

**IDAHO REAL ESTATE EDUCATION COUNCIL MEETING**  
**Tuesday – January 18, 2022 – 8:30 a.m. (MT)**

**Division of Occupational and Professional Licenses**  
**575 East Parkcenter Blvd., Suite 180, Boise, Idaho**

**MINUTES OF THE JANUARY 18, 2022 MEETING**

**NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting,  
but to record the significant features of those discussions.**

Chairman Patrick Malone called the meeting to order at 9:32 a.m. (MT)

**Board Members Present:**

Patrick Malone, Chairman  
MiChell Bird, Executive Director  
Heidi Casdorff  
Carolyn Sinnard  
Jill Stone-Zoom  
Jason Ayers-Zoom

**DOPL Staff Members Present:**

Melissa Ferguson, Edu. & Cur. Program Supervisor  
Alice Young, Training Specialist  
Saychelle Robert, Administrative Assistant 1  
Laura Shankel, Licensing & Registration Manager  
Jesama Rosensweig, Licensing Supervisor  
Ron Bassett, Board Services Manager  
Renee Bryant, Board Support Specialist

**Approval of the January 18, 2022 Agenda**

**MOTION:** Heidi Casdorff made a motion to approve the January 18, 2022 agenda as presented.  
All in favor, motion carried.

**Approval of the October 25, 2021 Meeting Minutes**

**MOTION:** Carolyn Sinnard made a motion to approve the October 25, 2021 meeting minutes as written. All in favor, motion carried.

**Approve Remaining 2022 Council Meeting – October 17, 2022**

To complete the Council's meeting schedule for the remainder of the 2022 calendar year, the Council Members approved the October 17, 2022 meeting date.

**Reports**

The following reports were reviewed:

- License Base Analysis
- License Examination Statistics
- Civil Penalty Fine Revenue Detail
- Commission-Developed Course Update

**Matters from Education Director**

ARELLO® 2022 Travel Report – Education & Curriculum Program Supervisor Melissa Ferguson reported on the ARELLO® Leadership Symposium held January 10-13, 2022, in Scottsdale, Arizona.

Core/IDW 2022 Discussion – Training Specialist Alice Young provided a handout on the 2022 Core topics and presenters for the March 8 and 9, 2022 Instructor Development Workshop

(IDW), to be held in Meridian, Idaho. Topics are: Legislative Update (pending Sine Die), Guildline Review (12 *Internet & Social Media Advertising* and 13 *Advertising*), Case Law Update, Hot Topics (Risk Reduction & Overview of Idaho Water Rights), and Core Exam.

Sales Prelicense Update – Training Specialist Young and Administrative Assistant 1 Saychelle Robert have received positive feedback from instructors and attendees on the new training material. The IREC team has been, and continues to, revise exams.

Law Course Material Review – The *Real Estate Law Handbook* by Steven L. Taggart, Esq. and Mark V. Cornelison, Esq., *Instructor Guide: Real Estate Law Handbook*, and *Real Estate Law: Timed Course Outline* were provided to the Council for review. It was suggested, and staff agreed, to explore the possibility of making the *Real Estate Law Handbook* into an actual book where students can purchase it online, thus taking the burden of printing off the instructors and everyone will have the correct material.

Designation List Approval – Administrative Assistant 1 Robert updated the Council on the 2022 Professional Designation/Certification Course List.

**MOTION:** Carolyn Sinnard made a motion to approve the 2022 Professional Designation/Certification Course List. All in favor, motion carried.

### **Enter into Executive Session**

**MOTION:** Patrick Malone moved that the Commission adjourn to executive session pursuant to Idaho Code 74-204(1)(d) to consider records exempt from disclosure under the Public Records Act, specifically, Idaho Code 74-106(9), relating to information obtained as part of an inquiry into fitness to obtain or retain a license or certification [and/or] 74-108(5), which records relate to the following subjects: Special considerations, Instructor/ Course Audits, and Education Council Audit Schedule. Roll call: Patrick Malone-yes, Heidi Casdorff-yes, Jill Stone-yes, Carolyn Sinnard-yes, Jason Ayers-yes, and MiChell Bird-yes. All in favor, motion carried.

### **Exit from Executive Session**

**MOTION:** Heidi Casdorff made a motion to exit executive session. All in favor, motion carried.

### **Special Considerations**

Case #22-002

**MOTION:** Jill Stone made a motion to grant the request for waiver. All in favor, motion carried.

Case #22-003

**MOTION:** Jason Ayers made a motion to allow the extension for module 1; however, retake module 2 prior to May 20, 2022. All in favor, motion carried.

Case #22-004

**MOTION:** Carolyn Sinnard made a motion to grant the extension on the *Valuation and Analysis Real Estate Law* and *Real Estate Finance* broker courses; however, retake the *Broker Management* course within six months of today's meeting. All in favor, motion carried.

**Adjournment**

With no further comments or questions, Chairman Malone adjourned the meeting at 10:45 a.m. (MT).

03/06/2022rb