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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  
VIA VIDEOCONFERENCE**

TIME: 10:31 A.M.

Thursday, June 24, 2021

1                                    State Board of Certified  
2                                    Real Estate Appraisers  
3                                    June 24, 2021  
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6 BOARD MEMBERS:  
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8 Joseph D. Pasquarella, Chairman, Professional  
9 Member  
10 Jeffrey L. Walters, Vice Chairman, Professional  
11 Member  
12 Mark V. Smeltzer Sr., Secretary, Professional  
13 Member  
14 John D. Ausherman, Professional Member - Absent  
15 David Matthews, Professional Member  
16 William T. Stoerrle Jr., Professional Member  
17 Michael McFarlane, 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 - Absent  
25  
26

27 BUREAU PERSONNEL:  
28

29 Ronald K. Rouse, Esquire, Board Counsel  
30 Carolyn DeLaurentis, Deputy Chief Counsel, Prosecution  
31 Division  
32 Dean F. Picarella, Esquire, Senior Board Counsel  
33 James McMaster, Legal Extern, Office of General  
34 Counsel  
35 Ray Michalowski, Esquire, Senior Board Prosecution  
36 Liaison  
37 Marc Farrell, Deputy Policy Director, Department of  
38 State  
39 Kristel Hennessy Hemler, Board Administrator  
40 Theodore Stauffer, Executive Secretary, Bureau of  
41 Professional and Occupational Affairs  
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State Board of Certified  
Real Estate Appraisers  
June 24, 2021

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ALSO PRESENT:

- Neal Fenochietti, Policy Manager, Appraisal Subcommittee of the Federal Financial Institutions Examination Council
- Larry Shubert, CPE, Assessors' Association of Pennsylvania - Retired
- R. Scott Hartman, SRA, Appraisal Institute
- Renee Reynolds, Director, State Tax Equalization Board
- Teresa Cochran, Executive Director, Assessors' Association of Pennsylvania
- Randy L. Waggoner, CPE, Assessors' Association of Pennsylvania
- Michelle Czekalski Bradley, Chair, Appraisal Standards Board, CGA, Appraiser Qualifications Board-Certified USPAP Instructor

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2 State Board of Certified

3 Real Estate Appraisers

4 June 24, 2021

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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.]

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13 [Theodore Stauffer, Executive Secretary, Bureau of  
14 Professional and Occupational Affairs, noted the  
15 meeting was being recorded, and those who remained on  
16 the line were giving their consent to be recorded.]

17 \*\*\*

18 [Ronald K. Rouse, Esquire, Board Counsel, informed  
19 everyone that the meeting of the State Board of  
20 Certified Real Estate Appraisers was being held by  
21 teleconference pursuant to an extension to Governor  
22 Wolf's March 16, 2020 waiver of the physical presence  
23 requirement in Section 4(i) of the Real Estate  
24 Appraisers Certification Act.]

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1           The regularly scheduled meeting of the State  
2 Board of Certified Real Estate Appraisers was held on  
3 Thursday, June 24, 2021. Joseph D. Pasquarella,  
4 Chairman, Professional Member, officially called the  
5 meeting to order at 10:31 a.m.

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7 Roll Call

8 [Joseph D. Pasquarella, Chairman, Professional Member,  
9 requested a roll call of Board members.]

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11 Introduction of Public Members

12 [Joseph D. Pasquarella, Chairman, Professional Member,  
13 introduced Neal Fenchietti.

14 Neal Fenchietti, Policy Manager, Appraisal  
15 Subcommittee of the Federal Financial Institutions  
16 Examination Council, looked forward to getting to know  
17 everyone in Pennsylvania.

18 Chairman Pasquarella requested an introduction of  
19 public members.]

20

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21 Approval of minutes of the May 20, 2021 meeting

22 CHAIRMAN PASQUARELLA:

23                       Let's call for approval of the minutes  
24                       from the May 20, 2021 meeting.

25 MR. STOERRLE:

1 I would make a motion that we approve  
2 the minutes.

3 CHAIRMAN PASQUARELLA:

4 Do I have a second?

5 MR. MATTHEWS:

6 Second.

7 CHAIRMAN PASQUARELLA:

8 All in favor of the motion, say aye.

9 Any opposed, say nay.

10 [The motion carried unanimously.]

