



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

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Draft Minutes of 07/16/2024

Commission

Members Present: Elizabeth Hume, Chair
Michael Johnston, Vice-Chair
Jess Dahlinger
Martin Espil
Jill Stone

Division

Staff Present: MiChell Bird, Executive Officer
Jill Randolph, Legal Counsel
Don Morse, Investigations Prg. Sup.
Alice Young, Training Specialist
Erin Einarsson, Board Support Spc.
Others Present: Andrea Rosholt, Prosecution Counsel

The meeting was called to order at 1:00 PM MT by Chair Jill Stone.

APPROVAL OF 05/14/2024 MINUTES

A motion was made to approve the 05/14/2024 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Update: The financial update was not available and will be provided at the next Commission meeting.

OASIS Licensing System Update: Executive Officer (EO) MiChell Bird provided an update on the OASIS licensing system. OASIS went live on July 1, 2024, as scheduled. As the Commission members and public are interacting with OASIS, EO Bird encouraged them to contact the Division of Occupational and Professional Licenses (DOPL) staff with any questions or issues they discover. DOPL is currently working on implementing features such as adding agents to brokerages and expanding search functions. DOPL is creating an FTP site so that IMLS can pull active/inactive licensee data and will coordinate with other MLSs to provide access to the same data. Commissioner Michael Johnston asked if the data would be available to associations as well and Legal Counsel Jill Randolph replied that an agreement with associations can be drafted. Commissioner Elizabeth Hume noted that the current brokerage needs to be listed with a licensee search for contract writing purposes. Chair Jill Stone added that viewing brokerage history is also necessary.

RECOGNITION: Chair Stone thanked Commissioner Martin Espil for serving two terms on the Idaho Real Estate Commission, noting that his contribution to the Commission has been very much appreciated.

COMMISSION BUSINESS

Election of Chair, Vice-Chair and Real Estate Education Council Member: A motion was made to elect Elizabeth Hume as Chair, Michael Johnston as Vice-Chair and Jessica Dahlinger as the Real Estate Education Council Commission (REEC) Representative. The motion carried unanimously.

Idaho REALTORS® (IR) Update: Membership Director Pete Katsilometes, presented the IR Membership Report. As of July 1, 2024 there were 11,754 primary members and 1,165 secondary members, totaling 12,919 realtor members in the state of Idaho. There are 413 affiliates, which brings the total to 13,332 total realtor members in the state of Idaho. Compared with the most recently posted license count in May 2024, there were 13,441 active licenses, which puts the current total at 96% of licenses in the state of Idaho are IR members.

Vice-Chair Michael Johnston asked if there were any updates with regards to the National Association of Realtors® (NAR) settlement that the Commission needed to be aware of. Mr. Katsilometes directed the Commissioners to visit the IR NAR settlement page at idahorealtors.com/nar-settlement, which is continuously updated. Vice-Chair Johnston asked about the IR-webinar on July 17, 2024, and if the new form would be available at that meeting. Mr. Katsilometes clarified that the form is still being developed and that the webinar will be providing updates on the settlement and answering questions.

Real Estate Education Council Appointment: REEC Member Heidi Casdorff's request for reappointment was submitted to the Commission. A motion was made to approve the reappointment of Council Member Casdorff. The motion carried unanimously.

License Base Report: EO Bird provided an overview of the FY2024 Analysis of the License Base Report. As of June 1, 2024, there were a total of 16,670 active and inactive members. This is an increase of 119 members from May 1, 2024, and an increase of 33 members as compared to June 1, 2023.

Education Update: Training Specialist (TS) Alice Young provided a summary of the following activities of the Education staff.

