



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Real Estate

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JB PRITZKER
Governor

MARIO TRETO, JR.
Acting Secretary

LAURIE MURPHY
Acting 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: December 14, 2021

Call to Order: 10:02 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: Douglas Anderson, Sara Chambers, Gail Lissner, Cecelia Marlow, Patricia McGarr, John McMahon, Katie McNally, Mike Morris, Ken Mrozek, Brian Weaver (Non-Voting)

Board Member Absent: Jonathan Michie

Staff Members Present: Laurie Murphy – Acting Director of the Division of Real Estate, Ericka Johnson – Deputy Director of the Division of Real Estate, 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, Mary Crocker – Appraisal Education, Debra Malinowski – Real Estate Administration and Disciplinary Board Liaison, Susan Sigourney – Appraisal Board Liaison

Guests Present: Herbert Meyer, Sarah Walsh, Ed Williams, Craig Capilla, Jenny Tidwell, Kristi Klamet

	Discussion	Action
Call to Order	<p>Chairperson Patricia McGarr called the meeting to order and read a mandatory statement regarding the Open Meetings Act.</p> <p><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: Douglas Anderson - present Sara Chambers – present Gail Lissner – present Cecelia Marlow -present Patricia McGarr – present John McMahon - present Katie McNally – present Mike Morris - present Ken Mrozek – present</p> <p>Laurie Murphy, Acting Director of the Division of Real Estate, introduced and welcomed Jenny Tidwell and Kristi Klamet, with the Appraisal Subcommittee (ASC). Laurie Murphy explained they are</p>	<p>The meeting was called to order at 10:02 a.m.</p>

	our Policy Managers for Illinois and last week they completed an off-site assessment of our Appraisal program.	
Review and Approval of Board Minutes	<p>The Board reviewed the Open Minutes from the November 9, 2021 Appraisal Board meeting.</p> <p style="text-align: center;">Roll Call Vote Taken: Douglas Anderson - yes Sara Chambers – yes Gail Lissner – yes Cecelia Marlow - yes Patricia McGarr – yes John McMahan – yes Katie McNally – yes Mike Morris - yes Ken Mrozek – yes</p>	A motion was made by Anderson and seconded by Mrozek to approve the Open Minutes as presented from the November 9, 2021 Appraisal Board meeting. The motion carried by roll call vote.
Public Comments	<p>Herbert Meyer, President of ICAP, asked where the Department is with the development of the Appraisal Rules and if there is any news regarding the requirements for the USPAP course.</p> <p>Brian Weaver explained the Department has begun reviewing the Rules. Brian Weaver informed the Board that he has been in contact with ICAP and members of ICAP are reviewing the 2022 AQB criteria with respect to the Rules. Brian Weaver informed Mr. Meyer that the current USPAP course will fulfill the USPAP requirements as this is the only USPAP course available at this time.</p>	
Licensing and Education Report	<p>The 2021 License Report for activity conducted in November presented and discussed. A copy of the report is attached to and made a part of these minutes.</p> <p>Jeremy Reed explained the Springfield office construction is complete and most</p>	

	<p>of the staff is working from home. Mr. Reed thanked Mary and the staff for continuing to process the workload.</p> <p>Mary Crocker mentioned, since the last Board meeting, the following have been approved: 14 Education Courses, 4 log audits, 1 Out of State CE request, 0 Non-Student Activity 1 Endorsement Applications 3 Application Reviews</p>	
Investigations Report	The Investigations Report for the month of November 2021 was presented and distributed. A copy of this report is attached to and made a part of these minutes. Hector Rodriguez informed the Board that a few of the investigators are working on completing the USPAP course.	
Prosecutions Report	The Prosecutions Report for the month of November 2021 was presented and distributed. A copy of this report is attached to and made a part of these minutes. Geetu Naik thanked the Board for participating in the Informal Conferences. She also thanked the Director for offering the USPAP course for the Prosecutions staff.	
Formal Hearing Schedule	The Formal Hearing that was scheduled for December 1, 2021 has been rescheduled to February 9, 2022.	
Education Course Approval	<p>Roll Call Vote Taken: Douglas Anderson - yes Sara Chambers – yes Gail Lissner – yes</p>	A motion was made by Lissner and seconded by Chambers to recommend approval of the 14 Appraisal education courses

