



# IDFPR

Illinois Department of  
Financial and Professional Regulation

Division of Real Estate

[www.idfpr.com](http://www.idfpr.com)

**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: November 14, 2023

Call to Order: 10:00 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, Patricia McGarr, Jonathan Michie, Ken Mrozek,  
Christopher Posey, Brian Weaver (Non-Voting)

Board Member Present via WebEx: Mike Morris

Board Member Absent: Faiq Mihlar

Staff Members Present: Laurie Murphy – Director of the Division of Real Estate,  
Adrienne Levatino – Associate General Counsel, Jeremy Reed –  
Deputy Director of the Division of Real Estate, Nathaniel  
Chandler - Chief of Licensing and Education, Brian Weaver –  
Chief of Boards and Complaints for Real Estate Appraisal,  
Home Inspection and Auction, Hector Rodriguez – Chief of  
Investigations, Monica Gutierrez – Chief of Boards and  
Complaints for Real Estate Brokerage, Merle Shearer – Staff  
Attorney, Real Estate Prosecutions, Jenni Scheck – Staff  
Attorney, Real Estate Prosecutions, Jennifer Rossiter Moreno –  
Operations Manager, Mary Crocker – Appraisal Education,  
Debra Malinowski – Real Estate Administration and  
Disciplinary Board Liaison, Susan Sigourney – Appraisal Board  
Liaison

Guests Present:

Jim Blaydes, Melissa Cannata, Rich DeVerdier, Scott DiBiasio,  
TJ McCarthy, Sara Walsh

TOPIC	DISCUSSION	ACTION
<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 Mike Morris – present via WebEx Ken Mrozek – present Christopher Posey – present</p> <p>Director of Real Estate, Laurie Murphy, announced that Ericka Johnson, former Deputy Director of the Division of Real Estate, has been promoted to Deputy Secretary for the Department. The Director also announced that Jeremy Reed has been promoted to Deputy Director of the Division of Real Estate and Nathaniel Chandler has been promoted to - Chief of Licensing and Education of the Division of Real Estate.</p>	<p>The meeting was called to order at 10:00 a.m.</p>
<b>Review and Approval of Board Minutes</b>	<p>The Board reviewed the Open Minutes from the October 10, 2023, Appraisal Board meeting.</p>	<p>A motion was made by McGarr and seconded by Posey to approve the Open Minutes as presented from the October 10, 2023, Appraisal Board meeting. The motion carried.</p>
<b>Public Comments</b>	<p>The members of the public introduced themselves and there were no comments.</p>	
<b>Licensing and Education Report</b>	<p>The Licensing Report for activity conducted in October 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>Jeremy Reed explained the online renewal for appraisers is no longer available, and that an</p>	

	<p>appraiser may only renew by sending a paper renewal form to our office with their renewal fee and late fee. Mr. Reed explained the paper renewal form is available on our website, <a href="https://www.real-estate-appraisal.com/illinois.gov">Real Estate Appraisal (illinois.gov)</a>.</p> <p>Jeremy Reed informed the Board that the Division is working on the continuing education (CE) audit, and we are running initial reports to identify those appraisers who are deficient in their CE requirements for this renewal.</p> <p>Mary Crocker reported that since the last Board meeting, the following have been approved:</p> <ul style="list-style-type: none"> <li>22 Education Courses</li> <li>3 log audits</li> <li>1 Out of State CE request</li> <li>0 Non-Student Activity</li> <li>11 Endorsement Applications</li> <li>8 Application Reviews</li> </ul>	
<b>Investigations Report</b>	The 2022 Investigations Report through the month of October 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.	
<b>Prosecutions Report</b>	The 2022 Prosecutions Report through the month of September 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.	
<b>Formal Hearing Schedule</b>	There is one formal hearing scheduled for October 19, 2023.	
<b>Education Course Approval</b>	<p>Appraisal Education Provider application reviewed and approved by Brian Weaver:</p> <p>Dennis Badger &amp; Associates, Inc</p> <p>Appraisal Courses approved reviewed and approved by Ken Mrozek:</p>	A motion was made by Mrozek and seconded by McGarr to recommend approval of the 22 Appraisal Education applications reviewed by the Board members and presented by Mary Crocker. The motion carried.

