



# 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: December 13, 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, Gail Lissner, Cecelia Marlow, Patricia McGarr, John McMahon, Jonathan Michie, Mike Morris, Ken Mrozek, Brian Weaver (Non-Voting)

Board Members Not Present: Sara Chambers, Katie McNally

Staff Members Present: Adrienne Levatino – Associate General Counsel, Geetu Naik – Chief of Prosecutions, Hector Rodriguez – Chief of Investigations, 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: Craig Capilla, TJ McCarthy, and Sarah Walsh

TOPIC	DISCUSSION	ACTION
<p><b>Call to Order</b></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  Gail Lissner – present  Cecelia Marlow – present  Patricia McGarr - present  John McMahon – 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><b>Review and Approval of Board Minutes</b></p>	<p>The Board reviewed the Open Minutes from the November 15, 2022, Appraisal Board meeting.</p> <p style="text-align: center;">Roll Call Vote Taken:  Doug Anderson – yes  Gail Lissner – yes  Cecelia Marlow – yes  Patricia McGarr - yes  John McMahon – yes  Jonathan Michie – yes  Mike Morris - yes  Ken Mrozek – yes</p>	<p>A motion was made by Mrozek seconded by Lissner to approve the Open Minutes as presented from the November 15, 2022, Appraisal Board meeting. The motion carried by roll call vote.</p>

<b>Public Comments</b>	TJ McCarthy informed the Board that the ASA, as a national organization, has stepped away from ICAP, and the ASA will no longer be a sponsoring organization of ICAP. There was discussion regarding this issue.	
<b>Licensing and Education Report</b>	<p>The Licensing Report for activity conducted in November 2022 was presented and discussed. A copy of the report is attached to and made a part of these minutes.</p> <p>Jeremy Reed thanked Mary Crocker for all she has done to keep up with the Appraisal education renewals and the AMC renewals.</p> <p>Mary Crocker mentioned, since the last Board meeting, the following have been approved:</p> <ul style="list-style-type: none"> <li>0 Education Courses</li> <li>6 log audits</li> <li>0 Out of State CE request</li> <li>0 Non-Student Activity</li> <li>9 Endorsement Applications</li> <li>2 Application Reviews</li> </ul>	
<b>Investigations Report</b>	The 2022 Investigations Report through the month of November 2022 was presented and distributed. 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 November 2022 was presented and distributed. A copy of this report is attached to and made a part of these minutes.	
<b>Formal Hearing Schedule</b>	There is a Formal Hearing scheduled for February 2, 2023.	
<b>Education Course Approval</b>	There were no education courses for the Board to approve.	
<b>Old Business</b>	Ken Mrozek asked if we are still planning on having a speaker at the January meeting to discuss PAREA (Practical Applications of	

	Real Estate Appraisal). Adrienne Levatino responded that we are planning to have this discussion at the January meeting.	
<b>New Business</b>	<p>Adrienne Levatino reminded the Board that we meet remotely only because the Governor has issued disaster proclamations on a monthly basis and the Secretary correspondingly makes a finding that it is not practical or prudent to meet in person. Ms. Levatino said the Board should be cognizant of the fact that in the future, the Board may resume meeting in person.</p> <p>Adrienne Levatino also reminded the Board if they are contacted by a licensee or a member of the public with a concern or issue involving a situation, a case, or anything to do with their practice, please ask this person to contact the Department directly. Ms. Levatino said the Board must not engage in communication on those topics.</p>	
<b>Motion to go into Closed Session</b>	<p>Roll Call Vote Taken:  Doug Anderson – yes  Gail Lissner – yes  Cecelia Marlow – yes  Patricia McGarr - yes  John McMahan – 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 Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 10:23 a.m. The motion carried by roll call vote.</p>
<b>Closed Session:</b>	<p>The November 15, 2022, closed minutes were reviewed by the Board.</p> <p>There were no pending enforcement actions for the Board to deliberate.</p>	
<b>Motion to go into Open Session</b>	<p>Roll Call Vote Taken:  Doug Anderson – yes  Gail Lissner – yes  Cecelia Marlow – yes  Patricia McGarr - yes  John McMahan – yes  Jonathan Michie – yes</p>	<p>A motion was made by Mrozek and seconded by Michie to go into Open Session at 10:29 a.m. The motion carried by roll call vote.</p>

