



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Real Estate

idfpr.illinois.gov

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

LAURIE MURPHY
Director

Real Estate Appraisal Administration and Disciplinary Board
Minutes of Open Session

Meeting Date: August 12, 2025

Location: IDFPR - Division of Real Estate
555 West Monroe Street 5th Floor, Conference Room 5C5
Chicago, IL 60661
And
Via Interactive Video Conference
320 West Washington Street, 2nd Floor, Conference Room 258
Springfield, IL 62786

Board Member(s) Present:
At Chicago Location: Douglas Anderson, Gail Lissner, Patricia McGarr, Jonathan Michie,
Ken Mrozek, Christopher Posey, Brain Weaver (Non-Voting)

Board Member Present
In Springfield Location: Paul David Brown and Faiq Mihlar

Board Member Present via Webex: Salvatore Louise

Division Staff Present: Jeremy Reed – Deputy Director of Real Estate Division
Nathaniel Chandler – Chief of Licensing and Education
Adrienne Levatino – Associate General Counsel
Hector Rodriguez – Chief of Investigations
Kim Prickett – Operations Manager
Tia N. Davis – Division of Real Estate Legislative Liaison
Daniel Kazlauski – Staff Attorney
Jenni Scheck – Staff Attorney
Susan Sigourney – Board Liaison
Maria Lopez – Board Liaison

Guest(s) Present: Jim Blaydes – ICAP
Jamie Illingworth – The CE Shop
Randy Neff - ICAP
Sarah Walsh – ICAP, Chicago and St. Louis Chapters of the Appraisal Institute

Call to Order: The meeting was called to order at 10:00 a.m. by Chair Jonathan Michie. The Board members present constituted a quorum of the Board.

Approval of Minutes: Board members reviewed the Minutes of the Open Session of the July 8, 2025, Appraisal Board meeting. A motion was made by Mrozek and seconded by McGarr to approve those minutes. The motion carried unanimously.

Public Comments: There were no public comments.

Staff Reports:

Licensing: The Licensing Report for activity conducted in July 2025 was presented and distributed. A copy of the report is attached to and made a part of these minutes.

Nathaniel Chandler reported that the Appraiser renewal cycle is in progress. The online renewal will be available for one month after the renewal deadline. Nathaniel Chandler also noted there is a paper renewal and an online renewal help sheet posted on the Department's website for those licensees needing assistance in accessing and completing their online renewal. If appraisers need assistance completing the renewal process, they may email FPR.RealEstateAppraisal@illinois.gov.

Education: Susan Sigourney reported that since the last Board meeting, the following have been approved: One education provider, seven education courses, five log audits, two out of state CE courses, three out of state continuing education (CE) courses, eight endorsement applications, and three application reviews.

A motion was made by Lissner and seconded by McGarr to recommend approval of one appraisal education provider application and seven appraisal education course applications reviewed by Board members:

A new Appraisal Education Provider application was reviewed and approved by Brian Weaver:

- Trusted Advisors GAP Services

Appraisal Courses reviewed and approved by Gail Lissner:

- Trusted Advisors GAP Services (CE) Valuation Bias and Fair Housing Laws and Regulations Synchronous, 7 hours.
- The CE Shop (CE) Valuation Bias and Fair Housing Laws and Regulations Asynchronous, 7 hours.
- The CE Shop (CE) Valuation Bias and Fair Housing Laws and Regulations Asynchronous, 7 hours.

Appraisal Courses reviewed and approved by Doug Anderson:

- ASFMRA (QE) Valuation Bias and Fair Housing Laws and Regulations Synchronous, 8 hours.
- ASFMRA (CE) Valuation Bias and Fair Housing Laws and Regulations Synchronous, 7 hours.
- Appraisal eLearning (CE) 2025 Appraisal Summit Day – 1, 7 hours.
- Appraisal eLearning (CE) 2025 Appraisal Summit Day – 2, 7 hours.

Investigations:

The 2025 Investigations Report through the month of July was presented and distributed. A copy of the report is attached to and made a part of these minutes.

Prosecutions:

The 2025 Prosecutions Report through the month of July was presented and distributed. A copy of the report is attached to and made a part of these minutes.

Formal Hearing Schedule:

There are no Formal Hearings scheduled at this time.

Old Business:

There was no Old Business to discuss.

New Business:

Jonathan Michie informed the Board that the proposed 2026 Appraisal Board Meeting and informal conferences schedule has been added to SharePoint for the Board to review. Adrienne Levatino asked that any Board members who have a conflict with the proposed meeting dates or informal conference dates to contact Susan Sigourney.

