



# State of Idaho

## Division of Occupational and Professional Licenses Idaho Board of Real Estate Appraisers

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

11341 W Chinden Blvd.  
P.O. Box 83720  
Boise, ID 83720-0063  
(208) 332-3433  
dopl.idaho.gov

### Draft Minutes of 04/07/2025

<b>Board Members</b>	Eric Brinton, Chair	<b>Division Staff</b>	MiChell Bird, Executive Officer
<b>Present:</b>	Jody Graham, Vice-Chair	<b>Present:</b>	Gus Tate, Legal Counsel
	Brent Stanger		Ryan Allstott, Licensing Supr.
	Jason Stewart		Amanda Lee, Board Support Spec.
	Mary May		Angie Hamilton, Human Resources

This meeting was called to order at 9:07 AM (MT) by Chair Eric Brinton.

**APPROVAL OF MINUTES:** A motion was made and seconded to approve the 02/03/2025 meeting minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**Respectful Workplace Training:** Human Resource Specialist Angie Hamilton presented the Respectful Workplace Board Training.

**Strategic Plan:** Executive Officer (EO) MiChell Bird reviewed the Division's Strategic Plan for 2025-2028, highlighting the Division's goals for consumer protection and public safety, right touch regulation, quality customer service, balanced and fair regulation, integrity, and respect.

**Financial Report:** The Second Quarter Fiscal Year 2025 Financial Report was provided. EO Bird discussed the Board's cash balance percentage in relation to House Bill (HB)724 from the 2024 legislative session, requiring all Boards' cash balance to stay within the range of 100% - 125% compared to their expenditures.

**2 Year License Renewal Cycle:** With the exception of Appraisal Management Companies (AMC), the Board will proceed with a rollout plan for the 2-year renewal cycles outlined in HB505 from the 2024 legislative session. The plan will be communicated to the Board and all licensees. AMC licenses will remain on the 1-year renewal cycle. Education requirements will be discussed at future meetings.

**New Survey:** The Board Member Evaluation Survey has been updated for Board Members to complete. This supports DOPL in maintaining steady progress toward fulfilling the board's mission and strategic goals.

## **BOARD BUSINESS**

**Complaint Report:** From July 1, 2024, to current, the Investigations Team has received three AMC and five real estate appraiser complaints. Of the eight complaints, two are currently with a pro-reviewer.

**Data Collection:** Board Member Jason Stewart discussed creating a pathway for data collection licensure as a way for the Board to ensure public and consumer safety as Real Estate Appraisers are utilizing third party data collectors who are unregulated by the state to complete this portion of the appraisal process. Data collection of short-term rentals was also discussed due to industry confusion on legal ability to perform said task. Further discussion of both topics will be held at future meetings.

**Public Comment:** There was no public comment.

## **EXECUTIVE SESSION – APPLICATION(S) & DISCIPLINE**

A motion was made and seconded to enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session is to discuss documents relating to the fitness of a licensee to obtain or retain a license or registration. Roll call: Chairman Brinton-Aye, Vice Chair Graham-Aye, Board Member Stanger-Aye, Board Member May-Aye and Board Member Stewart-Aye. The motion carried unanimously.

A motion was made and seconded to leave executive session. The motion carried unanimously.

## **MOTION(S) RESULTING FROM THE EXECUTIVE SESSION**

**Motion re: Application:** A motion was made and seconded to approve applications 1473315, 1586742, and 1551584 pending additional information to be reviewed by a member of the Board. The motion carried unanimously.

A motion was made and seconded to table applications 1518712 and 1566967 pending receipt of further information to be reviewed by the Board. The motion carried unanimously.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 1:17 PM

