



State of Idaho  
Division Of Occupational and Professional Licenses  
Idaho Real Estate Commission

**BRAD LITTLE**  
Governor  
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**Draft Minutes of 10/10/2023**

<b>Board Members</b>	Jill Stone, Chair	<b>Division</b>	MiChell Bird, Executive Officer
<b>Present:</b>	Kim Cooper	<b>Staff:</b>	Greg Loos, General Counsel
	Michael Johnston		Carlotta Zito, Board Support Specialist
	Elizabeth Hume		Don Morse, Investigations Supervisor
	Martin Espil		Alice Young, Training Specialist

The meeting was called to order at 12:32 PM MT by Chair Stone.

**APPROVAL OF MINUTES**

A motion was made and seconded to approve the 07/11/2023 meeting minutes. The motion carried unanimously.

**BOARD BUSINESS**

**Idaho REALTORS Update:** Idaho REALTORS President Denise Lundy presented the Idaho REALTORS report.

**Guideline 17:** A motion was made and seconded to table this topic for the next meeting. The motion carried unanimously.

**Special Consideration Policy:** A motion was made and seconded to approve the policy as discussed and amended in the meeting. The motion carried unanimously.

**Core Ideas Discussion:** Training Specialist Alice Young asked for input on core ideas. The Commissioners and public participated.

**Teams Update:** Executive Officer MiChell Bird provided an overview of what Teams will look like, as well as an update on the Team Notification form.

**License Base Report:** Ms. Bird provided the License Base report.

**Education Report:** Ms. Young provided a verbal report on the new discipline course.

**Preliminary E&O Numbers:** Ms. Bird presented the Preliminary Errors and Omission's report.

**Discipline Course Update:** Ms. Young discussed the course that has been created as a disciplinary action plan.

**LUMA Update:** Ms. Bird gave a brief update on the State's transition to the LUMA system.

**Zero Based Regulation (ZBR) Introduction:** Ms. Bird and General Counsel Greg Loos presented the ZBR process and how it applies to all state agencies, boards/commissions, and IDAPA rule chapters, as well as the rules review process, prospective analysis, and review of the statutes governing the Idaho Real Estate Commission.

**PC Memo 23-0135:** Investigations Supervisor Don Morse presented Probable Cause Memo 23-0135 as an educational piece. A motion was made and seconded to authorize staff to file an administrative complaint against the Licensee, and the Executive Director be authorized to appoint a Hearing Officer to preside over the case. The motion carried unanimously.

**Public Comment:** There were no public comments.

### **EXECUTIVE SESSION – DISCIPLINE and APPLICATIONS**

**Motion to Enter Executive Session:** A motion was made and seconded for the commission 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). The purpose of the executive session will be to discuss documents relating to the fitness of an applicant to be granted a license or registration. Roll call: Chair Stone, Aye; Commissioner Cooper, Aye; Commissioner Johnston, Aye; Commissioner Hume, Aye; and Commissioner Espil, 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: Exemption Review:** A motion was made and seconded to grant the exemption requests for case numbers 23-017 and 23-019. The motion carried unanimously.

**Motion(s) re: Application Review:** A motion was made and seconded to appoint Christina Foulkrod to the Idaho Real Estate Education Council. The motion carried unanimously.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:30 PM.