



# 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: October 10, 2023

Call to Order: 10:01 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: Douglas Anderson, Sara Chambers, Gail Lissner, Cecelia Marlow, Faiq Mihlar, Patricia McGarr, Jonathan Michie, Ken Mrozek, Christopher Posey, Brian Weaver (Non-Voting)

Board Member Present via WebEx: Mike Morris

Staff Members Present: Ericka Johnson – Deputy Director of the Division of Real Estate, 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, Hector Rodriguez – Chief of Investigations, Robert Baniewicz - Division of Real Estate Investigator, James Farrelly – Division of Real Estate Investigator, David Krull - Division of Real Estate Investigator, 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: Melissa Cannata, Rich DeVerdier, Scott DiBiasio, Kristi Klament (Appraisal Subcommittee), Jenny Tidwell (Appraisal Subcommittee), Herb Meyer

TOPIC	DISCUSSION	ACTION
<p><b>Call to Order</b></p>	<p>Chairperson Gail Lissner opened the meeting.</p> <p style="text-align: center;">Attendance Taken:  Douglas Anderson - present  Sara Chambers - present  Gail Lissner – present  Cecelia Marlow - present  Patricia McGarr – present  Jonathan Michie - present  Faiq Mihlar – present  Mike Morris – present via WebEx  Ken Mrozek – present  Christopher Posey – present</p> <p>Gail Lissner introduced Jenny Tidwell and Kristi Klamet from the Appraisal Subcommittee (“ASC”) who attended the meeting via WebEx.</p> <p>The Board members and staff introduced themselves to our guests from the ASC.</p> <p>Jenny Tidwell addressed the Board and explained that the Appraisal Subcommittee is a federal agency that provides oversight for the State Appraisal and AMC programs. The ASC monitors and review the work of the Appraisal Foundation, has oversight authority over the states to ensure the minimum qualifying criteria to license and certify real estate appraisers are implemented and that appraisers are held to a professional set of ethical standards. and maintains the National Registry. Jenny Tidwell said the ASC will be in the Springfield and Chicago offices of the IDFPR at the end of October and early November for their compliance review of the Illinois Appraisal program. Ms. Tidwell further explained that after concluding their compliance review, they will provide a preliminary report with initial findings. Our agency will have an opportunity to respond to this report, and then the ASC will issue the</p>	<p>The meeting was called to order at 10:01 a.m.</p>

	final compliance report and give Illinois a rating.	
<b>Review and Approval of Board Minutes</b>	The Board reviewed the Open Minutes from the September 12, 2023, Appraisal Board meeting.	A motion was made by McGarr and seconded by Chambers to approve the Open Minutes as presented from the September 12, 2023, Appraisal Board meeting. The motion carried.
<b>Public Comments</b>	The members of the public introduced themselves and there were no comments.	
<b>Licensing and Education Report</b>	<p>The Licensing Report for activity conducted in September 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>Jeremy Reed explained that even though the renewal date for appraiser licenses has passed, the online renewal will remain open until the end of October for appraisers to renew late. Mr. Reed said that when the online renewal is no longer available, the appraisers must renew using a paper renewal.</p> <p>Mary Crocker reported that since the last Board meeting, the following have been approved:</p> <ul style="list-style-type: none"> <li>2 Education Courses</li> <li>1 log audits</li> <li>3 Out of State CE request</li> <li>0 Non-Student Activity</li> <li>5 Endorsement Applications</li> <li>1 Application Reviews</li> </ul>	
<b>Investigations Report</b>	<p>The 2022 Investigations Report through the month of September 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.</p> <p>Hector Rodriguez welcomed three new Investigators who have started working in the</p>	

