



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Real Estate

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JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

LAURIE MURPHY
Director

**Illinois Department of Financial & Professional Regulation
Division of Real Estate
Real Estate Appraisal Administration and Disciplinary Board
("The Real Estate Appraisal Board")**

Open Minutes

Date: October 11, 2022

Call to Order: 10:01 a.m. – Patricia McGarr – Chairperson

Location: Illinois Department of Financial and Professional Regulation (IDFPR)/Division of Real Estate (DRE) Remotely via interactive webinar and/or telephonically because the Governor of the State of Illinois has issued a disaster declaration related to public health concerns and an in-person meeting is not practical or prudent because of the disaster described in that declaration, and because the Secretary of the Illinois Department of Financial and Professional Regulation has determined pursuant to the provisions of Section 7 of the Open Meetings Act that an in-person meeting is not practical or prudent because of a disaster.

Board Members Present: Doug Anderson, Sara Chambers, Gail Lissner, Cecelia Marlow, Patricia McGarr, Jonathan Michie, Mike Morris, Ken Mrozek, Brian Weaver (Non-Voting)

Board Member Not Present: John McMahon and Katie McNally

Staff Members Present: Adrienne Levatino – Associate General Counsel, Geetu Naik – Chief of Prosecutions, Jeremy Reed - Chief of Licensing and Education, Brian Weaver – Chief of Boards and Complaints for Real Estate Appraisal, Home Inspection and Auction, Hector Rodriguez – Chief of Investigations, Jennifer Rossiter Moreno – Division of Real Estate Operations Manager, Mary Crocker – Appraisal Education, Debra Malinowski – Real Estate Administration and Disciplinary Board Liaison, Susan Sigourney – Appraisal Board Liaison

Guests Present: Craig Capilla, Hebert Meyer, TJ McCarthy

	Discussion	Action
<p>Call to Order</p>	<p>Chairperson Patricia McGarr called the meeting to order and read a mandatory statement regarding the Open Meetings Act. <i>This meeting is being conducted by audio or video conference without the physical presence of a quorum of the members because the Governor of the State of Illinois has issued a disaster declaration related to public health concerns and an in-person meeting is not practical or prudent because of the disaster described in that declaration. This meeting is further being conducted by audio or videoconference because the Secretary of the Illinois Department of Financial and Professional Regulation has determined pursuant to the provisions of Section 7 of the Open Meetings Act that an in-person meeting is not practical or prudent because of a disaster. All votes will be conducted by roll call, so each member's vote on each issue can be identified and recorded.</i></p> <p style="text-align: center;">Attendance Taken: Doug Anderson – present Sara Chambers - present Gail Lissner – present Cecelia Marlow – present Patricia McGarr - present Jonathan Michie – present Mike Morris - present Ken Mrozek - present</p>	<p>The meeting was called to order at 10:01 a.m.</p>
<p>Review and Approval of Board Minutes</p>	<p>The Board reviewed the Open Minutes from the September 13, 2022, Appraisal Board meeting.</p> <p style="text-align: center;">Roll Call Vote Taken: Doug Anderson – yes Sara Chambers - yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek - yes</p>	<p>A motion was made by Lissner seconded by Morris to approve the Open Minutes as presented from the September 13, 2022, Appraisal Board meeting. The motion carried by roll call vote.</p>

<p>Public Comments</p>	<p>Herb Meyer asked if there are any updates regarding the Appraisal Administrative Rule changes. Adrienne Levatino responded that the Rules are in the review process at this time.</p> <p>Craig Capilla discussed the topic of Interstate Enforceability of USPAP, and he asked the Board what might be helpful to promote consistency across various jurisdictions because he is scheduled to speak at an upcoming event in which this issue will be discussed.</p> <p>Adrienne Levatino introduced and welcomed our new staff member, Jennifer Rossiter Moreno, who will be working directly with the Director of Real Estate.</p>	
<p>Licensing and Education Report</p>	<p>The License Report for activity conducted in September 2022 was presented and discussed. A copy of the report is attached to and made a part of these minutes.</p> <p>Since Jeremy Reed was on vacation, Susan Sigourney informed the Board that Appraisal Education and the AMCs are in renewal at this time. Ms. Sigourney also said there are paper renewal forms available on the IDFPR website, as well as an online renewal instruction sheet for AMCs.</p> <p>Mary Crocker mentioned, since the last Board meeting, the following have been approved:</p> <ul style="list-style-type: none"> 2 Education Courses 5 log audits 0 Out of State CE request 0 Non-Student Activity 10 Endorsement Applications 3 Application Reviews 	
<p>Investigations Report</p>	<p>The 2022 Investigations Report through the month of September 2022 was presented and distributed. A copy of this report is attached to and made a part of these minutes.</p>	