	<p>Cecelia Marlow - yes Patricia McGarr – yes John McMahon – yes Katie McNally – yes Mike Morris - yes Ken Mrozek – yes</p> <p>Course reviewed and approved by Ken Mrozek:</p> <p>ASFMRA (CE) Uniform Appraisal Standards for Federal Land Acquisitions Yellow Book, 21 hours</p> <p>Courses reviewed and approved by Gail Lissner:</p> <p>Appraisal Institute (CE) 2020-2022 7 Hour USPAP Update course, 7 hours</p> <p>Chicago Chapter of the Appraisal Institute (CE) Midwest Office and Multi-Family Outlook, 2 hours</p> <p>Courses reviewed and approved by Sara Chambers:</p> <p>McKissock (CE) Market Disturbances-Market Analysis in Atypical Markets and Cycles, 4 hours, online</p> <p>McKissock (CE) Bifurcated and Hybrid Appraisals: A Practical Approach Live Webinar, 4 hours</p> <p>McKissock (CE) Mortgage Lending, Appraisal Requirements: Fannie Mae and Freddie Mac Live Webinar, 7 hours</p> <p>McKissock (CE) Supporting Adjustments: The Journey from Analysis to Adjusting Live Webinar, 4 hours</p>	<p>reviewed by a Board member and presented by Mary Crocker. The motion carried by roll call vote.</p>
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	<p>McKissock (CE) Using Appraisal Reports Templates Responsibly Live Webinar, 3 hours</p> <p>McKissock (CE) The Appraiser’s Guide to HUD Handbook 4000.1, 7 hours Online</p> <p>McKissock (CE) Appraising Condominium Units, 3 hours</p> <p>McKissock (CE) Fundamentals of Expert Witness Testimony, 4 hours</p> <p>Course reviewed and approved by John McMahon:</p> <p>McKissock (CE) Valuation of Residential Solar, Live Webinar, 3 hours</p> <p>Courses reviewed and approved by Ken Mrozek:</p> <p>McKissock (CE) 2020-2022 7 Hour National USPAP Classroom, 7 hours</p> <p>McKissock (CE) 2020-20227 Hour USPAP Online, 7 hours</p>	
Old Business	There was no old business to discuss.	
New Business	<p>Laurie Murphy introduced Jenny Tidwell and Kristi Klamet from the Appraisal Subcommittee (ASC). Ms. Tidwell provided the website for the Appraisal Subcommittee which is www.asc.gov. Ms. Tidwell explained the ASC is a Federal Government agency that was created to oversee state regulatory agencies. Ms. Tidwell explained the whole purpose is to make certain appraisals would be done with uniform standards, appraisers would prove minimum competency and their conduct would be supervised. Ms. Tidwell</p>	

	<p>explained the ASC normally completes a compliance review and an evaluation for each state in order to assist the states to remain in compliance, but with the pandemic, the ASC is completing state offsite assessments for each of the 55 jurisdictions. Ms. Tidwell remarked that our Illinois team has done a great job through all of the challenges and our team has kept the program running, actually improving in some areas such as Enforcement. Ms. Tidwell commented that working with our Illinois team has been fantastic. She gave kudos to the entire team. She also welcomed the new board members and thanked them for their time, hard work and service to the industry.</p> <p>Director Murphy thanked Jenny Tidwell and Kristi Klamet with the ASC for joining our meeting today and explaining the whole process. Director Murphy also thanked the Board members for all of their hard work and dedication.</p>	
<p>Motion to go into Closed Session</p>	<p>Roll Call Vote Taken: Douglas Anderson - yes Sara Chambers – yes Gail Lissner – yes Cecelia Marlow - yes Patricia McGarr – yes John McMahon – yes Katie McNally – yes Mike Morris - yes Ken Mrozek – yes</p>	<p>A motion was made by Mrozek and seconded by McMahon to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 10:41 a.m. The motion carried by roll call vote.</p>
<p>Closed Session:</p>	<p>The November 9, 2021 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: Douglas Anderson - yes Sara Chambers – yes Gail Lissner – yes Cecelia Marlow - yes Patricia McGarr – yes John McMahan – yes Katie McNally – yes Mike Morris - yes Ken Mrozek – yes</p>	<p>A motion was made by Lissner and seconded by Morris to go into Open Session at 10:53 a.m. The motion carried by roll call vote.</p>
<p>Approval of November 9, 2021 Closed Minutes</p>	<p>Roll Call Vote Taken: Douglas Anderson - present Sara Chambers – present Gail Lissner – present Cecelia Marlow -present Patricia McGarr – present John McMahan - present Katie McNally – present Mike Morris - present Ken Mrozek – present</p>	<p>A motion was made by Lissner and seconded by Marlow to approve the Appraisal Board Closed Minutes from November 9, 2021. The motion carried by roll call vote.</p>
<p>Recommendations</p>	<p>Roll Call Vote Taken: Douglas Anderson - present Sara Chambers – present Gail Lissner – present Cecelia Marlow -present Patricia McGarr – present John McMahan - present Katie McNally – present Mike Morris - present Ken Mrozek – present</p>	<p>A motion was made by Marlow seconded by Chambers to ratify the Board’s actions taken in Closed Session which includes John McMahan 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>There were no cases for deliberation.</p>	