	Investigations section of the Division of Real Estate. The new investigators, David Krull, James Farrelly, and Robert Baniewicz introduced themselves to the Board.	
<b>Prosecutions Report</b>	The 2022 Prosecutions Report through the month of September 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 is one formal hearing scheduled for October 19, 2023.	
<b>Education Course Approval</b>	<p>Courses reviewed and approved by Sara Chambers:</p> <p>Appraisal Institute (CE) Getting It Right from the Start: A Workout Plan for Your Scope of Work, 7 hours.</p> <p>Appraisal Institute (CE) Artificial Intelligence, Blockchain, and the Metaverse Implications for Valuation, 7 hours.</p>	A motion was made by Posey and seconded by Mrozek to recommend approval of the two Appraisal education courses reviewed by the Board members and presented by Mary Crocker. The motion carried.
<b>Old Business</b>	There was no old business to discuss.	
<b>New Business</b>	<p>Ericka Johnson thanked Jenni Tidwell for recognizing the progress that the Appraisal Division has made since 2019.</p> <p>Ms. Johnson informed the Board that the Director and Ericka attended the Association of Appraiser Regulatory Officials (AARO) conference. Ms. Johnson said they attended a Fair Housing and Discrimination and Investigations Training in which the instructor taught ways for training investigators to identify issues that have been in the news surrounding bias and discrimination in Appraisals.</p> <p>Ms. Johnson also informed the Board that the Director would like the Board to be involved</p>	

	<p>in a new on-board training program for future Board members.</p> <p>Ms. Johnson also informed the Board that the Appraisal Institute has launched the first Practical Applications of Real Estate Appraisers (PAREA) program.</p> <p>Scott Dibiasio explained the Appraisal Institute Practical Applications of Real Estate Appraisers (PAREA) program and the possibility for scholarships for individuals to enroll in this program.</p> <p>Ericka Johnson reported that the Division is launching a program called the “How To” Series and she presented the Board with the landing page on the IDFPR website that will provide the following information on the “How To” Series:</p> <ul style="list-style-type: none"><li>• The “How To” Series is an informational workshop tour put on by the IDFPR’s Division of Real Estate. The “How To” Series travels to various cities statewide teaching Illinoisans “how to” become licensed in any of the real estate related professions or “how to” navigate the resources offered by the Division of Real Estate.</li><li>• This year the Division of Real Estate will kick off the series “How To Become an Appraiser”.</li></ul> <p>Here is the link to the “How To” Series on the IDFPR website: <a href="https://www.idfpr.com/HowToSeries">How To Series from the Division of Real Estate (illinois.gov)</a></p> <p>Ms. Johnson then presented the promotional video that is available on the “How To” landing page on our IDFPR website that the public will see.</p> <p>Gail Lissner asked the Board to review the proposed 2024 Appraisal Board Meeting and Informal Conference Schedule that is available on SharePoint.</p>	
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<p><b>Motion to go into Closed Session</b></p>	<p>Roll Call Vote Taken:  Doug Anderson - yes  Sara Chambers - yes  Gail Lissner – yes  Cecelia Marlow - yes  Patricia McGarr - yes  Jonathan Michie - yes  Faiq Mihlar – yes  Mike Morris – yes  Ken Mrozek – yes  Christopher Posey – yes</p>	<p>A motion was made by McGarr and seconded by Anderson to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 11:00 a.m. The motion carried by roll call vote.</p>
<p><b>Closed Session:</b></p>	<p>The September 12, 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 September 12, 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>A motion was made by Posey and seconded by Michie to go into Open Session at 11:30 a.m. The motion carried.</p> <p>A motion was made by Posey and seconded by McGarr to approve the Appraisal Board Closed Minutes from September 12, 2023. The motion carried.</p> <p>A motion was made by Mrozek and seconded by Mihlar to ratify the Board’s actions taken in Closed Session which includes Ken Mrozek signing two Consent to Administrative Supervision Orders and Doug Anderson signing one Consent Order. The motion carried.</p> <p>A motion was made by Posey and seconded by Michie that minutes of the Closed Sessions of the Appraisal Board remain closed. The motion carried.</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 one Consent Order were reviewed and discussed in Closed Session.</p>	<p>The Board concurred in two Consent to Administrative Supervision Orders and one Consent Order.</p>
<p><b>Adjournment</b></p>	<p>The next meeting is scheduled for November 14, 2023.</p>	<p>A motion was made by Posey and seconded by Mihlar to adjourn the meeting at 11:34 a.m. The motion carried by roll call vote.</p>

