



# IDFPR

Illinois Department of  
Financial and Professional Regulation

Division of Real Estate

www.idfpr.com

**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: August 8, 2023

Call to Order: 10:03 a.m. – Gail Lissner - Chairperson

Location: Illinois Department of Financial and Professional Regulation ("IDFPR Division of Real Estate ("DRE"))  
555 West Monroe Street, 5<sup>th</sup> Floor, Conference Room 5C5  
Chicago, Illinois 60661  
And  
Via Interactive Video Conference at IDFPR  
320 West Washington Street, 3<sup>rd</sup> Floor, Conference Room 376  
Springfield, Illinois 62786

Board Members Present: Sara Chambers, Gail Lissner, Faiq Mihlar, Patricia McGarr, Jonathan Michie, Ken Mrozek, Christopher Posey, Brian Weaver (Non-Voting)

Board Member via Webex: Mike Morris

Board Members Absent: Douglas Anderson and Cecelia Marlow

Staff Members Present: Adrienne Levatino – Associate General Counsel, Jeremy Reed - Chief of Licensing and Education, Brian Weaver – Chief of Boards and Complaints for Real Estate Appraisal, Home Inspection and Auction, 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: Jim Blaydes, Craig Capilla, Melissa Cannata, Ron Devries, Rich DeVerdier, Scott DiBiasio, Michael Elder, TJ McCarthy, Randy Neff

TOPIC	DISCUSSION	ACTION
<b>Call to Order</b>	<p>Chairperson Gail Lissner opened the meeting.</p> <p>Attendance Taken:  Sara Chambers - present  Gail Lissner – present  Patricia McGarr – present  Jonathan Michie - present  Faiq Mihlar – present  Mike Morris – present via WebEx  Ken Mrozek – present  Christopher Posey – present</p>	<p>The meeting was called to order at 10:03 a.m.</p>
<b>Review and Approval of Board Minutes</b>	<p>The Board reviewed the Open Minutes from the July 11, 2023, Appraisal Board meeting.</p>	<p>A motion was made by Posey and seconded by Michie to approve the Open Minutes as presented from the July 11, 2023, Appraisal Board meeting. The motion carried.</p>
<b>Public Comments</b>	<p>There were no public comments.</p>	
<b>Licensing and Education Report</b>	<p>The Licensing Report for activity occurring in July 2023 was available in SharePoint for the Board to review. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Reed recommended that appraisers renew online immediately to avoid potential issues at the end of the renewal. Mr. Reed also advised that if an appraiser has issues with their username and password, they may contact the Call Center for assistance (800-560-6420) or send an email to either one of these emails:  <a href="mailto:FPR.RealEstate@illinois.gov">FPR.RealEstate@illinois.gov</a>  <a href="mailto:FPR.RealEstateAppraisal@illinois.gov">FPR.RealEstateAppraisal@illinois.gov</a></p> <p>Mr. Reed explained that after the appraisal license has been renewed online, our system will not indicate the updated expiration date until the next day. Mary Crocker mentioned the appraisers may also go to the IDFPR</p>	

	<p>website, and print their license the day after they renew:  <a href="#">Print My License: Professionals &amp; Businesses (illinois.gov)</a>.</p> <p>Mr. Reed reminded the Board that since the IDFPR website has changed recently, many of the appraisers that have saved web pages from the previous IDFPR website will need to delete the old webpage and replace with the new webpages.</p> <p>Mr. Reed informed the Board that there will be social media posts and a reminder email that will be sent to appraisers to remind them to renew their license online.</p> <p>Mary Crocker reported that since the last Board meeting, the following have been approved:  5 Education Courses  4 log audits  1 Out of State CE request  0 Non-Student Activity  7 Endorsement Applications  5 Application Reviews</p>	
<b>Investigations Report</b>	The 2022 Investigations Report through the month of July 2023 was available in SharePoint for the Board to review. A copy of this report is attached to and made a part of these minutes.	
<b>Prosecutions Report</b>	The 2022 Prosecutions Report through the month of July 2023 was available in SharePoint for the Board to review. A copy of this report is attached to and made a part of these minutes.	
<b>Formal Hearing Schedule</b>	There are no Formal Hearings scheduled.	
<b>Education Course Approval</b>	Courses reviewed and approved by Gail Lissner:	A motion was made by Mrozek and seconded by McGarr to recommend approval of the five Appraisal education courses

