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COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

**F I N A L M I N U T E S**

MEETING OF:

**STATE BOARD OF CERTIFIED  
REAL ESTATE APPRAISERS**

TIME: 10:36 A.M.

Held at  
PENNSYLVANIA DEPARTMENT OF STATE  
2601 North Third Street  
One Penn Center, Board Room C  
Harrisburg, Pennsylvania 17110

as well as

**VIA MICROSOFT TEAMS**

Friday, August 19, 2022

1                                   State Board of Certified  
2                                   Real Estate Appraisers  
3                                   August 19, 2022  
4  
5

6 BOARD MEMBERS:  
7

8 Joseph D. Pasquarella, Chairman, Professional  
9 Member - Absent

10 Jeffrey L. Walters, Vice Chairman, Professional  
11 Member - Absent

12 Mark V. Smeltzer Sr., Secretary, Professional  
13 Member

14 John D. Ausherman, Professional Member

15 William T. Stoerrle Jr., Professional Member

16 Michael McFarlane, Professional Member

17 Randy L. Waggoner, Professional Member

18 Martha H. Brown, Esquire, Secretary of the  
19 Commonwealth designee

20 Merna T. Hoffman, Esquire, Deputy Attorney General,  
21 Office of Attorney General Designee

22 Paul H. Wentzel Jr., Senior Legislative Director,  
23 Department of Banking and Securities  
24 Designee  
25  
26

27 BUREAU PERSONNEL:  
28

29 Ronald K. Rouse, Esquire, Board Counsel

30 Ray Michalowski, Esquire, Senior Board Prosecution  
31 Liaison

32 Timothy A. Fritsch, Esquire, Board Prosecutor

33 Amanda Li, Board Administrator, on behalf of Kristel  
34 Hennessy Hemler  
35

36 ALSO PRESENT:  
37

38 Mark Kellerman, President, Assessors' Association  
39 of Pennsylvania

40 Michelle Czekalski Bradley, Chair, Appraisal  
41 Standards Board, CGA, Appraiser Qualifications  
42 Board-Certified USPAP Instructor

43 Claire Brooks, Policy Manager, Appraisal Subcommittee

44 Sarah Whyler, Realtor/Appraisal Coordinator, Charles  
45 E. Brown Real Estate, LLC & Brown Appraisers, LLC

46 Kevin Demko, Esquire, Saltz Nalibotsky

47 Marus Huertas, Advocacy Manager, Pennsylvania  
48 Association of Realtors

49 Edward Heindel, Certified General Appraiser (inactive)

50 Cory Ruda

1 \*\*\*

2 State Board of Certified

3 Real Estate Appraisers

4 August 19, 2022

5 \*\*\*

6 [Pursuant to Section 708(a)(5) of the Sunshine Act, at  
7 9:00 a.m. the Board entered into Executive Session  
8 with Ronald K. Rouse, Esquire, Board Counsel, to have  
9 attorney-client consultations and for the purpose of  
10 conducting quasi-judicial deliberations. The Board  
11 returned to open session at 10:30 a.m.]

12 \*\*\*

13 [Ronald K. Rouse, Esquire, Board Counsel, informed  
14 everyone that the meeting of the State Board of  
15 Certified Real Estate Appraisers was being held in a  
16 hybrid format, in person and by livestreaming  
17 teleconference, pursuant to Act 100 of 2021, which  
18 requires boards to use a virtual platform to conduct  
19 business when a public meeting is held.

20 Mr. Rouse also noted that the Board met in  
21 Executive Session with Board Counsel to have attorney-  
22 client consultations and for the purpose of conducting  
23 quasi-judicial deliberations.]

24 \*\*\*

25 The regularly scheduled meeting of the State

1 Board of Certified Real Estate Appraisers was held on  
2 Friday, August 19, 2022. Ronald K. Rouse, Esquire,  
3 Board Counsel, announced Chairman Joseph Pasquarella  
4 and Vice Chairman Jeffrey Walters would not be  
5 attending the meeting and turned the Board meeting  
6 over to Secretary Mark Smelter.

