



# 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: January 9, 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: Sara Chambers, Gail Lissner, Jonathan Michie, Christopher Posey, Brian Weaver (Non-Voting)

Board Members Present Via WebEx: Patricia McGarr, Faiq Mihlar, Mike Morris, Kenneth Mrozek

Board Members Absent: Douglas Anderson and Cecelia Marlow

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, Merle Shearer – Chief of Prosecutions, Hector Rodriguez – Chief of Investigations, Devlin Gordon – Division of Real Estate Investigator, Jennifer Rossiter Moreno – Operations Manager, Debra Malinowski – Real Estate Administration and Disciplinary Board Liaison, Susan Sigourney – Appraisal Board Liaison

Guests Present: Craig Capilla, Rich deVerdier, Scott DiBiasio, TJ McCarthy, Maureen Sweeney

TOPIC	DISCUSSION	ACTION
<p><b>Call to Order</b></p>	<p>Chairperson Gail Lissner opened the meeting.</p> <p style="text-align: center;">Attendance Taken:  Sara Chambers - present  Gail Lissner – present  Patricia McGarr – present via WebEx  Faiq Mihlar – present via WebEx  Jonathan Michie - present  Mike Morris – present via WebEx  Ken Mrozek – present via WebEx  Christopher Posey – present</p> <p>Adrienne Levatino determined that a quorum of Board Members was not physically present, and that the Board could therefore not take any substantive action at this meeting.</p> <p>Adrienne Levatino explained to that in order to have a quorum, the Board Members must physically attend Appraisal Board Meetings at either the Springfield or Chicago offices pursuant to the Open Meetings Act. Ms. Levatino explained that the Governor’s Disaster Proclamation is no longer in effect and if members attend a meeting remotely, they are not counted towards a quorum.</p> <p>Jeremy Reed announced that Merle Shearer has been promoted to the Chief of Prosecutions of the Division of Real Estate.</p> <p>Jeremy Reed also announced that the Division received its highest score ever from the ASC after completing its appraisal audit. Mr. Reed explained that we are on a standard two- year audit cycle now.</p>	<p>The meeting was called to order at 10:00 a.m.</p>
<p><b>Public Comments</b></p>	<p>The members of the public introduced themselves. There were no comments.</p>	
<p><b>Licensing and Education Report</b></p>	<p>The Licensing Report for activity conducted in December 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>Nathaniel Chandler provided an update on the 2023 Appraisal continuing education (CE) audit. Mr. Chandler explained the 30 days given to the Appraisers to respond to their audit notice has now passed, and about 65 % of those deficient licensees have responded to our Department.</p> <p>A Board member suggested sending an additional notice to the Appraisal licensees that have not responded to their CE audit notice. Nathaniel Chandler explained there has been discussion to send an additional notice. Adrienne Levatino said she would take this suggestion to the Senior Staff.</p> <p>The Sexual Harassment Prevention Training course was discussed. Nathaniel Chandler explained different options available for a licensee to complete this required course. Mr. Chandler also said that there is a Frequently Asked Question information sheet available on our website: <a href="#">Sexual Harassment Prevention Training course FAQs</a></p> <p>Susan Sigourney reported that since the last Board meeting, the following have been approved:</p> <ul style="list-style-type: none"> <li>8 Education Courses</li> <li>2 log audits</li> <li>5 Out of State CE request</li> <li>0 Non-Student Activity</li> <li>7 Endorsement Applications</li> <li>0 Application Reviews</li> </ul>	
<p><b>Investigations Report</b></p>	<p>The Investigations Report through the month of December 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 introduced Devlin Gordon, the new Investigator. The Board welcomed Devlin.</p>	
<p><b>Prosecutions Report</b></p>	<p>The Prosecutions Report through the month of December 2023 was available in SharePoint for the Board to review. A copy of this report</p>	

	<p>is attached to and made a part of these minutes.</p> <p>Mearle Shearer informed the Board that a new Prosecutor has been hired.</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>	There was no New Business to discuss.	
<b>Adjournment</b>	The next meeting is scheduled for February 13, 2024.	

# Licensing Report

Prepared by Nathaniel Chandler

# December 2023

**Filtered By**

- Board = APPRAISAL
- START DATE = 12/01/2023
- END DATE = 12/31/2023

1/2/2024 at 9:02:45 PM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	8	6	0	1	1,337
555	Licensed Appraiser Education Provider	0	1	0	0	0	22
556	Certified Residential Real Estate Appraiser	0	2	3	0	1	1,690
557	Associate Real Estate Trainee Appraiser	1	3	5	0	0	320
558	Appraisal Management Company	0	1	2	0	0	133
572	Temporary Practice Real Estate Appraiser	0	2	4	0	0	29
573	Licensed Appraiser Pre-Lic Course	0	3	0	0	0	122
575	Licensed Appraiser CE Course	0	3	2	0	0	494
<b>Totals</b>		1	23	22	0	2	4,147

12/1/2023 through 12/31/2023  
Delivery Method: ALL

Client: Illinois Real Estate Appraiser Program(ILRAP)

Test Program: Certified Residential Appraiser Examination - AR

Exam Type: Certified Residential Appraiser Examination - AR

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	1	1	100.0%	0	0.0%	0	0.0%	1
Total	1	1	100.0%	0	0.0%	0	0.0%	1