11 \*\*\*

12 Report of Prosecutorial Division

13 [Ray Michalowski, Esquire, Senior Board Prosecution  
14 Liaison, noted no cases to report today but offered to  
15 answer any questions.

16 Mr. Michalowski mentioned prior discussion at the  
17 last meeting regarding prosecution preparing a  
18 presentation for the August meeting to discuss some  
19 general questions the Board had about prosecution  
20 cases and complaints. He offered to present the  
21 report today for the benefit of Mr. Fenochietti  
22 visiting from the Appraisal Subcommittee.

23 Chairman Pasquarella mentioned there was not  
24 enough time today and that it would be discussed a  
25 little more in depth with the chair report. He

1 informed Mr. Michalowski of suggestions posted to the  
2 website and suggested he review those for discussion  
3 during his report in August.

4 Mr. Michalowski offered to address those topics  
5 as a separate appointment for the next meeting after  
6 the prosecutorial presentation as an actual timed  
7 appointment, so people can be aware of when it  
8 occurs.]

9

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10 Report of Board Counsel

11 [Ronald K. Rouse, Esquire, Board Counsel, referred to  
12 the proposed annex for 16A-7026 regarding Act 88 of  
13 2020 amendments to the Assessors Certification Act.  
14 He stated the Board discussed amending the regulations  
15 pursuant to the amendment of the practice act. He  
16 mentioned everyone was informed at the last meeting  
17 that the annex was released as an exposure draft to  
18 assessors and appraisers on March 12, 2021, and  
19 stakeholders had until April 30 to submit written  
20 comments.

21 Mr. Rouse reported two written comments as of  
22 April 30, 2021, which were discussed at the May 20,  
23 2021 Board meeting. He noted Board counsel was  
24 directed to make amendments to proposed regulation  
25 16A-7026 recommended by Robert Luciani.

1           Mr. Rouse referred to the proposed regulation  
2 change identified in § 36.204, where the word  
3 "assessors" was changed to "individuals" to now read,  
4 "individuals and revaluation company personnel who  
5 receive certification as a Pennsylvania evaluator may  
6 perform appraisals of real property only in limited  
7 circumstances for tax assessment/governmental  
8 purposes."

9           Mr. Rouse also noted the Board requested a change  
10 based on Mr. Luciani's recommendation in § 36.221  
11 regarding the qualifications for certification as a  
12 Pennsylvania evaluator. He stated the Board  
13 originally had an amendment for § 36.221(a)(4), where  
14 the candidate must have successfully completed a  
15 minimum of 90 hours of basic courses of study approved  
16 by the board covering the appraisal assessing  
17 profession or any other professional courses  
18 acceptable to the board.

19           Mr. Rouse noted it to also state that the basic  
20 course of study shall include instruction on judicial  
21 interpretation of the uniformity clause of the  
22 Constitution of Pennsylvania. He noted it to also  
23 read, at the discretion of the county commissioners of  
24 a county, the county may reimburse county assessors  
25 for the costs of completing the courses of study



1 required by this subsection.

2 Mr. Rouse mentioned the addition of subsection  
3 (4)(a) to read, "has successfully completed the 15-  
4 hour National Uniform Standards of Professional  
5 Appraiser Practice (USPAP) course as taught by an  
6 Appraiser Qualifications Board (AQB)-certified USPAP  
7 instructor. The 15-hour National USPAP course shall be  
8 completed in addition to the 90 hours of basic courses  
9 of study covered by the appraisal assessing profession  
10 required by subsection (4)."

11 Mr. Rouse also noted subsection (a)(1) was added  
12 to § 36.222 regarding required courses of study to  
13 read, "15-hour National USPAP course required." He  
14 noted in addition to the minimum 90 hours of courses  
15 in the appraisal assessing profession, an applicant  
16 must complete the 15-hour National USPAP course.

17 Chairman Pasquarella referred to § 36.204, where  
18 individuals and revaluation company personnel who  
19 receive certification as a Pennsylvania evaluator may  
20 perform appraisals of real property only in limited  
21 circumstances, that is, for tax assessment and  
22 governmental purposes. He suggested removing  
23 governmental because the government, possibly  
24 requesting an appraisal for purposes of condemnation  
25 or eminent domain, would an assessor be the person to

1 do the appraisal for eminent domain purposes. He  
2 noted not seeing the use by government other than for  
3 assessment purposes.

