



Division of Real Estate

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JB PRITZKER	MARIO TRETO, JR.	LAURIE MURPHY
Governor	Secretary	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:	January 9, 2024
Call to Order:	10:00 a.m. – Gail Lissner - Chairperson
Location:	Illinois Department of Financial and Professional Regulation "IDFPR" /Division of Real Estate "DRE" 555 West Monroe Street, 5 th Floor, Conference Room 5C5 Chicago, Illinois 60661 And Via Interactive Video Conference at IDFPR 320 West Washington Street, 3 rd Floor, Conference Room 376 Springfield, Illinois 62786
Board Members Present:	Sara Chambers, Gail Lissner, Jonathan Michie, Christopher Posey, Brian Weaver (Non-Voting)
Board Members Present Via WebEx:	Patricia McGarr, Faiq Mihlar, Mike Morris, Kenneth Mrozek
Board Members Absent:	Douglas Anderson and Cecelia Marlow
Staff Members Present:	Adrienne Levatino – Associate General Counsel, Jeremy Reed – Deputy Director of the Division of Real Estate, Nathaniel Chandler - Chief of Licensing and Education, Brian Weaver – Chief of Boards and Complaints for Real Estate Appraisal, Home Inspection and Auction, Merle Shearer – Chief of Prosecutions, Hector Rodriguez – Chief of Investigations, Devlin Gordon – Division of Real Estate Investigator, Jennifer Rossiter Moreno – Operations Manager, Debra Malinowski – Real Estate Administration and Disciplinary Board Liaison, Susan Sigourney – Appraisal Board Liaison
Guests Present:	Craig Capilla, Rich deVerdier, Scott DiBiasio, TJ McCarthy, Maureen Sweeney

TOPIC	DISCUSSION	ACTION
Call to Order	Chairperson Gail Lissner opened the meeting. Attendance Taken: Sara Chambers - present Gail Lissner – present Patricia McGarr – present via WebEx Faiq Mihlar – present via WebEx Jonathan Michie - present Mike Morris – present via WebEx Ken Mrozek – present via WebEx Christopher Posey – present Adrienne Levatino determined that a quorum of Board Members was not physically present, and that the Board could therefore not take any substantive action at this meeting. Adrienne Levatino explained to that in order to have a quorum, the Board Members must physically attend Appraisal Board Meetings at either the Springfield or Chicago offices pursuant to the Open Meetings Act. Ms. Levatino explained that the Governor's Disaster Proclamation is no longer in effect and if members attend a meeting remotely, they are not counted towards a quorum. Jeremy Reed announced that Merle Shearer has been promoted to the Chief of Prosecutions of the Division of Real Estate. Jeremy Reed also announced that the Division received its highest score ever from the ASC after completing its appraisal audit. Mr. Reed explained that we are on a standard two- year audit cycle now.	The meeting was called to order at 10:00 a.m.
Public Comments	The members of the public introduced themselves. There were no comments.	
Licensing and Education Report	The Licensing Report for activity conducted in December 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.	

	 Nathaniel Chandler provided an update on the 2023 Appraisal continuing education (CE) audit. Mr. Chandler explained the 30 days given to the Appraisers to respond to their audit notice has now passed, and about 65 % of those deficient licensees have responded to our Department. A Board member suggested sending an additional notice to the Appraisal licensees that have not responded to their CE audit notice. Nathaniel Chandler explained there has been discussion to send an additional notice. Adrienne Levatino said she would take this suggestion to the Senior Staff. The Sexual Harassment Prevention Training course was discussed. Nathaniel Chandler explained different options available for a licensee to complete this required course. Mr. Chandler also said that there is a Frequently Asked Question information sheet available on our website: Sexual Harassment Prevention Training course FAQs Susan Sigourney reported that since the last Board meeting, the following have been approved: 8 Education Courses 2 log audits 5 Out of State CE request 0 Non-Student Activity 7 Endorsement Applications 0 Application Reviews 	
Investigations Report	The Investigations Report through the month of December 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. Hector Rodriguez introduced Devlin Gordon, the new Investigator. The Board welcomed Devlin.	
Prosecutions Report	The Prosecutions Report through the month of December 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. Mearle Shearer informed the Board that a new	
	Prosecutor has been hired.	
Formal Hearing Schedule	There were no formal hearings scheduled.	
Old Business	There was no Old Business to discuss.	
New Business	There was no New Business to discuss.	
Adjournment	The next meeting is scheduled for February 13, 2024.	

