



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: June 10, 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, Salvatore Louise, Patricia McGarr,
Jonathan Michie, Ken Mrozek, Christopher Posey, Brain Weaver (Non-
Voting)

Board Member Present
In Springfield Location: Paul David Brown

Board Member Present via Webex: Cecelia Marlow and Faiq Mihlar

Division Staff Present: Laurie Murphy – Director of Real Estate Division
Jeremy Reed – Deputy Director of Real Estate Division
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
Scott DiBiasio – Appraisal Institute
TJ McCarthy – ASA
Maureen Sweeney

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.

A motion was made by Posey and seconded by Mrozek pursuant to Section 7 (a) of the Open Meetings Act to allow Faiq Mihlar and Cecelia Marlow to attend this meeting by other means because they were prevented from physically attending for employment purposes. The motion carried unanimously.

The Director of the Division of Real Estate, Laurie Murphy, introduced and welcomed Paul David Brown and Salvatore Louise as new members of the Appraisal Board. Paul Brown is filling one of the Certified Residential Real Estate Appraiser Board positions and Salvatore Louise is filling one of the Certified General Real Estate Appraiser positions.

The Director congratulated Patrica McGarr for her re-appointment to the Appraisal Board.

The Director also informed the Board that this is Cecelia Marlow's last Appraisal Board meeting as she is retiring from this Board. Director Murphy thanked Cecelia Marlow for all her years of service to this Board.

The Division of Real Estate staff introduced themselves and welcomed the new Board members.

Approval of Minutes:

Board members reviewed the Minutes of the Open Session of the May 13, 2025, Appraisal Board meeting. A motion was made by McGarr and seconded by Lissner 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 May 2025 was presented and distributed. A copy of the report is attached to and made a part of these minutes.

Susan Sigourney, provided Nathaniel Chandler's report to the board:

- The Appraiser Renewal:
 - The Appraiser renewal will begin July 1, 2025.
 - Renewal notices will be sent out at that time via email to the licensees and these notices will include online renewal instructions.
 - The online portal user IDs and password logins will be emailed beforehand to new users.
 - Paper renewal form with the ePay option will also be available on the Department's website,

- The AMC Annual National Registry Report filings are ongoing.
 - AMCs have until June 30, 2025, to file without incurring a late fee.

Education:

Mary Crocker reported that since the last Board meeting, the following have been approved: 13 education courses, no log audits, 1 out of state CE course, 5 endorsement applications, and 5 application reviews.

A motion was made by Mrozek and seconded by McGarr to recommend approval of the 13 appraisal education course applications reviewed by the Board members:

Appraisal Courses reviewed and approved by Ken Mrozek:

- American Continued Education Institute (CE) Mold A Growing Concern, 8 hours.
- American Continued Education Institute (CE) Victorian Era Architecture for Real Estate Professions, Asynchronous, 4 hours.
- ASFMRA (CE) ASFRMA Midwest Summer Meeting, 4 hours.
- American Society of Appraisers (CE) The Appraiser’s Guide to the New USPAP, 7 hours.
- Appraisal Institute (CE) Practical Applications in Appraising Green Commercial Properties, Asynchronous, 15 hours.
- Chicago Chapter of the Appraisal Institute (CE) 2025 ICAP Seminar, 7 hours.

Appraisal Course reviewed and approved by Douglas Anderson:

- American Society of Appraisers (CE) 2025 ASA International Conference, 15 hours.

Appraisal Courses reviewed and Gail Lissner:

- Appraisal Institute (CE) Essentials of Effective Communication, 3 hours.
- Appraisal Institute (CE) Residential Upzoning: New Challenges and Opportunities for Residential Appraisers, 4 hours.
- Appraisal Institute (CE) Supporting Adjustments and Reporting the Sales Comparison Approach in the New URAR, 3 hours.

Appraisal Course reviewed and Patricia McGarr:

- Chicago Chapter of the Appraiser Institute (CE) Appraisers Beware! Illinois Court Cases, 7 hours

Appraisal Course reviewed and Jonathan Michie:

- Appraisal Institute (CE) Reporting Market Analysis and Better Understanding the New URAR, 4 hours.

Appraisal Course reviewed and Christopher Posey:

- Chicago Chapter of the Appraiser Institute (CE) Nuts and Bolts of Assessment Appeal, 7 hours.

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

The Chief of Investigations, Hector Rodriguez, explained the Investigations process.

Brian Weaver explained the Pre-Investigations process and the Board members involvement when appraisal complaints are received in the Department.

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

The Chief of Prosecutions, Merle Shearer, explained the Prosecutions process.

Formal Hearing Schedule: There are no Formal Hearings scheduled at this time.

Old Business: There was no Old Business to discuss.

New Business: There was no New Business to discuss.

Closed Session: A motion was made at 10:45 a.m. by Lissner and seconded by McGarr 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 May 13, 2025, Appraisal Board meeting.

Deliberations: The Board deliberated on pending disciplinary matters.

Motion To Return to Open Session: A Motion was made at 11:09 a.m. by Anderson and seconded by Lissner, 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 May 13, 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 Mrozek 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.

The Board received a final report reflecting that the Director had taken final action on one Consent Order previously signed by the Board:

2024-05941 (Brad J. Siegel)

Minutes Remain Closed:

A motion was made by Lissner and seconded by Mrozek 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 11:18 a.m. by Posey and seconded by Lissner to adjourn the meeting. The motion carried unanimously.

Licensing Report

May 2025

Prepared by Nathaniel Chandler

Filtered By

- Board = APPRAISAL
- START DATE = 05/01/2025
- END DATE = 05/31/2025

6/3/2025 at 1:40:20 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	7	6	0	0	1,432
555	Licensed Appraiser Education Provider	0	0	0	0	0	16
556	Certified Residential Real Estate Appraiser	0	0	1	0	0	1,719
557	Associate Real Estate Trainee Appraiser	1	12	11	0	0	373
558	Appraisal Management Company	0	1	0	0	0	122
572	Temporary Practice Real Estate Appraiser	0	14	11	0	0	60
573	Licensed Appraiser Pre-Lic Course	0	0	0	0	0	90
575	Licensed Appraiser CE Course	0	13	12	0	0	350
Totals		1	47	41	0	0	4,162

Illinois Real Estate Appraiser Program

From: 5/1/2025 To: 5/31/2025

		Pass		Fail		Total
		N	%	N	%	N
Certified General Appraiser Examination	First Time	0	0.00	2	100.00	2
	Repeat	1	33.33	2	66.67	3
	Total	1	20.00	4	80.00	5
Certified Residential Appraiser Examination	First Time	1	100.00	0	0.00	1
	Repeat	3	33.33	6	66.67	9
	Total	4	40.00	6	60.00	10



APPRAISAL INVESTIGATIONS REPORT

MAY 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	6	0	1	1	1	
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL			11	5	5	

APPRAISAL PROSECUTION REPORT 2025

MAY

	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											0							0	
JULY											0							0	
AUGUST											0							0	
SEPTEMBER											0							0	
OCTOBER											0							0	
NOVEMBER											0							0	
DECEMBER											0							0	
TOTAL											51							0	

NEW CASES		RECEIVED								May
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	petition for hearing	reopen	USPAP	petition for restoration	TOTAL
1	0	35	0	2	0	0	0	0		38