



State of Idaho

Division of Occupational and Professional Licenses Idaho Real Estate Commission

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Draft Minutes of 07/15/2025

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. Prg. Sup.
	Jill Stone		Alice Young, Training Specialist
			Ryan Allstott, Licensing Supervisor
			Don Morse, Investigations Sup.
			Justin Montoya, Investigator
			Dana Ellis, Investigator
			Erin Einarsson, Board Support Sup.
			Charlotte Kovac, Board Sppt. Spc.
		Others	
		Present:	Chelsea Kidney, Prosecuting Atty.

The meeting was called to order at 9:04AM MT by Chair Elizabeth Hume.

APPROVAL OF 05/13/2025 MINUTES

A motion was made to approve the May 13, 2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

House Bill 14: [House Bill 14](#), The Idaho Code Cleanup Act, requires state agencies to review their titles and chapters of the Idaho Code for unnecessary, obsolete, and outdated provisions and provide a report to the Legislature by September 1, 2025. Legal Counsel Gus Tate reviewed the [Idaho Code §54-20](#) with the Board and noted that if any of the Board's comments affect the overall report, he would follow up with Executive Officer MiChell Bird to determine the next steps.

COMMISSION BUSINESS

Idaho REALTORS® Update: Idaho Realtors (IR) Chief Executive Officer (CEO) David Hensley presented the IR Report. As of July 1, 2025, the total membership count was 12,710. 94.93% of licensees are associated with IR. IR President Julie Anglesey thanked the Commission for conducting a thorough review of Idaho Code §54-20. CEO Hensley thanked DOPL and the Commission for their support and participation in the upcoming 2025 IR Conference.

Commission Elections: A motion was made to nominate Vice-Chair Michael Johnston for Chair. The motion carried unanimously. A motion was made to nominate Commissioner Jessica Dahlinger as Vice-Chair. The motion carried unanimously. A motion was made to nominate

Elizabeth Hume as the Commission Representative for the Real Estate Education Council. The motion carried unanimously.

Commission Meeting Calendar 2025/2026: A motion was made to approve the proposed meeting dates. The motion carried unanimously.

License Base Report: The Fiscal Year 2025 License Base Report was provided to the Commission.

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 consideration.
- Training Specialist (TS) Alice Young is continuing to work on the approval process for online Commission Core Course Providers.
- The Education Team is revising the student evaluation form to be in alignment with the current rating requirements.

Education and Certification Policy: TS Young presented the proposed updates to the Education and Certification Policy to the Commission. TS Young noted that changes to the policy are in line with the Occupational Licensing Reform Act, [Idaho Code § 67-9416\(1\)\(b\)](#), which requires that “flexibility shall be provided to licensed professionals in terms of the courses, providers, and formats that qualify for continuing education credits”. A motion was made to approve the Education and Certification Policy with the discussed changes. The motion carried unanimously.

Civil Penalty Fine Money Budget: TS Young presented the proposed Civil Penalty Fine Money (CPFM) Budget for 2025/2026 to the Commission and shared that the Real Estate Education Council voted to approve the budget which included the funding for Karel Murray courses. A motion was made to approve the proposed CPFM Budget with the inclusion of the Karel Murray courses. The motion carried unanimously.

ARELLO 2025 Annual Conference Attendance: A motion was made to send Chair Johnston and Vice-Chair Dahlinger to the ARELLO 2025 Annual Conference. The motion carried unanimously.

Public Comment: There were no public comments.

EXECUTIVE SESSION

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 Johnston, aye; Vice-Chair Dahlinger, aye; Commissioner Hume, 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): Upon reviewing licensure applications, the Commission made the following motions:

A motion was made to approve applications 25-11, 25-12, 25-13 and 25-17. The motion carried unanimously.

A motion was made to approve application 25-14. With three ayes and one nay, the motion passed.

A motion was made to deny applications 25-004E, 25-15, and 25-16. The motion carried unanimously.

Motion(s) re: Discipline: Upon reviewing the discipline cases, the Commission made the following motions:

A motion was made to agree with the facts set forth in Probably Cause Memos 1374053, 1479966 and 1619754 and to proceed with formal action. The motion carried unanimously.

A motion was made to agree with the terms discussed in Executive Session on Consent Order 1488291 and to authorize the Chair to sign on behalf of the Commission. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:06 PM.