



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

**BRAD LITTLE**  
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**RUSSELL BARRON**  
Administrator

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**Draft Minutes of 02/03/2025**

<b>Board Members</b>	Eric Brinton, Chair	<b>Division Staff</b>	MiChell Bird, Executive Officer
<b>Present:</b>	Jody Graham, Vice-Chair	<b>Present:</b>	Gus Tate, Legal Counsel
	Brent Stanger		Ryan Allstott, Licensing Supr.
	Jason Stewart		Don Morse, Investigations Supr.
	Mary May		Craig Boyack, Investigator
			Amanda Lee, Board Support Spec.
			Wendy Gutierrez, Financial Officer
		<b>Prosecuting Attorney:</b>	Eric Nelson

This meeting was called to order at 9:02 AM (MT) by Chair Eric Brinton.

**APPROVAL OF MINUTES:** A motion was made and seconded to approve the 11/05/2024 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Financial Report:** Wendy Gutierrez, Financial Officer, highlighted a few areas of interest in the Second Quarter of the FY2025 Financial Report. Financial projections will be presented at the next meeting.

**Legislative Update:** In 2024, legislation was enacted requiring all licenses and registrations issued by the Division of Occupational and Professional Licenses (DOPL) to be renewed every two years, on or before the licensee's, registrant's, or certificate holder's birthday. EO Bird and DOPL staff are currently developing a plan to implement this change, including linking renewals for odd and even years to the applicant's year of birth.

**Strategic Plan:** The 2025-2028 Strategic Plan review has been tabled for the 04/07/2025 meeting.

**BOARD BUSINESS**

**Complaint Report:** The number of complaints being reported remains steady, but low. Three new cases will be reviewed during the Executive Session. Investigations Program Supervisor, Don Morse, will work with Prosecuting Attorney Andrea Rosholt on a report of outstanding cases.

**AARO Virtual Training – 02/05/2025 and Midyear:** On 02/05/2025, EO Bird, Chairman Brinton, Board Member Jason Stewart, and Board Member Brent Stanger will be attending the

AARO Virtual Training course. Vice-Chair Jody Graham and Board Member Mary May expressed interest in attending the Midyear, April 29<sup>th</sup>-May 1<sup>st</sup>, AARO Virtual Conference.

**Industry questions received on Rule and Statute:** Vice-Chair Graham discussed the concern held by residential appraisers about providing short-term rental analysis on single family homes. It is not clearly stated within the Uniform Standards of Professional Appraisal Practice whether providing that is outside the scope of their license. Legal Counsel Gus Tate will research Idaho statute and rule and provide an analysis before the next meeting.

EO Bird discussed the cancellation of the previous fee holiday. Due to the development of DOPL's new licensing system, the integration of the updated fees originally expected in 2022, was postponed until the system was completed. The fees discussed in 2023's Zero Based Regulation meetings were put into place in January of 2025.

**Public Comment:** David Bloxham, Rocky Mountain Appraisers Association, reiterated the importance of understanding short-term rental analysis and which licensees are allowed to perform them.

#### **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, Vice Chair 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 approve CGA application 1522042 pending additional information to be reviewed by a member of the Board.

**Motion(s) re: Discipline(s):** A motion was made and seconded to approve staff recommendations for cases 1369447 and 1419535.

A motion was made and seconded to issue a formal letter of reprimand for case 1269225.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:24 AM.

02/03/2025 al