7 Mark V. Smeltzer Sr., Secretary, Professional  
8 Member, officially called the meeting to order at  
9 10:36 a.m.

10 \*\*\*

11 Roll Call

12 [Mark V. Smeltzer Sr., Secretary, Professional Member,  
13 requested a roll call of Board members.]

14 \*\*\*

15 Introduction of Public Attendees

16 [Mark V. Smeltzer Sr., Secretary, Professional Member,  
17 requested an introduction of public attendees.]

18 \*\*\*

19 Approval of minutes of the July 7, 2022 meeting

20 SECRETARY SMELTZER:

21 Our first order of business is approval  
22 of minutes of the last meeting.

23 Everyone had a chance to read them.

24 Any questions?

25 MR. AUSHERMAN:

1 I'll make a motion to approve the  
2 minutes.

3 MR. WAGGONER:

4 Second.

5 SECRETARY SMELTER:

6 Any discussion? Roll call.

7

8 Mark Smeltzer, aye; John Ausherman, aye;  
9 William Stoerrle, aye; Michael  
10 McFarlane, aye; Randy Waggoner, aye;  
11 Martha Brown, abstain; Merna Hoffman,  
12 aye; Paul Wentzel, aye.

13 [The motion carried. Martha Brown abstained from  
14 voting on the motion.]

15 \*\*\*

16 Report of Prosecutorial Division

17 [Timothy A. Fritsch, Esquire, Board Prosecutor,

18 presented the Consent Agreement for Case No. 21-70-  
19 004299.]

20 SECRETARY SMELTER:

21 Do I hear a motion to accept the Consent  
22 Agreement? Any other discussion?

23 MR. MCFARLANE:

24 So moved.

25 MR. AUSHERMAN:

1 Second.

2 SECRETARY SMELTER:

3 Roll call.

4

5 Mark Smeltzer, yes; John Ausherman, aye;

6 William Stoerrle, aye; Michael

7 McFarlane, aye; Randy Waggoner, aye;

8 Martha Brown, aye; Merna Hoffman, aye;

9 Paul Wentzel, aye.

10 [The motion carried unanimously. That was the matter  
11 of BPOA v. Jerod Scot Byrd, Case No. 21-70-004299]

12

\*\*\*

13 [Ray Michalowski, Esquire, Senior Board Prosecution  
14 Liaison, noted prior Board discussion concerning  
15 types of education, consent agreements, and remedial  
16 cases. He noted expanding the catalog of remedial  
17 education courses for consent agreements. He  
18 mentioned there are a number of schools that are  
19 approved by the Appraisal Subcommittee with the  
20 Appraisal Foundation for course approvals nationally.

21 Mr. Michalowski stated they use the same  
22 criteria the Board uses and are offered in  
23 neighboring states, which would increase the Board's  
24 ability to have a broader scope of courses to offer.

25 He noted there are remedial courses and is

1 considering some of those offerings as well. He  
2 noted the courses are on the website and meet their  
3 standard, though the courses are offered in other  
4 states.

5 Mr. Michalowski mentioned the Board has  
6 typically gone with courses in Pennsylvania other  
7 than the Uniform Standards of Professional Appraiser  
8 Practice (USPAP), which is always offered nationally,  
9 but referred to a link on ASC's website offering a  
10 very broad set of courses.

11 Secretary Smeltzer commented that it is an  
12 excellent idea to have people who are not from the  
13 state come to Pennsylvania for a remedial education  
14 program.

15 Secretary Smeltzer referred to Board discussion  
16 at the last meeting, where the Board was going to  
17 approve remedial programs as long as they were  
18 approved by another state under the Appraisal  
19 Subcommittee (ASC) and the school is registered in  
20 Pennsylvania.

21 Secretary Smeltzer commented that it should be  
22 extended but believed it would be the same way, where  
23 the school would have to register with Pennsylvania  
24 and any of the programs they have in any state would  
25 be approved here.





1                   BPOA v. Russell Bruce Davison, which  
2                   was a matter that was discussed in  
3                   Executive Session, at Case No. 19-70-  
4                   011345.