4 Randy L. Waggoner, CPE, Assessors' Association of  
5 Pennsylvania, referred to a section in the county code  
6 that states if the county commissioners are looking to  
7 purchase a piece of ground for county use, not eminent  
8 domain, but looking to purchase or to sell a piece of  
9 county property, the county code allows the  
10 commissioners to ask their chief assessor as well as  
11 get an appraisal by a licensed Pennsylvania appraiser,  
12 and those two appraisals can be used in determining  
13 the value for sale or purchase.

14 Mr. Waggoner agreed with Chairman Pasquarella and  
15 did not feel government purpose is eminent domain and  
16 might be a reference to that county code section.

17 Chairman Pasquarella noted not being aware of  
18 that county code and suggested Mr. Rouse address that  
19 in a later version or refer to the county code that  
20 was mentioned.

21 Chairman Pasquarella stated if a county were to  
22 purchase or sell a property, the chief assessor can  
23 conduct an evaluation of that property in conjunction  
24 with an independent real estate appraiser, noting the  
25 need to work that in or clarify governmental purposes.

1 Mr. Rouse noted it is possible to clarify  
2 governmental purposes in the definition section.

3 Chairman Pasquarella commented that it is too  
4 open-ended at just governmental purposes for reasons  
5 Mr. Waggoner indicated and would tighten it a little  
6 and maybe refer to that code.

7 Chairman Pasquarella questioned whether there are  
8 any other areas where the government would require or  
9 request an appraisal on behalf of a governmental  
10 entity other than condemnation.

11 Mr. Waggoner could not think of any other than  
12 for the purchase or sale of county property other than  
13 eminent domain.

14 Mr. Rouse suggested, "for the purposes of this  
15 section, governmental purposes means" and will also do  
16 some research to see if there are any other situations  
17 where this would apply.

18 Mr. McFarlane recommended adding "ad valorem" in  
19 the definitions of governmental purposes and the  
20 interpretation Mr. Waggoner cited, if correct.

21 Mr. Waggoner referred to county Code § 2306  
22 regarding fair market value, where it says to be  
23 determined by the county commissioners in consultation  
24 with two of the following: the county assessor,  
25 certified broker-appraiser, or certified real estate

1 appraisers doing business within the county.

2 Mr. Smeltzer referred to § 36.261(a), where it  
3 reads after 2007, it is the 7-hour National USPAP and  
4 recommended removing 2007 to just read the 7-hour  
5 National USPAP Update.

6 Mr. Rouse mentioned prior discussion regarding  
7 continuing education when it comes to certified real  
8 estate appraisers and discussion with AQB about adding  
9 valuation bias, fair housing, and/or equal opportunity  
10 as a possible subject for continuing education. He  
11 questioned whether that would be a matter for  
12 assessors in the amended regulation.

13 Mr. Waggoner stated there were already a couple  
14 of approved continuing education courses concerning  
15 fair housing. He noted Ms. Cochran just texted him  
16 confirming the courses.

17 Mr. McFarlane commented that certified  
18 Pennsylvania evaluators (CPEs) should likewise be  
19 sensitive and educated on topics surrounding fair  
20 housing, particularly empirical issues, and  
21 continuing education should include CPEs as well.

22 Mr. Rouse questioned how the Board felt if  
23 valuation bias, fair housing, and/or equal opportunity  
24 were added as part of § 36.262 regarding continuing  
25 education.

1 R. Scott Hartman, SRA, Appraisal Institute,  
2 commented that the Appraisal Institute started the  
3 discussion on the 5-hour course and making it  
4 mandatory and would also like to offer that. He noted  
5 the CPEs wanted to be treated as equals before the  
6 Board for the past eight years to the extent that the  
7 Appraisal Institute helped pushed the legislature to  
8 get specific seats reserved on the Board for CPEs.

9 Mr. Waggoner stated, as an extension of that and  
10 what was covered the last time, there would be no  
11 reason why assessors would be exempt from a mandatory  
12 one-time or two-time 5-hour course on appraisal bias.

13 Mr. Smeltzer suggested inserting a provision  
14 similar to what is being proposed with the Real Estate  
15 Appraisers Certification Act to have a mandatory class  
16 and have language similar to what the Real Estate  
17 Commission uses, where there would be flexibility to  
18 add a mandatory program to focus on a current issue in  
19 a continuing education cycle.

