

**MEETING SUMMARY**  
**NEW YORK STATE BOARD OF REAL ESTATE APPRAISAL**  
**May 13, 2021**

The meeting was held by the Department of State, Division of Licensing Services, via WebEx conferencing. A virtual meeting was held to comply with COVID-19 social distancing directives. Due to the fact the meeting of the NYS Board of Real Estate Appraisal was held remotely, the public hearing section was held in abeyance.

**I. CALL TO ORDER, INTRODUCTIONS and OFFICIAL ATTENDANCE**

The meeting was called to order at 1:00 p.m. S. Roefaro performed roll call and announced there was a quorum. The official attendance was as follows:

**BOARD MEMBERS**

Stephen Roefaro, Chair  
Carol DiSanto, Vice Chair  
James LeGrett  
Lillian Levy  
Eliezer Rodriguez

*Excused:*

Anthony Girasole

**PAREA COMMITTEE MEMBER**

Rebecca Jones, Upstate Appraisal

**DEPARTMENT OF STATE STAFF**

Amy Penzabene  
Jodi DeLollo  
Ernita Gantt  
Ernest Delaney  
Denise Tidings  
Marcella Rose  
Alison Lacy  
Emily Lupe  
Shannon Maguire  
Paula O'Brien

**\*PUBLIC MEMBERS ON WEBEX**

**A. Approval of Meeting Summaries** – S. Roefaro asked for a motion to approve the 2-25-21 meeting summary. C. DiSanto made a motion to approve the meeting summary. E. Rodriguez seconded the motion. All members were in favor. S. Roefaro announced that the 2-25-21 meeting summary was approved.

**II. DEPARTMENT REPORTS**

**A. Enforcement/CE Audits** – E. Delaney reported the metrics for new appraiser complaints received since February 25, 2021, to present. He stated that there were 7 new appraiser complaints and Enforcement completed the investigation on 11 cases to include: four cases closed due to no violation, one with a warning letter issued to the appraiser, and six were referred to counsel for disciplinary action. The current caseload is 33 open cases. E. Delaney also mentioned that the complaints tend to be issues over methodology of final value (homeowners disagreed with final value—felt that the appraiser failed to make the proper adjustments on improvements made to the property, etc.).

**B. Processing Reports** – E. Lupe reported on the provided April 2020 and April 2021 statistical reports. She explained that the total number of licensees are listed by county and class code/license type and that the figures only include active licensees and may not cover expired licenses covered by EO 202.11 which allows licensed individuals to extend their license term during the current State of Emergency.

C. DiSanto asked if any statistics were available on the number of licensees who are not renewed and working on the extension. E. Lupe stated that that data was not available. E. Rodriguez asked if the extension was automatic. E. Lupe stated that if the license expired within the allotted timeframe, the licensee would be allowed to continue working on the expired license while the Executive Order is in place.

**C. Qualifying Education Update** – M. Rose reported that the next version of the 7-hour USPAP course will be released October 1, 2021 and be available for offering through December 31, 2023. She added that once this version is released, the Department will notify education providers that they will need to begin offering the new version on January 1, 2022. M. Rose mentioned that in March 2021, a notification went out to all course providers regarding the newly adopted continuing education requirements effective January 1, 2022. She stated that, to date, three organizations have been approved to offer the new Fair Housing continuing education course(s).

R. Jones sought clarification regarding the new course being available as early as October. A. Penzabene stated that the Department received clarification from the AMC that the new 7-hour required course would be available in October and provided to all schools, as it will need to be taken by all licensees.

C. DiSanto asked if all three schools approved to offer the Fair Housing course have been approved for the 7-hour course and the 4-hour course. M. Rose stated that all three schools have been approved to offer the 7-hour course and that only one school applied to offer the 4-hour course.

### **III. ACTION ITEMS**

**A. Update on New CE Requirements** – A. Penzabene reported that in addition to notifying schools of the new Fair Housing CE requirement, the information has also been posted on the Department's website. A. Penzabene mentioned that the Department has deployed a new website—a total redesign of the Department's website, making it more streamlined and in-line with the design of other state agency websites. She stated that the new CE requirement is posted at the top of the Appraiser webpage. She mentioned that there have been some 'glitches' that are being addressed with links, etc., and asked that if anyone comes across any issues with the new website, to bring them to her attention so they can be rectified. She added that the Licensing Division is also making modifications to the appraiser renewals to include the new CE requirement as part of the renewal application; this information will be added 90 days prior to January 1, 2022 (for January 2022 renewals).

**B. Practical Applications of Real Estate Appraisal (PAREA) Committee Report/Virtual Experience** – R. Jones explained that the Committee was formed to review PAREA criteria and determine how NYS might adopt this program. She mentioned that the Committee met five times since February—three times with Department representatives and two times with only volunteer task force members. She stated that the Committee concluded that PAREA is worth pursuing, adding that there is a federal proposal to ‘fast-track’ individuals into the appraiser profession which would fund the Appraisal Subcommittee with \$50 million for four years. She reported that the PAREA Committee determined that they need to look at defining the supervisor, mentor, and instructor roles and then go from there. C. DiSanto added that this is an ongoing process that will take time and encouraged other appraisers to assist with this process. R. Jones mentioned that she would be stepping down for a bit and asked for others to step up and assist with this effort.

#### **IV. NEW BUSINESS**

**A. Executive Order Update** – D. Mossberg reported on Governor’s Executive Orders that are relevant to the Appraisal Board and industry. He stated that EO 202.11, which permits licensees to extend their license beyond the expiration date, has been extended until June 9, 2021, and that the Department’s website will be updated to reflect this extension.

#### **V. NEXT MEETING DATE**

S. Roefaro announced the next meeting date; the next meeting of the Board will be on Thursday, October 14, 2021, at 1 p.m. S. Roefaro made a request that Board members become more active in the Board’s Committees/Subcommittees. He asked for the Department to follow up on Board vacancies and provide an update at the next meeting. D. Tidings mentioned that individuals interested in serving on the Board are encouraged to apply for a position. She stated that the Department may have limited authority on appointments as the Secretary of State is not an appointing authority for seats on the NYS Real Estate Board of Appraisal.

#### **VI. ADJOURNMENT**

S. Roefaro asked for a motion to adjourn the meeting. C. DiSanto made a motion to adjourn the meeting; L. Levy seconded the motion. All were in favor. The meeting was adjourned at 1:36 p.m.