

**STATE OF CONNECTICUT  
CONNECTICUT REAL ESTATE APPRAISAL COMMISSION  
Minutes of Meeting  
July 11, 2018**

The meeting was called to order by Commissioner John Galvin, at 8:30 a.m. in Plaza North Hearing Room J at 450 Columbus Boulevard, Hartford, Connecticut.

Commission Members Present: John J. Galvin Jr. (Cert. Gen. App. – 5<sup>th</sup> District)  
Shawna M. Baron (Cert. Res. App. – 5<sup>th</sup> District)  
Linda M. Sepso (Cert. Res. App. – 3<sup>rd</sup> District)  
Norris Hawkins (Public Member – 1<sup>st</sup> District)

Commission Members Absent: Gerald Rasmussen (Cert. Gen. App. – 4<sup>th</sup> District)

Commission Vacancies: Certified General Appraiser  
Public Member (2)

Commission Counsel Present: None

DCP Staff Present: Linda Kieft-Robitaille  
Vicky Bullock  
Robin Washbond  
Mike Yates - Intern

Public Present: None

**Note:** The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information contact Richard M. Hurlburt, Director, at (860) 713-6135 or Fax: (860) 706-1202.

Department of Consumer Protection Web Site: [www.ct.gov/dcp](http://www.ct.gov/dcp)  
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## **MINUTES OF PREVIOUS MEETINGS**

It was moved by Commissioner Hawkins, Commissioner Sepso 2<sup>nd</sup>, and the motion carried unanimously to approve the minutes of the June 13, 2018 CT Real Estate Appraisal Commission meeting as presented.

## **COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

## **ASC**

### **ASC Audit – June 11-13, 2018**

The Commission reviewed the ASC Staff Preliminary Compliance Review Findings Report and noted that no compliance issues were found during the audit. The Commission reviewed the letter from ASC Deputy Executive Director, Denise Graves stating that the ASC staff commended Connecticut's appraiser regulatory program and DCP staff for their hard work and dedication.

## **OLD BUSINESS**

### **CE Audit Update/National Registry Report**

Examiner Linda Kieft-Robitaille advised the Commission that audit letters were mailed to 325 appraisers and as of today 23 licensees have not responded to the audit. Examiner Kieft-Robitaille also reported that six (6) certified appraisers and one (1) provisional appraiser have paid CE fines; and that the six certified appraisers were reported to the National Registry.

Examiner Kieft-Robitaille informed the Commission that several appraisers had not completed any CE classes until after they received the Department audit letter and she asked the Commission to review the CE fine system because of this issue.

It was moved by Commissioner Hawkins, Commissioner Sepso 2<sup>nd</sup>, and the motion carried unanimously to add 'Review of CE Penalty Fees' to the September agenda.

### **AQB Criteria Change Discussion**

The Commission discussed the changes to the education and experience Criteria and added the following items to the September agenda for further discussion:

Education:

- How will it impact the administrative staff work load?
- Attorney Bullock to research what changes are necessary to regulations/statutes

- How it will impact reciprocity with other states?
- Should Option #1 be more restrictive (i.e. defining what type of degree)?

Experience:

- Certified Residential: Commission leaning towards 1500 hours / 12 months, but discussion needed if adopted, what are options as to how to adapt supervisors- address it in law module?

### **Webinar Presentations/Requirements Discussion**

After further discussion, the Commission decided to postpone this matter to the September meeting. Attorney Bullock will research to determine if changes should be made to the Regulations or if they can be made through a Commission Policy. The Commission also suggested examining what other schools are doing.

### **LEGAL**

Attorney Vicky Bullock advised the Commission that Leslie O'Brien, DCP Legislative Director, will attend the September meeting.

### **SCHOOL AND COURSE APPLICATIONS**

It was moved by Commissioner Baron, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to add AAL.373, AAL.374 and AAL.375 to the agenda.

AAL.369 – 2018-2019 7 Hour Equivalent USPAP Update Course (online) (OnCourse Learning Corp. dba OnCourse Learning Real Estate)	7 hrs CE
AAL.370 – Evaluating Today’s Residential Appraisal: Reliable Review (McKissock)	7 hrs CE
APR.112 - Appraisal Principles (Real Estate Training and Educational Services)	30 hrs PL
AAL.371 – Ignorance Isn’t Bliss: Understanding an Investigation by a State Regulatory Board or Agency (Appraisal Institute)	4 hrs CE
AAL.372 – Valuation by Comparison: Residential Analysis and Logic (Appraisal Institute)	7 hrs CE
AAL.373 – Basic Hotel Appraising – Limited Service Hotels (online) (McKissock)	7 hrs CE

AAL.374 - Uniform Appraisal Standards for Fed Land (Yellow Book) Course 14 hrs CE  
(McKissock) on-line

AAL.375 – 2018 New England Appraisers Expo Residential Program 7 hrs CE  
(Massachusetts Board of Real Estate Appraisers)

It was moved by Commissioner Sepso, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to approve the above mentioned schools/courses.

**COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY**

None

**ADJOURN**

It was moved by Commissioner Sepso, Commissioner Hawkins 2<sup>nd</sup>, and the motion carried unanimously to adjourn the meeting at 9:50 A.M.

Respectfully submitted,

Robin Washbond  
Commission Secretary

The next meeting of this Commission is scheduled for Wednesday, September 12, 2018 at 8:30 a.m. at 450 Columbus Boulevard, in Hearing Room J, Hartford, CT.