- DOPL Online Services: The DOPL Education Department has officially transitioned to the new DOPL Online Services. Technical Records Specialist-Saychelle Roberts has been holding virtual office hours to provide training and answer questions for instructors and providers.
- 2024 Commission Core Update: All materials for Commission Core 2024 have been released to instructors and online developers. There are several live and remote classes offered, but there is not an online course option at this time.
- Real Estate Educators Association (REEA) Conference 2024: Training Specialist (TS) Jeannien DeWitt and TS Young attended the 2024 annual REEA conference. TS DeWitt and TS Young both completed the three Gold Standard Instructor Development Workshops and received their certification.
- ARELLO Mid-Year Conference: The "Remedial Real Estate Requirements" discipline class was submitted for an ARELLO award this year.

Education and Certification Policy: TS Young reviewed the updates made to the Education and Certification Policy booklet. A motion was made to approve the Education and Certification Policy as amended. The motion carried unanimously.

Civil Penalty Fine Budget: TS Young presented the FY2025 Proposed Civil Penalty Fine Budget to the Commission, noting that REEC has requested increasing the Special Education Projects budget from \$20,000 to \$25,000. Chair Hume asked why the proposed 2025 Travel budget had decreased by \$27,000

and TS Young responded that the 2025 Travel budget more accurately represents anticipated travel costs based on past travel expenditures. Commissioner Espil asked why Supplies, Resources and Subscriptions had increased to \$6,000 and TS Young replied that the 2025 budget includes the new software subscription the Education staff is using to create the 2024 Commission Core tutorials and for future training. Commissioner Espil asked if this was an expense that would be included every year and TS Young replied that it would be. EO Bird noted that with the implementation of the “Remedial Real Estate Requirements” discipline course, the revenue that has funded this account will decrease significantly and that the budget will have to be adjusted eventually. Vice-Chair Johnston asked about the proposal to transfer the \$300,000 cash balance to the Launch Program. EO Bird replied that the proposal has not yet been approved and noted that Statute specifies how fine monies are spent. There was a motion to approve the Civil Penalty Fine Budget as amended. The motion carried unanimously.

Online Broker Pre-License Development: EO Bird presented an email that was sent to DOPL from an Idaho Real Estate education provider, requesting the Commission Developed Broker Pre-License courses be offered online and to be granted a three-year exclusive contract to develop the online courses. EO Bird noted that the hybrid format of an online course with a live instructor is currently available, but that the self-paced online format is not. Additionally, DOPL does not award exclusive contracts and would instead enter a Request for Proposal (RFP) process to review multiple bids before a contract is awarded. While DOPL is supportive of putting broker pre-license courses online, considering current staff limitations, it was suggested by the REEC to begin with the Real Estate Law course. The Commission directed staff to begin the RFP process to develop an online Real Estate Law course. The Commission also directed staff to respond to the email and to encourage them to participate in the RFP process.

Zero-Based Regulation (ZBR): Pursuant to [Executive Order 2020-1](#), and the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code, the Idaho Real Estate Commission performed a thorough review of the administrative rules IDAPA 24.37.01 that govern the profession. A motion was made to approve the rules as proposed. The motion carried unanimously.

2024/2025 Meeting Dates: The Commission approved the following meeting dates: October 1, 2024, January 14, 2025, March 11, 2025, May 13, 2025 and July 14, 2025.

Public Comment: Vice-Chair Johnston noted that the Greater Idaho Falls Association of Realtors® has created a form that registers the team, team members and brokerage. They are encouraging people to voluntarily fill them out so that is information is available to the public.

MOTION TO ENTER EXECUTIVE SESSION: A motion was made 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 Hume, aye; Vice-Chair Johnston, aye; Commissioner Dahlinger, aye; Commissioner Espil, aye; and Commissioner Stone, aye. The motion carried unanimously.

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

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

Motion(s) re: Application(s): A motion was made to grant exemptions to case #24-04, #24-06 and #24-07. The motion carried unanimously.

Motion(s) re: Discipline: A motion was made to agree with the terms discussed in executive session on the following Consent Orders: Case # I-REC-2023-455, #I-REC-2023-459, #I-REC-2023-388, #I-REC-2023-454 and #I-REC-2023-209 and authorize the Chair to sign on behalf of the Commission. The motion carried unanimously.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 4:15PM MT.

DRAFT