

**Arizona Department of Real Estate (ADRE)
Education Advisory Committee (EAC)
Meeting Minutes**

Wednesday
December 9, 2020
10:00 a.m. – 12:00 p.m.
Arizona Department of Real Estate
Google Meet
100 North 15th Avenue, Suite 201
Phoenix, Arizona 85007

I. Call to Order -
Assistant Commissioner Adams called the meeting to order at 10:00 a.m.

II. Introductions & Welcome

Members present- all telephonically:

Theresa Barnabei
Barb Freestone
Liz Hill
Jenny Hogan-Lizarraga
Greg Muir
Patrick Sheahan
Debbie Shields
Cheryl Terpening
Betty Winn

Absent:

Marti Barnewolt
Mary Sand
Kim Horn

ADRE Representatives present:

Judy Lowe, Commissioner
Louis Dettorre, Deputy Commissioner (DC)
Abby Hansen, Chief of Staff
Lancing Adams, Asst. Commissioner Licensing Services/ CIO AMS (AC)
James Williams, Education
Janice Thompson, Education

- III. Approval of September 9, 2020 Meeting Minutes
AC Adams asked for a Motion to approve the September 9, 2020 Meeting Minutes. Upon a motion by Member Shields, seconded by Member Freestone, the Minutes of the September 9, 2020 meeting were unanimously approved.
- IV. Appointments / Reappointments
AC Adams introduced the new members of the Committee
- V. Call to the Public
None
- VI. ADRE Reports
Commissioner Lowe provided some of the noteworthy items at the Department.
- Staffing onsite remains at approximately 10 essential workers, balance of staff currently telecommuting.
 - Commissioner Lowe and DC Dettorre both continue their stakeholder meetings, approximately 10 a month mainly conducted virtually.
 - The Association of Real Estate License Law Officials (ARELLO) is focused on license portability. Commissioner Lowe reviewed the ADRE out of state license recognition requirements.
 - Many states are having challenges with student identification and host remote classes.
- Member Barnabei asked if the Department could review streamlining opportunities for required host remote forms. Commissioner indicated she noted the request.
- Member Freestone stated that host remote has been very successful with their members and noted that one question she asks is if they feel more engaged, she said the response is overwhelmingly, yes.
- Commissioner Lowe recognized the quality of Member Freestone's Instructor Development Workshop (IDW) and said the Department receives many positive comments regarding it.
- Member Hogan-Lizarraga asked if the Host Remote IDW can be used for the instructors renewal. Commissioner Lowe stated, "yes".
- Member Sheahan asked if you completed an IDW within 24 months are you required to take another IDW. Commissioner Lowe stated, "no".

Member Shields stated a workgroup had been created four years ago regarding virtual instructing and recognized Commissioner Lowe's foresight and preparedness for remote hosting.

- Commissioner Lowe asked all to make sure the course access code is sent through the Message Center so that it may be added to the course information.

Jim Williams noted that ADRE has two different IDW's;

- 1) Teaching skills
- 2) How to conduct a host remote class

He stated that #2 must be taken for delivery of a host remote class.

Commissioner Lowe noted some of the items making the phone ring at the Department:

- Misunderstanding with licensees around subdivision laws and the need for a public report.
- Saving presented offers. All rejected offers need to be retained by the listing broker and buyer's side for one year and any offers that go into escrow need to be retained for five years.
- The Department is trying to encourage that the Designated Brokers have a better understanding of wholesaling and warehousing activity that is going on within their brokerage.
- Unsolicited calls are becoming consumer protection issues.

DC Dettorre provided a brief presentation reviewing current statistics for the Department including; licensing, education, and development services.

- DC Dettorre recognized Janice Thompson and Jim Williams in the Department's Education Division and noted their positive response to all the changes in Education due to the restrictions from COVID-19.

Member Freestone asked if instead of using a total number pertaining to the number of exam failures, a percentage calculation would be better. DC Dettorre concurred that the suggestion would be beneficial to see, and will look into possible updates in reporting.

Member Hogan-Lizarraga asked if ADRE could provide reporting on how CE's are completed. DC Dettorre said that he would see if this was possible considering any technology constraints.

AC Adams gave a brief overview of Department education statistics.

- All instructors of sales and broker pre licensing education must complete an IDW. The next IDW, for each will be held on December 15th, 2020.

- School Audit Declarations are due between 12/15/2020-1/31/2021 per Substantive Policy Statement 2010.03.
Member Freestone asked if the Department could provide actual exam passing grades. AC Adams stated he would check with Pearson Vue.

VII. Volunteer Monitor Program Update

- The Department continues to use the opportunities of telework limitations to assign staff courses to monitor.

VIII. School Audit Declaration

AC Adams asked all to submit any issues with the School Audit Declaration forms through the Message Center.

IX. Approval of 2021 EAC Meeting Dates

March 10, 2021 10-Noon

June 9, 2021 10-Noon

September 8, 2021 10-Noon

December 8, 2021 10-Noon

Member Freestone motioned to approve, Member Hill seconded.

X. Member Barnabei reiterated her offer to volunteer to assist in streamlining the ED-102 form. Commissioner Lowe stated the Department's priority is currently to find a replacement for the Assistant Commissioner position.

Member Terpening asked if Commissioner Lowe was aware of the Department of Justice matter with the National Association of Realtors, where a licensee will have access to a Multiple Listing Service's (MLS) lockbox even if not a member, with the seller's permission. Commissioner Lowe indicated this would not be a licensing issue, rather an Arizona Association or National Association issue.

XI. Next meeting; March 10, 2021, 10am to Noon

XII. Meeting adjourned 11:50

Respectfully submitted this _____ day of March 2021
Education Advisory Committee

Commissioner Judy Lowe

Members of the Education Advisory Committee will attend either in person or by telephone conferencing.

DRAFT