



State of Idaho  
Division Of Occupational and Professional Licenses  
Idaho Real Estate Education Council

**BRAD LITTLE**  
Governor  
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**Minutes of 03/14/2023**

|                      |                             |                 |                                    |
|----------------------|-----------------------------|-----------------|------------------------------------|
| <b>Board Members</b> | Heidi Casdorph, Chair       | <b>Division</b> | MiChell Bird, Executive Officer    |
| <b>Present:</b>      | Carolyn Sinnard, Vice-Chair | <b>Staff:</b>   | Lea Kear, Legal Counsel            |
|                      | Patrick Malone              |                 | Melissa Ferguson, Edu/Cur Prog Sup |
|                      | Elizabeth Hume              |                 | Alice Young, Training Specialist   |
|                      | Debbie Lawrence             |                 | Saychelle Roberts, Admin Assist 2  |
|                      |                             |                 | Carlotta Zito, Board Support Spec  |

The meeting was called to order at 8:30 AM MT by Heidi Casdorph.

**APPROVAL OF MINUTES**

A motion was made to approve the 12/01/2022 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**DOPL Strategic Plan:** Executive Officer MiChell Bird presented the Division's Strategic Plan.

**Confidentiality, Conflict of Interest, and Honoraria Policies:** Lea Kear, Legal Counsel, addressed the policies for the Council members' review and signatures.

**Education Report:** The Instructor Development Workshop (IDW) has been renamed the Instructor Conference.

**Fingerprints:** Information Technology Services (ITS) will work with the Idaho State Police (ISP) to build a channel where fingerprints can be transmitted back and forth. Once Pearson VUE gets approval, it will only take a few days to set up and begin using the new process. An update on the fingerprints process will be provided at the next meeting.

**Law Books:** There were no changes during the 2022 Legislative Session to Statute of Administrative Rule in regard to the real estate industry; therefore, it was decided to wait until sine die of the 2023 Legislative Session to reprint the books.

**Broker Bulletin:** The recent Broker Bulletin was sent via Mailchimp, a marketing automation platform and email marketing service. It was discovered some designated brokers did not receive the bulletin. The subject line currently reads, "Broker Bulletin." A suggestion was to change the subject line to, "IREC Broker Bulletin." Another suggestion was to mail hard copies to all interested parties. Commissioner Hume suggested the Commissioners use their social media accounts to share news regarding the Broker Bulletin.

## **COMMISSION BUSINESS**

**Instructor Conference Update:** Instructor Conference 2023, March 15 – 17, Boise, Idaho, will address the following: March 15th – Legislative Update (pending Sine Die), Guideline Review, Case Law Update, Hot Topics, and Core Exam; March 16th – Presentation titled *Unboxing Your Core – How to Make Your Course Come to Life*; and March 17th – Provider Training and Back to Basics: Commission Developed Discipline Course.

A pilot for a new commission-based course titled *Back to Basics*; which focuses on discipline, was presented via PowerPoint by Training Specialist Alice Young.

**Applications:** There were no applications to review.

**Council Audits:** There were no audits to review.

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

## **ADJOURNMENT**

With no further business, the meeting adjourned at 10:42 AM MT.