	<p>ASFMRA (CE) 2024-2025 7 Hour National USPAP Update, 7 hours</p> <p>ASFMRA (CE) Appraisal Through the Eyes of the Reviewer, 7 hours</p> <p>Appraiser eLearning (CE) Creating Formulas that Work, 7 hours.</p> <p>Courses approved reviewed and approved by Mike Morris:</p> <p>ASFMRA (CE) Rapid Fire Case Studies 2023, 5 hours</p> <p>ASFMRA (CE) ASFMRA Annual Meeting 2023, 6 hours</p> <p>Courses approved reviewed and approved by Doug Anderson:</p> <p>Appraiser eLearning (CE) Measuring Square Footage with ANSI Z765-2021 Online, 4 hours.</p> <p>McKissock (CE) 2024-2025 7 Hour National USPAP Update Classroom, 7 hours.</p> <p>McKissock (CE) 2024-2025 7 Hour National USPAP Update Course LW- 7 hours.</p> <p>Courses approved reviewed and approved by Sara Chambers:</p> <p>Appraisal Institute (CE) 2024-2025 7 Hour National USPAP Update, 7 hours</p> <p>Appraisal Institute (CE) 2024-2025 7 Hour National USPAP Update Synchronous, 7 hours.</p> <p>Iowa Chapter of the Appraisal Institute (CE) Critical Thinking and Junk Science, 7 hours</p>	
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	<p>The CE Shop (CE) 2024-2025 7 Hour National USPAP Update, 7 hours, Synchronous</p> <p>McKissock (QE) Residential Sales Comparison and Income Approaches, Live Webinar, 15 hours</p> <p>The CE Shop (CE) Reviewing Real Estate Titles Transfers and Contracts Asynchronous, 5 hours.</p> <p>Courses approved reviewed and approved by Gail Lissner:</p> <p>Appraisal Institute (CE) Fundamentals of Appraising Affordable Housing, 7 hours</p> <p>Equity Education (CE) 2024-2025 7 Hour National USPAP Update, 7 hours</p> <p>Iowa Chapter of the Appraisal Institute (CE) Impact on Short Term Rentals, 7 hours</p> <p>Courses approved reviewed and approved by Christopher Posey:</p> <p>Dennis Badger &amp; Associates (CE) 2024-2025 7 Hour National USPAP, 7 hours</p> <p>2024-2025 7 Hour National USPAP Update Course, 7 hours, Asynchronous.</p>	
<b>Old Business</b>	<p>One Board member inquired if there has been feedback from the Appraisal Subcommittee after completing the audit. Adrienne Levatino explained the Appraisal Subcommittee is expected to send a report to the Department in the next several weeks.</p>	
<b>New Business</b>	<p>Gail Lissner asked the Board to review the 2024 Appraisal Board meeting and Informal Conference schedule available on SharePoint.</p>	

	<p>Adrienne Levatino explained that Board members must physically attend board meetings pursuant to the Open Meetings Act. Ms. Levatino added without a quorum of the Board members present at a meeting, the Board is unable to conduct business.</p> <p>Adrienne Levatino informed the Board last year a bill was passed by the legislature and signed by the Governor establishing the Real Estate Valuation Task Force and their first meeting is November 15, 2023, at 11:00 a.m. via WebEx. Ms. Levatino said that Board members are welcome to attend this meeting via WebEx.</p>	
<b>Motion to go into Closed Session</b>	<p>Roll Call Vote Taken:</p> <p>Doug Anderson - yes</p> <p>Sara Chambers - yes</p> <p>Gail Lissner – yes</p> <p>Cecelia Marlow - yes</p> <p>Patricia McGarr - yes</p> <p>Jonathan Michie - yes</p> <p>Mike Morris – yes</p> <p>Ken Mrozek – yes</p> <p>Christopher Posey – yes</p>	<p>A motion was made by Posey and seconded by Michie to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 10:23 a.m. The motion carried by roll call vote.</p>
<b>Closed Session:</b>	<p>The October 10, 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 October 10, 2023, Closed Minutes</b></p> <p><b>Ratify Actions Taken in Closed Session</b></p>		<p>A motion was made by Posey and seconded by Mrozek to go into Open Session at 11:25 a.m. The motion carried.</p> <p>A motion was made by Michie and seconded by Marlow to approve the Appraisal Board Closed Minutes from October 10, 2023. The motion carried.</p> <p>A motion was made by Mrozek and seconded by Anderson to ratify the Board's actions taken in Closed</p>



