



# IDFPR

Illinois Department of  
Financial and Professional Regulation

Division of Real Estate

**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:** March 12, 2024

**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 Members Present via WebEx:** Faiq Mihlar and Mike Morris

**Staff Members Present:** Ericka Johnson – Deputy Secretary, Adrienne Levatino –  
Associate General Counsel, Jeremy Reed – Deputy Director of  
the Division of Real Estate, Nathaniel Chandler - Chief of  
Licensing and Education, Merle Shearer – Chief of Prosecutions,  
Brian Weaver – Chief of Boards and Complaints for Real Estate  
Appraisal, Home Inspection and Auction, Hector Rodriguez –  
Chief of Investigations, Stephen Kehoe – Staff Attorney Real  
Estate Prosecutions, Jennifer Rossiter Moreno – Operations  
Manager, Mary Crocker – Appraisal Licensing and Education,  
Susan Sigourney – Appraisal Board Liaison

**Guests Present:** Melissa Cannata, Scott DiBiasio, Maureen Sweeney

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  Faiq Mihlar – present via WebEx  Mike Morris – present via WebEx  Ken Mrozek – present  Christopher Posey – present</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 February 13, 2024, Appraisal Board meetings.</p>	<p>A motion was made by Posey and seconded by McGarr to approve the Open Minutes as presented from the February 13, 2024, Appraisal Board meeting. The motion carried.</p>
<b>Public Comments</b>	<p>Members of the public introduced themselves. There were no comments.</p>	
<b>Licensing and Education Report</b>	<p>The Licensing Report for activity conducted in February 2024 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>Nathaniel Chandler provided an update on the 2023 Appraisal continuing education (CE) audit. Mr. Chandler explained that the Department will be sending a second deficiency letter targeted to the licensees that have not responded to their first CE audit letter.</p> <p>Nathaniel Chandler explained that the Department will be starting the AMC Annual Reports process. Notices will be sent to AMCs to let them know that online access will be available on April 1, 2024.</p>	

	<p>Mary Crocker reported that since the last Board meeting, the following have been approved:</p> <ul style="list-style-type: none"> <li>14 Education Courses</li> <li>2 log audits</li> <li>1 Out of State CE request</li> <li>No Non-Student Activity</li> <li>12 Endorsement Applications</li> <li>1 Application Reviews</li> </ul>	
<b>Investigations Report</b>	The Investigations Report through the month of February 2024 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 Prosecutions Report through the month of February 2024 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>Appraisal Education Course Approval</b>	<p>Appraisal Course reviewed and approved by Douglas Anderson:</p> <p>American Continuing Education Institute (CE) 2024-2025 7 Hour Equivalent USPAP Asynchronous, 7 hours</p> <p>Appraiser eLearning (CE) Appraising Pre-Foreclosure, Short Sales, and REO's, 7 hours.</p> <p>Appraiser eLearning (CE) Manufactured Homes, 7 hours.</p> <p>Appraisal Course reviewed and approved by Ken Mrozek:</p>	<p>A motion was made by Posey and seconded by McGarr to recommend approval of the 14 Appraisal Education applications reviewed by the Board members and presented by Mary Crocker. The motion carried.</p>

	<p>Appraisal Institute (QE) 2024 15 Hour USPAP Equivalent Course Asynchronous, 15 hours</p> <p>Appraiser eLearning (CE) Appraiser Liability 101: Essential Concepts Asynchronous 4 hours.</p> <p>Appraiser eLearning (CE) Depreciated Replacement Cost Asynchronous 4 hours.</p> <p>Appraiser eLearning (CE) Supporting Land Value 4 hours.</p> <p>Appraisal Courses reviewed and approved by Jonathan Michie:</p> <p>Appraiser eLearning (CE) Appraising Complex Properties with Unique Characteristics Asynchronous 3 hours.</p> <p>Appraiser eLearning (CE) Learning Home Measurement: Video Series Asynchronous 5 hours.</p> <p>Appraiser eLearning (CE) The Past Present and Future of Mortgage Appraisal 7 hours.</p> <p>Appraisal Courses reviewed and approved by Sara Chambers:</p> <p>McKissock (CE) Appraising 2-4 Unit Residences Classroom 7 hours.</p> <p>McKissock (CE) Appraising 2-4 Unit Residences Live Webinar 7 hours.</p> <p>McKissock (CE) Appraising 2-4 Unit Residences Asynchronous 7 hours.</p> <p>McKissock (CE) Appraising Complex and Stigmatized Residential Properties 7 hours.</p>	
<b>Formal Hearing Schedule</b>	There were no formal hearings scheduled.	
<b>Old Business</b>	There was no Old Business to discuss.	

