



IDFPR

Illinois Department of Financial and Professional Regulation

Division of Real Estate

www.idfpr.com

JB PRITZKER
Governor

MARIO TRETO, JR.
Secretary

LAURIE MURPHY
Director

Illinois Department of Financial & Professional Regulation, Division of Real Estate
Real Estate Administration and Disciplinary Board
OPEN Minutes

Date: May 18, 2023

Call to Order: 9:38 a.m. –Monica Gutierrez – Chairperson

Location: IDFPR - Division of Real Estate
555 West Monroe Street, 5th Floor, Conference Room 5C5
Chicago, IL 60661
And
Via Interactive Video Conference at IDFPR
320 West Washington Street, 2nd Floor, Conference Room 258
Springfield, IL 62786

Board Member(s) Present: Valerie Acosta, Loretta Alonzo-Deubel, Joe Castillo, Gaspar Flores Jr.,
Oralia Herrera, Shirin Marvi, Carol Meinhart, Nykea Pippion McGriff,
Michael Oldenettel, Norm Willoughby

Board Member(s) Absent: Laura Ellis, Victoria Sampah

Division Staff Present: Adrienne Levatino – Associate General Counsel, Jeremy Reed – Chief of
Licensing and Education, Geetu Naik – Chief of Prosecutions, Susan
Sigourney – Board Liaison, Debra Malinowski – Board Liaison

Guest(s) Present: Larry Toban – Real Estate Institute, Mike Fair – Your House Academy,
Rocky Esposito – AHI Real Estate Carrie Elliott – Illinois Realtors
Licensing & Training Center, Young Brockhouse – Illinois Realtors
Licensing & Training Center, Melissa Cannata – CE Shop, Harriet Kubicz –
Mainstreet Organization of Realtors, Leo Schwartz – CE Shop, Edward
Williams – Williams & Nickl, Craig Capilla – Franklin Law Group, James
Hochman – Attorney

Topic	Discussion	Action
Call to Order	Chairperson Monica Gutierrez opened the meeting.	The meeting was called to order at 9:38 am.
Approval of Open Minutes	The Board reviewed the Open Minutes from the April 13, 2023 Real Estate Administration and Disciplinary Board Meeting.	Motion made by Pippion McGriff seconded by Alonzo-Deubel to approve the Open Minutes from the April 13, 2023 meeting. Motion carried unanimously.
Public Comments	Mr. Williams mentioned now that the Board Members are meeting in person, would there be adequate room for public members to attend in person. Ms. Levatino mentioned that the Department would accommodate the public members, if they attend in person.	
Licensing Report	<p>The Licensing Report for activity conducted in April 2023 was presented and discussed. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Reed mentioned that the managing broker licenses expired on April 30, 2023. As of today, eighty-seven percent of the managing brokers have renewed their license. Real Estate licensees may still renew their managing broker application online, with a late fee, until May 31, 2023. On and after June 1, 2023, Real Estate licensees renewing their managing broker license will have to submit and mail a paper renewal form, along with payment, to the Department.</p> <p>Mr. Reed mentioned that the educational licenses, including schools, courses and instructors, continue to be in their renewal cycle until June 30, 2023. Real Estate Instructors are eligible to renew their license using IDFPR's online portal. As of today, approximately thirty percent of the Real Estate Instructors have renewed their license. Real Estate schools and courses are require to submit and mail a paper renewal form, along with payment, back to the Department.</p> <p>Mr. Reed mentioned that Licensing have been issuing virtual office licenses. Mr. Reed further mentioned that there have been deficiencies in submitting a virtual office application and is working with the licensee to get the virtual office in compliance with the Department's requirements. Mr. Reed mentioned that the when submitting a virtual office application, the system's</p>	

Topic	Discussion	Action
	<p>website platform has to be up and running in order for Mr. Reed to review it. Mr. Reed indicated that licensees may submit inquiries regarding this matter to him.</p> <p>Mr. Reed mentioned that on May 19, 2023, the 60 day period will end for real estate broker and real estate residential leasing agents that were issued continuing education citations for the 2020 and/or 2022 renewal period to submit proof of completing the deficient continuing education or complete the deficient continuing education with a fine. After May 19, 2023, real estate licensees that the Department have not heard from will seek further action against their real estate license.</p> <p>Mr. Toban inquired how licensed virtual offices will displayed the Fair Housing requirement. Mr. Reed and Ms. Levatino will research this inquiry.</p>	
Education Report	The 2023 Education Report through the month of April was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Complaints Report	The 2023 Complaints Report through the month of April was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Audits Reports	The Audits Report for activity conducted in April 2023 was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Investigations Report	The 2023 Investigations Report through the month of April was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Prosecutions Report	The 2023 Prosecutions Report through the month of April was presented and distributed. A copy of the report is attached to and made a part of these minutes.	