<p><b>Approval of November 15, 2022, Closed Minutes</b></p> <p><b>November 15, 2022, 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>Mike Morris - yes Ken Mrozek – yes</p> <p>Roll Call Vote Taken: Doug Anderson – yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes John McMahan – yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek – yes</p> <p>There were no cases for deliberation.</p> <p>There were no Consent Orders for the Board to discuss in Closed Session.</p>	<p>A motion was made by Anderson and seconded by Lissner to approve the Appraisal Board Closed Minutes from November 15, 2022. The motion carried by roll call vote.</p> <p>A motion was made by Michie and seconded by McGarr that the Board approve the Department’s maintaining the minutes of all Closed Sessions as closed. The motion carried by roll call vote.</p>
<p><b>Adjournment</b></p>	<p>Roll Call Vote Taken: Doug Anderson – yes Gail Lissner – yes Cecelia Marlow – yes Patricia McGarr - yes John McMahan – yes Jonathan Michie – yes Mike Morris - yes Ken Mrozek – yes</p> <p>The next meeting is scheduled for January 10, 2023.</p>	<p>A motion was made by Lissner and seconded by Mrozek to adjourn the meeting at 10:34 a.m. The motion carried by roll call vote.</p>

# Licensing Report

November 2022

Prepared by Jeremy N Reed

**Filtered By**

- Board = APPRAISAL
- START DATE = 11/01/2022
- END DATE = 11/30/2022

12/2/2022 at 12:38:51 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	7	7	0	1	1,396
555	Licensed Appraiser Education Provider	0	0	0	0	6	19
556	Certified Residential Real Estate Appraiser	0	7	6	0	2	1,841
557	Associate Real Estate Trainee Appraiser	0	9	7	0	0	442
558	Appraisal Management Company	0	1	0	0	10	156
572	Temporary Practice Real Estate Appraiser	0	0	4	0	0	33
573	Licensed Appraiser Pre-Lic Course	0	0	0	0	36	113
575	Licensed Appraiser CE Course	0	2	0	0	138	419
<b>Totals</b>		<b>0</b>	<b>26</b>	<b>24</b>	<b>0</b>	<b>193</b>	<b>4,419</b>

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	1	100.0%	0	0.0%	0	0.0%	1
Repeater	2	1	50.0%	1	50.0%	0	0.0%	2
<b>Total</b>	<b>3</b>	<b>2</b>	<b>66.7%</b>	<b>1</b>	<b>33.3%</b>	<b>0</b>	<b>0.0%</b>	<b>3</b>

Test Program: Certified Residential Appraiser Examination - AR

Exam Type: Certified Residential Appraiser Examination - AR

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	5	4	80.0%	1	20.0%	0	0.0%	5
Repeater	2	0	0.0%	2	100.0%	0	0.0%	2
<b>Total</b>	<b>7</b>	<b>4</b>	<b>57.1%</b>	<b>3</b>	<b>42.9%</b>	<b>0</b>	<b>0.0%</b>	<b>7</b>



**APPRAISAL PROSECUTION REPORT 2022**

**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
<b>JANUARY</b>	19	6	9	0	0	3	1	1	3	2	4	0	0	0	0	1	2	1	0	0
<b>FEBRUARY</b>	16	6	6	1	0	2	1	0	2	5	8	1	0	0	0	1	4	2	0	0
<b>MARCH</b>	17	8	5	1	0	1	2	0	0	6	5	3	0	0	0	0	0	2	0	0
<b>APRIL</b>	15	6	4	3	0	1	1	0	2	4	6	2	0	0	0	0	2	1	0	1
<b>MAY</b>	14	5	6	2	0	0	1	0	4	3	4	1	1	0	0	1	1	0	0	0
<b>JUNE</b>	11	4	4	1	1	0	1	0	2	3	6	1	0	0	0	0	4	1	0	0
<b>JULY</b>	17	12	1	2	1	0	1	0	2	11	5	2	0	0	0	0	2	1	0	0
<b>AUGUST</b>	15	8	3	1	2	0	1	0	3	1	3	2	0	0	1	0	0	0	0	0
<b>SEPTEMBER</b>	27	20	3	1	2	0	1	1	2	12	0	0	0	0	0	0	0	0	0	0
<b>OCTOBER</b>	23	13	7	1	1	0	1	0	4	7	11	1	0	0	0	3	2	5	0	0
<b>NOVEMBER</b>	25	9	12	2	0	1	1	0	1	2	0	0	0	0	0	0	0	0	0	0
<b>DECEMBER</b>											0									
<b>TOTAL</b>								2	25	56	52	13	1	0	1	6	17	13	0	1

NEW CASES		RECEIVED							Nov
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	petition for hearing	reopen	USPAP	TOTAL
				2					2