



State of Idaho

Division Of Occupational and Professional Licenses Idaho Real Estate Education Council

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Minutes of 09/13/2023

Board Members Present:	Carolyn Sinnard, Chair Debbie Lawrence, Vice-Chair Patrick Malone Heidi Casdorff	Division Staff:	MiChell Bird, Executive Officer Lea Kear, Legal Counsel Melissa Ferguson, Edu/Cur Prog Sup Alice Young, Training Specialist Saychelle Roberts, TRS 2 Carlotta Zito, Board Support Spec
Board Members Absent:	Jill Stone		

The meeting was called to order at 9:01 AM MT by Chair Carolyn Sinnard.

APPROVAL OF MINUTES

A motion was made to approve the 07/11/2023 meeting minutes. The motion carried unanimously.

COUNCIL BUSINESS

Education Report: The Education report was presented by Education and Curriculum Program Supervisor Melissa Ferguson.

Core 2024 Report: Topics for Core 2024 were presented by Ms. Ferguson and discussed by the Council members.

Real Estate Law Course Discussion: Ms. Ferguson asked for discussion and feedback from the Council regarding edits they would like made to the *Current Law Instructor Qualifications* and the *Proposed Draft Section for the Special Consideration Policy and Procedure* documents. A motion was made to recommend acceptance of the *Proposed Draft Section for the Special Consideration Policy and Procedure* with the edits discussed. The motion carried unanimously.

Course and Instructor Audit Assignments: The new audit checklist for FY2024 course audits was presented. Course and Instructor Audit assignments were discussed.

Public Comment: There were no public comments.

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. The Roll call vote was: Carolyn Sinnard-aye, Heidi Casdorff-aye, Debbie Lawrence-aye, Patrick Malone-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 approve case #23-001E. The motion carried unanimously.

ADJOURNMENT

With no further business, the meeting adjourned at 10:07 AM MT.

DRAFT