04/11/2025 al

## Financial Plan Status By Fund

### 427 - DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Fiscal Month: December | Fiscal Year: 2025

Fund Code: 22938 - State Reg Funds: Real Estate Appraiser Board

Account Category	Appropriation Unit	Org Cost Center	Summary Account Code	1st Qtr Revenue/Expenditures	2nd Qtr Revenue/Expenditures	3rd Qtr Revenue/Expenditures	4th Qtr Revenue/Expenditures	Year-to-Date Revenue/Expenditures
40  Revenue	DPLB	2018	LIC FEE FINES					
	DPLB	2018	REGULATORY LICENSES	34,575.00	26,450.00			61,025.00
	DPLB	2018	REGULATORY FEES	7,516.50	7,216.25			14,732.75
	DPLB	2018	FINES	2,679.20	-			2,679.20
	DPLB	2018	OTHER LIC PERMITS & FEES	10.00	37.85			47.85
	DPLB	2018	OTHER REVENUE	25.00	100.00			125.00
	DPLB	2018	SALE OF SERVICE	-	504.31			504.31
	DPLB	2018	RENT AND LEASE	29.02	-			29.02
<b>40  Revenue - Summary</b>				<b>44,834.72</b>	<b>34,308.41</b>	<b>-</b>	<b>-</b>	<b>79,143.13</b>
50  Personnel	DPLB	2018	EMPLOYEE BENEFITS	7,756.23	6,607.35			14,363.58
	DPLB	2018	HEALTH BENEFITS	6,286.80	6,249.52			12,536.32
	DPLB	2018	SALARY & WAGES	35,594.08	30,796.33			66,390.41
<b>50  Personnel - Summary</b>				<b>49,637.11</b>	<b>43,653.20</b>	<b>-</b>	<b>-</b>	<b>93,290.31</b>
55  Operating	DPLB	2018	ADMIN SERVICES	0.53	7.53			8.06
	DPLB	2018	ADMIN SUPPLIES	104.05	74.17			178.22
	DPLB	2018	COMMUNICATION COSTS	309.57	167.12			476.69
	DPLB	2018	COMPUTER SERVICES	0.68	0.70			1.38
	DPLB	2018	COMPUTER SERVICES - OASIS	11,787.14	6,345.82			18,132.96
	DPLB	2018	COMPUTER SERVICES - ITS	570.52	570.52			1,141.04
	DPLB	2018	COMPUTER SUPPLIES	0.56	-			0.56
	DPLB	2018	EMPLOYEE DEVELOPMENT	3.20	2,003.03			2,006.23
	DPLB	2018	FUEL & LUBRICANTS	3.05	1.31			4.36
	DPLB	2018	GENERAL SERVICES					
	DPLB	2018	TEMPORARY EMPLOYEES	527.58	478.73			1,006.31
	DPLB	2018	NATIONAL REGISTRY FEES	46,499.60	9,590.60			56,090.20
	DPLB	2018	OTHER GENERAL SERVICES	96.22	98.47			194.69
	DPLB	2018	IN-STATE TRAVEL	2,036.68	1,790.96			3,827.64
	DPLB	2018	INSURANCE	1,034.87	-			1,034.87
	DPLB	2018	MISCELLANEOUS					
	DPLB	2018	CREDIT CARD FEES	1,205.90	779.28			1,985.18
	DPLB	2018	GOVERNMENTAL OVERHEAD	-	915.66			915.66
	DPLB	2018	ADMIN RULE EXPENSE	448.00	-			448.00
	DPLB	2018	INVESTIGATIVE EXPENSE	3.52	1.36			4.88
	DPLB	2018	OTHER MISC EXPENDITURES	0.66	-			0.66
	DPLB	2018	OUT-STATE TRAVEL	1,973.80	4,372.67			6,346.47
	DPLB	2018	PROFESSIONAL SERVICES	919.40	1,043.94			1,963.34
	DPLB	2018	RENTAL	257.06	15.95			273.01
	DPLB	2018	RENTAL - CHINDEN CAMPUS	986.01	986.01			1,972.01
	DPLB	2018	RENTAL - CdA	80.81	80.81			161.61
	DPLB	2018	REPAIR & MAINTENANCE	91.72	462.63			554.35
	DPLB	2018	REPAIR & MAINTENANCE - OASIS	4,160.53	-			4,160.53
	DPLB	2018	REPAIR & MAINTENANCE - ITS	953.52	953.52			1,907.05
	DPLB	2018	SPECIFIC SUPPLIES	17.60	1.30			18.90
	DPLB	2018	UTILITIES	3.90	5.40			9.30
<b>55  Operating - Summary</b>				<b>74,076.67</b>	<b>30,747.48</b>	<b>-</b>	<b>-</b>	<b>104,824.15</b>
<b>Net Income (Loss)</b>				<b>(78,879.06)</b>	<b>(40,092.27)</b>	<b>-</b>	<b>-</b>	<b>(118,971.33)</b>
<b>Beginning Cash Balance</b>								<b>493,667.76</b>
<b>AP/Prepays Adjustment (Tab PP.AP)</b>								<b>(12,811.54)</b>
<b>Ending Cash Balance</b>								<b>361,884.89</b>

Prepared by  
Katie Harman  
Approved by

1/29/2025

1/29/2025

Note 1: Prepaid Expenses & AP detail is on Tab PP.AP

*Wendy Gutierrez*

		Pmt	Q1	Q2	Q3	Q4	Total
Prepaid	Oasis Go Live						
	7/24 Pmt	11,787.14	2,946.79	2,946.79	2,946.79	2,946.79	11,787.14
	11/24Pmt	11,787.14	2,946.79	2,946.79	2,946.79	2,946.79	11,787.14
		23,574.28	5,893.57	5,893.57	5,893.57	5,893.57	23,574.28
AP	Acceptance						
	2/25 Pmt	12,691.64	3,172.91	3,172.91	3,172.91	3,172.91	12,691.64
	Total GoLive/Accep	36,265.92	9,066.48	9,066.48	9,066.48	9,066.48	36,265.92
Prepaid	Maintance						
	7/24 Pmt	4,160.53	1,040.13	1,040.13	1,040.13	1,040.13	4,160.53
	11/24 Pmt	4,160.53	1,040.13	1,040.13	1,040.13	1,040.13	4,160.53
	Total Maintenance	8,321.06	2,080.27	2,080.27	2,080.27	2,080.27	8,321.06
Prepaid	ITS						
	Computer Services						
	7/24 Pmt	2,282.07	570.52	570.52	570.52	570.52	2,282.07
	R&M - IT						
	7/24 Pmt	3,814.09	953.52	953.52	953.52	953.52	3,814.09
Prepaid	Facilities Rent						
	Chinden	1,972.01	986.01	986.01			1,972.01
	CdA	323.22	80.81	80.81	80.81	80.81	323.22
	Cash Adjustment	40,286.73	13,737.60	13,737.60			12,811.54