



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

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Draft Minutes of 01/21/2026

Commission Members Present:	Michael Johnston, Chair Jessica Dahlinger, Vice-Chair Elizabeth Hume Sheri Jones	Division Staff Present:	MiChell Bird, Executive Officer Greg Loos, Legal Counsel Ryan Allstott, Licensing Supervisor John Price, Bureau Chief Skip Liddle, Investigations Prog. Mgr. Don Morse, Investigations Sup. Dana Ellis, Investigator Alice Young, Training Spc. Charlotte Kovac, Board Support Spc.
		Others Present:	Eric Nelson, Prosecuting Atty Caitlin O'Brien, Prosecuting Atty

The meeting was called to order at 9:00 AM MT by Vice-Chair Jessica Dahlinger.

APPROVAL OF 10/01/2025 MINUTES

A motion was made to approve the October 1, 2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) MiChell Bird presented the Fiscal Year 2026 Quarter 2 Financial Report. Effective January 1, 2026, a fee holiday has been implemented for one year. Renewal fees for the following licenses are waived: Salesperson, Broker, Brokerages, and Branch Offices. The cash balance will be reviewed after one year to evaluate the effects of the fee holiday.

EO Bird reported the Restricted Funds revenue from Civil Penalties has reduced due to the implementation of the disciplinary course for Continuing Education violations.

Open Meeting Law Training: Legal Counsel (LC) Greg Loos presented the Open Meeting Law Training, reviewing the requirements for all meetings of appointed Boards and Commissions of Idaho.

Respectful Workplace Training: The 2026 Respectful Workplace Training was provided.

Legislative Update: EO Bird informed the Commission DOPL will be presenting an Executive Agency Legislation for Universal Discipline in the 2026 Legislative Session.

In 2025, per the Idaho Code Cleanup Act, DOPL conducted a thorough review of statute for all regulatory boards and commissions, including Real Estate Commission. This report was submitted to the Legislature and the Governor's office. The Governor's office will be presenting draft legislation in the 2026 Legislative Session.

COMMISSION BUSINESS

Idaho REALTORS® Update: Idaho Realtors (IR) Max Pond presented the IR Report noting a total membership count of 12,521, reflecting a 93% representation rate. Mr. Pond shared that the Idaho REALTORS® 2026 Day at the Capitol will be held February 3. Mr. Pond discussed IR's priorities for the 2026 Legislative Session which includes legislation on Short Term Rentals, a Capital Gains Bill for those who sell their primary home to first-time home buyers and first responders, and legislation that would enhance consumer protection within Real Estate Wholesaling.

License Base Report: Licensing Supervisor (LS) Ryan Allstott presented the License Base Report to the Commission. LS Allstott noted the 2026 Fiscal Year showed 74% of licensees were active. out of 20,341 licenses. Renewals were at 3,910 and 838 new licenses were issued.

Fee Holiday: This topic was discussed during the Financial Report.

License Law and Rules Booklet: The July 2025 Idaho Real Estate License Law and Rules booklet was presented to the Commission. EO Bird noted that the booklets have been provided to all licensees and will be available for distribution to schools and associations. A survey will be sent to licensees to gauge interest in the printed booklets and how valuable the booklets are.

Civil Penalty Fine Budget: Training Specialist (TS) Alice Young presented the Fiscal Year 2026 Amended Civil Penalty Fine Budget proposal to the Commission. A motion was made to approve the Civil Penalty Fine Budget as presented. The motion carried unanimously.

Commission Core 2026: TS Young announced the 2026 Instructor Conference will be held at the Chinden Campus in Building 6 on March 11 and 12. Flyers for the event will be posted on DOPL's website. The pilot courses for Commission Core 2026 include Case Law Update, Water Rights, and Artificial Intelligence in Real Estate.

Education Report: TS Young presented the Education Report including the following topics:

- The Request for Proposal for the next exam services contract is in progress.
- The Education Team is continuing to develop the Salesperson Post License course. Subject Matter Experts are being identified to assist with the development.
- ARELLO is in the process of developing a national exam and has created three job task analysis surveys designed to measure the importance and frequency of job tasks within the Real Estate Industry.

“Subject To” Discussion: Investigations Supervisor Don Morse presented the “Subject To” Discussion. The Commission directed DOPL staff to prepare a Broker Bulletin on this topic.

Guideline Review: The draft guideline for the Use of Artificial Intelligence Tools and Agents in Real Estate Practice was presented. EO Bird will revise the guideline after the March pilot CORE to present it at the next meeting in order for it to be included in Commission Core 2026.

Investigative Process: Bureau Chief John Price presented the changes to Investigative Process to the Commission.

IR Convention 2025 Conference Reports: Vice-Chair Dahlinger noted that the courses presented at the IR Convention were informative and explained the opportunities and challenges that faced the industry.

Chair Mike Johnston emphasized the importance of holding a Commission meeting at the IR Convention. Commissioners attending the Convention allow for personal interactions and gathering perspectives and input from licensees.

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 retain a license, and to communicate with legal counsel for the public agency pursuant to Idaho Code § 74-206 (1)(f). 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): A motion was made to approve application numbers 25-24, 26-01, and 26-03. The motion carried unanimously.

A motion was made to deny application numbers 26-02 and 26-04. The motion carried unanimously.

Motion(s) re: Discipline: A motion was made to close case numbers 1448411 and 1906591. The motion carried unanimously.

A motion was made to authorize the processing of a Stipulation and Consent Order with the terms discussed in Executive Session for case numbers 1594607, 1631435, 1743050, 1894047, 1901276, 20-0228, 20-0229, and 21-0670. The motion carried unanimously. A motion was made to authorize the Commission's Prosecutor to file an administrative complaint should any of the negotiations expire or be rejected. The motion carried unanimously.

A motion was made to approve the Consent Order for case numbers 1524777 and 1551815 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 1:54 PM.