Topic	Discussion	Action
Real Estate Recovery Fund Report	The Real Estate Recovery Fund Report for the 2023 Fiscal Year through April 2023 was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Formal Hearing Schedule	There are two formal hearings; a one day formal hearing on May 31, 2023, and a three day formal hearing on July 26, 2023, July 27, 2023 and July 28, 2023.	
Old Business	There was no old business discussed.	
New Business	There was no new business discussed.	
Motion to go into Closed Session	Roll Call Vote: Valerie Acosta, yes Loretta Alonzo-Deubel, yes Joe Castillo, yes Gaspar Flores, yes Oralia Herrera, yes Shirin Marvi, yes Carol Meinhart, yes Michael Oldenettel, yes Nykea Pippion McGriff, yes Norm Willoughby, yes	A motion made by Pippion McGriff seconded by Herrera to go into Closed Session for purposes of reviewing Closed Minutes and for deliberations pursuant to Section 2 (c) (4) and (15) of the Open Meetings Act at 9:55 a.m. Motion carried unanimously by roll call vote.
Closed Session	The April 13, 2023 closed meeting minutes were reviewed by the Board. The Board reviewed the Consumer Complaints Review and Case File Review Committee's reports for: <u>April 19, 2023</u> 15 Cases Recommended for Closure by Investigations 7 Cases Referred to Prosecutions by Investigations 2 Cases for Closure by Prosecutions 19 Complaints Referred to Investigations 3 Complaints Recommended for Closure <u>May 3, 2023</u> 6 Cases Recommended for Closure by Investigations 10 Cases Referred to Prosecutions by Investigations 1 Case for Closure by Prosecutions 18 Complaints Referred to Investigations 7 Complaints Recommended for Closure	

Topic	Discussion	Action
	The Board deliberated on pending enforcement actions.	
<p data-bbox="35 380 347 453">Motion to go into Open Session</p> <p data-bbox="35 562 347 636">Approval of April 13, 2023 Closed Minutes</p> <p data-bbox="35 1255 347 1476">The Board signed Findings of Facts, Conclusions of Law and Recommendations to the Director</p>	<p data-bbox="347 783 1135 823">2 Cases were deliberated during Closed Session</p> <p data-bbox="347 856 1135 896">IDFPR v. Luawana Ray Case #2022-10874</p> <p data-bbox="347 1077 1135 1117">IDFPR v. Mary Cossey Case #2022-07142</p>	<p data-bbox="1135 380 1624 527">A motion made by Acosta seconded by Flores Jr., to go into Open Session at 10:40 a.m. Motion carried unanimously.</p> <p data-bbox="1135 600 1624 747">Motion made by Alonzo-Deubel, seconded Pippion McGriff to approve the March 9, 2023 Closed Minutes. Motion carried unanimously.</p> <p data-bbox="1135 856 1624 1035">The Board recommends an indefinite suspension for a minimum period of 1 year, and imposition of a \$1,000 fine upon the license of Luawana Ray.</p> <p data-bbox="1135 1077 1624 1224">The Board accepts the Administrative Law Judge's recommendation that application for licensure be denied.</p> <p data-bbox="1135 1262 1624 1398">IDFPR v. Luawana Ray Case #2022-10874 IDFPR v. Mary Cossey Case #2022-07142</p> <p data-bbox="1135 1518 1624 1877">Motion made by Willoughby seconded by Meinhart to ratify the actions of Consumer Complaint Review (CCR) and Case File Review Committee (CRC) and to approve the Board's recommendations, including authoring the Department to affix Shirin Marvi's electronic signature on the Orders presented in Closed</p>

