Minutes of 07/11/2023

Board Members: Heidi Casdorph, Chair
Present: Carolyn Sinnard, Vice-Chair
 Patrick Malone
 Elizabeth Hume
 Debbie Lawrence

Division: MiChell Bird, Executive Officer
Staff: Lea Kear, Legal Counsel
 Melissa Ferguson, Edu/Cur Prog Sup
 Alice Young, Training Specialist
 Saychelle Roberts, TRS 2
 Carlotta Zito, Board Support Spec

The meeting was called to order at 9:02 AM MT by Chair Heidi Casdorph.

EXECUTIVE SESSION – APPLICATIONS

Motion to Enter Executive Session: A motion was made for the Board 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: Heidi Casdorph-aye, Carolyn Sinnard-aye, Debbie Lawrence-aye, Patrick Malone-aye, Elizabeth Hume-aye, and MiChell Bird-aye. The motion carried unanimously.

Motion to Leave Executive Session: A motion was made to exit executive session. The motion passed unanimously.

Motions(s) re: Applications: A motion was made to pend over case #23-001E. The motion carried unanimously.

APPROVAL OF MINUTES
A motion was made to approve the 05/23/2023 meeting minutes. The motion carried unanimously.

COUNCIL BUSINESS

Election of Officers: A motion was made to nominate Carolyn Sinnard as Chair and Debbie Lawrence as Vice-Chair for fiscal year 2023-2034. The motion carried unanimously.

Schedule Future Meetings: A motion was made to approve the following dates for the 2023-2024 fiscal year: September 13, 2023, November 8, 2023, March 5, 2024 May 14, 2024 and July 16, 2024. The motion carried unanimously.

Education Report: Education & Curriculum Program Supervisor: Education & Curriculum Program Supervisor Melissa Ferguson discussed the Education report, which include Salesperson
Fiscal Year 2023 Elective Course Review: Technical Records Specialist 2 Saychelle Roberts addressed the approved and disapproved courses, 7/1/2022 – 6/30/2023, and the FY2024 Professional Designation Course List.

Civil Penalty Fine Budget: Ms. Ferguson reviewed a draft Civil Penalty Fine Budget (FY 2023 & FY 2024). A motion was made to accept the budget with amendments as discussed. The motion carried unanimously.

Evaluation Form Sample Discussion: Training Specialist Alice Young presented drafts of the Live Course & Instructor Evaluation form to the Council Members for review and feedback.

Public Comment: There were no public comments.

ADJOURNMENT
With no further business, the meeting adjourned at 12:00 PM MT.