20 Michelle Czekalski Bradley, CGA, AQB-certified  
21 USPAP Instructor, Chair, Appraisal Standards Board,  
22 agreed with Mr. Hartman, where it is important that  
23 all members under the jurisdiction of the Pennsylvania  
24 State Board of Certified Real Estate Appraisers be  
25 treated equally and fairly and no one is treated any

1 different, so anything that applies to the appraisers  
2 must apply to the assessors as well.

3 Mr. Rouse wanted to bring the topic to the Board  
4 for discussion and wanted to see if it was something  
5 the Board wanted to consider as part of the  
6 regulation. He noted the issue could be held to  
7 address both the appraisers and the assessors as well.

8 Chairman Pasquarella mentioned the importance of  
9 first answering the question on the table today of  
10 whether it is a viable topic to be handled by the  
11 assessors. He commented that everybody would agree it  
12 is a good topic that also should be available to the  
13 assessors, but with respect to the number of hours and  
14 the specifics, he noted that to be a topic for another  
15 day.]

16 \*\*\*

17 Correspondence

18 [Ronald K. Rouse, Esquire, Board Counsel, referred to  
19 correspondence received from the Assessors'  
20 Association of Pennsylvania regarding continuing  
21 education.

22 Teresa Cochran, Executive Director, Assessors'  
23 Association of Pennsylvania, presented to the Board to  
24 discuss her letter sent to Chairman Pasquarella  
25 regarding the 15-hour USPAP course. She stated the

1 Assessors' Association of Pennsylvania (AAP) is not  
2 opposed to more education for assessors but wanted to  
3 bring to the Board's attention some of the hardships  
4 that this could impose on counties.

5 Ms. Cochran mentioned an uptick in the  
6 individuals taking their CPE classes and the  
7 incredible need in the counties. She stated counties  
8 are rushing to get individuals certified because they  
9 cannot value property unless they have these  
10 individuals onboard. She stated the additional 15-  
11 hour AQB course will mean more time out of the office  
12 and more money for the counties to pay to get  
13 individuals certified.

14 Ms. Cochran mentioned that AAP, through the  
15 County Commissioners Association of Pennsylvania  
16 (CCAP), are helping both county and non-county members  
17 get certified for the courses.

18 Ms. Cochran appreciated Mr. Hartman's and Ms.  
19 Bradley's comments regarding treating assessors the  
20 same as appraisers and is grateful to now have two  
21 seats on the Board to bring the assessment profession  
22 and their role to the Board.

23 Mr. Waggoner stated AAP is not against USPAP  
24 education through the basic preparatory courses as  
25 well as continuing education. He noted that AAP

1 currently incorporate approximately 7 hours of the  
2 history of USPAP, how USPAP came about and why, and  
3 then the basics from standards on appraisal as well as  
4 mass appraisal.

5 Mr. Waggoner stated AAP may look at realigning  
6 the time frames of a couple other courses if it goes  
7 through and is determined to be mandated as part of  
8 the preparatory courses in order to sit and address  
9 the possible hardship of both time out of the office  
10 and the financial concerns.

11 Mr. McFarlane commented that anyone appraising  
12 real property should be subject to USPAP and expressed  
13 concern, particularly for currently licensed CPEs,  
14 focusing on the educational discrepancies that might  
15 be apparent between perspective CPEs and perspective  
16 licensed appraisers within the state of Pennsylvania.

17 Mr. McFarlane stated any help for additional  
18 resources that the Board may be able to provide to  
19 perspective CPEs would be certainly something that the  
20 AAP and potential CPEs would welcome considering this  
21 is a relatively foreign topic for most potential CPEs  
22 licensees.

23 Mr. Smelter addressed the importance of the 15-  
24 hour course for CPEs, including the Ethics Rule,  
25 Competency Rule, and Jurisdictional Exception Rule and



1 treating everyone equally.

2 Mr. Rouse mentioned the discussion at the last  
3 Board meeting, where it was stated on the record that  
4 the 15-hour USPAP course provides the fundamentals and  
5 when looking at consistency between the licensees that  
6 the Board has under its jurisdiction and if assessors  
7 are being held to USPAP, then they should know what  
8 the fundamentals are just as the appraisers are  
9 required to have that course. He noted that was the  
10 basis of the Board instructing Board counsel to amend  
11 the regulation.]