Closed Session:

A motion was made at 10:11 a.m. by McGarr and seconded by Lissner to enter Closed Session for the purposes set forth in Sections 2(c)(4), (15) and 21 of the Open Meetings Act. The Motion was passed unanimously upon a roll call vote.

Review of Minutes:

The Board reviewed the closed minutes of the July 8, 2025, Appraisal Board meeting.

Deliberations:

The Board deliberated on pending disciplinary matters.

Motion To Return to Open Session:

A Motion was made at 10:21 a.m. by Anderson and seconded by Mrozek to return to open session. The Motion carried unanimously.

Approval of Closed Minutes: A motion was made by McGarr and seconded by Mrozek to approve the minutes of the closed session of the July 8, 2025, Board meeting as presented and to keep them closed. The motion carried unanimously.

Ratify Actions Taken in Closed Session: A motion was made by Anderson and seconded by McGarr to ratify the recommendations made by the Board in Closed Session. The motion carried unanimously.

Recommendations: There were no deliberations for the Board to consider.

Orders: There was one Consent to Administrative Supervision Order for the Board to consider. A Board member signed the Consent to Administrative Supervision Order on behalf of the Board.

Minutes Remain Closed: A motion was made by Lissner and seconded by McGarr that the minutes of all the closed sessions of the Appraisal Administration and Disciplinary Board remain and be kept closed. The motion carried unanimously.

Adjournment: There being no further business, a motion was made at 10:23 a.m. by McGarr and seconded by Lissner to adjourn the meeting. The motion carried unanimously.

Licensing Report

Prepared by Nathaniel Chandler

July 2025

Filtered By

- Board = APPRAISAL
- START DATE = 07/01/2025
- END DATE = 07/31/2025

8/1/2025 at 3:33:28 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	7	4	0	282	1,430
555	Licensed Appraiser Education Provider	0	1	1	0	0	17
556	Certified Residential Real Estate Appraiser	0	1	4	0	246	1,716
557	Associate Real Estate Trainee Appraiser	0	4	6	0	31	379
558	Appraisal Management Company	0	4	2	0	0	124
572	Temporary Practice Real Estate Appraiser	0	9	9	0	0	63
573	Licensed Appraiser Pre-Lic Course	0	1	1	0	0	91
575	Licensed Appraiser CE Course	0	9	1	0	0	357
Totals		0	36	28	0	559	4,177

Illinois Real Estate Appraiser Program

From: 7/1/2025 To: 7/31/2025

		Pass		Fail		Total
		N	%	N	%	N
Certified General Appraiser Examination	First Time	1	100.00	0	0.00	1
	Repeat	2	100.00	0	0.00	2
	Total	3	100.00	0	0.00	3
Certified Residential Appraiser Examination	First Time	0	0.00	1	100.00	1
	Repeat	1	20.00	4	80.00	5
	Total	1	16.67	5	83.33	6



APPRAISAL INVESTIGATIONS REPORT

JULY 2025

	Current Appraisal Caseload	Cases over 1 Year old	New Appraisal Cases Received	Referred to Prosecutions	Cases Closed in Investigations	
JANUARY	6	0	3	2	0	
FEBRUARY	6	0	1	0	1	
MARCH	8	0	3	0	1	
APRIL	7	0	3	2	2	
MAY	6	0	1	1	1	
JUNE	3	0	0	1	2	
JULY	5	2	5	2	1	
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL			16	8	8	

APPRAISAL PROSECUTION REPORT 2025

JULY

	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	Motion for Rehearing filed
JANUARY	13	6	1	3	0	1	2	2	1	4	1	0	0	0	1	0	0	0	0
FEBRUARY	13	6	1	3	0	1	2	1	0	3	3	0	0	0	0	2	1	0	0
MARCH	14	8	0	3	0	1	2	0	1	4	3	1	0	0	0	1	0	1	0
APRIL	16	7	3	2	1	1	2	0	0	3	0	0	0	0	0	0	0	0	0
MAY	10	6	0	0	2	1	1	1	1	38	44	3	0	0	0	1	36	3	1
JUNE	11	6	1	0	1	2	1	0	2	3	2	0	0	0	0	0	1	1	0
JULY	11	5	3	0	1	1	1	0	0	2	1	0	1	0	0	0	0	0	0
AUGUST											0							0	
SEPTEMBER											0							0	
OCTOBER											0							0	
NOVEMBER											0							0	
DECEMBER											0							0	
TOTAL											54							0	

NEW		CASES		RECEIVED					July	
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	pettion for hearing	reopen	USPAP	petition for restoration	TOTAL
0	1		0	0	0	0	0	1		2