



# 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: April 9, 2024

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, Patricia McGarr, Faiq Mihlar, Mike Morris, Ken Mrozek, Brian Weaver (Non-Voting)

Board Member Present via WebEx: Cecelia Marlow

Board Members Not Present: Jonathan Michie and Christopher Posey

Staff Members Present: 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, Daniel Kazlauski – Staff Attorney, Jenni Scheck – Staff Attorney, Jennifer Rossiter Moreno – Operations Manager, Nicole Moon – Education - Real Estate Division, Deb Malinowski – Board Liaison, Susan Sigourney – Appraisal Board Liaison

Guests Present: Jim Blaydes, Melissa Cannata, Scott DiBiasio

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Call to Order</b>	<p>Chairperson Gail Lissner opened the meeting.</p> <p style="text-align: center;">Attendance Taken:  Douglas Anderson - present  Sara Chambers - present  Gail Lissner – present  Cecelia Marlow – present via WebEx  Patricia McGarr – present  Faiq Mihlar – present  Mike Morris – present  Ken Mrozek – 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 March 12, 2024, Appraisal Board meetings.</p>	<p>A motion was made by McGarr and seconded by Chambers to approve the Open Minutes as presented from the March 12, 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 March 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 introduced Nicole Moon, our new Education Coordinator for the Division of Real Estate.</p> <p>Nathaniel Chandler informed the Board that the AMC annual report notices will be sent to the AMCs at the beginning of May. Nathaniel Chandler noted the deadline for the AMCs to file their reports is June 30, 2024.</p> <p>Nathaniel Chandler explained that the Department sent a second CE audit deficiency letter targeted to the licensees that have not responded to their first CE audit letter.</p>	

	<p>Susan Sigourney reported that since the last Board meeting, the following have been approved:</p> <ul style="list-style-type: none"> <li>7 Education Courses</li> <li>5 log audits</li> <li>4 Out of State CE request</li> <li>No Non-Student Activity</li> <li>16 Endorsement Applications</li> <li>4 Application Reviews</li> </ul>	
<b>Investigations Report</b>	<p>The Investigations Report through the month of March 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.</p>	
<b>Prosecutions Report</b>	<p>The Prosecutions Report through the month of March 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.</p>	
<b>Appraisal Education Course Approval</b>	<p>Appraisal Courses reviewed and approved by Sara Chambers:</p> <ul style="list-style-type: none"> <li>Aloft (CE) 2024-2025 7 Hour National USPAP Update Course, 7 hours.</li> <li>Appraisal Institute (CE) The Appraiser as an Expert Witness Preparation &amp; Testimony, 15 hours.</li> <li>Greater St. Louis Chapter (CE) Understanding the Construction Draw Sheet, 4 hours.</li> </ul> <p>Appraisal Courses reviewed and approved by Doug Anderson:</p> <ul style="list-style-type: none"> <li>ASFMRA (CE) Introduction to Native American Real Estate Appraisal, 4 hours.</li> </ul>	<p>A motion was made by McGarr and seconded by Mrozek to recommend approval of the 7 Appraisal Education applications reviewed by the Board members and presented by Susan Sigourney. The motion carried.</p>

	<p>ASFMRA (CE) Appraising Agriculture Land in Transition, 8 hours.</p> <p>Appraisal Courses reviewed and approved by Christopher Posey:</p> <p>Appraisal Institution (CE) Appraising Residential Property on Tribal Lands in Closed Market Areas Asynchronous, 4 hours.</p> <p>Appraisal Institution (CE) Impact on Short Term Rentals on Real Estate Valuation, 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.	
<b>New Business</b>	One Board member asked about the current status of the Appraisal Administrative Rule. Adrienne Levatino explained that comments have been received and taken into consideration and informed that Board that the next step will be First Notice with JCAR. Adrienne Levatino thanked the Board for their comments.	
<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>Faiq Mihlar - yes</p> <p>Mike Morris – yes</p> <p>Ken Mrozek – yes</p>	<p>A motion was made by McGarr and seconded by Anderson to go into Closed Session as permitted by Section 2 (c) (4) and (15) of the Open Meetings Act at 10:14 a.m. The motion carried by roll call vote.</p>
<b>Closed Session:</b>	The closed minutes from the March 12, 2024, meeting were reviewed by the Board.	

	The Board deliberated on pending enforcement actions.	
<b>Motion to go into Open Session</b>  <b>Approval of March 12, 2024, Closed Minutes</b>  <b>Ratify Actions Taken in Closed Session</b>  <b>Closed Minutes Remain Closed</b>  <b>Recommendations</b>  <b>The Board signed one Finding of Fact, Conclusions of Law, and Recommendation to the Director</b>  <b>Orders</b>	<p>There were no one cases for deliberation.</p> <p>One Consent Order was reviewed and discussed in Closed Session.</p> <p>The Board received a report that reflected that there were 2 final actions by the Director on Consent Orders previously signed by the Board.</p>	<p>A motion was made by McGarr and seconded by Mihlar to go into Open Session at 10:27 a.m. The motion carried.</p> <p>A motion was made by Anderson and seconded by McGarr to approve the Appraisal Board Closed Minutes from March 12, 2024. The motion carried.</p> <p>A motion was made by Mrozek and seconded by McGarr to ratify the Board’s actions taken in Closed Session, including Gail Lissner signing one Consent Order. The motion carried.</p> <p>A motion was made by Chambers and seconded by McGarr that minutes of the Closed Sessions of the Appraisal Board remain closed. The motion carried.</p> <p>The Board concurred in one Consent Order.</p>

	2010-00438 Andre Thomas 2021-03437 Steve Orłowski	
<b>Adjournment</b>	The next meeting is scheduled for May 14, 2024.	A motion was made by Anderson and seconded by McGarr to adjourn the meeting at 10:28 a.m. The motion carried.

# Licensing Report

Prepared by Nathaniel Chandler

## March 2024

**Filtered By**

- Board = APPRAISAL
- START DATE = 03/01/2024
- END DATE = 03/31/2024

4/3/2024 at 1:16:21 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	7	8	0	0	1,359
555	Licensed Appraiser Education Provider	0	0	0	0	0	17
556	Certified Residential Real Estate Appraiser	0	0	2	0	1	1,703
557	Associate Real Estate Trainee Appraiser	8	4	3	0	3	339
558	Appraisal Management Company	0	1	1	0	0	133
572	Temporary Practice Real Estate Appraiser	0	6	6	0	0	30
573	Licensed Appraiser Pre-Lic Course	0	0	1	0	0	98
575	Licensed Appraiser CE Course	0	7	11	0	0	360
<b>Totals</b>		8	25	32	0	4	4,039

### Illinois Real Estate Appraiser Program

From: 3/1/2024 To: 3/31/2024

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