12 MR. ROUSE:

13 Would the Board entertain a motion  
14 directing Board counsel to amend  
15 § 36.204 scope of practice, § 36.261  
16 continuing education requirements, and  
17 § 36.262 continuing education subject  
18 matter for this proposed regulation 16A-  
19 7026?

20 CHAIRMAN PASQUARELLA:

21 Would someone kindly make the motion?

22 MR. SMELTZER:

23 I'll make the motion.

24 CHAIRMAN PASQUARELLA:

25 Do we have a second?

1 MR. STOERRLE:

2 Second.

3 MR. ROUSE:

4 Any discussion? All those in favor, say  
5 aye. Any opposed, say nay.

6 [The motion carried unanimously.]

7 \*\*\*

8 Report of Board Counsel (cont.)

9 [Ronald K. Rouse, Esquire, Board Counsel, addressed  
10 the second exposure draft of the proposed changes to  
11 Real Property Appraiser Qualification Criteria. He  
12 mentioned that The Appraisal Foundation and the AQB  
13 had a virtual discussion of the first exposure draft  
14 of the proposed changes of the Real Property Appraiser  
15 Qualification Criteria on April 1, 2021. He noted a  
16 second exposure draft has been issued and is on The  
17 Appraisal Foundation website.

18 Mr. Rouse informed everyone the AQB and The  
19 Appraisal Foundation will be hosting a webinar to  
20 discuss the second exposure draft on July 1, 2021. He  
21 noted regulatory agencies and other stakeholders are  
22 encouraged to send written comments about the proposed  
23 changes in the second exposure draft to the AQB by  
24 July 30, 2021, or AQB@appraisalfoundation.org or  
25 [www.surveymonkey.com/r/AQB](http://www.surveymonkey.com/r/AQB). Comments will be

1 discussed at the AQB virtual public meeting on August  
2 24, 2021.

3 Mr. Rouse addressed the second exposure draft  
4 changes regarding distance education and remote  
5 proctoring. He noted it amends the distance education  
6 requirement to allow for synchronous, asynchronous,  
7 and hybrid distance education. He stated (3)(D) of  
8 the criteria would be amended to distinguish  
9 synchronous, asynchronous, and hybrid. He noted  
10 synchronous would be online simultaneous interaction  
11 with student and teacher, asynchronous would be online  
12 student and teacher instruction that is not  
13 simultaneous, and hybrid would be the combination of in-  
14 person and online learning.

15 Mr. Rouse stated AQB determined synchronous  
16 distance education to be equivalent to in-person  
17 classroom courses and would not be subject to same the  
18 increased requirements of a platform delivery that  
19 asynchronous distance education would be required to  
20 use. He noted synchronous distance education would  
21 have to meet the class hour requirements and the  
22 provider requirements that traditional in-person  
23 classroom courses would have to meet.

24 Mr. Rouse stated the class hour is defined at 60  
25 minutes, of which at least 50 minutes are instruction

1 attended by the student and the prescribed number of  
2 class hours includes the time for examinations. He  
3 provided a list of where credit for class hour  
4 requirements may be obtained.

5 Mr. Rouse addressed asynchronous requirements,  
6 including interaction and content approval.

7 Mr. Rouse stated course delivery mechanism  
8 approval must be obtained from certain sources. He  
9 noted the second exposure draft proposes to add the  
10 following entities that can approve course delivery  
11 mechanisms, which would be the AQB or AQB-approved  
12 organizations providing approval of course design and  
13 delivery.

14 Mr. Rouse stated the second exposure draft also  
15 proposes to amend Section (3)(E)(7) and (3)(F)(6) of  
16 the AQB Criteria to allow remote proctoring for exams  
17 used in qualifying and continuing education. He noted  
18 remote proctoring includes biometric proctoring as an  
19 acceptable and effective form of automated proctoring  
20 technology. Mr. Rouse discussed changes regarding  
21 continuing education by including valuation bias, fair  
22 housing, and/or equal opportunity as a continuing  
23 education topic for which appraisers can receive  
24 continuing education credit. He mentioned there is a  
25 proposal to amend AQB Guide Note 1, which would

1 include valuation bias, fair housing, and/or equal  
2 opportunity as a topic under appraisal basis  
3 principles for the candidates for appraiser trainee as  
4 well as certified residential and certified general  
5 appraiser classifications.