# Licensing Report

September 2023

Prepared by Jeremy N Reed

**Filtered By**

- Board = APPRAISAL
- START DATE = 09/01/2023
- END DATE = 09/30/2023

10/2/2023 at 4:49:42 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	5	5	0	598	1,458
555	Licensed Appraiser Education Provider	0	0	0	0	0	20
556	Certified Residential Real Estate Appraiser	0	5	7	0	882	1,882
557	Associate Real Estate Trainee Appraiser	1	4	5	0	164	471
558	Appraisal Management Company	0	0	0	0	0	134
572	Temporary Practice Real Estate Appraiser	0	5	4	0	0	28
573	Licensed Appraiser Pre-Lic Course	0	0	0	0	0	120
575	Licensed Appraiser CE Course	0	7	4	0	0	471
<b>Totals</b>		<b>1</b>	<b>26</b>	<b>25</b>	<b>0</b>	<b>1,644</b>	<b>4,584</b>

9/1/2023 through 9/30/2023  
Delivery Method: ALL

Client: Illinois Real Estate Appraiser Program(ILRAP)

Test Program: Certified Residential Appraiser Examination - AR

Exam Type: Certified Residential Appraiser Examination - AR

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	0	0	0.0%	0	0.0%	1	100.0%	1
Repeater	0	0	0.0%	0	0.0%	2	100.0%	2
Total	0	0	0.0%	0	0.0%	3	100.0%	3





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Total	0	0	0.0%	0	0.0%	3	100.0%	3



**APPRAISAL PROSECUTION REPORT 2023**

**August**

	Pending /Open Cases	AP cases less than 2 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	Motion for Rehearing filed
<b>JANUARY</b>	21	6	7	5	1	1	1	0	3	2	5	0	1	0	0	0	2	2	0
<b>FEBRUARY</b>	20	6	5	8	0	1	0	1	0	4	5	0	0	0	0	2	3	0	0
<b>MARCH</b>	23	12	4	6	0	1	0	1	4	8	5	1	1	0	0	1	0	2	0
<b>APRIL</b>	28	14	8	1	5	0	0	2	3	6	1	0	0	0	0	0	1	0	0
<b>MAY</b>	26	9	9	4	4	0	0	0	3	3	5	1	0	0	0	1	1	2	0
<b>JUNE</b>	28	7	13	3	5	0	0	0	2	6	4	1	0	0	0	0	2	1	0
<b>JULY</b>	24	7	7	5	1	4	0	0	3	2	6	2	0	0	0	1	1	2	0
<b>AUGUST</b>	24	8	6	7	1	2	0	0	2	6	6	0	0	0	0	2	2	2	0
<b>SEPTEMBER</b>	23	9	3	7	2	2	0	1	2	5	6	2	1	0	0	1	2	0	0
<b>OCTOBER</b>											0								
<b>NOVEMBER</b>											0								
<b>DECEMBER</b>											0								
<b>TOTAL</b>								5	22	42	43	7	3	0	0	8	14	11	0

NEW CASES			RECEIVED							Sep
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	pettion for hearing	reopen	USPAP	petition for restoration	TOTAL
3	1	0	1	0	0	0	0	0	0	5

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<b>MARCH</b>	23	12	4	6	0	1	0	1	4	8	5	1	1	0	0	1	0	2	0
<b>APRIL</b>	28	14	8	1	5	0	0	2	3	6	1	0	0	0	0	0	1	0	0
<b>MAY</b>	26	9	9	4	4	0	0	0	3	3	5	1	0	0	0	1	1	2	0
<b>JUNE</b>	28	7	13	3	5	0	0	0	2	6	4	1	0	0	0	0	2	1	0
<b>JULY</b>	24	7	7	5	1	4	0	0	3	2	6	2	0	0	0	1	1	2	0
<b>AUGUST</b>	24	8	6	7	1	2	0	0	2	6	6	0	0	0	0	2	2	2	0
<b>SEPTEMBER</b>	23	9	3	7	2	2	0	1	2	5	6	2	1	0	0	1	2	0	0
<b>OCTOBER</b>											0								
<b>NOVEMBER</b>											0								
<b>DECEMBER</b>											0								
<b>TOTAL</b>								5	22	42	43	7	3	0	0	8	14	11	0

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investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	pettion for hearing	reopen	USPAP	petition for restoration	TOTAL
3	1	0	1	0	0	0	0	0	0	5