposed for public comment prior to adoption. The AQB considers all comments in public meetings prior to taking final action. Prior to publication of an exposure draft, all proposed revisions to the Criteria are reviewed by a

regulatory attorney.

Chair Hayes stated she has been working on the AO 360 reform plan. At the AO 360 committee meetings initially, there was a plan moving forward but after further review she identified areas in the regulations that the wording 'adopt the AQB criteria by reference' should be added due to it being left off in the recent statute and regulation update. Chair Hayes explained the board had already identified where 'adopt the AQB criteria by reference' should be used in the regulations and approved those changes while working on the regulation changes over the past three years. These changes were voted on and approved by the board. Law had differing opinions regarding adding 'adopt by reference' but ultimately stated it can be done. Chair Hayes explained to the board, she is proposing citing the regulations where 'adopt the AQB criteria by reference' should be used and listing those in the AO 360 Spreadsheet. By using 'adopt the AQB criteria by reference' which was voted on and approved by the board, it will reduce the Real Estate Appraiser Regulations which is in line with the Governor's to help the public in the licensing process.

The board reviewed Chair Hayes regulation changes for the AO 360 Spreadsheet and made the following motion.

**Motion** by Mr. McKean that the board adopts the proposed document provided by Chair Hayes today for submission to the organization authorized by AO 360 to review and consider these changes in the spreadsheet submitted using information provided in document currently referenced as Regs Draft (1).pdf. Second, by Ms. LaBuda. Motion passed by unanimous consent.

Roll call read by Ms. Rogers, all members present.

Chair Hayes stated that the license change may have to be reviewed further but currently the Governor has requested no statute changes. Chair Hayes would like the AO 360 project to wrap up before working on the statute project with Representative Jubilee Underwood.

### **Statutory Proposal Review/Update**

Chair Hayes explained the statute project with Representative Jubilee Underwood will be on hold until the regulation project adding 'adopt the AQB criteria by reference' is figured out.

### **Review Board Appointments**

#### *Chair Appointment*

**Motion** by Ms. Buswell to appoint Mae Hayes as Chair of the Alaska Board of Real Estate Appraisers. Second, by Ms. LaBuda. Motion passed by unanimous consent.

Roll call read by Ms. Rogers, all members present.

#### *Secretary Appointment*

**Motion** by Mr. McKean to not appoint a Secretary for the Alaska Board of Real Estate Appraisers. Second, by Ms. LaBuda. Motion passed by unanimous consent.

Roll call read by Ms. Rogers, all members present.

#### *Representative for National Organizations Appointment*

**Motion** by Mr. McKean to not appoint a Representative for National Organizations for

the Alaska Board of Real Estate Appraisers. Second, by Ms. LaBuda. Motion passed by unanimous consent.

Roll call read by Ms. Rogers, all members present.

#### *Representative for Standing Committees*

**Motion** by Mr. McKean to not appoint a Representative for Standing Committees for the Alaska Board of Real Estate Appraisers. Second, by Ms. LaBuda. Motion passed by unanimous consent.

Roll call read by Ms. Rogers, all members present.

#### **Annual Report**

Chair Hayes offered to complete the report by mid-April so it's ready for board review and action at the May meeting. The Annual Report is due June 30, 2026.

#### **Board Business**

##### *Appraiser Request to Approve Out of State CE*

The board approved the licensed appraisers request for continued education class offered through the Appraisal Institute and taken in Seattle, Washington. A ballot will be placed in OnBoard for approval.

##### *Waiver Request Update*

Ms. Rogers explained that the board's waiver request was denied. It was suggested instead to add items to the AO 360 reform plan that needs to be addressed. The board requested Ms. Rogers inquire as to why waiver was denied.

##### *Staff Attending AARO Conference*

Ms. Rogers reminded the board that she will be attending the AARO conference in San Diego, California the last week of April from the 27-29, 2026.

##### *Board Member Attendance / Communication*

Ms. Rogers reminded the board to please give advanced notice to staff and the Chair if they are unable to attend a board or committee meeting. In February two meetings did not have a quorum due to board member absence. The State of Alaska submits public notice for these meetings; it also gives the public an opportunity to attend via Zoom. Funds, staff time, and planning go into the setup of board meetings.

#### **Adjournment**

**Motion** by Mr. McKean to adjourn at 12:25 p.m. Seconded by Ms. Buswell. Motion passed by unanimous consent.