**LICENSE REPORT
CALENDAR YEAR 2023
APRIL**

Prefix	PROFESSION	SPONSOR CHG.	INITIAL LIC.	RENEWALS	ACTIVE
471	RE Managing Broker	87	25	6,414	15,594
473	Residential Leasing Agent	46	53	13	2,906
475	Real Estate Broker	759	291	68	56,866
477	RE Branch Office	18	16	2	1,176
478	Real Estate Broker Corporation	8	8	29	3,117
479	Real Estate Broker Partnership	1	0	1	25
481	RE Limited Liability Firm	9	21	22	2,213
495	RE Virtual Office	0	7	0	30
515	RE Education Provider	0	3	0	71
512	RE Pre-Lic Instructor	0	6	68	285
513	RE Pre-Lic Course	0	0	0	503
563	RE CE Instructor	0	6	36	188
564	Real Estate CE Course	0	20	1	664
	TOTAL	928	456	6,654	83,865

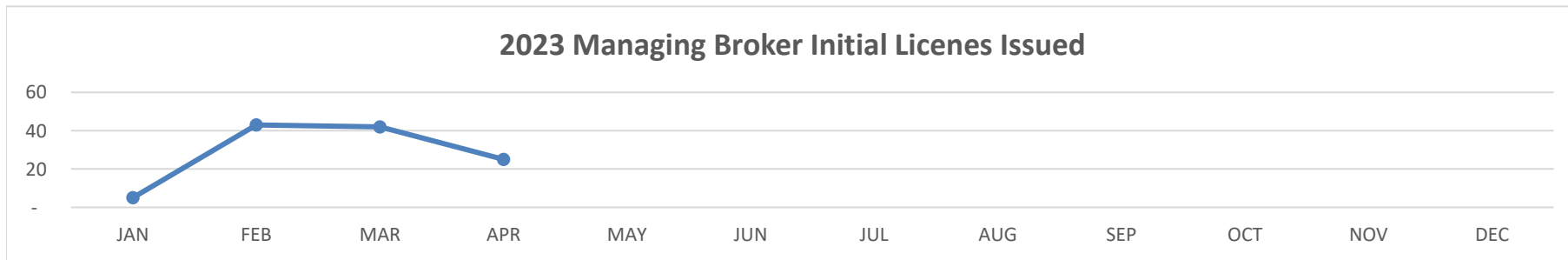
MANAGING BROKER 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	5	43	42	25								
RENEWALS	4	3,046	2,663	6,414								
SPONSOR CHG.	119	131	108	87								
2023 TOTAL ACTIVE	15,498	15,525	15,564	15,594								

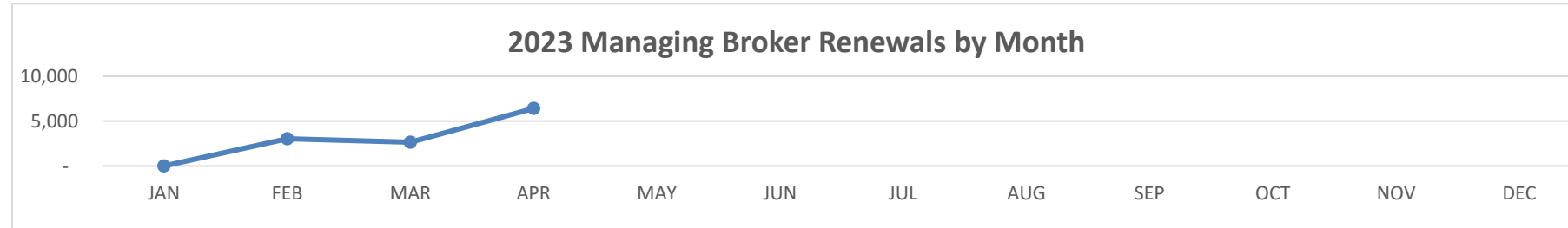
MANAGING BROKER 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	28	34	46	33	27	25	20	22	13	17	11	16
RENEWALS	30	19	17	20	12	8	4	7	7	29	5	6
SPONSOR CHG.	93	73	94	20	55	65	48	72	80	121	87	91
2022 TOTAL ACTIVE	15,353	15,390	15,460	15,528	15,567	15,596	15,620	15,638	15,654	15,663	15,463	15,470