Prosecutions Report	The 2022 Prosecutions Report through the month of September 2022 was presented and distributed. A copy of this report is attached to and made a part of these minutes.	
Formal Hearing Schedule	There were no Formal Hearings scheduled.	
Education Course Approval	<p>Roll Call Vote Taken: Doug Anderson – yes Sara Chambers - yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek – yes</p> <p>Course reviewed and approved by John McMahon:</p> <p>Chicago Chapter (CE) The Appraiser’s Awareness of Residential Green Properties, 7 hours</p> <p>Course reviewed and approved by Sara Chambers:</p> <p>Appraisal Institute (CE) Inconsistency: It’s Hiding in Plain Site in Your Residential Appraisal, 7 hours</p>	A motion was made by Mrozek and seconded by Lissner to recommend approval of the two Appraisal education courses reviewed by a Board member and presented by Mary Crocker. The motion carried by roll call vote.
Old Business	There was no Old Business to discuss.	
New Business	Adrienne Levatino explained Board members and some State Employees are required to take the Open Meetings Act Training which is offered by the Illinois Attorney General’s office. Ms. Levatino explained this an important statutory tool for promoting transparency and openness in Illinois government. It is therefore important that all	

	<p>of our Board members are familiar with the Act, particularly as it pertains to the conduct of meetings and expectations of the members of board of public bodies. Adrienne Levatino asked the Board members to print their certification of completion when the course is completed and email this certificate to Susan Sigourney.</p> <p>Adrienne Levatino reminded the Board to complete the IDFPR’s 2022 Annual mandatory training courses.</p> <p>The four Mandatory Training Courses that can be accessed on our OneNet Training Portal:</p> <ul style="list-style-type: none"> • Ethics Training Program for State Employees and Appointees • Harassment and Discrimination Prevention Training • Diversity, Equity, and Inclusion • Security Awareness Training <p>The Board discussed the Appraisal Board meeting dates and informal conference dates for 2023. Susan Sigourney mentioned this calendar is available on SharePoint for the Board to review.</p>	
<p>Motion to go into Closed Session</p>	<p>Roll Call Vote Taken: Doug Anderson – yes Sara Chambers - yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek – yes</p>	<p>A motion was made by Anderson and seconded by Morris to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 10:30 a.m. The motion carried by roll call vote.</p>
<p>Closed Session:</p>	<p>The September 13, 2022, closed minutes were reviewed by the Board.</p> <p>The Board deliberated on pending enforcement actions.</p>	

<p>Motion to go into Open Session</p>	<p>Roll Call Vote Taken: Doug Anderson – yes Sara Chambers - yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek – yes</p>	<p>A motion was made by Morris and seconded by Lissner to go into Open Session at 11:06 a.m. The motion carried by roll call vote.</p>
<p>Approval of September 13, 2022, Closed Minutes</p>	<p>Roll Call Vote Taken: Doug Anderson – yes Sara Chambers - yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek – yes</p>	<p>A motion was made by Lissner and seconded by Mrozek to approve the Appraisal Board Closed Minutes from September 13, 2022. The motion carried by roll call vote.</p>
<p>Recommendations</p>	<p>Roll Call Vote Taken: Doug Anderson – yes Sara Chambers - yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek – yes</p> <p>There were no cases for deliberation.</p>	<p>A motion was made by Lissner and seconded by Morris to ratify the Board’s actions taken in Closed Session which includes Jonathan Michie authorizing his electronic signature on the orders presented in Closed Session. The motion carried by roll call vote.</p>
<p>The Board signed no Findings of Fact, Conclusions of Law and Recommendation to the Director</p>		
<p>Orders</p>	<p>There were three Consent Orders and two Consent to Administrative Supervision Orders for the Board to discuss in Closed Session.</p>	<p>The Board signed three Consent Orders.</p> <p>The Board signed two Consent to Administrative Supervision Orders.</p>