6 Mr. Rouse addressed changes to remove the 50  
7 percent limitation on traditional experience by  
8 amending Guide Note 4 and Section 5(D) of the AQB  
9 Criteria to remove the 50 percent limitation for  
10 nontraditional experience.

11 Mr. Smeltzer questioned whether the Board has to  
12 continue to approve courses that are approved by the  
13 AQB or does AQB approval automatically make the course  
14 approved by the state.

15 Chairman Pasquarella commented that courses  
16 approved by the AQB are acceptable to the state.

17 Ms. Cochran questioned whether the state Board  
18 will be determining how courses will be delivered.  
19 She mentioned utilizing Zoom for all of their courses,  
20 both continuing education and the certification  
21 classes for the new CPEs, which worked extremely well.

22 Mr. Rouse noted AQB is proposing a synchronous  
23 distance education course to be considered equivalent  
24 to an in-person course, so in terms of delivery  
25 mechanism, there must be a course where there is

1 simultaneous communication between students and  
2 teacher.

3 Mr. Rouse stated the delivery mechanism would be  
4 an issue for asynchronous distance education, where  
5 there is prerecorded instruction by the instructor and  
6 the student works on their own, where the delivery  
7 mechanism would have to be reviewed by the Board.

8 Mr. Rouse addressed the discussion draft of  
9 potential areas of change for the 2023 Edition of  
10 USPAP. He mentioned that the Appraisal Standards  
11 Board (ASB) and The Appraisal Foundation hosted a  
12 webinar to discuss the discussion draft of potential  
13 areas of change for the 2023 Edition of USPAP on June  
14 10, 2021, which can be found on The Appraisal  
15 Foundation website. He noted regulatory agencies and  
16 other stakeholders are encouraged to send written  
17 comments about the proposed changes to the ASB by July  
18 23, 2021, or to [ASB@appraisalfoundation.org](mailto:ASB@appraisalfoundation.org) or  
19 [www.surveymonkey.com/r/ASBComments](http://www.surveymonkey.com/r/ASBComments).

20 Mr. Rouse stated ASB would like feedback from  
21 Board members and stakeholders on the review of  
22 requirements about disclosing a personal inspection.  
23 He noted ASB questioned whether "I have or have not  
24 made a personal inspection of the property" still has  
25 a necessary purpose or can it be removed. He noted

1 ASB questioned whether the Disclosure Obligations  
2 Section of the Scope of Work Rule, which requires the  
3 report to "contain sufficient information to allow the  
4 client and other intended users to understand the  
5 scope of work performed," already adequately covers  
6 the need for the appraiser to disclose details about  
7 the inspection.

8 Mr. Rouse noted ASB questioned whether the  
9 Disclosure Obligations Section of the Scope of Work  
10 Rule should be expanded to require that the appraiser  
11 include details about the inspection and what are the  
12 benefits and possible drawbacks associated with a more  
13 thorough disclosure requirement. He mentioned ASB  
14 also questioned that if the definition of personal  
15 inspection is retained, then can utilizing virtual  
16 technology be the "personal" in "personal inspection"  
17 given the types of technological advancements that  
18 currently exist.

19 Mr. Rouse noted ASB also questioned, if the  
20 current definition of "personal inspection" remains,  
21 should it be changed to "physical observation" in  
22 order to provide clarity to the intended users as to  
23 what actually occurred and to differentiate the  
24 appraiser's work from that of an inspection  
25 professional.

1           Mr. Rouse noted ASB questioned whether the term  
2 "significant appraisal assistance" is understood and  
3 whether USPAP should formally define "significant  
4 appraisal assistance."

5           Mr. Rouse referred to information about  
6 "significant appraisal assistance" in the USPAP  
7 Advisory Opinion 31 and questioned whether the  
8 guidance in Advisory Opinion 31 is sufficient and what  
9 areas of practice require additional guidance or  
10 illustrations if it is not. He questioned whether  
11 "significant appraisal assistance" is only something  
12 that the signing appraiser controls or could it be  
13 something out of their control. He noted additional  
14 questions regarding "significant appraisal  
15 assistance."

16           Mr. Rouse questioned whether the definition of  
17 "misleading" should remain as it is in USPAP or be  
18 removed or edited.