	<p>Appraisal Institute (QE) Review Theory – General, 30 hours</p> <p>Chicago Chapter of the Appraisal Institute (CE) Impact of Short-Term Rentals on Real Estate Appraisals, 7 hours</p> <p>Course reviewed and approved by Jonathan Michie:</p> <p>Chicago Chapter of the Appraisal Institute (CE) Nuts and Bolts of Tax Appeals, 7 hours</p> <p>Course reviewed and approved by Doug Anderson:</p> <p>ASFMRA (QE) Basic Appraisal Principles Online, 30 hours</p> <p>Course reviewed and approved by Sara Chambers:</p> <p>Greater St. Louis Chapter (CE) Westover Symposium, 7 hours</p>	<p>reviewed by the Board members and presented by Mary Crocker. The motion carried.</p>
<b>Old Business</b>	There was no Old Business to discuss.	
<b>New Business</b>	Adrienne Levatino reminded the Board that the Appraisal Subcommittee (ASC) will have their on-site visit at the IDFPR Chicago and Springfield offices in October and that ASC staff will be attending the Appraisal Board meeting on October 10, 2023.	
<b>Motion to go into Closed Session</b>	<p>Roll Call Vote Taken:</p> <p>Sara Chambers - yes</p> <p>Gail Lissner – yes</p> <p>Patricia McGarr - yes</p> <p>Jonathan Michie - yes</p> <p>Faiq Mihlar – yes</p> <p>Mike Morris – yes</p> <p>Ken Mrozek – yes</p> <p>Christopher Posey – yes</p>	<p>A motion was made by Posey and seconded by McGarr to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 10:24 a.m. The motion carried by roll call vote.</p>

<p><b>Closed Session:</b></p>	<p>The July 11, 2023, closed minutes were reviewed by the Board.</p> <p>The Board deliberated on pending enforcement actions.</p>	
<p><b>Motion to go into Open Session</b></p> <p><b>Approval of July 11, 2023, Closed Minutes</b></p> <p><b>Ratify Actions Taken in Closed Session</b></p> <p><b>Closed Minutes Remain Closed</b></p> <p><b>Recommendations</b></p> <p><b>The Board signed no Findings of Fact, Conclusions of Law, and Recommendation to the Director</b></p> <p><b>Orders</b></p>	<p>There were no cases for deliberation.</p> <p>Two Consent to Administrative Supervision Orders and two Consent Orders were reviewed and discussed in Closed Session.</p>	<p>A motion was made by McGarr and seconded by Mrozek to go into Open Session at 11:01 a.m. The motion carried.</p> <p>A motion was made by Mrozek and seconded by McGarr to approve the Appraisal Board Closed Minutes from July 11, 2023. The motion carried.</p> <p>A motion was made by Posey and seconded by McGarr to ratify the Board’s actions taken in Closed Session, which includes Ken Mrozek signing two Consent to Administrative Supervision Orders and two Consent Orders. The motion carried.</p> <p>A motion was made by Mrozek and seconded by Chambers that minutes of the Closed Sessions of the Appraisal Board remain closed. The motion carried.</p> <p>The Board concurred in two Consent to Administrative Supervision Orders and two Consent Orders.</p>

<b>Adjournment</b>	The next meeting is scheduled for September 12, 2023.	A motion was made by Posey and seconded by Mihlar to adjourn the meeting at 11:02 a.m. The motion carried by roll call vote.
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# Licensing Report

# July 2023

Prepared by Jeremy N Reed

**Filtered By**

- Board = APPRAISAL
- START DATE = 07/01/2023
- END DATE = 07/31/2023

8/3/2023 at 2:46:02 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	7	6	0	233	1,449
555	Licensed Appraiser Education Provider	0	0	0	0	0	20
556	Certified Residential Real Estate Appraiser	0	6	3	0	239	1,867
557	Associate Real Estate Trainee Appraiser	0	8	6	0	32	474
558	Appraisal Management Company	0	3	1	0	0	131
572	Temporary Practice Real Estate Appraiser	0	11	6	0	0	32
573	Licensed Appraiser Pre-Lic Course	0	2	1	0	0	118
575	Licensed Appraiser CE Course	0	7	6	0	0	466
<b>Totals</b>		0	44	29	0	504	4,557

7/1/2023 through 7/31/2023  
Delivery Method: ALL

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
Repeater	2	0	0.0%	2	100.0%	0	0.0%	2
<b>Total</b>	2	0	0.0%	2	100.0%	0	0.0%	2

**Test Program:** Certified Residential Appraiser Examination - AR

**Exam Type:** Certified Residential Appraiser Examination - AR

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	4	4	100.0%	0	0.0%	0	0.0%	4
Repeater	2	0	0.0%	2	100.0%	0	0.0%	2
<b>Total</b>	6	4	66.7%	2	33.3%	0	0.0%	6