Adjournment	Roll Call Vote Taken: Doug Anderson – yes Sara Chambers - yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek – yes The next meeting is scheduled for November 15, 2022.	A motion was made by Lissner and seconded by Chambers to adjourn the meeting at 11:15 a.m. The motion carried by roll call vote.
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Licensing Report

September 2022

Prepared by Jeremy N Reed

Filtered By

- Board = APPRAISAL
- START DATE = 09/01/2022
- END DATE = 09/30/2022

10/4/2022 at 3:15:27 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	12	10	0	0	1,375
555	Licensed Appraiser Education Provider	0	0	0	0	0	19
556	Certified Residential Real Estate Appraiser	0	5	5	0	2	1,826
557	Associate Real Estate Trainee Appraiser	0	10	8	0	0	437
558	Appraisal Management Company	0	0	1	0	0	159
572	Temporary Practice Real Estate Appraiser	0	11	7	0	0	76
573	Licensed Appraiser Pre-Lic Course	0	0	0	0	0	113
575	Licensed Appraiser CE Course	0	2	1	0	0	415
Totals		0	40	32	0	2	4,420

Illinois Real Estate Appraiser Program(ILRAP)

Test Program: Certified General Appraiser Examination - AC

Exam Type:	Certified General Appraiser Examination - AC							
	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	1	0	0.0%	1	100.0%	0	0.0%	1
Repeater	4	2	50.0%	2	50.0%	1	20.0%	5
Total	5	2	40.0%	3	60.0%	1	16.7%	6

Test Program: Certified Residential Appraiser Examination - AR

Exam Type:	Certified Residential Appraiser Examination - AR							
	Total Tested	Pass	%	Fail	%	Absent	%	Total
Repeater	2	2	100.0%	0	0.0%	0	0.0%	2
Total	2	2	100.0%	0	0.0%	0	0.0%	2

APPRAISAL PROSECUTION REPORT 2022

SEPTEMBER

	Pending /Open Cases	AP cases less than 3 months	AP cases over 3 months	AP cases over 6 months	AP cases over 9 months	AP cases over 12 months	AP cases over 24 months	Formal Complaints Filed	Informal Conferences held	New Cases Rec'd	CLOSED	CLOSED Admin	CLOSED Admin Warn Letter	Closed CE with memo	CLOSED Formal Order	CLOSED: Consent Order	CLOSED: Non-Disc Order / CAS	IL Inc Tax	Child Support	Motion for Rehearing filed
JANUARY	19	6	9	0	0	3	1	1	3	2	4	0	0	0	0	1	2	1	0	0
FEBRUARY	16	6	6	1	0	2	1	0	2	5	8	1	0	0	0	1	4	2	0	0
MARCH	17	8	5	1	0	1	2	0	0	6	5	3	0	0	0	0	0	2	0	0
APRIL	15	6	4	3	0	1	1	0	2	4	6	2	0	0	0	0	2	1	0	1
MAY	14	5	6	2	0	0	1	0	4	3	4	1	1	0	0	1	1	0	0	0
JUNE	11	4	4	1	1	0	1	0	2	3	6	1	0	0	0	0	4	1	0	0
JULY	17	12	1	2	1	0	1	0	2	11	5	2	0	0	0	0	2	1	0	0
AUGUST	15	8	3	1	2	0	1	0	3	1	3	2	0	0	1	0	0	0	0	0
SEPTEMBER	27	20	3	1	2	0	1	1	2	12	0	0	0	0	0	0	0	0	0	0
OCTOBER											0									
NOVEMBER											0									
DECEMBER											0									
TOTAL								2	20	47	41	12	1	0	1	3	15	8	0	1

NEW CASES			RECEIVED						Sep
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	petition for hearing	reopen	USPAP	TOTAL
6				5		1			12