



# State of Idaho

## Division of Occupational and Professional Licenses Real Estate Education Council Board

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

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### Draft Minutes of 07/14/2025

<b>Council Members Present:</b>	Heidi Casdorph, Chair Chris Foulkrod, Vice-Chair Carolyn Sinnard Debbie Lawrence Jessica Dahlinger, REC Rep.	<b>Division Staff Present:</b>	MiChell Bird, Executive Officer Gus Tate, Legal Counsel Melissa Ferguson, Ed. Program. Spr. Alice Young, Training Specialist Saychelle Roberts, Tech. Rcds. Spc. Erin Einarsson, Board Support Spr. Charlotte Kovac, Board Support Spc.
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The meeting was called to order at 9:07 AM MT by Chair Heidi Casdorph.

#### Approval of 03/11/2025 Minutes:

A motion was made to approve the March 11, 2025 minutes. The motion carried unanimously.

#### COUNCIL BUSINESS

**Council Elections:** A motion was made to nominate Council Member Chris Foulkrod as Chair. The motion carried unanimously. A motion was made to nominate Council Member Debbie Lawrence as Vice-Chair. The motion carried unanimously.

**Council Meeting Calendar 2025/2026:** The Council approved the proposed meeting schedule. The motion carried unanimously.

**Education Report:** Education Program Specialist (EPS) Melissa Ferguson presented the Education Report including the following topics:

- EPS Ferguson presented the Real Estate exam pass rates for fiscal year 2025.
- The Agency Disclosure Brochure was submitted to ARELLO for award consideration.
- Training Specialist (TS) Alice Young is continuing to work with the online course developers on the approval process for online 2025 Commission Core Course submissions.
- The Education Team is currently updating the student evaluation form to be aligned with the rating requirements set forth.

**Education and Certification Policy:** TS Young presented the updated Education and Certification Policy to the Council for review and feedback. A motion was made to approve the Education and Certification policy with the discussed revisions. The motion carried unanimously.

**Civil Penalty Fine Money Budget:** TS Young presented the proposed Civil Penalty Fine Money (CPFM) Budget for 2025/2026. A motion was made to approve the recommendation to the Commissioners for the proposed CPFM Budget with the inclusion of the Karel Murray courses. The motion carried unanimously.

**PUBLIC COMMENT:** There were no public comments.

### **EXECUTIVE SESSION**

**Motion to Enter into Executive Session:** A motion was made for the Council 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 is to discuss documents relating to the fitness of an applicant to be granted a license or registration. A motion was made to enter the Executive Session. Roll call vote: Chair Casdorph-Aye, Vice-Chair Foulkrod-Aye, Council Member Lawrence-Aye, Council Member Sinnard-Aye, Commission Representative Dahlinger-Aye, and Executive Officer Bird-Aye. The motion carried unanimously.

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

**Motion(s) Resulting from Executive Session:** A motion was made to deny application 25-003E. The motion carried unanimously.

### **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 12:05 PM.