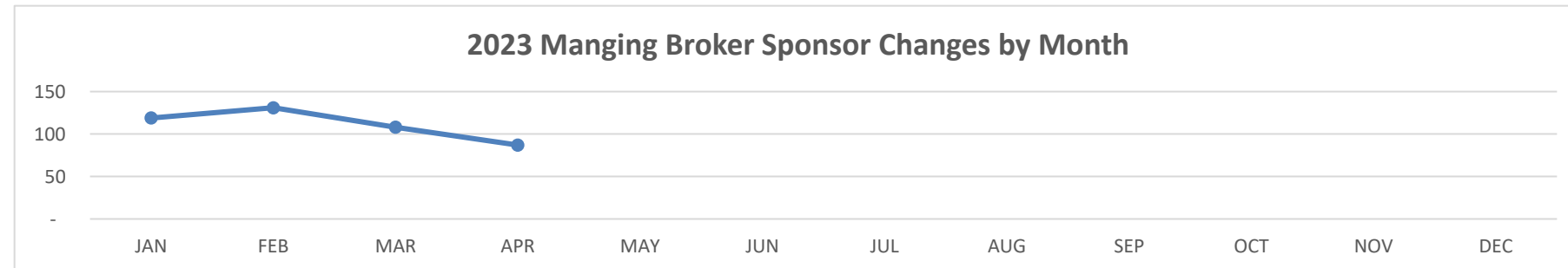
2023 Managing Broker Initial Licenes Issued



2023 Managing Broker Renewals by Month



2023 Manging Broker Sponsor Changes by Month



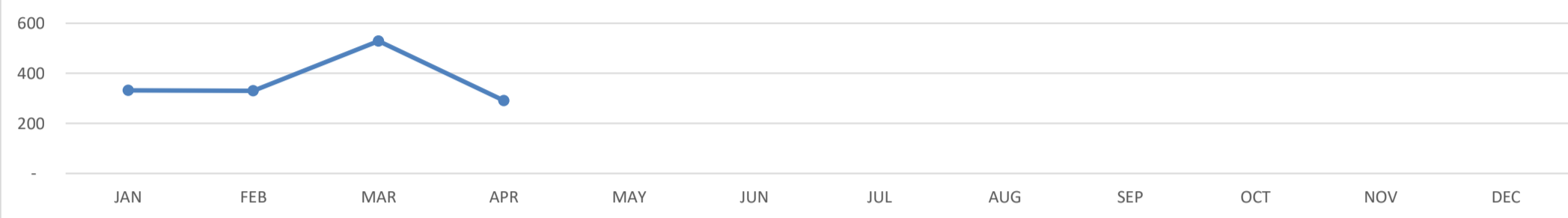
BROKER 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	332	330	529	291								
RENEWALS	63	94	92	68								
SPONSOR CHG.	1,093	1,083	1,035	759								
2023 TOTAL ACTIVE	55,551	55,885	56,478	56,866								

BROKER 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	429	532	594	494	432	498	416	494	314	291	314	367
RENEWALS	22	7,797	8,430	25,952	5,302	707	328	186	98	105	72	103
SPONSOR CHG.	833	639	768	770	588	648	497	593	759	799	693	814
2022 TOTAL ACTIVE	62,790	63,276	63,855	64,397	64,852	61,597	62,333	62,802	63,202	63,516	54,688	55,205

