



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

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**Minutes of 11/05/2024**

<b>Board Members</b>	Eric Brinton, Chair	<b>Division</b>	MiChell Bird, Executive Officer
<b>Present:</b>	Brent Stanger	<b>Staff:</b>	Greg Loos, Legal Counsel
	Jody Graham		Jesama Rosensweig, Licensing Supervisor
	Jason Stewart		Don Morse, Investigations Program Supr.
	Mary May		Craig Boyack, Investigator
			Jeana Graff, Human Resource Specialist
			Renee Bryant, Board Support Supervisor
			Amanda Lee, Board Support Specialist

The meeting was called to order at 9:00 AM MT by Chairman Eric Brinton.

**APPROVAL OF 08/19/2024 MEETING MINUTES**

Revision of the 08/19/2024 Meeting Minutes was made; “Board Member Jody Graham offered to be a pro-reviewer on future complaint cases” has been changed to “Board Member Jody Graham offered to help with administrative review of future complaint cases” within the Complaint Report. A motion was made and seconded to approve the 08/19/2024 meeting minutes as amended.

**DIVISION BUSINESS**

**Respectful Workplace Training:** Due to technical difficulties, Respectful Workplace Training has been rescheduled for the February 3, 2025 meeting.

**Financial Report:** Executive Officer (E.O.) MiChell Bird reviewed the 2024 fiscal year report. Due to system programming procedure, the fee holiday that ended in July of 2024 has not been put into effect. An explanation of the fee schedule will be posted to the Division’s website once further information is reviewed and a decision is made by the Board.

**Legislative Update:** E.O. Bird provided a brief overview of the renewal cycle updated during the 2024 Legislative Session and informed the Board that she was working on an exemption to the rule for appraisal management company (AMC) license holders.

**BOARD BUSINESS**

**Election of Officers:** A motion was made and seconded to re-elect Eric Brinton as Chairman. The motion passed unanimously.

A motion was made and seconded to nominate Board Member Jody Graham for the Vice-Chair position. The motion passed unanimously.

**Schedule for 2025 Meeting Dates:** The Board Members agreed to the following meeting dates for 2025: February 3, April 7, June 2, August 4, October 6, and December 1.

**Complaint Report:** Don Morse, Investigations Program Supervisor, informed the Board that overall complaints have decreased. The three (3) most recent complaints have already been investigated.

**AARO Fall Conference:** Chairman Brinton and Board Member Jason Stewart attended the Association of Appraiser Regulatory Officials' Fall Conference (AARO). The Board discussed the need for requirements and regulations for individuals involved with data collection.

**Licensing System Update:** The second phase of the Division's new licensing system went live on November 4, 2024. System programmers are currently working on resolving support tickets, with the most pressing one for the REA Board being the automatic entry of the Appraisal Subcommittee (ASC) fee into the ASC registry. While ASC entries will be automated, AMCs will still require manual entry.

**Public Comment:** There was no public comment.

#### **EXECUTIVE SESSION – APPLICATION(S) & DISCIPLINE**

A motion was made and seconded to enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session is to discuss documents relating to the fitness of a licensee to obtain or retain a license or registration. Roll call: Chairman Brinton-Aye, Board Member Graham-Aye, Board Member Stanger-Aye, Board Member May-Aye and Board Member Stewart-Aye. The motion carried unanimously.

A motion was made and seconded to leave executive session. The motion carried unanimously.

#### **MOTION(S) RESULTING FROM THE EXECUTIVE SESSION**

**Motion re: Application:** A motion was made and seconded to table application REAA-6300 pending further information. The motion carried unanimously.

**Motion(s) re: Discipline(s):** A motion was made and seconded to approve with a warning letter Case 1298826. The motion carried unanimously.

A motion was made and seconded to close Case 1318520. The motion carried unanimously.

A motion was made and seconded to agree with the terms discussed in the executive session on Case I-REA-2024-3 and authorize the Chair to sign on behalf of the Board. The motion carried unanimously.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:53 AM.

11/05/2024/al