



State of Idaho

Division of Occupational and Professional Licenses Idaho Real Estate Commission

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Minutes of 10/01/2025

Commission	Michael Johnston, Chair	Division	Michelle Bird, Executive Officer
Members Present:	Jessica Dahlinger, Vice-Chair	Staff Present:	Greg Loos, Legal Counsel
	Elizabeth Hume		Melissa Ferguson, Ed. Prg. Sup.
	Sheri Jones		Alice Young, Training Specialist
			Don Morse, Investigations Sup.
			Erin Einarsson, Board Support Sup.
			Charlotte Kovac, Board Spt. Spc.

The meeting was called to order at 9:01 AM PST by Chair Michael Johnston.

APPROVAL OF 07/15/2025 MINUTES

A motion was made to approve the July 15, 2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Michelle Bird presented the Fiscal Year (FY) 2025 Financial Report. EO Bird noted that because the fiscal year ended on June 30, 2025, the effects of the July 1, 2025, license fee reduction are not included in this report. The Division will continue to monitor the cash balance. The FY 2025 Restricted Funds report was also presented to the Commission. EO Bird clarified that the fines collected from licensees are directed into the Restricted Fund which is used for Real Estate Education. With the introduction of the required Discipline Course in lieu of fines for continuing education and Errors & Omissions Insurance first time offenders, the ending cash balance for FY25 was reduced. The Division will continue to monitor the cash balance.

COMMISSION BUSINESS

Commissioner Recognition: Jill Stone and Martin Espil: Chair Johnston and EO Bird recognized former Commissioners Jill Stone and Martin Espil for their years of service to the Real Estate Commission and thanked them for their dedication. The newly appointed South-Central District Commissioner, Sheri Jones, was introduced.

Idaho REALTORS® Update: Idaho Realtors (IR) President Julie Anglesey presented the IR Report. As of September 2, 2025, the total membership count was 12,891 with an increase of 63 members from the previous month. 95.5% of active licensees are IR members, which is an increase from 94.93% in July 2025. IR President Anglesey discussed IR's plan to present legislation to improve consumer protection and strengthen education and professionalism within the industry for

the 2026 Legislative Session. Chair Johnston requested additional information on the planned legislation for education, to which IR President Anglesey clarified that they are considering increasing the education requirements for brokers. IR President Anglesey thanked the Commission for providing the \$10,000 grant, which funded the Fair Housing, Idaho Water Law, Converting Leads into Closings, Negotiation Strategies and AI certification courses provided at the 2025 IR Convention.

License Base Report: The License Base Report was presented by EO Bird. As of September 26, 2025 there were 10,942 active Real Estate Salesperson licenses, 2,633 active Real Estate Broker licenses and 1,291 active Real Estate Company licenses with 1,371 inactive licenses and 2,611 expired licenses. EO Bird noted that three additional license types have been added to the report. These include Real Estate Instructor Certification with a total of 297, Real Estate Provider Certification with a total of 139 and Real Estate Cooperative Broker with a total of 79. EO Bird clarified that the Real Estate Cooperative Broker license type represents agreements with brokers from other states on commercial properties. Commissioner Elizabeth Hume asked if there is any information on expired licenses that are expected to renew and EO Bird replied that the licensing system does not provide information on projections but that she would investigate those trends for a future meeting.

Education Report: Training Specialist (TS) Alice Young presented the Education Report including the following topics:

- The contract with testing provider PearsonVUE is approaching expiration and the Education Team is working collaboratively with the Division of Purchasing to develop the Request for Proposal (RFP) for the next exam services contract.
- The Education Team has received positive feedback on the Commission Core 2025 course. TS Young noted that the evaluation form includes a comment section for the Agency Disclosure Brochure as well as suggestions for additional resources. A full report will be provided at the July 2026 meeting.
- There are currently two online course providers for Commission Core 2025. A third online course provider is nearing the end of the review process and may be available soon.
- The Education Team is continuing to develop the Salesperson Post License and Broker Pre-License course curriculum. The Karel Murray courses approved by the Commission were purchased and are being reviewed.
- Idaho won an award from ARELLO at the 2025 Annual Meeting for the Agency Disclosure Brochure.
- ARELLO is in the process of developing a national exam and has asked Education Program Supervisor Melissa Ferguson to join the job-task analysis as a subject matter expert.

ARELLO 2025 Annual Conference Reports: Chair Johnston and Vice-Chair Jess Dahlinger provided their reports after attending the ARELLO 2025 Annual Conference held in Miami, FL. Ensuring that educators are active professionals in the industry, exams that simulate real world scenarios, ethical standards, the importance of broker supervision, and the proper use of AI were some of the major topics at the conference.

Real Estate Licensing & Certification Policies for Military Persons: TS Young presented the proposed changes to the Licensing & Certification Policies for Military Persons which align more to license law, allowing for consistency across the division. A motion was made to approve the Licensing & Certification Policies for Military Persons as presented. The motion carried unanimously.

Special Consideration Policy: TS Young presented the updated Special Consideration Policy with the goal of clarifying the process and outlining what constitutes as Special Consideration. A motion was made to approve the Special Consideration Policy as amended. The motion carried unanimously.

Commission Core 2026: TS Young opened the floor for ideas and topics to be presented at the upcoming Commission Core 2026 and Instructor Developer Workshop in March. TS Young confirmed the dates will be March 11 for Commission Core 2026 and March 12 will be the Instructor Development Workshop.

Recordkeeping Guideline Review: EO Bird presented the Recordkeeping Guideline Review, seeking feedback from the Commission. There were recommendations to change wording and restructuring sections to help clarification in the guideline. Chair Johnston asked attendees to send their comments and concerns to DOPL.

Brokerage Audit Schedule: EO Bird presented the proposed Brokerage Audit Schedule. Brokerages were assigned levels 0 - 7 based on the total annual transaction volume. Levels 0-3 will be audited every three years and Levels 4-7 will be audited every two years. The violation criteria that will place brokerages on an accelerated audit schedule was outlined. A motion was made to approve the Brokerage Audit Schedule as presented. The motion carried unanimously.

Real Estate Education Council Member Reappointment: A motion was made to reappoint Carolyn Sinnard as a member of the Real Estate Education Council. The motion carried unanimously.

Probable Cause Memo: Chair Johnston moved Probable Cause Memos out of Executive Session for discussion. Upon reviewing the discipline cases, the Commission made the following motions:

A motion was made to agree with the facts set forth in Probable Cause Memo 1379056 and to approve authorization of staff to file an administrative complaint. The motion carried unanimously.

A motion was made to agree with the facts set forth in Probable Cause Memos 1524777 and 1551815 and to approve authorization of staff to file an administrative complaint. The motion carried unanimously.

Public Comment: There were 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 Jones, 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 25-18, 25-20, 25-21 and 25-23. The motion carried unanimously.

A motion was made to approve application 25-003E and 25-22 under the conditions discussed in Executive Session. 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 terms discussed in Executive Session on Consent Order 1372842 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 11:21 AM.