



State of Idaho  
Division Of Occupational and Professional Licenses  
Idaho Board of Real Estate Appraisers

**BRAD LITTLE** Governor  
**RUSSELL BARRON** Administrator  
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**Minutes of 12/06/2022**

<b>Board Members Present:</b>	Eric Brinton, Chair Paul Morgan Jody Graham Jane McClaran	<b>Division Staff:</b>	MiChell Bird, Executive Officer Lea Kear, Legal Counsel Jessica Spoja, Lic/Regist Manager Jesama Rosensweig, Licensing Supervisor Melissa Ferguson, Curr/Exam Prog. Super. Christopher Gilliam, HR Specialist, Senior Carlotta Zito, Board Support Specialist
<b>Board Members Absent:</b>	Brent Stanger		

The meeting was called to order at 9:03 AM (MT) by Eric Brinton.

**APPROVAL OF MINUTES**

Motion was made and seconded to approve the 10/25/2022 minutes. Motion carried unanimously.

**DIVISION BUSINESS**

**Board Training:** Respectful Workplace training was provided.

**ZBR Process Overview:** Deputy Administrator Tim Frost presented the Zero-Based Regulation (ZBR) process. The Board will go through this process in 2023.

**BOARD BUSINESS**

**State Jurisprudence Exam Questions:** The exam questions were reviewed with question ten to be corrected. A motion was made and seconded to approve the State Jurisprudence Exam questions. Motion carried unanimously.

**CE Audit Policy and Process:** Proposed changes to the audit policy were reviewed. Currently, audits are presented at board meetings for review and approval. The proposed change would allow DOPL staff to review and approve audits; thus, streamlining the process. It was recommended applicants submit classes with the applications for licensure.

**Complaint Memorandum:** The Complaint Memorandum was presented.

**AMC Application Review:** It was recommended DOPL staff approve AMC applications rather than the Board; however, questionable applications would continue to be reviewed and approved by the Board. A motion was made and seconded to allow staff to approve AMC applications with exceptions. Motion carried unanimously.

**REA Individual Application Reviews:** Applications were reviewed. It was questioned why applications were being reviewed outside of Executive Session.

**Motion(s) re: Applications:** A motion was made and seconded to approve the following applications: REAA LRA-5648, REAA LRA-6034, and REAA LAR-6065. Motion carried unanimously.

A motion was made and seconded to table the following applications pending special meeting: REAA CGA-5953, and REAA CGA-5967. Motion carried unanimously.

**CE Review for Reinstatement of Expired Licenses:** There were no expired licenses to review.

**ASC State Off-Site Assessment of Idaho's Appraiser Regulatory Program:** An update was presented.

**ASC State Off-Site Assessment of Idaho's Appraisal Management Company Regulatory Program:** An update was presented.

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

#### **EXECUTIVE SESSIONS - APPLICATIONS**

**Motion to Enter Executive Session:** A motion was made and seconded 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 executive session will be to discuss documents relating to the fitness of an applicant to be granted a license, as well as to retain a license or registration. Roll call: Eric Brinton - aye, Paul Morgan -aye, Jody Graham - aye, and Jane McClaran - aye.

**Motion to Exit Executive Session:** A motion was made and seconded to exit Executive Session. Motion carried unanimously.

**Motion(s) re: Discipline:** A motion was made and seconded to close the following applications: I-REA 2023-4, I-REA 2023-5, I-REA 2023-6, I-REA 2023-7, I-REA 2023-8, and I-REA 2023-9. Motion carried unanimously.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:58 AM