



# 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

**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: September 12, 2023

Call to Order: 10:02 a.m. – Gail Lissner - Chairperson

Location: Illinois Department of Financial and Professional Regulation "IDFPR" /Division of Real Estate "DRE"  
555 West Monroe Street, 5<sup>th</sup> Floor, Conference Room 5C5  
Chicago, Illinois 60661  
And  
Via Interactive Video Conference at IDFPR  
320 West Washington Street, 3<sup>rd</sup> Floor, Conference Room 376  
Springfield, Illinois 62786

Board Members Present: Douglas Anderson, Sara Chambers, Gail Lissner, Cecelia Marlow, Faiq Mihlar, Patricia McGarr, Jonathan Michie, Ken Mrozek, Christopher Posey, Brian Weaver (Non-Voting)

Board Members Absent: Mike Morris

Staff Members Present: Gabriela Nicolau – General Counsel for the Division of Real Estate, Adrienne Levatino – Associate General Counsel, Jeremy Reed - Chief of Licensing and Education, Brian Weaver – Chief of Boards and Complaints for Real Estate Appraisal, Home Inspection and Auction, Jenni Scheck – Staff Attorney, Real Estate Prosecutions, Merle Shearer – Staff Attorney, Real Estate Prosecutions, Mary Crocker – Appraisal Education, Debra Malinowski – Real Estate Administration and Disciplinary Board Liaison, Susan Sigourney – Appraisal Board Liaison

Guests Present: Jim Blaydes, Craig Capilla, Melissa Cannata, Rich DeVerdier, Scott DiBiasio, Randy Neff, Sara Walsh, Edward Williams

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Call to Order</b>	<p>Chairperson Gail Lissner opened the meeting.</p> <p>Attendance Taken:            Douglas Anderson - present            Sara Chambers - present            Gail Lissner – present            Cecelia Marlow - present            Patricia McGarr – present            Jonathan Michie - present            Faiq Mihlar – present            Ken Mrozek – present            Christopher Posey – present</p>	<p>The meeting was called to order at 10:02 a.m.</p>
<b>Review and Approval of Board Minutes</b>	<p>The Board reviewed the Open Minutes from the August 8, 2023, Appraisal Board meeting.</p>	<p>A motion was made by Posey and seconded by McGarr to approve the Open Minutes as presented from the August 8, 2023, Appraisal Board meeting. The motion carried.</p>
<b>Public Comments</b>	<p>Mr. Blaydes asked when the Appraisal Administrative Rules might be completed. Adrienne Levatino explained the staff continues to work on the Rules and that they may be available for internal review within a month.</p>	
<b>Licensing and Education Report</b>	<p>The Licensing Report for activity conducted in August 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.</p> <p>Mr. Reed recommends appraisers renew online immediately to avoid potential issues at the end of the renewal. Mr. Reed also advised that if an appraiser has issues with their username and password, they may contact the call center for assistance (800-560-6420) or send an email to either one of these emails:  <a href="mailto:FPR.RealEstate@illinois.gov">FPR.RealEstate@illinois.gov</a>  <a href="mailto:FPR.RealEstateAppraisal@illinois.gov">FPR.RealEstateAppraisal@illinois.gov</a></p> <p>Mr. Reed explained that the online renewal will remain open for 30 days past the</p>	

	<p>expiration date, but there will be a late fee if the appraiser renews after the renewal date.</p> <p>Mary Crocker reported that since the last Board meeting, the following have been approved:</p> <ul style="list-style-type: none"> <li>12 Education Courses</li> <li>5 log audits</li> <li>4 Out of State CE request</li> <li>1 Non-Student Activity</li> <li>6 Endorsement Applications</li> <li>3 Application Reviews</li> </ul>	
<b>Investigations Report</b>	<p>The 2022 Investigations Report through the month of August 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.</p> <p>Hector Rodriguez reported that the agency has hired three new Investigators who will begin working for the Division in October.</p>	
<b>Prosecutions Report</b>	<p>The 2022 Prosecutions Report through the month of August 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.</p>	
<b>Formal Hearing Schedule</b>	<p>There are no Formal Hearings scheduled.</p>	
<b>Education Course Approval</b>	<p>Courses reviewed and approved by Sara Chambers:</p> <p>The CE Shop (CE) Reviewing Appraisal Valuation Procedures Asynchronous, 7 hours.</p> <p>The CE Shop (CE) Reviewing Property Ownership and Real Estate Markets, 7 hours.</p> <p>The CE Shop (CE) Characteristics Influencing Appraisals, Asynchronous, 6 hours.</p> <p>Appraisal Institute (CE) FHA Appraising – Principles and Procedures, Online, 7 hours</p>	<p>A motion was made by Posey and seconded by McGarr to recommend approval of the 12 Appraisal education courses reviewed by the Board members and presented by Mary Crocker. The motion carried.</p>

	<p>Appraiser eLearning (CE) the Other Appraisal Reports: Exploring Restricted and Oral Appraisal, 7 hours.</p> <p>Course reviewed and approved by Doug Anderson:</p> <p>Appraisal Institute (CE) Expand Your Practice Arbitration Do's and Don'ts Online, 7 hours.</p> <p>Courses reviewed and approved by Jonathan Michie:</p> <p>The CE Shop (CE) Appraisal Ethics and Valuation Bias Asynchronous, 3 hours</p> <p>Appraiser eLearning (CE) The Life of an Appraiser – What Happens Next, 4 hours.</p> <p>Courses reviewed and approved by Gail Lissner:</p> <p>Chicago Chapter (CE) Chief Appraisal Panel-Residential, 4 hours</p> <p>Chicago Chapter (CE) Chief Appraisal Panel-Commercial, 4 hours</p> <p>Appraisal Institute (QE) Review Case Studies – General, 32 hours</p> <p>Course reviewed and approved by Christopher Posey:</p> <p>Appraisal Institute (QE) Review Case Studies – Residential, 15 hours</p>	
<b>Old Business</b>	Adrienne Levatino reminded the Board that the ASC staff will be joining the Appraisal Board meeting in October via Web Ex.	
<b>New Business</b>	There was no new business to discuss.	

