



State of Idaho
Division of Occupational and Professional Licenses
Idaho Real Estate Commission

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Draft Minutes of 03/11/2025

Commission	Elizabeth Hume, Chair	Division	MiChell Bird, Executive Officer
Members Present:	Michael Johnston, Vice-Chair	Staff Present:	Gus Tate, Legal Counsel
	Jessica Dahlinger		Melissa Ferguson, Ed. Program Sup.
	Martin Espil		Alice Young, Training Specialist
	Jill Stone		Ryan Allstott, Licensing Supervisor
			Don Morse, Investigations Supervisor
			Craig Boyack, Investigator
			Justin Montoya, Investigator
			Erin Einarsson, Board Support Specialist

The meeting was called to order at 1:00 PM MT by Chair Elizabeth Hume.

APPROVAL OF 01/14/2025 MINUTES

Vice-Chair Michael Johnston noted that under “Guideline #4 Changes”, the final bullet point should be changed to read “Changing all references from “The Blue Brochure.”” A motion was made to approve the 01/14/2025 meeting minutes as amended. The motion carried unanimously.

DIVISION BUSINESS

Financial Update: Executive Officer (EO) MiChell Bird presented the Fiscal Year 2025, Quarter 2 Financial Report to the Commission. The 20% fee decrease will go into effect on July 1, 2025.

OASIS Update: The licensing system development team is continuing to work on improvements such as continuing education credit tracking, audits and investigation reports. EO Bird encouraged the Commissioners to continue to provide staff with information on any issues they encounter while using the licensing system.

Legislative Update: EO Bird presented the pending rules to the House Business Committee and the Senate Commerce and Human Resources Committee. Rule 402.01 “Topics Approved by the Commission” was deleted as it was duplicative of statute. With that amendment, the rules were approved and are waiting for a concurrent resolution. House Bill 14 requires state agencies to review Idaho Code for any unnecessary, obsolete and outdated provisions and report their recommendations to the Legislature by September 1, 2025. Legal Counsel Gus Tate will be reviewing the Idaho Real Estate License Law and will present recommendations to the Commission. DOPL is beginning the 2-year license renewal cycle implementation process. This will be a staggered process and Real Estate licensees will be notified prior to the change.

COMMISSION BUSINESS

Idaho REALTORS® Update: Idaho Realtors (IR) Chief Executive Officer (CEO) David Hensley presented the IR Report to the Commission. CEO Hensley shared that as of March 1, 2025, the total realtor membership was 12,134, with 92% licensed. Total membership is 12,560 including affiliate members. Most associations experienced an increase in membership and there are three associations whose membership numbers remained the same. CEO Hensley noted that membership totals have exceeded budgeted projections. On April 23, 2025, IR will be hosting a “Past Presidents” reception at Boise Centre West. The Board of Directors meeting will be held on April 24, 2025, at Boise Centre East. Chair Hume asked if any of the IR sponsored legislation has passed. CEO Hensley replied that they are monitoring the status of their proposed legislation which includes changes to short-term rental law and homeowner exemptions.

License Base Report: Licensing Supervisor (LS) Ryan Alstott presented the License Base Report. As of March 2025, brokerages and salespersons license total was 16,821. There is a slight decrease as compared to March 2024, but is an increase as compared to January 2025. Commissioner Jill Stone shared that within her brokerage she has a salesperson who is listed twice. LS Alstott replied that DOPL has compiled a list of duplicate licenses and is working through the system to delete them.

Education Report: Education Program Supervisor (EPS) Melissa Ferguson provided the Education Report including the following topics:

- The development team is continuing to progress through the requested changes for the licensing system and has completed approximately 50% thus far. Improvements to continuing education tracking are expected to be published soon.
- The online course development for the Post License and Broker Law courses as well as the new licensing exam have been put on hold due to pending legislation that may change some of the Division of Purchasing’s requirements and the process for procurement of contracts for these services. EPS Ferguson will provide an update on those items after July 1, 2025.
- DOPL Education Staff is reviewing the second round of revisions from a potential Commission Core provider.

Commission Core 2025 and IDW: Training Specialist Alice Young presented the Commission Core 2025 and Instructor Developer Workshop (IDW) update.

- Day 1 will include Commission Core 2025, Case Law, Guideline #4 review, Agency Disclosure Brochure, Errors and Omission Insurance, Who’s Who and the exam.
- Day 2 will be the Instructor Developer Workshop and provider training.

CP Fine Money Project Proposal: A real estate educator presented a proposal to the DOPL Education Staff of additional courses they would like to offer. The Real Estate Education Council requested that DOPL conduct further research on the courses and budget. The Education Council did not ask the Commission to take any action on this matter.

Agency Disclosure Brochure and Guideline #4: TS Young presented the Guideline #4 draft document. The Commission requested that Guideline #4 refer to the document as the “Agency Disclosure Brochure” and requested all references to “the brochure” be removed. In Question 2,

paragraph 2, the second reference to “Agency Disclosure Brochure” was changed to “it.” A motion was made to approve Guideline #4 as amended. The motion carried unanimously.

TS Young presented the Agency Disclosure Brochure and Frequently Asked Questions (FAQS) draft documents to the Commission. A motion was made to approve Agency Disclosure Brochure and FAQS documents as amended. The motion carried unanimously.

MOTION TO ENTER EXECUTIVE SESSION: A motion was made for the Commission 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: Chair Hume, aye; Vice-Chair Johnston, aye; Commissioner Dahlinger, aye; Commissioner Espil, aye; and Commissioner Stone, aye. The motion carried unanimously.

Motion to Exit Executive Session: A motion was made to exit Executive Session. The motion carried unanimously.

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

Motion(s) re: Application(s): A motion was made to approve applications 25-05 and 25-07. The motion carried unanimously.

A motion was made to deny applications 25-06, 25-08 and 25-09. The motion carried unanimously.

Motion(s) re: Discipline: A motion was made to agree with the facts set forth in Probable Cause Memos 1334755 and I-REC-2024-81 and to proceed with formal action. The motion carried unanimously.

Public Comment: Chair Hume announced that three hours of CE credit would be awarded to those who signed in and out and attended the meeting in full.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 3:35 PM MT.