



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

Real Estate Appraisal Administration and Disciplinary Board **Minutes of Open Session**

Meeting Date: March 11, 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, Cecelia Marlow,
Jonathan Michie, Ken Mrozek, Christopher Posey, Brain Weaver (Non-
Voting)

Board Member(s) Present
at Springfield location: Faiq Mihlar

Division Staff Present: Jeremy Reed – Deputy Director of the Division of Real Estate
Nathaniel Chandler – Chief of Licensing and Education
Adrienne Levatino – Associate General Counsel
Hector Rodriguez – Chief of Investigations
Stephen Kehoe- Staff Attorney
Jenni Scheck – Staff Attorney
Daniel Kazlauski – Staff Attorney
Kim Prickett – Operations Manager
Mary Crocker – Appraisal Education
Susan Sigourney – Board Liaison

Guest(s) Present: Jim Blaydes – ICAP
Melissa Cannata – CE Shop
Richard DeVerdier – Real Estate Appraiser

Call to Order: The meeting was called to order at 10:05 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 February 11, 2025, Appraisal Board meeting. A motion was made by McGarr and seconded by Mrozek to approve those minutes. The motion carried unanimously.

Public Comments: There were no comments from members of the public.

Staff Reports:

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

Nathaniel Chandler provided an update on the Appraisal continuing education (CE) citations. There were 64 CE citations sent. 25 appraisers responded; the 39 appraisers that did not respond to the citation will be referred to the Enforcement Unit.

Education: Mary Crocker reported that since the last Board meeting, the following have been approved: 12 education courses, 2 log audits, 8 endorsement applications, and 1 application review.

A motion was made by Lissner and seconded by Anderson to recommend approval of the 12 appraisal education course applications reviewed by the Board members:

Appraisal Courses reviewed and approved by Ken Mrozek:

- ASFMRA (CE) Understanding Conservation Easements Valuation, 8 hours.
- Champions School of Real Estate (QE) Real Estate Appraisal: Practices & Procedures, 30 hours.
- Champions School of Real Estate (QE) Real Estate Appraisal Principles, 30 hours.

Appraisal Courses reviewed and approved by Douglas Anderson:

- Champions School of Real Estate (QE) 2025 15-hour National USPAP Update, 15 hours.
- Champions School of Real Estate (CE) Residential Valuation: Advanced Applications and Case Studies, 14 hours.
- Champions School of Real Estate (CE) 2025 7-Hour National USPAP Update, 7 hours.
- Champions School of Real Estate (CE) Residential Valuation: Report Writing & Case Studies, 14 hours.

Appraisal Courses reviewed and approved by Gail Lissner:

- Champions School of Real Estate (CE) Statistical Analysis & Real Estate Finance, 14 hours.
- Champions School of Real Estate (CE) Ownership Variations & Valuations, 7 hours.

Appraisal Courses reviewed and Jonathan Michie:

- Champions School of Real Estate (CE) Supervisor/Trainee AQB Course, 3 hours.
- Chicago Chapter of the Appraisal Institute (CE) 2025 Conditions of the Chicago Real Estate Market, 7 hours.
- Chicago Chapter of the Appraisal Institute (CE) 2025 Conditions of the Chicago Real Estate Market online, 7 hours.

Investigations:

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

Hector Rodriguez announced a new investigator has been hired.

Prosecutions:

The 2025 Prosecutions Report through the month of February 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:

Brian Weaver and the Board discussed reviewing the outdated experience credit matrix used for appraisers who are upgrading.

New Business:

There was no New Business.

Closed Session:

A motion was made at 10:17 a.m. by McGarr and seconded by Mihlar 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 February 11, 2025, Appraisal Board meeting.

Deliberations:

The Board deliberated on pending disciplinary matters.

Motion To Return to Open Session:

A Motion was made at 10:22 a.m. by McGarr and seconded by Mrozek, to return to open session. The Motion carried unanimously.

Approval of Minutes:

A motion was made by McGarr and seconded by Lissner to approve the minutes of the closed session of the February 11, 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 Mrozek and seconded by McGarr to ratify the actions of the recommendations made by the Board in Closed Session. The motion carried unanimously.

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

Orders: One Consent Order was reviewed and discussed in Closed Session.

Minutes Remain Closed: A motion was made by Lissner and seconded by McGarr that the minutes of the closed session of the February 11, 2025, Appraisal Board remain closed. The motion carried unanimously.

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

Licensing Report

Prepared by Nathaniel Chandler

March 2025

Filtered By

- Board = APPRAISAL
- START DATE = 03/01/2025
- END DATE = 03/31/2025

4/1/2025 at 11:53:08 AM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	9	8	0	0	1,423
555	Licensed Appraiser Education Provider	0	1	1	0	2	19
556	Certified Residential Real Estate Appraiser	0	3	1	0	0	1,719
557	Associate Real Estate Trainee Appraiser	0	6	5	0	0	357
558	Appraisal Management Company	0	0	1	0	0	119
572	Temporary Practice Real Estate Appraiser	0	7	8	0	0	53
573	Licensed Appraiser Pre-Lic Course	0	0	5	0	5	108
575	Licensed Appraiser CE Course	0	9	9	0	31	437
Totals		0	35	38	0	38	4,235

Illinois Real Estate Appraiser Program

From: 3/1/2025 To: 3/31/2025

		Pass		Fail		Total
		N	%	N	%	N
Certified General Appraiser Examination	First Time	0	0.00	1	100.00	1
	Repeat	0	0.00	0	0.00	0
	Total	0	0.00	1	100.00	1
Certified Residential Appraiser Examination	First Time	0	0.00	1	100.00	1
	Repeat	0	0.00	2	100.00	2
	Total	0	0.00	3	100.00	3



APPRAISAL INVESTIGATIONS REPORT

MARCH 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						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL			7	2	2	

APPRAISAL PROSECUTION REPORT 2025

March

	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	2	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																		0	
MAY																		0	
JUNE																		0	
JULY																		0	
AUGUST																		0	
SEPTEMBER																		0	
OCTOBER																		0	
NOVEMBER																		0	
DECEMBER																		0	
TOTAL																		0	

NEW		CASES		RECEIVED					Nov	
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	pettion for hearing	reopen	USPAP	petition for restoration	TOTAL
0	0	0	0	4	0	0	0	0		4