

**STATE OF CONNECTICUT
CONNECTICUT REAL ESTATE APPRAISAL COMMISSION
Minutes of Meeting
June 8, 2016**

The meeting was called to order by Commissioner Baron, at 8:33 a.m. in Room-126 of the State Office Building, 165 Capitol Avenue, Hartford, Connecticut.

Commission Members Present: Gerald Rasmussen (Cert. Gen. App. – 4th District)
(Attended meeting by phone)

John J. Galvin Jr. (Cert. Gen. App. – 5th District)
Shawna M. Baron (Cert. Res. App. – 5th District)
Linda M. Sepso (Cert. Res. App. – 3rd District)
Norris Hawkins (Public Member – 1st District)

Commission Members Absent: None

Commission Vacancies: Certified General Appraiser
Public Member (2)

Commission Counsel Present: Alan Ponanski, Assistant Attorney General

DCP Staff Present: Linda Kieft-Robitaille Richard Maloney
Vicky Bullock Commr. Jonathan Harris
Robin Washbond
Katie Lynch (Intern)

Public Present: Vicki Metcalf Robert Skolnik
Claire Brooks Andrew Ammirati
Joseph Dattilo
Jim Kyle

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
Division E-Mail: DCP.OccupationalProfessional@ct.gov

MINUTES OF PREVIOUS MEETINGS

It was moved by Commissioner Hawkins, Commissioner Galvin 2nd, and the motion carried unanimously to approve the minutes of the May 11, 2016 CT Real Estate Appraisal Commission meeting.

CHAIRMAN CHRISTOPHER ITALIA

Commissioner Galvin acknowledged the passing of Chairman Christopher Italia and honored him for his many years of dedicated service to the Appraisal Commission and Appraisal industry. Commissioner Galvin added that Christopher Italia's commitment to the Appraisal Commission has set a tone in the state that infiltrates through the education, integrity and ethics that other appraisers in this state carry; and that he wished to publically acknowledge Christopher Italia and express his thanks and appreciation.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

Joseph Dattilo appeared before the Commission today to seek guidance concerning reinstating his lapsed certified residential appraisal license. The Commission advised Mr. Dattilo to provide a log of past work along with samples for review by the Commission to determine the hours required as a Provisional. Additionally, 75 hours of pre-licensing education is required to apply for his Provisional license, and a total of 200 hours of coursework required to upgrade to Certified Residential Appraiser.

NEW APPLICANTS

Lia Digioia, RCR applicant – Seeking approval of logs and sample selection

Examiner Linda Kieft-Robitaille informed the Commission that this matter has been postponed until such time that the required samples from Ms. Digioia are received.

LEGAL

2015-164

Attorney Vicky Bullock and Examiner Linda Kieft-Robitaille advised the Commission that a formal hearing on this matter is scheduled for the September 14, 2016 meeting.

OLD BUSINESS

2016 CE Audit

Examiner Linda Kieft-Robitaille reported that 260 audit letters were mailed to appraisers and that approximately 240 responses have been received. Two licensees paid the fine and several will require additional review. The licensees that have not yet responded to the audit letter will receive a second notice and will have until June 15th to respond. UCONN intern, Katie Lynch, has been assisting with the CE audit.

NEW BUSINESS

It was moved by Commissioner Hawkins, Commissioner Sepso 2nd, and the motion carried unanimously to add the 'Policy Regarding Supervisory Appraisers' to the agenda under New Business:

Examiner Linda Kieft-Robitaille read the following policy into the record:

Policy Regarding Supervisory Appraisers

The Real Estate Appraisal Commission's Policy is that all certified appraisers who wish to sponsor a provisional appraiser must have been licensed as a certified appraiser in the state of Connecticut for a minimum of three years, and must be in good standing with no disciplinary action that would prohibit their supervisory role. This applies to supervisory appraisers of both in-state and reciprocal provisional appraisers.

It was moved by Commissioner Galvin, Commissioner Baron 2nd, and the motion carried unanimously to accept the Policy Regarding Supervisory Appraisers.

Presentation from the Appraisal Subcommittee (ASC)

An on-site compliance review of the Connecticut appraiser regulatory program was conducted June 6 – 8th by representatives of the Appraisal Subcommittee (ASC), Policy Managers Vicki Metcalf and Claire Brooks.

After a brief introduction, Ms. Metcalf provided the Commission with a copy of the AQB Criteria and a current ASC Annual Report and highlighted some recent amendments to Title XI including the oversight of: Appraisal Management Companies, reciprocity, and licensed and trainee levels.

Ms. Metcalf identified the Preliminary findings in the areas of:

- **Statutes and Regulations** – *Add Supervisor Appraiser Policy (the Commission acted on this policy at today's meeting)*
- **Temporary Practice** – *Some applications not processed within 5-day timeframe*
- **National Registry** – *Several disciplinary actions not reflected on registry*
- **Applications** – *Individual credentialed without completing appropriate education; more needs to be done when CE audit failure rate is 10% or more*

- **Education** – *More documentation needed on course approvals; CE credit for Commission members is limited to time of one meeting, and one meeting per CE cycle*

Ms. Metcalf noted that the areas of **Reciprocity** and **Enforcement** looked good and explained that the complete ASC Preliminary Findings letter will be communicated to the Department within three weeks and the Department should respond to the Preliminary findings letter within 60 days.

SCHOOL AND COURSE APPLICATIONS

AAL.68 – Case Studies in Appraising Green Residential Buildings (Appraisal Institute)	8 hrs CE
AAL.69 – Online FHA Appraising – Principles & Procedures (Appraisal Institute)	7 hrs CE
AAL.70 – Victorian Era Architecture for Real Estate Professionals – online (Calypso Continuing Education)	3 hrs CE
AAL.71 – General Market Analysis and Highest & Best Use (A290) (American Society of Farm Managers and Rural Appraisers)	18 hrs CE
AAL.72 – Sales Comparison Approach for General Appraisers (A302) (American Society of Farm Managers and Rural Appraisers)	18 hrs CE
APR.32 – Cost Approach for General Appraisers (A301) (American Society of Farm Managers and Rural Appraisers)	30 hrs PL
AAL.73 – Cost Approach for General Appraisers (A301) (American Society of Farm Managers and Rural Appraisers)	18 hrs CE
AAL.74 – Appraising Natural Resources (American Society of Farm Managers and Rural Appraisers)	8 hrs CE
AAL.75 – Mold, A Growing Concern-online (Calypso Continuing Education)	3 hrs CE
APR.33 – General Appraiser Market Analysis Highest and Best Use (McKissock, LLC) on-line	30 hrs PL
APR.34 – General Appraiser Sales Comparison Approach (McKissock, LLC) on-line	30 hrs PL

APR.35 – General Appraiser Site Valuation and Cost Approach
(McKissock, LLC) on-line

30 hrs PL

AAL.76 – Best in Business Ethics
(American Society of Farm Managers and Rural Appraisers)

3 hrs CE

It was moved by Commissioner Baron, Commissioner Sepso 2nd, and the motion carried unanimously to approve the above-mentioned school/course applications as amended.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

Assistant Attorney General Alan Ponanski introduced law school students Robert Skolnik and Andrew Ammirati to the Commission and stated that both are serving internships this summer at the Office of the Attorney General.

ADJOURN

It was moved by Commissioner Baron, Commissioner Hawkins 2nd, and the motion carried unanimously to adjourn the meeting at 10:20 a.m.

Respectfully submitted,

Robin Washbond
Commission Secretary

The next meeting of this Commission is scheduled for Wednesday, July 13, 2016 at 8:30 a.m. - Room 126