5                   I believe the Board would  
6                   entertain a motion to adopt the  
7                   Adjudication and Order as presented by  
8                   Board Counsel and to direct Board  
9                   Counsel to prepare the Board's Final  
10                  Order.

11                  Secretary Smeltzer, do you believe  
12                  that the Board would entertain that?

13       SECRETARY SMELTZER:

14                  I believe that they would entertain  
15                  that motion. I do want to just ask for  
16                  any further discussion on this from  
17                  anyone or whether there is anyone in  
18                  attendance who wants to speak on this?

19  
20                  I believe we would entertain that  
21                  motion.

22       MR. AUSERMAN:

23                  I so move.

24       MR. STOERRLE:

25                  Second.

1 SECRETARY SMELTER:

2 Roll call.

3

4 Mark Smeltzer, yes; John Ausherman,  
5 aye; William Stoerrle, aye; Michael  
6 McFarlane, aye; Randy Waggoner, aye;  
7 Martha Brown, aye; Merna Hoffman, aye;  
8 Paul Wentzel, aye.

9 [The motion carried unanimously.]

10

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11 Report of Board Counsel - Miscellaneous

12 [Ronald K. Rouse, Esquire, Board Counsel, noted the  
13 third exposure draft of proposed changes to USPAP was  
14 issued on July 26, 2022, and can be found on The  
15 Appraisal Foundation's website. He noted the  
16 Appraisal Standards Board is requesting written  
17 comments be submitted by September 24, 2022, either  
18 by [surveyMonkey.com/r/asbcomments](https://surveyMonkey.com/r/asbcomments) or the email  
19 address of ASB at [appraisalfoundation.org](https://appraisalfoundation.org). He  
20 mentioned that public comments will be posted for  
21 public view on The Appraisal Foundation's website.

22 Mr. Rouse stated the third exposure draft  
23 proposes the addition of a nondiscrimination section  
24 to the Ethics Rule of USPAP. He noted the  
25 nondiscrimination sections state that appraisers must

1 be knowledgeable and comply with antidiscrimination  
2 laws at the federal, state, and local level,  
3 including the federal Fair Housing Act and the  
4 federal Equal Credit Opportunity Act (ECOA). He also  
5 noted the nondiscrimination section states that a  
6 violation of antidiscrimination laws is a violation  
7 of the Ethics Rule.

8 Mr. Rouse stated ASB extended the 2020-2021  
9 version of USAP through December 31, 2022, on  
10 February 19, 2021, and now is being extended again  
11 through December 31, 2023.

12 Secretary Smeltzer commented that this would  
13 bring their state law into their regulations as far  
14 as what the USPAP Ethics Rule would be requiring  
15 adherence to the state laws on fair housing and  
16 encouraged everyone to read it.

17 Michelle Czekalski Bradley, Chair, Appraisal  
18 Standards Board; CGA, AQB-certified USPAP Instructor,  
19 informed everyone of a webinar on The Appraisal  
20 Foundation's YouTube channel detailing every aspect  
21 of the proposed revision to the Ethics Rule. She  
22 stated USPAP has always required compliance with laws  
23 pertaining to the appraiser or the assignment, and  
24 the concept presented in the nondiscrimination  
25 section is not new to USPAP.

1 Ms. Czekalski Bradley stated ASB is simply  
2 trying to make it clear and that non-appraisers who  
3 are not used to looking at USPAP would have a section  
4 to readily understand the nondiscrimination  
5 requirements in their rules and regulations.]

6

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7 Appointment - Appraisal Subcommittee Grant  
8 Program

9 [Claire Brooks, Policy Manager, Appraisal  
10 Subcommittee, presented to the Board to discuss  
11 grants for state appraiser licensing agencies and  
12 appraisal management company (AMC) licensing  
13 agencies. She informed Board members that the grant  
14 program is a three-year program that began in 2020,  
15 where funding is available up to \$120,000 per year  
16 but requires reapplying every year. She informed  
17 everyone that the Notice of Funding Availability  
18 could be found on the ASC website.

