



State of Idaho

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

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Minutes of 01/30/2023

Board Members	Eric Brinton, Chair	Division Staff:	MiChell Bird, Executive Officer
Present:	Paul Morgan		Lea Kear, Legal Counsel
	Jody Graham		Jessica Spoja, Lic & Reg Manager
	Brent Stanger		Melissa Ferguson, Cur & Exam Prog Sup
			Jesama Rosensweig, Lic Supervisor
Board Members	Jane McClaran		Don Morse, Investigations Unit Mgr
Absent:			Carlotta Zito, Board Support Specialist

The meeting was called to order at 9:02 AM (MST) by Eric Brinton.

APPROVAL OF 12/06/2022 AND 12/20/2022 MINUTES

A motion was made and seconded to approve the 12/20/2022 minutes. The motion carried unanimously.

A motion was made and seconded to approve the 12/06/2022 minutes. The motion carried unanimously.

DIVISION BUSINESS

Review Open Meeting Law: The Open Meeting Law was addressed. The Board voiced concern applications are no longer being reviewed in Executive Session except for applicants attending in person or via Web-Ex. Legal Counsel Lea Kear will review the Board's statutes as it pertains to the federal law.

Zero Based Regulation Administrative Rules Process: The Zero Based Regulation process was explained.

Review DOPL Strategic Plan: A brief overview of the Division's Strategic Plan was provided.

BOARD BUSINESS

Board Reorganization: In accordance with statute, a chair and vice-chair are elected at the first meeting after the new fiscal year, which is August. This topic will be placed on the August Agenda as an action item.

Work Product Review Checklist: The Work Product Review Checklist was reviewed with Board members providing changes.

PAREA Discussion: Board Member Jody Graham provided information on the Practical Applications of Real Estate Appraisal (PAREA), an online and virtual education program for aspiring appraisers, as well as discussion from the “State of the Profession” Webinar Report.

State of the Profession Webinar Report: This topic was addressed under the “PAREA Discussion”.

ASC Grant for Investigative Staff to Attend AARO Spring Conference: There was discussion on whether the state should apply for the ASC grant. A motion was made and seconded to request funding for DOPL’s investigative staff to attend the AARO spring conference. The motion carried. An amended motion was made and seconded to request funding for the investigative staff to attend the AARO Fall Conference. The motion carried unanimously.

Confidentiality and Conflict of Interest Agreements: The documents were presented to the Board members for signature.

Complaint Memorandum: Executive Officer Bird reviewed the Real Estate Appraisers Complaint Memorandum.

Review Delegated Authority for Staff Approval of AMCs: A delegation policy authorizing the DOPL’s Licensing Program to process Appraisal Management Company (AMC) applications was reviewed. A motion was made that the Board approve the delegation policy with the insertion of “non-standard applications”. Motion carried unanimously.

CE Audit Policy and Process: A draft of the *Continuing Education Audit Policy – Real Estate Appraisers* was provided with the Board members recommending changes. A motion was made and seconded to approve changes as recommended and request staff bring a sample “form stipulation” to the next meeting. The motion carried unanimously.

REA Individual Application Review: The Board reviewed application REAA CRA-5957. A motion was made and seconded to approve REAA CRA-5957 for licensure with the applicant reviewing education relative to “paired analysis”. The motion carried unanimously.

Public Comment: Scott DiBiasio, Appraisal Institute, asked about the status of PAREA’s acceptance in Idaho, and offered to provide a video demonstration on PAREA at the Board’s March 6, 2023 meeting.

EXECUTIVE SESSION – DISCIPLINE

Motion to Enter Executive Session: A motion was made and seconded for the Board to enter executive session under Idaho Code § 74-206 (1)(d) to consider records that are exempt from disclosure under the Public Records Act, Idaho Code § 74-106 (9). Roll call: Eric Brinton - aye, Paul Morgan - aye, Jody Graham - aye, and Brent Stanger - aye. The motion carried unanimously.

Motion to Exit Executive Session: A motion was made and seconded to exit Executive Session. The motion carried unanimously.

Motion(s) re: Discipline: A motion was made and seconded to approve staff recommendations on I-REA-2021-12, I-REA-2022-10, I-REA-2023-2, I-REA-2023-3, and I-REA-2023-4. The motion carried unanimously.

A motion was made and seconded to approve staff recommendations on I-REA-2021-7, and I-REA-2022-8. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:49 PM.