Licensing Report

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Prepared by Nathaniel Chandler

 START D 	APPRAISAL DATE = 12/01/2023 IE = 12/31/2023 D2:45 PM												
Profession	Profession ProfessionDescription Sponsor_Chg Applications Initial_lic Transitions Renewals Active_Licenses												
553	Certified General Real Estate Appraiser	0	8	6	0	1	1,337						
555	Licensed Appraiser Education Provider	0	1	0	0	0	22						
556	Certified Residential Real Estate Appraiser	0	2	3	0	1	1,690						
557	Associate Real Estate Trainee Appraiser	1	3	5	0	0	320						
558	Appraisal Management Company	0	1	2	0	0	133						
572	Temporary Practice Real Estate Appraiser	0	2	4	0	0	29						
573	Licensed Appraiser Pre-Lic Course	0	3	0	0	0	122						
575	Licensed Appraiser CE Course	0	3	2	0	0	494						
	Totals	1	23	22	0	2	4,147						

12/1/2023 through 12/31/2023 Delivery Method: ALL

Client: Illinois Real Estate Appraiser Program(ILRAP)

Test Program: Certified Residential Appraiser Examination - AR

Exam Type:	Certified Residential	Appraiser Ex	amination - AR	ł.				
	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	1	1	100.0%	0	0.0%	0	0.0%	1
Total	1	1	100.0%	0	0.0%	0	0.0%	1



December 2023 Investigations Report

Column1	Pending/Op en AP Cases	AP Cases 2 months or less		AP Cases Over 6 months	AP Cases over 9 months	AP Cases over 12 months	AP Cases Over 24 months	New Assigned to Investigations AP Cases Received	AP Cases Referred to Pros	AP Cases Closed
January	17	2	8	5	2	0	0	4	0	0
February	17	1	5	7	4	0	0	6	3	3
March	11	1	2	5	3	0	0	1	6	1
April	7							3	4	3
May	7	0	3	2	0	2	0	2	1	1
June	8	1	2	3	0	2	0	5	3	1
July	7	1	3	2	0	1	0	4	3	2
August	8	5	2	0	0	1	0	7	6	0
September	6	2	2	2	0	0	0	2	3	1
October	4	1	2	1	0	0	0	1	2	1
November	3	0	3	0	0	0	0	1	1	1
December	5	1	3	1	0	0	0	2	0	0
Total								38	32	14

APPRAISAL PROSECUTION REPORT 2023

December

	Pending /Open Cases	AP cases less than 2 months	AP cases over 3 months	AP cases over 6 months	over 9		over 24	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
JANUARY	21	6	7	5	1	1	1	0	3	2	5	0	1	0	0	0	2	2	0
FEBRUARY	20	6	5	8	0	1	0	1	0	4	5	0	0	0	0	2	3	0	0
MARCH	23	12	4	6	0	1	0	1	4	8	5	1	1	0	0	1	0	2	0
APRIL	28	14	8	1	5	0	0	2	3	6	1	0	0	0	0	0	1	0	0
MAY	26	9	9	4	4	0	0	0	3	3	5	1	0	0	0	1	1	2	0
JUNE	28	7	13	3	5	0	0	0	2	6	4	1	0	0	0	0	2	1	0
JULY	24	7	7	5	1	4	0	0	3	2	6	2	0	0	0	1	1	2	0
AUGUST	24	8	6	7	1	2	0	0	2	6	6	0	0	0	0	2	2	2	0
SEPTEMBER	23	9	3	7	2	2	0	1	2	5	6	2	1	0	0	1	2	0	0
OCTOBER	22	6	7	5	2	2	0	0	3	3	4	3	1	0	0	0	0	0	0
NOVEMBER	18	5	5	2	4	2	0	1	4	3	7	0	0	0	1	1	5	0	0
DECEMBER	17	3	5	2	3	4	0	0	0	0	1	0	0	0	0	0	1	0	0
TOTAL								6	29	48	55	10	4	0	1	9	20	11	0

NEW	CASES							RECEIVED		Dec
									petition for	
investigations	applicant	CE	applicant	tax	child	pettion	reopen	USPAP	restoration	TOTAL
	w/criminal		sister		support	for				
			discipline			hearing				
0	0	0	0	0	0	0	0	0	0	0
0	0	U	U	0	U	0	0	U	U	U