19 Ms. Brooks informed Board members that ASC would  
20 not be taking any new grants until they hire a grants  
21 director. She noted that federal funds should never  
22 be used to supplement expenditures that are already  
23 supported by state funds. She noted the funds could  
24 be used for improvements or expansions to appraiser  
25 and AMC complaint process investigations and

1 enforcement activities and improvements to the  
2 process of submitting data on state credential  
3 appraisers and registered AMCs to the national  
4 registry.

5 Ms. Brooks addressed the application programming  
6 interface (API) that connects the state system to the  
7 national registries, noting it is helpful to staff to  
8 be able to update their system and making  
9 improvements to complaint investigations.

10 Ms. Brooks also mentioned funds could be used for  
11 participation in training and conferences to increase  
12 professional competencies in the management or  
13 regulation of state appraiser and AMC programs. She  
14 commented that there is also expansion of appraiser  
15 credentialing opportunities in underserved markets.

16 Ms. Brooks mentioned ASC has two grants where the  
17 states are implementing a program to train new  
18 appraisers. She noted one of the significant  
19 barriers to entry is a supervisor and they have  
20 developed programs and are offering experience to  
21 trainees in a practicum-type course with different  
22 funded activities that include technology, travel,  
23 communications, and personnel. She explained that  
24 the grants are easier than a typical federal grant  
25 because they are not competitive and ASC helps

1 everyone through the process.

2 Secretary Smeltzer commented that the Board  
3 already has some funding through the state for  
4 conferences and training but would like to send  
5 additional people to events like the AARO Conference  
6 and training and asked whether that would fit into  
7 this. He also asked whether the funding could be used  
8 to hire additional personnel for complaints and  
9 applications and whether they work with their college  
10 system to put together a program to bring in  
11 appraisers, especially in underserved communities.

12 Ms. Brooks explained that hiring state personnel  
13 may be touchy but is an area they are going to look  
14 at further before they start the new Notice of  
15 Funding Availability (NOFA). She noted that their  
16 attorneys are looking at that further because of  
17 concern that reliance on grant funds for personnel  
18 could be a conflict of interest, where Title XI says  
19 the state must provide their own funding and  
20 staffing.

21 Ms. Brooks stated additional training, travel,  
22 and contract reviewers, as long as the training would  
23 benefit the staff or Board, is acceptable and  
24 fundable. She mentioned that South Dakota has  
25 started implementing a program but is a little hung

1 up in getting some of their rules passed because of a  
2 rule change. She stated they are looking at  
3 partnering with South Dakota State University to  
4 develop this program and offered to put the Board in  
5 touch with someone there.

6 Ms. Brooks mentioned Melissa Bond in Mississippi,  
7 where their program is taking off, and next week is  
8 their graduation of their first set of individuals  
9 going through the program. She noted they still have  
10 to pass the test for their license but have gone  
11 through the experience necessary to receive a  
12 license-level credential. She also believed they are  
13 going to help them get through the next step of  
14 receiving a certified residential credential.

15 Mr. Ausherman requested information regarding the  
16 time frame once the application for the grant is  
17 submitted.

18 Ms. Brooks explained that nothing is going to  
19 happen until they hire a new grants director but  
20 should have someone by December, where a new NOFA  
21 should be opened by April 1. She addressed their  
22 Notice of Funding Availability, noting someone would  
23 apply right now for an October grant but grants start  
24 October 1 and April 1. She stated it takes about 45  
25 days to go through the process and the Board should

1 get their application in two months prior.

2 Ms. Brooks informed Board members that the state  
3 would have to have a System for Award Management  
4 (SAM) Account and set up an account in a Payment  
5 Management System. She commented that the  
6 Pennsylvania State Board of Real Estate Appraisers  
7 may never have received a grant and suggested they  
8 contact someone in the finance department.

9 Ms. Brooks offered to send the package of  
10 documents to get things started, especially if the  
11 Board is going to do something as in depth as setting  
12 up a program and working with their community  
13 college. She addressed the process, where the Board  
14 would submit the application, and if ASC sees  
15 anything wrong, the Board would be asked to fix it,  
16 noting ASC works with the Board to make sure it  
17 passes.