# Licensing Report

Prepared by Jeremy N Reed

October 2023

## Filtered By

- Board = APPRAISAL
- START DATE = 10/01/2023
- END DATE = 10/31/2023

11/3/2023 at 10:00:35 AM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	11	11	0	56	1,469
555	Licensed Appraiser Education Provider	0	1	1	0	0	21
556	Certified Residential Real Estate Appraiser	0	4	2	0	69	1,885
557	Associate Real Estate Trainee Appraiser	1	10	11	0	43	480
558	Appraisal Management Company	0	2	1	0	0	133
572	Temporary Practice Real Estate Appraiser	0	6	6	0	0	31
573	Licensed Appraiser Pre-Lic Course	0	1	1	0	1	121
575	Licensed Appraiser CE Course	0	12	12	0	1	483
<b>Totals</b>		<b>1</b>	<b>47</b>	<b>45</b>	<b>0</b>	<b>170</b>	<b>4,623</b>

## Portion Statistics Cumulative Illinois Real Estate Appraiser Program

From: 10/1/2023 To: 10/31/2023

		Pass		Fail		Total
		N	%	N	%	N
Certified General Appraiser Examination	First Time	1	50.00	1	50.00	2
	Repeat	0	0.00	0	0.00	0
	<b>Total</b>	<b>2</b>	<b>50.00</b>	<b>2</b>	<b>50.00</b>	<b>4</b>
Certified Residential Appraiser Examination	First Time	4	66.67	2	33.33	6
	Repeat	0	0.00	0	0.00	0
	<b>Total</b>	<b>4</b>	<b>50.00</b>	<b>4</b>	<b>50.00</b>	<b>8</b>





October 2023  
Investigations Report

[illegible]

# APPRAISAL PROSECUTION REPORT 2023

## October

	Pending /Open Cases	AP cases less than 2 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	21	6	7	5	1	1	1	0	3	2	5	0	1	0	0	0	2	2	0
FEBRUARY	20	6	5	8	0	1	0	1	0	4	5	0	0	0	0	2	3	0	0
MARCH	23	12	4	6	0	1	0	1	4	8	5	1	1	0	0	1	0	2	0
APRIL	28	14	8	1	5	0	0	2	3	6	1	0	0	0	0	0	1	0	0
MAY	26	9	9	4	4	0	0	0	3	3	5	1	0	0	0	1	1	2	0
JUNE	28	7	13	3	5	0	0	0	2	6	4	1	0	0	0	0	2	1	0
JULY	24	7	7	5	1	4	0	0	3	2	6	2	0	0	0	1	1	2	0
AUGUST	24	8	6	7	1	2	0	0	2	6	6	0	0	0	0	2	2	2	0
SEPTEMBER	23	9	3	7	2	2	0	1	2	5	6	2	1	0	0	1	2	0	0
OCTOBER	22	6	7	5	2	2	0	0	3	3	4	3	1	0	0	0	0	0	0
NOVEMBER											0								
DECEMBER											0								
TOTAL								5	25	45	47	10	4	0	0	8	14	11	0

NEW		CASES		RECEIVED					Oct	
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	pettion for hearing	reopen	USPAP	petition for restoration	TOTAL
2	0	0	0	0	0	0	1	0	0	3