



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Real Estate

idfpr.illinois.gov

JB PRITZKER

MARIO TRETO, JR.

LAURIE MURPHY

Real Estate Appraisal Administration and Disciplinary Board Minutes of Open Session

Meeting Date: May 13, 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, Brian Weaver (Non-Voting)

Board Member Present
In Springfield Location: Faiq Mihlar

Board Member Absent: Cecelia Marlow and Christopher Posey

Division Staff Present: Nathaniel Chandler – Chief of Licensing and Education
Adrienne Levatino – Associate General Counsel
Merle Shearer – Chief of Prosecutions
Hector Rodriguez – Chief of Investigations
Kim Prickett – Operations Manager
Daniel Kazlauski – Staff Attorney
Mary Crocker – Appraisal Education
Susan Sigourney – Board Liaison
Maria Lopez – Board Liaison

Guest(s) Present: Jim Blaydes – ICAP
Melissa Cannata – CE Shop
Richard DeVerdier – MAI, SRA, AI-GRS
Herbert Meyer – Peoria Appraisal Service
Randy Neff – ICAP
Fred Nickl – Williams and Nickl, LLC
Sara Walsh – ICAP, Chicago and St. Louis Chapters of Appraisal Institute

Call to Order: The meeting was called to order at 10:01 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 April 8, 2025, Appraisal Board meeting. A motion was made by McGarr and seconded by Lissner to approve those minutes. The motion carried unanimously.

Public Comments: Herbert Meyer inquired about the Experience Matrix which was an agenda item.

Staff Reports:

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

Nathaniel Chandler informed the Board that the Appraisal Management Companies' ("AMCs") annual National Registry report filing has begun and each AMC must file their report prior to June 30, 2025. If the AMCs file after that date, a late fee will be assessed.

Nathaniel Chandler explained that the upcoming appraisal license renewal cycle will begin July 1. Renewal notices will be sent to the licensees via email with instructions for renewing online through the online services portal and instruction for password resets.

Education: Mary Crocker reported that since the last Board meeting, the following have been approved: 14 education courses, 2 log audits, 1 out of state CE course, 6 endorsement applications, and 5 application reviews.

A motion was made by Mrozek and seconded by McGarr to recommend approval of the 14 appraisal education course applications reviewed by the Board members:

Appraisal Courses reviewed and approved by Douglas Anderson:

- ASFMRA (CE) Livestock Ranch Seminar, 8 hours.
- ASFMRA (CE) Intro to Commercial Greenhouse Appraisal, 8 hours.
- ASFMRA (CE) Detecting Going Concern and Business Value in an Agricultural Operation, 8 hours.
- ASFMRA (CE) Appraising Ag Facilities Equine Seminar, 8 hours.
- ASFMRA (CE) Cost Approach Applications, 8 hours.

Appraisal Courses reviewed and approved by Ken Mrozek:

- Appraiser eLearning (CE) 2025 Val Expo – Day 1, 7 hours.
- Appraiser eLearning (CE) 2025 Val Expo – Day 2, 7 hours.
- Illinois Right of Way Association (CE) The Valuation of Partial Acquisitions, 24 hours.

Appraisal Courses reviewed and Gail Lissner:

- Appraisal Institute (CE) Appraising Restaurants Online, 7 hours.
- Chicago Chapter of the Appraisal Institute (CE) Residential Market Analysis and Highest and Best Use, 14 hours.

Appraisal Course reviewed and Patricia McGarr:

- Appraiser eLearning (CE) Advances Solar Panel Valuation for Appraisers, 7 hours.

Appraisal Courses reviewed and Jonathan Michie:

- Greater St. Louis Chapter (CE) Protecting Yourself Volumes 1 and 2, 2 hours.
- McKissock (CE) The Appraiser’s Guide to the New URAR Asynchronous, 7 hours.

Appraisal Courses reviewed and Christopher Posey:

- McKissock (CE) Scope of Work and the new URAR Synchronous, 4 hours.
- Walitt Solutions (CE) Appraiser’s Guide to the New URAR, 7 hours.

Investigations: The 2025 Investigations Report through the month of April 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 April 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 guideline used for appraisers who are upgrading.

New Business: Ken Mrozek asked if it would be possible for the Board to meet remotely for Appraisal Board meetings. Adrienne Levatino explained that there has not been a statutory change to the Open Meetings Act which would allow Boards to meet remotely. Board members must be physically present at Board meetings. The following is a provision of the Open Meetings Act, which allows for attendance of a Board member at a

meeting “by other means” but only under the narrowly described circumstance.

(5 ILCS 120/7)

Sec. 7. Attendance by a means other than physical presence.

(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; (iii) a family or other emergency; or (iv) unexpected childcare obligations. "Other means" is by video or audio conference.

- Closed Session: A motion was made at 10:19 a.m. by Anderson 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 April 8, 2025 Appraisal Board meeting.
- Deliberations: The Board deliberated on pending disciplinary matters.
- Motion To Return to Open Session: A Motion was made at 10:58 a.m. by Lissner and seconded by Mrozek, to return to open session. The Motion carried unanimously.
- Approval of Closed Minutes: A motion was made by Lissner and seconded by Anderson to approve the minutes of the closed session of the April 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 McGarr and seconded by Mihlar to ratify the recommendations made by the Board in Closed Session. The motion carried unanimously.
- Recommendations: There was one deliberation for the Board to consider. In Case #2022-09205, the Board considered disciplinary measures. The Board signed the Findings of Fact at this meeting.
- Orders: There was one Consent Order and two Consent to Administrative Supervision Orders for the Board to consider. A Board member signed each of the Orders on behalf of the Board.
- Minutes Remain Closed: A motion was made by Mrozek 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 10:59 a.m. by Anderson and seconded by Mihlar to adjourn the meeting. The motion carried unanimously.

Licensing Report

Prepared by Nathaniel Chandler

April 2025

Filtered By

- Board = APPRAISAL
- START DATE = 04/01/2025
- END DATE = 04/30/2025

5/1/2025 at 1:56:23 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	5	4	0	0	1,428
555	Licensed Appraiser Education Provider	0	1	1	0	0	16
556	Certified Residential Real Estate Appraiser	0	1	2	0	1	1,720
557	Associate Real Estate Trainee Appraiser	0	14	8	0	0	365
558	Appraisal Management Company	0	1	1	0	1	121
572	Temporary Practice Real Estate Appraiser	0	12	11	0	0	59
573	Licensed Appraiser Pre-Lic Course	0	0	3	0	1	90
575	Licensed Appraiser CE Course	0	9	12	0	0	339
Totals		0	43	42	0	3	4,138

Illinois Real Estate Appraiser Program

From: 4/1/2025 To: 4/30/2025

		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	2	33.33	4	66.67	6
	Repeat	0	0.00	1	100.00	1
	Total	2	28.57	5	71.43	7



APPRAISAL INVESTIGATIONS REPORT

APRIL 2025

	Current Appraisal Caseload	Cases over 1 Year old	New Appraisal Cases Received	Referred to Prosecutions	Cases Closed in Investigations	
JANAURY	6	0	3	2	0	
FEBRUARY	6	0	1	0	1	
MARCH	8	0	3	0	1	
APRIL	7	0	3	2	2	
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL			10	4	4	

APPRAISAL PROSECUTION REPORT 2025

APRIL

	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	16	7	3	2	1	1	2	0	0	3	1	0	0	0	0	0	0	0	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	petition for hearing	reopen	USPAP	petition for restoration	TOTAL
2	0	0	0	1	0	0	0	0		3