18 Mr. Stoerrle commented that the state allows the  
19 Board to send three people to the AARO Conference and  
20 ASC would pay for anything over that but asked  
21 whether the Board could also apply for what the state  
22 has allotted.

23 Ms. Brooks explained that ASC would only pay for  
24 what the state does not fund if the state has already  
25 allotted funds for attendance.



1 Mr. Ausherman asked whether the grant could be  
2 amended at a later time.

3 Ms. Brooks stated amendments could be made, but  
4 it is a little more difficult than continuing with  
5 the activities first requested. She noted that ASC  
6 received the charge to offer the grants through the  
7 Dodd-Frank Act, and as the funds came in from the AMC  
8 programs, part of those funds go toward the grants.

9 Ms. Brooks noted an allowance for supplemental  
10 funds now in NOFA, and if the new grants director  
11 continues to offer those supplemental funds, that can  
12 go over and above the \$120,000 if the state has a  
13 need for something more. She reported that some  
14 states have asked for as little as \$25,000 for small  
15 information technology (IT) upgrades or scanning  
16 documents and others that requested additional funds  
17 beyond that with the supplemental grant.

18 Ms. Brooks noted ASC has given 15 state grants  
19 and over \$2 million. She mentioned there are states  
20 where if they receive a grant, then the state is  
21 actually going to remove funds and some states are at  
22 a surplus. She noted the importance of being very  
23 detailed in the application to avoid a lot of back  
24 and forth.

25 Secretary Smeltzer thanked Ms. Brooks for her

1 time and information. He suggested looking into  
2 whether Pennsylvania has applied for a grant and  
3 reaching out to the finance department for discussion  
4 at the next meeting.]

5 \*\*\*

6 Regulations/Statute - Regulation 16A-7029 Distance  
7 Education (Appraisers & Certified Pennsylvania  
8 Evaluators (CPEs)

9 [Ronald K. Rouse, Esquire, Board Counsel, referred to  
10 Regulation 16A-7029 Distance Education for appraisers  
11 and Certified Pennsylvania Evaluators. He reported  
12 receiving one comment from the Appraisal Institute  
13 expressing their support for the proposed changes  
14 after sending the exposure draft to stakeholders on  
15 July 7, 2022. He noted the Appraisal Institute also  
16 made one suggestion to the annex regarding the  
17 definition of asynchronous, where it reads,  
18 "asynchronous education consists of prerecorded  
19 lectures, webinars, or videos for instruction."

20 Mr. Rouse stated the Appraisal Institute suggests  
21 the language to read, "Using computer-based learning,  
22 prerecorded lectures, webinars, or videos for  
23 construction, students progress at their own pace,  
24 and follow a structured course content and quiz/exam  
25 format." He noted the Appraisal Institute believes



1 Regulation 16A-7030 PAREA, noting an exposure draft  
2 also went out on July 7, 2022. He stated the  
3 Appraisal Institute expressed support for the  
4 proposed changes but suggested the phrase, "an AQB-  
5 approved PAREA program" should be modified throughout  
6 the annex to read, "AN AQB-approved certified  
7 residential PAREA program." He noted it clarifies  
8 the fact that a licensed residential PAREA program  
9 will not be acceptable in Pennsylvania since  
10 Pennsylvania does not have a licensed residential  
11 real estate appraiser classification.

12 Mr. Rouse further explained that the residential  
13 PAREA is going to cover the residential portion of  
14 the general appraiser experience requirement.]

15 \*\*\*

16 MR. ROUSE:

17 With this one, secretary, do you  
18 believe that the Board would entertain  
19 a motion to adopt the proposed annex as  
20 amended and direct Board Counsel to  
21 draft the preamble?

22 SECRETARY SMELTZER:

23 Entertain a motion.

24 MR. AUSHERMAN:

25 So moved.

1 MR. STOERRLE:

2 Second.

3 SECRETARY SMELTER:

4 Do a roll call.

5

6 Mark Smeltzer, yea; John Ausherman,  
7 aye; William Stoerrle, aye; Michael  
8 McFarlane, aye; Randy Waggoner, aye;  
9 Martha Brown, aye; Merna Hoffman, aye;  
10 Paul Wentzel, aye.