2023 Initial Broker Licenses Issued by Month



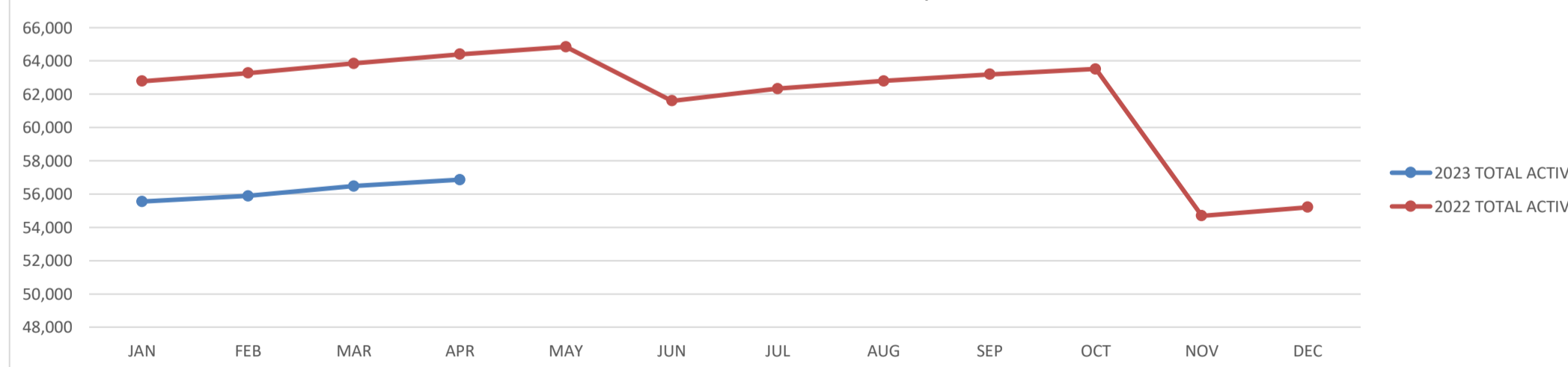
2023 Broker Renewals by Month



2023 Broker Sponsor Changes by Month



2023 v. 2022 Active Brokers by Month



RESIDENTIAL LEASING AGENT 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	46	54	83	53								
RENEWALS	24	15	18	13								
SPONSOR CHG.	32	36	58	46								
2023 TOTAL ACTIVE	2,686	2,744	2,833	2,906								

RESIDENTIAL LEASING AGENT 2022

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	68	62	72	14	73	86	47	52	58	49	54	36
RENEWALS	3	7	6	213	227	406	963	255	39	31	19	13
SPONSOR CHG.	46	39	48	29	38	37	37	28	43	28	31	41
2022 TOTAL ACTIVE	4,314	4,361	4,419	4,432	4,509	4,594	4,615	4,662	2,436	2,510	2,576	2,640

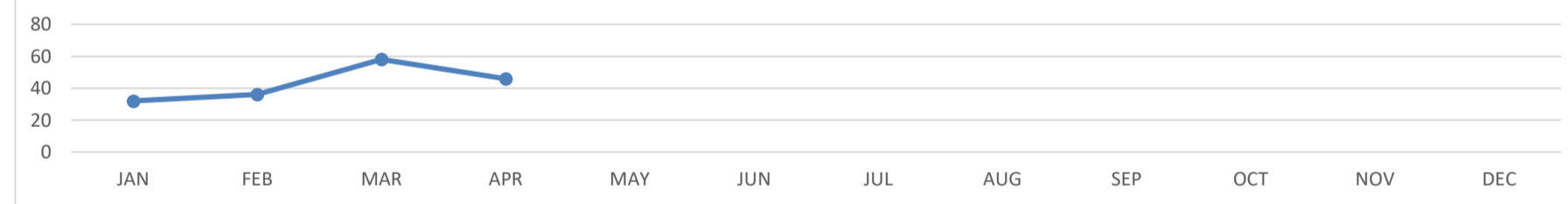
2023 Residential Leasing Agent Initial Licenses Issued by Month



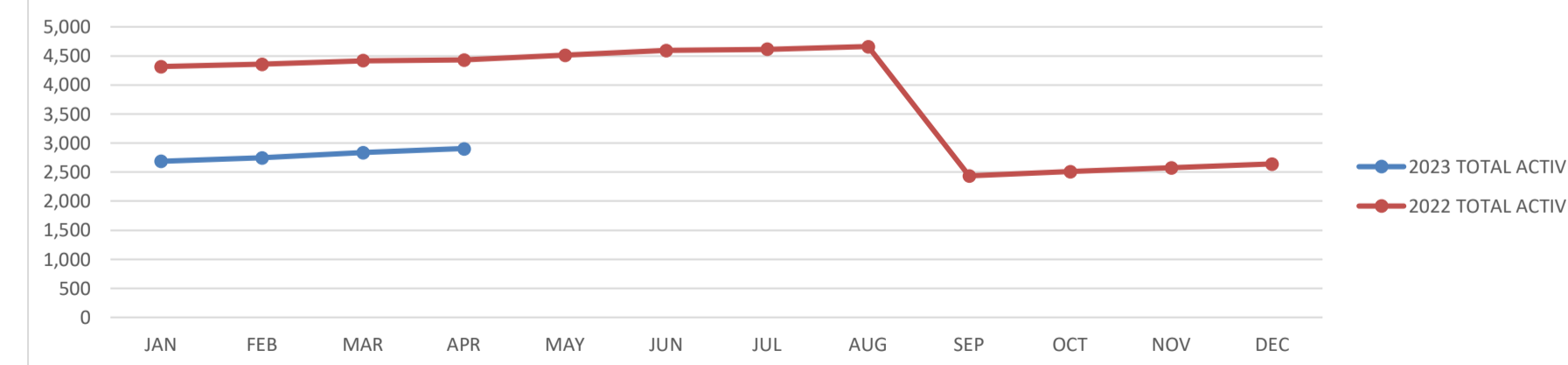
2023 Residential Leasing Agent Renewals by Month



2023 Residential Leasing Agent Sponsor Changes by Month



2023 v. 2022 Residential Leasing Agent Active License Count



as of...

