

**Office of Professional Regulation  
Real Estate Commission**  
Corner of State and Main in the City Center  
89 Main Street  
3<sup>rd</sup> Floor  
Montpelier, VT 05602

**Minutes  
June 23, 2016 – 9:30 AM**

**Commission Members and Staff Present:** David Raphael, Wendy Beach, Gloria Rice, Joyce Cameron, Mikail Stein, Donna Murray, Larry Novins and Judith Griffen **Others Present:** Teresa Merelman, Helen Hossley, Randy Mayhew and Dennis Brown

**1. 8:30 Education Committee**

**2. 9:30 Commission Meeting**

The Commission amended the agenda for item four, changing it from a Hearing to a Stipulation and Consent Order

**3. Approved May 26, 2016 Minutes**

**4. Disciplinary Procedures**

- a. 2014-365 – Douglas M. Bejarano – Stipulation and Consent Order  
The Commission held a hearing and voted to adopt the Stipulation and Consent Order as presented.

**5. Education Committee report**

The Commission reviewed the table of courses and corresponding notes from the Education Committee. A brief discussion noted that the Commission was approving that courses be awarded a four-year approval instead of the current two years. This was originally discussed when the Commission agreed to begin charging a \$100 course approval fee. A motion was made and seconded to approve the Education Committee Report as presented. The motion passed.

**6. Case Manager's Report**

There are fifty-seven (57) open cases. Seven (7) are pending I-Team meetings, twenty (20) are under investigation, fifteen (15) are pending charges, eight (8) are pending closing reports, one (1) is scheduled for hearing, two (2) are on hold and four (4) are new and in the intake process.

Number of Active Licensees as of June 16, 2016

Brokers:	920
Salespersons:	914
Brokerage Firms - Main Offices:	454
Brokerage Firms - Branch Offices:	67

## **7. Old Business:**

- a. ARELLO 2016 Annual Meeting – September 21-25, 2016  
Commissioners Raphael and Murray will be attending the annual conference.
- b. 2016 Goals and Initiatives (review)  
The Commission agreed to review the individual items currently assigned.
- c. Education Workgroup (Commissioner Beach)  
Commissioner Beach reported that at the conclusion of the last Workgroup meeting, the group had finished revisions to the education forms, reducing the redundant information required from providers and making the forms more user friendly. She advised that the Education Committee agreed to work with the Education Workgroup at the conclusion of the full Commission meeting to finish the outline for the 2016-2018 Renewal Cycle Mandatory Course.
- d. Signs  
Commissioners Raphael and Murray led a discussion on combining work on signs and advertising. Commissioner Raphael will work with staff to learn what resources are available to work on the printed education publication. Commissioner Murray detailed her research on a “cite and fine” concept currently in place in Louisiana. The Commission discussed what it would take to collaborate with enforcement to move to this model, noting that the group has been talking about these violations for years. It was agreed that statutory or administrative rules changes would likely be required to move this forward.
- e. Newsletter (Commissioner Cameron)  
Commissioner Cameron noted she was still needing content for the newsletter, including a couple of missing bios. Commissioner Stein will work with Commissioner Raphael on the Designated Agency FAQs.
- f. Post-Licensure Education Audit  
Judith Griffen noted that the audit would be completed within the month.
- g. Complaints and Enforcement  
Commissioner Raphael updated the Commission on his meeting with Lauren Hibbard, the head of enforcement. He asked Commissioners to send him an e-mail noting what’s working and what could be improved with the process, noting that each of the Commissioner’s experience with I-Teams should drive the dialogue. He noted that Commissioners agreed to look at the statutes for the due process rights of the public and licensees as well as the Commissions role.

## **8 New Business:**

None

## **9. Public Comment**

Teresa Merelman noted that the Commission seems to talk a lot about the same topics and feels like nothing gets done. She was reminded that the Commission is an all-volunteer group that has limited staff resources and even with that, adopted major administrative rules changes. Merelman also asked for the functionality to search conduct decisions by date.

Dennis Brown noted that the FAQs are needed and that licensees really want to hear from the Commission.

## **10. Adjournment**

**Next Scheduled Meeting – July 28, 2016**

**Vermont Real Estate Commission  
Education Committee Report  
June 23, 2016**

<b>Provider/Title</b>	<b>Requested # of Hours</b>	<b>Renewal ?</b>	<b>Date of Last renewal</b>	<b>Previously Approved Hours</b>	<b>Approved</b>	<b>Approved # of Hours</b>	<b>Comments</b>
<b>McKissock</b>							
1. Real Estate Safety: Protect Yourself and Your Clients	3	No			Yes	3	
2. How Technology Can Ruin Your Real Estate Business	3	No			Yes	3	
<b>Vermont Realtors</b>							
3. Victorian Era Architecture for Real Estate Professionals	3	No			Yes	2	
4. 8 Critical Steps to Negotiation	3	No			Yes	3	2 post-licensure

**Notes:**

Course 4 is approved for 2 hours of post-licensure education.

The Committee asked Judith to e-mail all education providers to let them know to use the latest form from the website.

The Committee discussed going to four year approvals for courses. It was noted that the Commission discussed this a part of proposing the new course submission fee. The Committee voted to approve all courses for a four-year period including any approved from January 1, 2016 forward.