11 [The motion carried unanimously.]

12 \*\*\*

13 Applications for Review

14 MR. ROUSE:

15 I believe this was a matter reviewed  
16 and discussed in Executive Session.

17 MS. BROWN:

18 I have a motion to instruct Board  
19 Counsel to draft a letter to the  
20 Applicant consistent with the  
21 discussion held in Executive Session.

22 MR. WAGGONER:

23 Second.

24 SECRETARY SMELTER:

25 Could we have a roll call vote?

1

2

Mark Smeltzer, yea; John Ausherman,

3

aye; William Stoerrle, aye; Michael

4

McFarlane, aye; Randy Waggoner, aye;

5

Martha Brown, aye; Merna Hoffman, aye;

6

Paul Wentzel, aye.

7

[The motion carried unanimously.]

8

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9

Matters for Discussion

10

[Mark Smeltzer, Professional Member, referred to a

11

memorandum from the Appraisal Subcommittee regarding

12

the 2022-2023 7-Hour National USPAP Update Course.

13

Mr. Rouse addressed a report commissioned by the

14

Appraisal Subcommittee, where they found that the

15

fair housing module of the 2022-2023 7-Hour National

16

USPAP Update course was insufficient and failed to

17

provide specific guidance and examples of what is

18

required by law. He noted the content failed to

19

include content from the applicable statutes,

20

including the Fair Housing Act.

21

Mr. Rouse stated the Appraisal Subcommittee

22

directed The Appraisal Foundation to address the

23

concerns raised. He noted The Appraisal Foundation

24

anticipates that new course content will be available

25

by September 30, 2022, and revised course content

1 will be distributed to appraisers who have already  
2 taken the 2022-2023 7-Hour National USPAP Update  
3 course.

4 Mr. Rouse noted the Appraisal Subcommittee will  
5 not criticize states that do not require residential  
6 appraisers to take the 2022-2023 7-Hour National  
7 USPAP Update course until the concerns about the fair  
8 housing model have been fully addressed. He  
9 mentioned that if a state chooses not to require  
10 appraisers to take that update course, appraisers  
11 will have to fulfil the required continuing education  
12 hours with other continuing education offerings and  
13 states will have to document the file accordingly.

14 Secretary Smeltzer did not believe the Board  
15 should make any changes to their requirement but  
16 would like it posted on their site and sent out to  
17 certificate holders and licensees that it has been  
18 updated and they should be looking for those changes  
19 from The Appraisal Foundation.

20 Mr. Rouse offered to speak with Ms. Hemler about  
21 posting the memo to the website and sending out an  
22 email blast.

23 Ms. Brown commented that the credit of  
24 certificate holders who have already taken the course  
25 is good but can only count it once if they retake it.

1 Secretary Smeltzer asked Ms. Bradley whether  
2 there would be training for the instructors on how to  
3 handle the change.

4 Ms. Czekalski Bradley stated her comments are as  
5 a Pennsylvania certified general appraiser and not to  
6 any board she represents. She noted the letter the  
7 Appraisal Subcommittee sent to all of the states has  
8 caused confusion. She commented that there is not  
9 sufficient information about fair housing in the  
10 course, and it is not a fair housing course but a  
11 USPAP course.

12 Ms. Czekalski Bradley stated the ASB worked to  
13 put some information in the course about how the Fair  
14 Housing Act and USPAP intersect, but there was never  
15 an attempt and cannot be an attempt to make the 7-  
16 Hour USPAP course a fair housing course. She  
17 mentioned there are numerous fair housing courses  
18 available to anyone who wishes to take them from a  
19 multitude of different providers. She noted the  
20 update is critical for appraisers to have on a  
21 recurring basis.

22 Ms. Czekalski Bradley explained that anyone who  
23 has taken the USPAP course would still be counted  
24 provided the student has taken an approved USPAP  
25 course. She reported that other states that read the



1 letter have done what Pennsylvania is doing and have  
2 not made any changes. She mentioned she is currently  
3 working on updates to expand and elaborate for  
4 additional information regarding fair housing to be  
5 added into the 7-Hour USPAP course. She noted  
6 instructors would have training on any changes.