3/31/2023

4/30/2023

License prefix	License Type	Active Licenses	Active Licenses
440	Licensed Auctioneer	232	232
441	Licensed Auctioneer	609	623
444	Licensed Auction Firm	160	164
445	Licensed Auction CE School	6	6
446	Licensed Auction CE Course	46	46
Totals		1,053	1,071

License prefix	License Type	Active Licenses	Active Licenses
553	Certified General Real Estate Appraiser	1,424	1,433
555	Licensed Appraiser Education Provider	20	20
556	Certified Residential Real Estate Appraiser	1,854	1,859
557	Associate Real Estate Trainee Appraiser	465	468
558	Appraisal Management Company	132	132
572	Temporary Practice Real Estate Appraiser	42	37
573	Licensed Appraiser Pre-Lic Course	117	117
575	Licensed Appraiser CE Course	442	450
Totals		4,496	4,516

License prefix	License Type	Active Licenses	Active Licenses
261	LICENSED COMMUNITY ASSOCIATION MANAGER	1,983	1,999
Totals		1,983	1,999

License prefix	License Type	Active Licenses	Active Licenses
450	Licensed Home Inspector	1,576	1,599
451	Licensed Home Inspector Entity	170	172
452	Licensed Home Inspector Education Provider	24	24
453	Licensed Home Inspector Pre-License Course	24	24
454	Licensed Home Inspector CE Course	133	134
Totals		1,927	1,953

Total Licenses	9,459	9,539
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2023 Real Estate Examination Pass Rates

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2023 Managing Broker National	First Time	27%	31%	18%	34%								
	First Time Takers	37	32	40	35								
	Repeat	28%	23%	27%	26%								
	Repeat Takers	47	40	56	46								
2023 Managing Broker State	First Time	82%	79%	68%	85%								
	First Time Takers	22	19	25	20								
	Repeat	50%	64%	70%	100%								
	Repeat Takers	6	11	10	6								
Managing Broker Reciprocity Exam	First Time	57%	100%	94%	55%								
	First Time Takers	7	3	16	11								
	Repeat	0%	0%	50%	0%								
	Repeat Takers	0	0	2	2								

2023 Broker National	First Time	47%	40%	44%	47%								
	First Time Takers	522	502	581	573								
	Repeat	32%	29%	33%	30%								
	Repeat Takers	388	491	580	555								
2023 Broker State	First Time	60%	55%	57%	56%								
	First Time Takers	361	351	426	374								
	Repeat	47%	43%	47%	52%								
	Repeat Takers	223	271	285	292								
Broker Reciprocity Exam	First Time	81%	74%	63%	75%								
	First Time Takers	31	27	41	36								
	Repeat	19%	38%	50%	75%								
	Repeat Takers	16	8	10	16								

Leasing Agent National	First Time	48%	58%	50%	56%								
	First Time Takers	60	76	102	78								
	Repeat	26%	60%	47%	44%								
	Repeat Takers	61	55	62	54								

