

Idaho Real Estate Education Council
January 23, 2019
Minutes

Pursuant to notice given, a meeting of the Idaho Real Estate Education Council (Council) was initiated at the Commission office, 575 E. Parkcenter Blvd., Suite 180, Boise, Idaho on Wednesday, January 23, 2019 at 8:30 a.m.

Members Present:

Shelly Shoemaker, Chair, Bellevue
Georgia Meacham, Vice-Chair, Boise
Patrick Malone, Member, Idaho Falls
Jason Ayers, Member, Coeur d'Alene
Michael J. Johnston, Commission Representative
MiChell Bird, Executive Director (via teleconference)

Comprising a quorum of the Council

Members Absent:

Staff Present:

Melissa Ferguson, Education & Licensing Director
Sue Billman, Training Specialist
Jessica Valerio, Administrative Assistant II
Erin Keen, Administrative Assistant I

Others Present:

None

Call to Order: Chair Shelly Shoemaker called the January 24, 2019 meeting of the Idaho Real Estate Commission Education Council to order at 8:30 a.m.

Introductions: Council, Staff & Visitors

Approval of Meeting Minutes: A motion was made by Michael J Johnston to approve the October 9, 2018 Council meeting minutes. Motion carried.

Reports: The following reports were reviewed and placed on file in the Commission office.

- License Exam Statistics Report
- Analysis of the License Base Report
- Civil Penalty Fine Revenue Report
- Education & Licensing Telephone Log

Review Commission-Developed Course Calendar:

Sue Billman presented revised course completion dates and an update on the progress for each of the Commission-developed courses. She confirmed that the Finance and V&A

course pilots are almost finished with the final course materials scheduled to be sent to instructors in February (Finance) and March (V&A). The Brokerage Management materials and BCOO materials will roll out as a pilot in February. Ms. Billman reported she will complete Post License Fundamentals and Post License Pricing, Marketing and Advertising by April to coincide with the expiration of the current ARELLO certificates for the online versions. Once the Post License courses have been completed, she will move on to the Sales Preliminary modules so that they can be piloted and ready for an online roll out in FY2020.

Director Ferguson gave an update on the Law RFQ. She reported that Erin has been working on scanning and organizing the material so that the Law RFQ and online BCOO RFQ can be finalized with purchasing and sent out for vendor response.

The broker renewal course has been postponed in lieu of completing the curricula update for the other courses but is still a planned project for the department.

Matters from Education Director:

- **Update on Hiring for the Education & Licensing Department:**
 - Technical Records Specialist 1 position is vacant, and the Commission will hire for this position soon.
 - Erin Keen, the new AAI for the Education department was given a few minutes to introduce herself.
- **IDW/Core 2019:** Director Ferguson gave the Education Council a brief on the proposed Core topics and presenters. Discussion ensued.
- **Discussion on SIOR Education:** Devon Pierce gave a brief presentation on the SIOR designation and annual World Conference. Discussion ensued regarding the requirements for continuing education credit approval. Director Ferguson will follow up with Mr. Pierce after the meeting to get additional information on the designation and to offer guidance on the CE approval process.
- **Annual Review of Designation list & Courses:** Education Council reviewed 2019 designation list and courses.
Patrick Malone motioned to approve the list of designation. Motion carried.
- **Draft of Student Teaching Policy:** Director Ferguson presented a proposed revision to the current student teaching policy. Discussion ensued.
Georgia Meacham motioned to approve the student teaching policy as presented. Motion carried.
Director Ferguson will update the Commissioners on this decision at their meeting the following day.
- **Discussion on Suggested Provider Forms:** Sue Billman proposed developing a few forms or a checklist that could serve as a provider tool kit. Discussion ensued.

- **Civil Penalty Fine Money Update:** Director Ferguson reported on Civil Penalty Fine Money expenditures for the year. Executive Director Bird presented an idea on developing a few short explainer videos that could be posted to the Commission website to help with logging in to Online Services, how to file a complaint (for consumers) and basic steps to get a license. Discussion ensued.

Director Bird reported that she would present this idea to the Commissioners for approval at their meeting the following day.

- **Review of BCOO Materials:** Course materials for the Business Conduct and Office Operations course were presented and reviewed by the Education Council members and IREC staff.

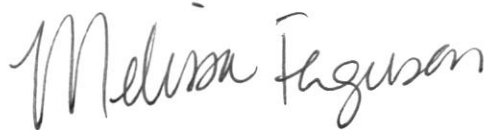
Executive Session: In accordance with Idaho Code 74-206(1)(d), a motion was made by Michael J. Johnston to adjourn to executive session to consider records that are exempt from disclosure as provided in Idaho Code 74-106(9) and 74-108(5), which records relate to the following subject: Education Special Considerations. Roll was called; Georgia Meacham, Shelly Shoemaker, Patrick Malone, Jason Ayers, Michael J. Johnston, and MiChell Bird voted in favor. Motion carried. Members adjourned to executive session to consider records exempt from disclosure.

There being no further purpose for an executive session, a motion was made by Michael J. Johnston to adjourn the executive session and return to open meeting. Motion carried.

Michael J. Johnston made motion to approve Special Consideration #19-005. Motion carried.

A motion was made by Michael J. Johnston to adjourn the meeting at 2:10 p.m. Motion carried.

Respectfully submitted,

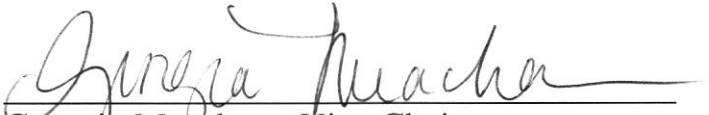
A handwritten signature in cursive script that reads "Melissa Ferguson".

Melissa Ferguson
Education & Licensing Director


MF:jv


Minutes of the Idaho Real Estate Education Council meeting held in Boise, Idaho, on January 23, 2019 are hereby approved.


Shelly Shoemaker, Chair


Georgia Meacham, Vice Chair


Patrick Malone, Member


Jason Ayers, Member


Michael J Johnston,
Commission Representative


MiChell Bird, Executive Director