<p><b>Motion to go into Closed Session</b></p>	<p>Roll Call Vote Taken:  Doug Anderson - yes  Sara Chambers - yes  Gail Lissner – yes  Cecelia Marlow - yes  Patricia McGarr - yes  Jonathan Michie - yes  Faiq Mihlar – yes  Ken Mrozek – yes  Christopher Posey – yes</p>	<p>A motion was made by Anderson and seconded by Mrozek to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 10:15 a.m. The motion carried by roll call vote.</p>
<p><b>Closed Session:</b></p>	<p>The August 8, 2023, closed minutes were reviewed by the Board.</p> <p>The Board deliberated on pending enforcement actions.</p>	
<p><b>Motion to go into Open Session</b></p> <p><b>Approval of August 8, 2023, Closed Minutes</b></p> <p><b>Ratify Actions Taken in Closed Session</b></p> <p><b>Closed Minutes Remain Closed</b></p> <p><b>Recommendations</b></p> <p><b>The Board signed no Findings of Fact, Conclusions of Law,</b></p>	<p>There were no cases for deliberation.</p>	<p>A motion was made by Posey and seconded by McGarr to go into Open Session at 10:35 a.m. The motion carried.</p> <p>A motion was made by Posey and seconded by Michie to approve the Appraisal Board Closed Minutes from August 8, 2023. The motion carried.</p> <p>A motion was made by Posey and seconded by McGarr to ratify the Board’s actions taken in Closed Session which includes Doug Anderson signing two Consent to Administrative Supervision Orders and Patricia McGarr signing one Consent Order. The motion carried.</p> <p>A motion was made by Posey and seconded by McGarr that minutes of the Closed Sessions of the Appraisal Board remain closed. The motion carried.</p>

<p><b>and Recommendation to the Director</b></p> <p><b>Orders</b></p>	<p>Two Consent to Administrative Supervision Orders and one Consent Order were reviewed and discussed in Closed Session.</p>	<p>The Board concurred in two Consent to Administrative Supervision Orders and one Consent Order.</p>
<p><b>Adjournment</b></p>	<p>The next meeting is scheduled for October 10, 2023.</p>	<p>A motion was made by Posey and seconded by McGarr to adjourn the meeting at 10:37 a.m. The motion carried by roll call vote.</p>

# Licensing Report

Prepared by Jeremy N Reed

# August 2023

**Filtered By**

- Board = APPRAISAL
- START DATE = 08/01/2023
- END DATE = 08/31/2023

9/1/2023 at 3:13:40 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	7	5	0	321	1,454
555	Licensed Appraiser Education Provider	0	0	0	0	0	20
556	Certified Residential Real Estate Appraiser	0	2	3	0	407	1,872
557	Associate Real Estate Trainee Appraiser	4	4	4	0	45	471
558	Appraisal Management Company	0	0	1	0	1	134
572	Temporary Practice Real Estate Appraiser	0	8	8	0	0	31
573	Licensed Appraiser Pre-Lic Course	0	2	2	0	0	120
575	Licensed Appraiser CE Course	0	10	9	0	0	474
<b>Totals</b>		<b>4</b>	<b>33</b>	<b>32</b>	<b>0</b>	<b>774</b>	<b>4,576</b>

8/1/2023 through 8/31/2023  
Delivery Method: ALL

Client: Illinois Real Estate Appraiser Program(ILRAP)

Test Program: Certified General Appraiser Examination - AC

Exam Type: Certified General Appraiser Examination - AC

	Total Tested	Pass	%	Fail	%	Absent	%	Total
Repeater	1	0	0.0%	1	100.0%	1	50.0%	2
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>100.0%</b>	<b>1</b>	<b>50.0%</b>	<b>2</b>

Exam Type: Certified General Appraiser Examination - AC

	Total Tested	Pass	%	Fail	%	Absent	%	Total
Repeater			0.0%		0.0%		0.0%	2
<b>Total</b>			<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>	<b>2</b>

Test Program: Certified Residential Appraiser Examination - AR

Exam Type: Certified Residential Appraiser Examination - AR

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	0	0	0.0%	0	0.0%	1	100.0%	1
Repeater	1	0	0.0%	1	100.0%	2	66.7%	3
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>	<b>1</b>	<b>100.0%</b>	<b>3</b>	<b>75.0%</b>	<b>4</b>

Exam Type: Certified Residential Appraiser Examination - AR

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time			0.0%		0.0%		0.0%	1
Repeater			0.0%		0.0%		0.0%	3
<b>Total</b>			<b>0.0%</b>		<b>0.0%</b>		<b>0.0%</b>	<b>4</b>