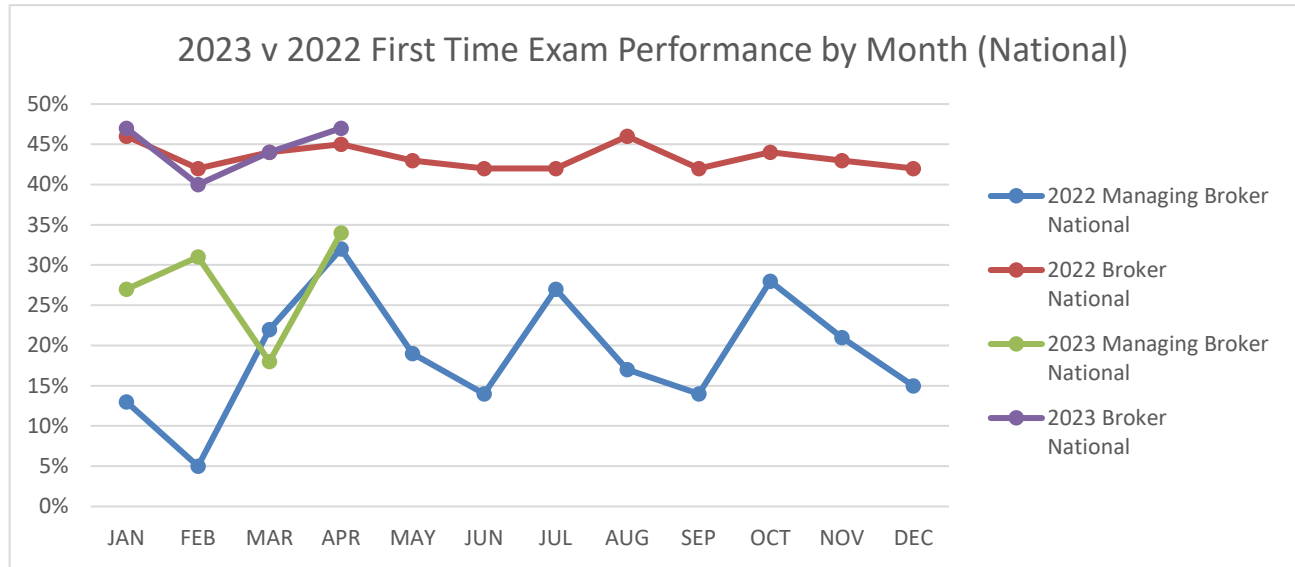
RE Instructors National	First Time	40%	25%	29%	100%								
	First Time Takers	5	4	7	1								
	Repeat	50%	50%	33%	60%								
	Repeat Takers	5	2	9	5								
RE Instructors State	First Time	67%	75%	83%	100%								
	First Time Takers	3	4	6	1								
	Repeat	0%	100%	0%	0%								
	Repeat Takers	0	1	0	0								

2022 Real Estate Examination Pass Rates - Pass Rate

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2022 Managing Broker National	First Time	13%	5%	22%	32%	19%	14%	27%	17%	14%	28%	21%	15%
	Repeat	26%	33%	28%	22%	23%	18%	19%	41%	22%	22%	37%	22%
	Total Test Takers	88	86	121	136	50	59	70	67	65	71	64	72
2022 Managing Broker State	First Time	86%	69%	76%	88%	93%	79%	71%	74%	88%	91%	76%	86%
	Repeat	80%	67%	89%	67%	100%	50%	60%	33%	100%	17%	60%	50%
	Total Test Takers	47	45	73	73	29	30	32	39	31	37	33	29
Managing Broker Reciprocity Exam	First Time	60%	82%	50%	100%	0%	67%	100%	0%	50%	67%	100%	83%
	Repeat	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Total Test Takers	5	12	8	5	4	4	2	2	5	7	6	6
2022 Broker National	First Time	46%	42%	44%	45%	43%	42%	42%	46%	42%	44%	43%	42%
	Repeat	35%	44%	33%	29%	33%	29%	30%	26%	26%	30%	34%	33%

	Total Test Takers	1026	1127	1386	1357	1186	1106	1058	1069	989	900	889	963
Broker State	First Time	52%	55%	59%	59%	57%	54%	56%	59%	50%	61%	56%	57%
	Repeat	47%	44%	48%	45%	41%	40%	43%	41%	38%	39%	47%	41%
	Total Test Takers	853	962	1156	1126	988	946	876	897	860	747	750	829
Broker Reciprocity Exam	First Time	38%	58%	64%	64%	66%	75%	38%	67%	85%	68%	63%	57%
	Repeat	13%	44%	33%	50%	30%	25%	50%	50%	50%	50%	45%	43%
	Total Test Takers	65	69	85	90	72	48	31	59	32	27	35	42

Leasing Agent National	First Time	52%	58%	47%	42%	48%	45%	42%	41%	56%	49%	53%	47%
	Repeat	44%	56%	48%	34%	45%	50%	35%	56%	51%	35%	40%	50%
	Total Test Takers	140	131	134	121	125	116	132	142	144	148	132	130



