



REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD

DRAFT MEETING MINUTES

August 26, 2026, 9:00 AM

These draft minutes of the meeting have not been approved by the Board and are subject to change until approved.

Board Members Present:

- Kris Poulson, Chair
- Jared Preisler, Vice Chair
- Michael Brumble
- Steve Davidson
- Christopher Hansen
- Ron Jensen

Alternate Board Members Present:

- Joel Frost

Board Members Excused:

- None noted

Vacancies:

- Public member

Board Counsel:

- Elliott Clark, Assistant Attorney General

MEETING MINUTES

1. Call to Order

- Chair Poulson called the meeting to order at 9:00 a.m.

2. Review and Approval of Previous Minutes

- The Board considered the minutes of its July 29, 2026, meeting.
- Vice Chair Preisler moved to approve the minutes as drafted. A Board member seconded. The motion passed 6-0.

3. Public Comment

- Chair Poulson opened the meeting to public comment and allowed time for members of the public to speak.
- No members of the public offered comment.
- Chair Poulson closed the public comment period.

4. Division Section Reports

4.1 Director's Report: Leigh Veillette, Division Director

- *Proposed 2027 monthly meeting dates*
 - Director Veillette circulated proposed 2027 meeting dates with the meeting materials. She said early scheduling helps members plan their calendars and gives the administrative law judges a framework, because the judges set formal hearings, including discovery schedules, well in advance using the calendars of the Board and

the other public bodies in the Department of Commerce. Dates can be moved later if a conflict arises, such as a professional event that many members plan to attend.

- Vice Chair Preisler identified three possible issues: (1) the proposed April 28, 2027, date conflicts with the Appraisal Institute national conference; (2) a proposed September date may conflict with the AARO conference; and (3) the proposed March date is March 24, but the Board's practice of meeting on the last Wednesday of the month would place the meeting on March 31, 2027, because March 24 is the fourth Wednesday.
- Director Veillette said she would review the dates, propose alternates where needed, circulate a revised schedule, and then send calendar invitations.
- Chair Poulson asked whether the agenda item required a vote. Director Veillette said the Division sought only the Board's tentative agreement, and Assistant Attorney General Clark agreed that no vote was needed. The Board took no vote on the 2027 dates.
- *Annual in-person meeting*
 - Board Member Davidson asked whether the Board still needed to hold an in-person meeting this year. Director Veillette said Department of Commerce policy calls for each public body in the Department to meet in person at least once a year, and the Board has not yet met in person in 2026.
 - Board Member Davidson, who would travel the farthest, said he could attend in person on September 30 or October 28, 2026. Vice Chair Preisler suggested holding the December meeting in St. George, and Director Veillette said she knew of no requirement that the meeting be held at the Heber M. Wells Building. Board Member Hansen recommended meeting as soon as possible, before the holiday season and winter travel, and supported September 30. Board Member Brumble said he could meet on September 30 but would attend remotely from Washington, D.C.
 - The Board reached consensus on holding the September 30, 2026, meeting in person. Director Veillette said a virtual option will remain available for the public and for Board Member Brumble. No vote was taken.
 - Director Veillette said her assistant, Lori Ordonez, will coordinate travel. Members are set up in the state system with an employee identification number so they can receive per diem, and the Division may also pay travel expenses such as mileage. The Division will send parking information and can validate parking, and Ms. Ordonez will coordinate lodging with Board Member Davidson.
 - Vice Chair Preisler asked about building security. Director Veillette said visitors must show government-issued identification to reach the upper floors and that the Division typically notifies security in advance. She said she may schedule the meeting in the first-floor conference room or hearing room so members of the public can attend without extra steps, and she will work out the logistics with Ms. Ordonez.

- Board Member Davidson asked whether appellants would also appear in person. Director Veillette said appellants may appear in person but are typically allowed to appear remotely when that is more convenient for them.
- *Appraisal management company (AMC) representative seat*
 - The Division received applications for the AMC representative seat that Board Member Jensen will vacate. Division management will interview applicants and then recommend a candidate to the Commissioner of the Department of Commerce.
 - Director Veillette noted that a law change in the most recent legislative session renamed the Department's executive director position as commissioner, so references to the Commissioner mean Margaret Woolley Busse.
 - After the Commissioner, the recommendation goes to the Governor. The Governor's nominee then appears before a Senate confirmation committee and, if favorably recommended, goes to the full Senate for confirmation. Director Veillette said the Governor's Office helps nominees through the process and that she is available to accompany nominees to the Capitol or to attend their committee meeting.
 - Director Veillette thanked Board Member Jensen for continuing to serve until a replacement is confirmed, and thanked Mike Genco for helping the Division send communication to AMCs and coordinate the process.
- *Instructor Development Workshop (IDW) rule*
 - Director Veillette is still drafting proposed rule language on the IDW requirement. She thanked Board members, educators, and other stakeholders for their feedback.