7 Mr. Rouse, there is going to be an Association of  
8 Appraiser Regulatory Officials (AARO) Conference in  
9 Washington, D.C., Friday October 14, 2022 through  
10 Monday, October 17, 2022.]

11 MS. BROWN:

12 I make a motion that the Board send the  
13 following three Board members to the  
14 AARO Conference in Washington, D.C., in  
15 October: Mark Smeltzer, John  
16 Ausherman, William Stoerrle.

17 MR. MCFARLANE:

18 I second.

19 MR. WAGGONER:

20 Just a question, does the motion  
21 include that if one of those three  
22 cannot attend, Mike McFarlane would be  
23 the alternate?

24 MS. BROWN:

25 That is a wonderful addition if it

1 does.

2 SECRETARY SMELTER:

3 Could we have a second to that?

4 MR. WAGGONER:

5 Second.

6 SECRETARY SMELTER:

7 Roll call.

8

9 Mark Smeltzer, yea; John Ausherman,  
10 aye; William Stoerrle, aye; Michael  
11 McFarlane, aye; Randy Waggoner, aye;  
12 Martha Brown, aye; Merna Hoffman, aye;  
13 Paul Wentzel, aye.

14 [The motion carried unanimously.]

15 \*\*\*

16 Miscellaneous

17 SECRETARY SMELTER:

18 Do I hear a motion on the election of  
19 officers?

20 MS. BROWN:

21 I nominate Joe Pasquarella to serve as  
22 Board chairman for calendar year 2023.

23 MR. WAGGONER:

24 I second the motion.

25 SECRETARY SMELTER:

1 Roll call.

2

3 Mark Smeltzer, aye; John Ausherman,  
4 aye; William Stoerrle, aye; Michael  
5 McFarlane, aye; Randy Waggoner, aye;  
6 Martha Brown, aye; Merna Hoffman, aye;  
7 Paul Wentzel, aye.

8 [The motion carried unanimously.]

9

\*\*\*

10 MS. BROWN:

11 I nominate Mark Smeltzer to serve as  
12 Board vice chairman for calendar year  
13 2023.

14 MR. AUSERMAN:

15 I second.

16 MR. ROUSE:

17 Any discussion? Roll call.

18

19 Mark Smeltzer, recuse; John Ausherman,  
20 aye; William Stoerrle, aye; Michael  
21 McFarlane, aye; Randy Waggoner, aye;  
22 Martha Brown, aye; Merna Hoffman, aye;  
23 Paul Wentzel, aye.

24 [The motion carried. Mark Smeltzer recused himself  
25 from voting on the motion.]

1

\*\*\*

2 MS. BROWN:

3

I nominate John Ausherman to serve as  
Secretary of the Board for calendar  
year 2023.

6

MR. STOERRLE:

7

I second it.

8

MR. ROUSE:

9

Any discussion? Roll call.

10

11

Mark Smeltzer, aye; John Ausherman,

12

recuse; William Stoerrle, aye; Michael

13

McFarlane, aye; Randy Waggoner, aye;

14

Martha Brown, aye; Merna Hoffman, aye;

15

Paul Wentzel, aye.

16

[The motion carried. John Ausherman recused himself  
from voting on the motion.]

18

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19

[Ronald K. Rouse, Esquire, Board Counsel, announced  
this would have been Jeff Walters' last Board meeting  
and thanked him for his work with the Board as vice  
chair.

23

Secretary Smeltzer also expressed his

24

appreciation for Mr. Walters, noting he had been a

25

very integral part of the Board and encouraged

1 everyone to thank him for his service to the state.