2023	(512) Pre-License Instructors Licensed	(513) Pre-License Courses Licensed	(563) CE Instructors Licensed	(564) CE Courses Licensed	(515) Education Providers Licensed	Total # of Licenses Issued	# in Process
January	3	0	2	6	0	11	21
February	0	0	0	1	0	1	9
March	1	1	0	1	0	3	9
April	6	0	6	20	3	35	9
May						0	
June						0	
July						0	
August						0	
September						0	
October						0	
November						0	
December						0	
YTD Total	10	1	8	28	3	50	
Total Active Licenses	285	503	188	664	71	Diane Green Nate Chandler	

April 2023
Complaint Report

Column1	New RE Complaints	New RE Complaints Assigned To Investigations	Complaints Closed At Intake Review	RE Matters Closed At CCR
January	42	24	13	5
February	31	19	9	3
March	43	22	9	12
April	77	47	20	10
May				
June				
July				
August				
September				
October				
November				
December				
Total	193	112	51	30

MONTHLY EXAMINATIONS REPORT
READ Board – May 18, 2023

Licensees that have not yet had an examination in the Chicago Area region are continuing to be assigned to the non-Chicago Area Region examiners. In the effort to accelerate the number of examinations to be conducted, *Brokerage Verification Reports* are being mailed to these licensees. This report allows the examiner to assess the level of activity of the licensee then complete the examination process by mail or schedule an on-site review. From the total number of initial examinations closed in April, 54 files were in this region.

INITIAL EXAMINATIONS COMPLETED

RESOLUTION TYPE: BROKERAGE VERIFICATION REPORT – NOT PRACTICING
TOTAL COMPLETED: 13

An examination conducted by mail and the licensee has not performed licensed real estate activity within the past three years.

RESOLUTION TYPE: BROKERAGE VERIFICATION REPORT – PRACTICING
TOTAL COMPLETED: 9

An examination conducted by mail and the licensee has performed licensed real estate activity within the past three years.

RESOLUTION TYPE: INSPECTED – NOT PRACTICING
TOTAL COMPLETED: 0

An on-site examination has been conducted and the licensee has not performed licensed real estate activity within the past three years.

RESOLUTION TYPE: INSPECTED – PRACTICING
TOTAL COMPLETED: 22

An on-site examination has been conducted and the licensee has performed licensed real estate activity within the past three years.

RESOLUTION TYPE: NOT INSPECTED
TOTAL CLOSED: 0

This category is comprised of licensees not requiring a complete examination. This includes licensees that are out-of-state residents, deceased licensees, companies that are out of business (or license status has become “inactive”) or change of sponsorship.

INCORRECT SPONSORSHIP - EXAM CONDUCTED ON OTHER LICENSE
TOTAL COMPLETED: 0

This category is comprised of licensees not requiring a complete examination. This includes licensees with incorrect sponsorship.

RESOLUTION TYPE: REFERRED TO SUPERVISOR
TOTAL CLOSED: 0

This category is comprised of licensees that have either not responded to a *Brokerage Verification Report* after two attempts from the examiner or has failed to appear for the scheduled on-site examination after two attempts.

RESOLUTION TYPE: SUPERVISOR REFERRAL TO PROSECUTION

TOTAL CLOSED: 0

This category is comprised of licensees that have not responded to a *Brokerage Verification Report* after three attempts from the supervisor. In these instances, the licensee has either failed to notify IDFPR of their correct address or failed to respond.

FOLLOW-UP EXAMINATIONS COMPLETED BY EXAMINER

Initial examinations conducted wherein violations have been found are required to show compliance. Completed in March.

RESOLUTION TYPE: IN COMPLIANCE

TOTAL COMPLETED: 10

EXAMINATIONS REFERRED TO SUPERVISOR – CLOSED

Licensees with remaining issues after an initial examination and follow-up or licensees that are unresponsive are referred to supervisor for review and further action. Completed in March:

RESOLUTION TYPE: ISSUES RESOLVED

TOTAL COMPLETED: 0

RESOLUTION TYPE: DISCIPLINARY ACTION ON LICENSE

TOTAL COMPLETED: 0

RESOLUTION TYPE: Miscellaneous

TOTAL COMPLETED: 0

RESOLUTION TYPE: Returned to Examiner w/ Instruction:

TOTAL COMPLETED: 0

RESOLUTION TYPE: Referred to Prosecutions:

TOTAL COMPLETED: 0

