



ARIZONA BOARD OF APPRAISAL

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DRAFT MINUTES EDUCATION COMMITTEE MEETING Thursday, September 13, 2012 10:30 AM

Call to Order and Roll Call

Meeting called to order by Mike Petrus, Education Committee Chair at 11:12 AM

Committee members present at roll call:

Mike Petrus
Joe Stroud
Frank Ugenti (Telephonic)

Staff Attendance:

Jeanne Galvin – Assistant Attorney General
Margaret Burns – Interim Executive Director
Amanda Benally – Staff
Jessica Sapio - Staff

Joe Stroud updated the Committee regarding the audit program for Board approved classes. The last action taken by the Committee was to ask the full Board to review the program plan and get back to the Committee with their input. Mr. Stroud recommended asking the full Board at tomorrow's meeting for their feedback.

The Committee discussed reporting discipline to course providers when an approved instructor receives discipline from the Board. This item was tabled at the August meeting. Mike Petrus stated that he felt it was up to the course providers to monitor their staff. Frank Ugenti felt that there was a tremendous need for discipline to be reported to the course providers. Mr. Ugenti suggested that the Committee recommend to the full Board that the policy should be put in place in the New Year with a new director. The Committee discussed the matter and raised concerns with reporting discipline if it had nothing to do with the course that is being taught, if the Board reports the discipline to the course provider would they also need to report it to all appraisers employers, and the burden and liability that would fall on the Board staff.

Joe Stroud made a motion to ask the staff to send a letter to all academic institutions suggesting that they review the Board minutes as a resource to identify instructors that teach for their organization and that may have received discipline by the Board. There was no second and the motion failed. Frank Ugenti made a motion that upon knowledge of a resolved complaint that the Board notifies the appraiser's employer at the education facility. There was no second and the motion failed. Mike Petrus made a motion to continue with the current policy of not notifying the course provider when an appraiser employed as an instructor receives discipline by the Board. Joe Stroud seconded the motion. The motion passed with one nay.

The Committee discussed what items to place on the consent agenda. Jessica Sapio explained to the Committee that the consent agenda is for education renewals that have no

change to instructors or material. Jeanne Galvin, Assistant Attorney General, informed the Committee that the materials are not submitted to the Committee if the item is on the consent agenda and that the Committee could decide to delegate a function of approving renewal applications to Board staff. Joe Stroud made a motion that any AQB approved course and instructor along with any non-AQB course that has no change to either the course or instructor be reviewed and approved by the executive director and placed on the consent agenda for the Committee. Frank Ugenti seconded the motion. The Committee voted unanimously in favor of the motion.

The Committee discussed if a qualifying education course could be accepted if it was completed by a challenge exam and the student did not attend the course. Ms. Galvin felt that this was not an appropriate question for the Committee to answer as it was a hypothetical situation and each application should be reviewed on its own merits. Mike Petrus asked that the matter be tabled and asked Jessica Sapio to contact the AQB to find out what they allow.

The Committee discussed if a 15-hour USPAP class would be accepted for continuing education hours, but not to be substituted for the required 7-hour USPAP update. Ms. Galvin informed the Committee that the Board rules state that an applicant shall not obtain the 15-hour USPAP through distance education. No action was taken.

The Committee discussed application processing times. Ms. Sapio informed the Committee that all applications received in the office before the deadline that are administratively complete are placed on the next agenda. She also stated that the education application files can be very large and would like to be able to get files to the Committee digitally. Mike Petrus felt that finding resources for delivering information to the Board could be handled by the Executive Director and Board staff.

Mr. Ugenti left the meeting. The Committee went off the record to review the applications. The Committee reconvened and Mike Petrus made a motion to approve agenda items 3A, 4, 5, 6A and 6B. Joe Stroud seconded the motion. The Committee voted unanimously in favor of the motion. Joe Stroud made a motion to adjourn. Mike Petrus seconded the motion.

Adjournment

The meeting was adjourned.

Mike Petrus, Education Committee Chairperson