19           Mr. Rouse noted ASB would like information on the  
20 requirement of an appraiser to avoid relying upon  
21 unsupported conclusions related to demographic  
22 characteristics understood by appraisers and users of  
23 appraisal services. He noted ASB is looking at part  
24 of the ethics rules that says an appraiser must not  
25 use or rely on unsupported conclusions relating to



1 characteristics or an unsupported conclusion that  
2 homogeneity of such characteristics is necessary to  
3 maximize value.

4 Mr. Smeltzer commented that hybrid assignment  
5 would be addressed in this and encouraged everyone to  
6 read it because it is something that will come before  
7 the Board in the future as issues come up with hybrid  
8 assignments and what the qualifications were for the  
9 person going on and being the property data collector.

10 Mr. Rouse provided a copy of The Appraisal  
11 Foundation Diversity Survey for the Board's review,  
12 noting a copy is also available on The Appraisal  
13 Foundation website as well.]

14

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15 Report of Board Chairman

16 [Joseph D. Pasquarella, Chairman, Professional Member,  
17 announced the Association of Appraiser Regulatory  
18 Officials (AARO) Conference is October 15-18 in  
19 Washington, D.C. and encouraged everyone to attend  
20 virtually. He noted a financial limit on in-person  
21 Board member attendance and requested volunteers.]

22 MR. ROUSE:

23 Would the Board entertain a motion for  
24 William Stoerrle and David Matthews to  
25 attend the ARRO Conference October 15-

1 18, 2021?

2 Is there such a motion?

3 MR. SMELTZER:

4 I'll make the motion.

5 CHAIRMAN PASQUARELLA:

6 I'll second it.

7 MR. ROUSE:

8 Any discussion? All those in favor, say  
9 aye. All those opposed, say nay.

10 [The motion carried unanimously.]

11 \*\*\*

12 Chairman Pasquarella addressed the need for an  
13 appraisal complaint process presentation to provide  
14 old and new Board members with information concerning  
15 parties involved and the process of filing a  
16 complaint, with statistical analysis.

17 Mr. Michalowski commented that some of the  
18 statistics being requested would be a little difficult  
19 to pull from the Pennsylvania Licensing System (PALS)  
20 based on opening codes and closing codes, and there  
21 are a limited number of those which would apply across  
22 the categories mentioned.

23 Mr. Michalowski offered to provide a breakdown of  
24 some of those things with some statistics in some  
25 places and other ones more anecdotal. He could

1 provide the presentation in 30 minutes and leave the  
2 time required for questions and answers up to the  
3 Board.

4 Chairman Pasquarella thanked Mr. Michalowski for  
5 his wealth of information and generosity with his time  
6 teaching at the Appraisal Institute. He noted that  
7 newer Board members will gain a lot of insight into  
8 operations with the presentation.]

9

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10 Report of Board Administrator

11 [Kristel Hennessy Hemler, Board Administrator,  
12 reminded everyone that licenses will be expiring on  
13 June 30, and there is no longer a 30-day grace period.  
14 She noted all licenses that have not renewed will  
15 expire and explained the reactivation process.

16 Ms. Hemler informed everyone that reactivations  
17 are not currently on PALS but still a paper  
18 application through the mail. She stated the licensee  
19 would have to contact the Board office, and a  
20 personalized reactivation application would be  
21 constructed and emailed. The licensee would have to  
22 complete the application, make copies of all of their  
23 continuing education certificates and mail it back  
24 with a check or money order to the Board office for  
25 review.

1 Ms. Hemler also reported that licensees who  
2 require reactivation must get a criminal history  
3 background check for every state in which they have  
4 physically lived, worked, went to school, and/or  
5 trained in the past five years regardless of how  
6 temporary.

7 Ms. Hemler encouraged everybody who has not  
8 renewed their license to please renew by June 30. She  
9 reported 75 percent of licensees have renewed their  
10 license for this upcoming period. She also encouraged  
11 those who may have any issues to contact the Board  
12 office at (717) 783-4866, email ra-appraise@pa.gov, or  
13 submit an online support ticket through PALS.

14 Chairman Pasquarella thanked Ms. Hemler and her  
15 team for their hard work.

16 Mr. Waggoner commended Ms. Hemler for her  
17 assistance and being available during the renewal  
18 process. He noted being aware of a number of CPEs who  
19 have been having difficulties with the renewal  
20 process, including himself.]

