



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

**BRAD LITTLE**  
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**Minutes of 07/11/2023**

<b>Board Members</b>	Heidi Casdorff, Chair	<b>Division</b>	Michelle 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, TRS 2
			Carlotta Zito, Board Support Spec

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

**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 Casdorff-aye, Carolyn Sinnard-aye, Debbie Lawrence-aye, Patrick Malone-aye, Elizabeth Hume-aye, and Michelle 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

Prelicense, Broker Prelicense, Fingerprinting Services, CE Audits, REEA Conference 2023, ARELLO, and Education Council position.

**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.