<p><b>New Business</b></p>	<p>Maureen Sweeney informed the Board that she was asked to participate before Congress as one of the witnesses in the Appraisal Subcommittee's fourth hearing on appraisal bias sponsored by the OCC in Washington D.C. on February 13, 2024. Patricia McGarr commented that Maureen Sweeney did an excellent job of representing the appraisal industry.</p> <p>Ericka Johnson updated the Board on the Appraisal Task Force and asked the board members, since they are experts in the industry, if they would attend upcoming meetings of the Appraisal Task Force.. Johnson explained that the job of the task force is to inform the Governor's office and the General Assembly of the issues surrounding appraisal bias and how these might be addressed on the statewide level. There was robust discussion regarding topics for upcoming Appraisal Task Force meetings such as issues with property data collectors.</p>	
<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  Mike Morris – yes  Ken Mrozek – yes  Christopher Posey – yes</p>	<p>A motion was made by Posey and seconded by Mrozek to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 10:47 a.m. The motion carried by roll call vote.</p>
<p><b>Closed Session:</b></p>	<p>The closed minutes from the February 13, 2024 meeting 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>A motion was made by Anderson and seconded by Posey to go into Open Session at 11:41 a.m. The motion carried.</p>

<b>Approval of February 13, 2024, Closed Minutes</b>		A motion was made by McGarr and seconded by Posey to approve the Appraisal Board Closed Minutes from February 13, 2024. The motion carried.
<b>Ratify Actions Taken in Closed Session</b>		A motion was made by Posey and seconded by Mrozek to ratify the Board's actions taken in Closed Session which includes Ken Mrozek signing two Consent Orders. The motion carried.
<b>Closed Minutes Remain Closed</b>		A motion was made by McGarr and seconded by Posey that minutes of the Closed Sessions of the Appraisal Board remain closed. The motion carried.
<b>Recommendations</b>	There was one case for deliberation.	
<b>The Board signed one Finding of Fact, Conclusions of Law, and Recommendation to the Director</b>	IDFPR v. Cherron Phillips Case # 2023-01660	The Board adopted the recommendation of the Administrative Law Judge and recommended that the Application of Cherron Phillips for licensure as an Associate Real Estate Appraiser be denied.
<b>Orders</b>	Two Consent Orders were reviewed and discussed in Closed Session.	The Board concurred in two Consent Orders.
<b>Adjournment</b>	The next meeting is scheduled for April 9, 2024.	A motion was made by Michie and seconded by Posey to adjourn the meeting at 11:44 a.m. The motion carried.

# Licensing Report

Prepared by Nathaniel Chandler

## February 2024

### Filtered By

- Board = APPRAISAL
- START DATE = 02/01/2024
- END DATE = 02/29/2024

3/5/2024 at 8:24:29 AM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	9	9	0	2	1,353
555	Licensed Appraiser Education Provider	0	0	0	0	0	22
556	Certified Residential Real Estate Appraiser	0	4	7	0	0	1,700
557	Associate Real Estate Trainee Appraiser	0	8	11	0	2	334
558	Appraisal Management Company	0	0	2	0	0	135
572	Temporary Practice Real Estate Appraiser	0	7	5	0	0	29
573	Licensed Appraiser Pre-Lic Course	0	1	0	0	0	128
575	Licensed Appraiser CE Course	0	11	11	0	0	500
<b>Totals</b>		0	40	45	0	4	4,201

### Illinois Real Estate Appraiser Program

From: 2/1/2024 To: 2/29/2024

		Pass		Fail		Total
		N	%	N	%	N
Certified General Appraiser Examination	First Time	0	0.00	2	100.00	2
	Repeat	1	100.00	0	0.00	1
	<b>Total</b>	1	33.33	2	66.67	3
Certified Residential Appraiser Examination	First Time	1	100.00	0	0.00	1
	Repeat	1	50.00	1	50.00	2
	<b>Total</b>	2	66.67	1	33.33	3







# APPRAISAL PROSECUTION REPORT 2024

## February

	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	12	1	4	2	2	3	0	1	2	1	6	1	0	0	2	0	3	0	0
FEBRUARY	11	2	1	3	0	5	0	2	0	2	3	0	1	0	0	0	2	0	0
MARCH											0								
APRIL											0								
MAY											0								
JUNE											0								
JULY											0								
AUGUST											0								
SEPTEMBER											0								
OCTOBER											0								
NOVEMBER											0								
DECEMBER											0								
TOTAL								3	2	3	9	1	1	0	2	0	5	0	0

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