2 Mr. Ausherman thanked Mr. Walters for his years  
3 of service to the Board.

4 Mr. Stoerrle thanked Mr. Walters for being  
5 available to answer questions.]

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7 Report of Board Chairman - No Report

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9 Report of Board Administrator - No Report

10 \*\*\*

11 Applications Committee - No Report

12 \*\*\*

13 Continuing Education Committee - No Report

14 \*\*\*

15 Public Comment/Discussion

16 [Sarah Whyler, Realtor/Appraisal Coordinator, Charles  
17 E. Brown Real Estate, LLC & Brown Appraisers, LLC,  
18 informed Board members that she is hoping to submit  
19 her application to become certified by the end of the  
20 year. She commented that AQB is clear that without  
21 having a college degree there are options available,  
22 and she chose the option that combines college-level  
23 and the College-Level Examination Program (CLEP).

24 Ms. Whyler reported receiving an email after  
25 trying to verify with the state that there were three

1 classes they were not going to accept as CLEP exams.

2 She requested verification that any combination of  
3 the courses listed as long as it meets all of the  
4 topics and hours would be acceptable once she submits  
5 the application.

6 Mr. Rouse informed Ms. Whyler that the Board  
7 cannot give an advisory opinion, but the answer is in  
8 the AQB criteria because there is a specific  
9 combination of courses in the AQB criteria.

10 Ms. Whyler stated she had not submitted the  
11 application yet, noting she had two CLEP courses to  
12 finish but wanted to make sure what she submits is  
13 acceptable. She commented that the finance and  
14 statistics are covered by one CLEP exam called  
15 College Mathematics and then the two elective courses  
16 are covered by one CLEP exam and is taking a College  
17 Composition course for CLEP.

18 Ms. Whyler noted it adds up to be the same amount  
19 of hours and all of the topics are covered but wanted  
20 to make sure the Board would recognize those CLEP  
21 courses in place of the college-level courses.

22 Mr. Rouse commented that a candidate has to make  
23 sure they have 30 semester hours of college-level and  
24 CLEP exams that cover all of the topics and hours  
25 identified in the college-level course option. He

1 suggested Ms. Whyler look for a conversion chart on  
2 The Appraisal Foundation's website.

3 Mr. Rouse explained to Ms. Whyler that she has  
4 not submitted an application to the Board, so the  
5 Board cannot give an advisory opinion on her  
6 application but directed her to what to look at in  
7 order to see what would account for what. He again  
8 referred her to The Appraisal Foundation's website,  
9 where there is a conversion of what college courses  
10 could be acceptable and what CLEP courses could be  
11 acceptable to be within what is mentioned on pages 20  
12 and 21 of the AQB Criteria.]

13 \*\*\*

14 Adjournment

15 SECRETARY SMELTZER:

16 I will entertain a motion to adjourn.

17 MR. MCFARLANE:

18 So moved.

19 MR. WENTZEL:

20 Second.

21 \*\*\*

22 [There being no further business, the State Board of  
23 Certified Real Estate Appraisers Meeting adjourned at  
24 12 p.m.]

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CERTIFICATE

I hereby certify that the foregoing summary minutes of the State Board of Certified Real Estate Appraisers meeting, was reduced to writing by me or under my supervision, and that the minutes accurately summarize the substance of the State Board of Certified Real Estate Appraisers meeting.



Cory Ruda,  
Minute Clerk  
Sargent's Court Reporting  
Service, Inc.



STATE BOARD OF CERTIFIED  
REAL ESTATE APPRAISERS  
REFERENCE INDEX

August 19, 2022

	TIME	AGENDA
1		
2		
3		
4		
5		
6		
7		
8		
9		
10	9:00	Executive Session
11	10:30	Return to Open Session
12		
13	10:36	Official Call to Order
14		
15	10:36	Roll Call
16		
17	10:37	Introduction of Public Attendees
18		
19	10:39	Approval of Minutes
20		
21	10:40	Report of Prosecutorial Division
22		
23	10:52	Report of Board Counsel
24		
25	10:58	Appointment - Claire Brooks, Policy
26		Manager, Appraisal Subcommittee
27		Grant Program Presentation
28		
29	11:30	Regulations/Statute
30		
31	11:37	Applications
32		
33	11:38	Matters for Discussion
34		
35	11:51	Public Comment/Discussion
36		
37	12:00	Adjournment
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