

## **ADALB SUBCOMMITTEE MEETING MINUTES**

**Date: March 5, 2009**

**Place: Commerce Insurance Company**

**Room: Conference Room 117**

**Time: 8:30AM**

**Attendance: Carl Garcia, Al Oliveira, Frank DeSario, Mike Moran, Denis LaFleur, Peter Smith and Sue Conena**

### **AGENDA TOPICS**

**1. Welcome Back Members of the ADALB Subcommittee.**

**Sue welcomed all the members present at the meeting.**

**2. Acceptance of 1/15/09 meeting notes.**

**The minutes of 1/15/09 meeting were accepted by all.**

**3. Subcommittee's Volunteer Letter to Appraisers – Results**

**Sue indicated that she received six letters back from volunteers who were accepted by the Subcommittee to help serve on the Licensing Testing Committee: Paul Semenkow, Paul Mckeen, William Ambrosino, Andrew Shipala, Warren Snow and Gene Violante. Additionally, Sue received a call from Paul Hendrix who is also interested in serving.**

**4. Vehicle used for practical portion of the exam. Sample appraisal using an undamaged vehicle with marked damage using water soluble markers. Point scoring method of correcting.**

**Sue distributed to the Subcommittee a sample appraisal with photos that she created to show how an undamaged vehicle with described damage using water soluble markers can be used for the practical portion of the test. She also wrote a detailed appraisal of this damage and used a point system to grade the appraisal as a correcting method. She also distributed an Instruction Sheet that would be handed out to the test candidates informing them of the administrative specifics (time allowed for practical portion of test, labor rate, rate paint and material is calculated, sales tax,**

disclaimers etc.). The Subcommittee accepted all literature and helped to provide changes to the Instruction Sheet.

#### **5. Other testing locations.**

Peter Smith suggested MAACO Auto Body in Brockton as a back up testing sight. Carl Garcia indicated that Carl's Auto Body is also available as a back up testing sight. Lastly, Blue Hills Regional Technical School and Diamond Vocational in Fall River will also be considered as back up testing sights.

#### **6. CORI Report.**

As part of the application process for the auto appraiser's exam, the ADALB suggested that we require a CORI Report from each applicant. Sue looked into how a CORI Report would be requested (Mass.gov.com) and the website was very lengthy and confusing to use. There are different types of CORI Reports to choose from and the applicant would have to pay a fee. The Subcommittee thought that this additional procedure of requesting a CORI Report will delay the application process and create numerous calls to Robert Hunter for instructions. After some discussion, the Subcommittee decided against the idea and has omitted the request on the application.

#### **7. Wrap up of proposal to be presented at the April ADALB meeting.**

The subcommittee is on track with our proposal and plan to present it at the next ADALB meeting.

#### **8. General Discussion.**

Peter Smith volunteered to create a flow chart for procedures for the testing process. He also distributed a worksheet for the test candidates to use for taking notes during the test (viewing the vehicle).

Frank DeSario mentioned that he would create a different appraisal form for the test so that it includes mileage and options.

Carl Garcia mentioned that the crash manual company should be notified about copying the manual for our test.