<p>Orders</p>	<p>2 Consent to Administrative Supervision Orders were reviewed and discussed in Closed Session.</p> <p>The Board received a report of the final actions by the Director of the following Consent Order previously signed by the Board: 2016-00530 Matthew Robertson</p>	<p>The Board signed 2 Consent to Administrative Supervision Orders.</p>
<p>Adjournment</p>	<p>Roll Call Vote Taken: Douglas Anderson - present Sara Chambers – present Gail Lissner – present Cecelia Marlow -present Patricia McGarr – present John McMahon - present Katie McNally – present Mike Morris - present Ken Mrozek – present</p> <p>The next meeting, scheduled for January 11, 2022.</p>	<p>A motion was made by Morris and seconded by Lissner to adjourn the meeting at 10:57 a.m. The motion carried by roll call vote.</p>

Licensing Report

November 2021

Prepared by Jeremy N Reed

Filtered By

- Board = APPRAISAL
- START DATE = 11/01/2021
- END DATE = 11/30/2021

12/3/2021 at 11:28:35 AM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	4	4	0	31	1,504
555	Licensed Appraiser Education Provider	0	0	0	0	0	20
556	Certified Residential Real Estate Appraiser	0	3	4	0	19	1,974
557	Associate Real Estate Trainee Appraiser	0	11	6	0	8	418
558	Appraisal Management Company	0	1	0	0	0	159
572	Temporary Practice Real Estate Appraiser	0	4	6	0	0	32
573	Licensed Appraiser Pre-Lic Course	0	0	0	0	0	117
575	Licensed Appraiser CE Course	0	24	7	0	0	373
Totals		0	47	27	0	58	4,597

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	3	1	33.3%	2	66.7%	0	0.0%	3
Repeater	3	2	66.7%	1	33.3%	0	0.0%	3
Total	6	3	50.0%	3	50.0%	0	0.0%	6

APPRAISAL PROSECUTION REPORT 2021

NOVEMBER

	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	31	2	6	5	2	15	1	2	2	2	6	1	1	0	2	0	2	0	0	0
FEBRUARY	31	1	7	4	4	14	1	1	3	1	1	0	0	0	1	0	0	0	0	0
MARCH	26							0	2	1	6	1	0	0	1	1	3	0	0	0
APRIL	21	1	2	2	3	12	1	1	1	0	5	3	0	0	0	1	1	0	0	0
MAY	22	2	2	3	3	10	2	0	1	2	1	1	0	0	0	0	0	0	0	0
JUNE	17	3	1	1	2	8	2	2	3	1	6	3	0	2	0	1	0	0	0	0
JULY	20	6	1	1	2	8	2	0	1	7	4	1	1	0	0	2	0	0	0	0
AUGUST	23	14	1	0	0	6	2	1	1	10	7	0	0	0	0	3	3	1	0	0
SEPTEMBER	18	10	3	0	0	5	0	0	3	11	16	2	2	0	1	1	2	8	0	0
OCTOBER	20	12	2	1	0	4	1	1	2	5	3	1	0	0	0	0	0	2	0	0
NOVEMBER	19	11	3	0	0	4	1	0	2	7	8	1	0	0	0	1	2	4	0	0
DECEMBER											0									
TOTAL								8	21	47	63	14	4	2	5	10	13	15	0	0

NEW CASES			RECEIVED						Nov	
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	petition for hearing	reopen	USPAP		TOTAL
6				1						7