



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

**Draft Minutes of 05/21/2024**

**Board Members** Carolyn Sinnard, Chair      **Division** MiChell Bird, Advisory Council Member  
**Present:**      Debbie Lawrence, Vice-Chair      **Staff:**      Mark Kubinski, Lead Counsel  
Chris Foulkrod      Melissa Ferguson, Edu/Cur Prog Super  
Heidi Casdorff      Alice Young, Training Specialist  
Jill Stone, Commission Rep.      Erin Einarsson, Board Support

The meeting was called to order at 9:00 AM MT by Chair Carolyn Sinnard.

**APPROVAL OF 03/05/2024 MEETING MINUTES**

A motion was made to approve the 03/05/2024 meeting minutes. The motion carried unanimously.

**COUNCIL BUSINESS**

**Education Report:** Training Specialist (TS) Alice Young presented the Education report, updates since the March 2024 meeting.

- The 2024 Instructor Conference was held at the Division of Occupational and Professional Licenses (DOPL) campus March 6 -7, 2024. The Education Team received positive feedback from the attendees and is open to any additional feedback from the council members.
- The 2024 Commission Core materials are near completion. Updated documents will be sent to online providers as well as live instructors along with an invitation to the rollout meeting. The roll out meeting is scheduled for May 29, 2024. This meeting will be recorded for those unable to attend. Max Pond of Idaho Realtors will present the legislative updates and Advisory Council Member (ACM) MiChell Bird will present the DOPL specific legislation.
- ARELLO Mid-Year Conference: TS Young was appointed to the Law and Regulation Committee. Because the DOPL Education Team has received several awards, the Education and Curriculum Program Supervisor Melissa Ferguson and TS Young were asked to create a promotional video about the ARELLO Awards. The Education Team plans to submit the Discipline Class for an ARELLO award this year.
- Civil Penalty Fine Money: The DOPL Education Team normally identifies projects they would like to allocate funds to and presents that budget to the Real Estate Commission in July. TS Young has two proposals to review with the Council today and opened the discussion to any additional projects the Education Council may be interested in funding.

**Status of Commission-Developed Courses:** TS Young provided the Council with a list of the Commission-developed Courses and the updates that are needed for each course. ACM Bird and Chair Sinnard identified the Post License Fundamentals course as a priority. The Post License: Professionalism,

Marketing & Advertising course was a second suggestion. TS Young requested Subject Matter Expert recommendations from the Council. The Discipline course will be updated as well, especially due to the OASIS licensing system that is launching on July 1, 2024.

**Civil Penalty Fine Money Discussion:** The Division has received two financial support requests. Firstly, Idaho Realtors® seek aid in covering courses and projected instructor costs for the 2024 annual convention in Boise, Idaho. Secondly, the Realtors® Land Institute Western States Chapter seeks support for a “Subdivision Land Development” ALC elective course scheduled for September 15-16, 2024, also in Boise, Idaho. The Council funded a previous course by the Realtors® Land Institute titled, “Valuation and Transactions of Energy and Environmental Assets” and ACM Bird requested that TS Young gather feedback from that course to present to the Council at the next meeting. DOPL will provide an updated budget at the next meeting which can provide the Council with guidance for allocating these funds. The topic of Civil Penalty Fine Budget will be placed on the agenda as an action item for the next Council meeting.

**Public Comment:** There were no public comments.

#### **EXECUTIVE SESSION – SPECIAL CONSIDERATION REQUEST(S)**

**Motion to Enter into Executive Session:** A motion was made for the Council 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 vote: Chair Sinnard-Aye, Vice-Chair Lawrence-Aye, Council Member Casdorff-Aye, Council Member Foulkrod-Aye, Commission Representative Stone-Aye, and Advisory Council Member Bird-Aye. The motion carried unanimously.

**Motion to Leave Executive Session:** A motion was made to leave executive session. The motion carried unanimously.

#### **Motion(s) Resulting from Executive Session**

A motion was made to table case number 24-002E pending additional information. The motion carried unanimously.

#### **ADJOURNMENT**

With no further business, the meeting was adjourned at 10:02 AM.