4.2 Licensing and Education: Laurel North, Licensing and Education Manager

- *Possible changes to education and experience requirements*
 - Ms. North said she met with stakeholders, including Vice Chair Preisler, about more flexible IDW options, and that the Director is writing those options up. She thanked Vice Chair Preisler for his time.
 - Ms. North raised a new idea from that meeting: accepting practicum credit for 100% of the required experience rather than the 50% Utah accepts now. She described the traditional practicum as classroom-based, similar to PAREA, with live or virtual site visits. She reported that nine states accept practicum for 100% of experience (Arizona, Colorado, Michigan, Minnesota, Mississippi, Montana, New Jersey, Ohio, and Oklahoma) and that California and Kansas accept 50%, as Utah does. She reported a national first-attempt pass rate of 62% and 15% on the second attempt, which she said is equal to or better than the traditional experience pathway, and said the PAREA pass rate is higher. She suggested the change could be combined with the IDW rulemaking if it lowers barriers to entry and is practical and offered to give a fuller presentation.
 - Vice Chair Preisler supported having the Board seriously consider a Division proposal to amend the rules. He said learning tools have changed a great deal since COVID, that students he works with who completed practicum or PAREA education understand the

concepts and apply them in real-world scenarios, and that the profession should recognize alternate tracks that lower the barrier to entry. He added that the Board would likely accept a reciprocal license from a state such as Minnesota for an appraiser who qualified through practicum, which in his view also supports changing Utah's policy.

- Ms. North said two items from earlier discussions remain open and will return to a future agenda: whether applicants should take the exam before they begin their experience hours, and Chair Poulson's suggestion that experience review reports be submitted by the applicant alone, without the supervisor. She invited members to email or call her with their thoughts.
- *Requests to sit for exams and yes-answer spreadsheet*
 - One applicant requested to sit for the licensed appraiser exam.
 - The yes-answer spreadsheet showed no denials and no affirmative disclosures from applicants this month. Ms. North said several affirmative disclosures are expected next month.
- *Licensee statistics (June to July 2026)*
 - Total credentials decreased by 6.
 - Individual licensees decreased by 3. Certified residential appraisers had the largest decline, at 5, and licensed appraisers and pre-licensing instructors (down 1) also decreased. Ms. North noted that some of these licensees may have moved up to a higher credential. Small gains in certified general appraisers and continuing education instructors (up 2) partly offset the decreases. The number of appraiser trainees did not change.
 - Entities decreased by 3 because appraisal management companies fell from 103 to 100. Pre-licensing schools and continuing education providers did not change.
 - Ms. North summarized the data as showing high month-to-month stability, with small decreases in residential appraisers and AMCs.
- *Experience reviews*
 - No experience reviews were scheduled for this meeting.
 - Two matters may come before the Board in September: review of an application the Division denied in August, which is not yet scheduled, and discussion of a candidate for whom the Board requested two samples.

4.3 Board and Industry Issues: Justin Barney, Hearing Officer and Records Manager

- Mr. Barney had no proposals for the Board's consideration. He said the Division will work on the possible IDW rule amendment and on a policy, rule, or clarification of the alternate board member's role, and he acknowledged Alternate Member Frost's attendance.
- Vice Chair Preisler said he had taken on the task of preparing a proposed alternate member participation policy, finished a draft in the last few days, and will email it to Mr. Barney as a starting point. Mr. Barney said he would review it and place the topic on a future agenda for the Board to consider.

4.4 Enforcement: Bryn Kaelin, Chief Investigator

- Caseload for July 2026: the Division managed 11 appraisal cases, resolved and closed 4, and has 2 pending legal action. The Division has no AMC cases and received no new AMC cases during the period.
- No stipulations were presented.
- *Proposed Board member training*
 - Ms. Kaelin said Assistant Attorney General Clark and Keven Ewell, a former Board member, offered to provide training and answer questions for members. The session could cover Board procedures, the technical aspects of executive (closed) and public sessions, experience review items, and general guidance. She asked members about their interest and suggested scheduling the training before the next meeting.
 - Mr. Barney said the training must be held as a public meeting if a quorum of the Board attends, and that a group smaller than a quorum can meet informally.
 - Board members asked what topics the training would cover. Board Member Hansen said he would attend because he wants more experience with Board procedures. Board Member Davidson and Vice Chair Preisler also said they would like to participate. Chair Poulson asked that the session be recorded so future Board members can review it, and Ms. Kaelin agreed. Board Member Davidson suggested holding the training on September 30 while members are together in person.
 - Board Member Hansen asked why a training session would have to be a public meeting. Assistant Attorney General Clark said the Board is a public body created by statute, so whenever a quorum of four or more members convenes to discuss Board business, the meeting must be publicly noticed and open to the public, although public comment is not required. As an alternative, the training could be given in two sessions of three or fewer members, which would double some members' time but would also allow detailed attorney-client communication outside a public meeting. He said he envisioned a general introduction to the Open and Public Meetings Act and the conduct of board meetings, was comfortable with either format, and would get contact information from Ms. Kaelin and coordinate with the former Board member.
 - Mr. Barney said the Division held similar training several years ago as a public meeting on a separate day, and no members of the public attended. The training could be scheduled before or after a regular meeting's business or on a separate day, provided it is noticed in advance. He recommended holding it as a public meeting because it is the public's business and the Board has many new members and noted that Director Veillette and the Board would make the decision.
 - Chair Poulson noted that the Board could not take action on the item and that members were giving feedback to Ms. Kaelin. No action was taken.

5. Other Business

- Chair Poulson asked whether any Board member had other items. None were raised.

6. Adjournment

- Board Member Hansen moved to adjourn. A Board member seconded. The motion passed 6-0.
Meeting adjourned.

NEXT MEETING
September 30, 2026

2026 MONTHLY MEETING SCHEDULE

Jan 28	Feb 25	Mar 25	Apr 29	May 27	Jun 24
Jul 29	Aug 26	Sept 30	Oct 28	Nov 18	Dec 16

DRAFT