21 \*\*\*

22 Review of Requests

23 MR. ROUSE:

24 I believe the Board would entertain a  
25 motion to deny the 90-day Extension of

1 Continuing Education for Biennial  
2 Renewal requested by Derek Kostovick,  
3 LAT, at item 10 on the agenda.

4 Is there such a motion?

5 MR. SMELTZER:

6 I'll so move.

7 CHAIRMAN PASQUARELLA:

8 Do we have a second?

9 MR. STOERRLE:

10 Second.

11 MR. ROUSE:

12 Any discussion? All those in favor, say  
13 aye. All those opposed, say nay. Any  
14 abstentions?

15 [The motion carried unanimously.]

16 \*\*\*

17 MR. ROUSE:

18 Regarding item 11 through 17, these are  
19 the Licensed Appraiser Trainee Renewal  
20 Extension Requests.

21 I believe the Board would entertain  
22 a motion to grant the Licensed Appraiser  
23 Trainee Renewal Extensions at items 11  
24 through 17 on the agenda.

25 Is there such a motion?

1 MR. SMELTZER:

2 I so move.

3 MR. ROUSE:

4 Is there a second?

5 MS. HOFFMAN:

6 Second.

7 MR. ROUSE:

8 Any discussion? All those in favor, say  
9 aye. All those opposed, say nay. Any  
10 abstentions?

11 [The motion carried unanimously.]

12 \*\*\*

13 Applications Committee

14 [Joseph D. Pasquarella, Chairman, Professional Member,  
15 requested volunteers to assist him and Mr. Ausherman  
16 review education courses and seminars, and Mr. Smelter  
17 volunteered.]

18 \*\*\*

19 Miscellaneous

20 [Mark Smeltzer, Professional Member, questioned the  
21 Board's position on inspecting properties in proper  
22 attire as far as masks, gloves, and shoe covers and  
23 whether that has expired.

24 Mr. Rouse stated, as of May 14, 2021, there was  
25 guidance placed on the website noting the state

1 follows the guidance of the Centers for Disease  
2 Control and Prevention (CDC). He reported businesses  
3 have to make a business decision regarding how they  
4 police who is to be masked or not masked, due to the  
5 vaccination status.

6 Mr. Rouse commented that in-person exam sites are  
7 requiring people to wear masks because they cannot  
8 differentiate between who is and is not fully  
9 vaccinated.

10 Mr. Michalowski stated prosecution was not  
11 investigating things as separate COVID cases anymore.  
12 He discussed following specific requirements or  
13 requests from homeowners and listening to consumers  
14 because someone could be immunocompromised or has  
15 another reason they might specifically request or  
16 relay to the appraiser or real estate agent reasons  
17 for additional precautions beyond the level required  
18 by the state.

19 Mr. Michalowski noted COVID cases would be looked  
20 at on a case-by-case basis but failing to make  
21 reasonable accommodations to a person's request would  
22 draw an investigation and potentially be  
23 unprofessional conduct.]

24 \*\*\*

25 Adjournment

1 CHAIRMAN PASQUARELLA:

2 Do we have a motion to adjourn?

3 MR. SMELTZER:

4 I'll make that motion.

5 MR. MATTHEWS:

6 Second.

7 CHAIRMAN PASQUARELLA:

8 All in favor of adjournment? Any nay?

9 Any opposed?

10 [The motion carried unanimously.]

11 \*\*\*

12 [There being no further business, the State Board of  
13 Certified Real Estate Appraisers Meeting adjourned at  
14 12:19 p.m.]

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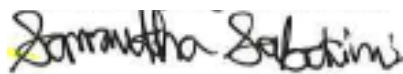
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CERTIFICATE

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.



Samantha Sabatini,

Minute Clerk

Sargent's Court Reporting  
Service, Inc.

STATE BOARD OF CERTIFIED  
REAL ESTATE APPRAISERS  
REFERENCE INDEX

June 24, 2021

	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	10:31	Official Call to Order
14		
15	10:31	Roll Call
16		
17	10:32	Introduction of Public Members
18		
19	10:36	Approval of Minutes
20		
21	10:37	Report of Prosecutorial Division
22		
23	10:38	Report of Board Counsel
24		
25	11:08	Correspondence
26		
27	11:29	Report of Board Counsel (cont.)
28		
29	11:52	Report of Board Chairman
30		
31	12:07	Report of Board Administrator
32		
33	12:11	Review of Requests
34		
35	12:14	Applications Committee
36		
37	12:15	Miscellaneous
38		
39	12:19	Adjournment
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