



# State of Idaho

## Division of Occupational and Professional Licenses

### Idaho Real Estate Education Council

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

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#### Draft Minutes of 12/01/2022

**Board Members Present:** Heidi Casdorph, Chair  
Carolyn Sinnard, Vice Chair  
Patrick Malone  
Elizabeth Hume  
Debbie Lawrence

**Division Staff:** MiChell Bird, Executive Officer  
Lea Kear, Legal Counsel  
Melissa Ferguson, Edu./Cur. Prog. Sup.  
Alice Young, Training Specialist  
Saychelle Roberts, Admin. Assist. 1  
Carlotta Zito, Board Sup. Spec.  
Linda Pratzner, Board Sup. Specialist

The meeting was called to order at 9:23 AM by Heidi Casdorph.

#### APPROVAL OF MINUTES

A motion was made to approve the September 6, 2022 minutes. Motion carried unanimously.

#### COUNCIL BUSINESS

**Reports:** The Education, Exam Statistics, and Civil Penalty Fine Revenue reports were presented.

**Discipline Class Idea:** The course outline for a discipline class was discussed.

**IDW and Core Outline Review:** The IDW and Core Outline was reviewed.

**GRI Civil Penalty Fine Project Report:** The report was presented.

**Civil Penalty Fine Project Update:** An update on the project was presented. A motion was made to recommend the updated Civil Penalty Fine Money Project and corresponding budget updates to the Commissioners at their 12/05/2022 meeting with changes made as discussed. Motion carried unanimously.

**Sales Pre-license Demo:** Sharon Anderson, The CE Shop, demonstrated the Sales Pre-License course.

**Open Meeting Law Training:** A PowerPoint presentation on Open Meeting Law was presented.

**Education Council Audits:** Commissioners Sinnard and Casdorph presented reports on courses they audited.

**Special Considerations:** A motion was made to deny the request on Case #22-0195. Motion carried unanimously.

#### ADJOURNMENT

There being no further business, the meeting adjourned at 12:40 PM.

12/08/2022cz/mf/krb