



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: June 8, 2023

Call to Order: 9:42 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., Carol Meinhart, Michael Oldenettel, Victoria Sampah, Norm Willoughby

Board Member(s) Absent: Oralia Herrera, Shirin Marvi, Nykea Pippion McGriff

Division Staff Present: Adrienne Levatino – Associate General Counsel, Jeremy Reed – Chief of Licensing and Education, Geetu Naik – Chief of Prosecutions, Hector Rodriguez – Chief of Audits and Investigations, 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 Kirk Antkiewicz – Chicago Association of Realtors, Estate Carrie Elliott – Illinois Realtors Licensing & Training Center, Young Brockhouse – Illinois Realtors Licensing & Training Center, Melissa Cannata – CE Shop, Wayne Paprocki – Real Estate Instructor, James Hochman – Attorney, Jennifer Sjoblom – Baird and Warner, Nancy Doherty – Step Above Homes, Becky Peterson – Live By Design Real Estate LLC.

Topic	Discussion	Action
Call to Order	Chairperson Monica Gutierrez opened the meeting.	The meeting was called to order at 9:42 am.
	Chairperson Gutierrez informed the Board that Laura Ellis and Joseph Nery have resigned from the Real Estate Administration and Disciplinary Board.	
Approval of Open Minutes	The Board reviewed the Open Minutes from the May 18, 2023 Real Estate Administration and Disciplinary Board Meeting.	Motion made by Alonzo-Deubel seconded by Acosta to approve the Open Minutes from the May 18, 2023 meeting. Motion carried unanimously.
Public Comments	There were no public comments.	
Licensing Report	<p>The Licensing Report for activity conducted in May 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 managing brokers who did not renew their licenses within the 30-day “late period” can no longer submit their managing broker application online and will have to submit and mail a paper renewal form, along with payment, to the Department. Mr. Reed reported that approximately ninety percent of managing brokers have renewed their license.</p> <p>Mr. Reed mentioned that the educational licensees, including schools, courses and instructors, remain within their renewal cycle until June 30, 2023. Real Estate Instructors are eligible to renew their license using IDFPR’s online portal. Approximately thirty-three percent of the Real Estate Pre-License Instructors and thirty-five percent of the Real Estate Continuing Education Instructors have renewed their license. Real Estate schools and courses are required to submit and mail a paper renewal form, along with payment, back to the Department.</p> <p>Mr. Willoughby inquired as the status in updating the managing broker’s exam. Mr. Reed believes that PSI has almost completed their job analysis and will be sharing the results soon. The Director will then review the results from PSI’s job analysis and the proposals for curriculum changes that were sent to the Department to determine</p>	

Topic	Discussion	Action
	<p>what adjustments should be made to the National portion of the managing broker's exam.</p> <p>Kirk Antkiewicz asked when PSI will have the results for the managing broker's job analysis. Mr. Reed responded that he does not have a definite date.</p> <p>Mr. Toban mentioned that he heard feedback regarding the instructor's exam and that there were apparently several questions in the Illinois test bank that there were outdated and/or conveyed inaccurate information. Mr. Toban asked Mr. Reed to review the instructor's exam questions in the Illinois portion of the exam to determine if this is accurate and if so, to address this situation. Mr. Reed will investigate this matter.</p>	
Education Report	The 2023 Education Report through the month of May 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 May 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 May 2023 was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Investigations Report	<p>The 2023 Investigations Report through the month of May was presented and distributed. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Rodriguez mentioned that Brett Sidenbender, real estate investigator, left the Division to take a position closer to where he resides.</p>	
Prosecutions Report	The 2023 Prosecutions Report through the month of May was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Real Estate Recovery Fund Report	The Real Estate Recovery Fund Report for the 2023 Fiscal Year through May 2023 was presented and distributed. A	

Topic	Discussion	Action
	copy of the report is attached to and made a part of these minutes.	
Formal Hearing Schedule	There is one three-day formal hearing on July 26, 27, and 2023.	
Old Business	There was no old business discussed.	
New Business	Ms. Levatino announced that the updated Rules for the Community Association Managing Licensing Act became effective on June 2, 2023.	
Motion to go into Closed Session	Roll Call Vote: Valerie Acosta, yes Loretta Alonzo-Deubel, yes Joe Castillo, yes Gaspar Flores, yes Carol Meinhart, yes Michael Oldenettel, yes Victoria Sampah, yes Norm Willoughby, yes	A motion made by Sampah seconded by Castillo 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 9:57 a.m. Motion carried unanimously by roll call vote.
Closed Session	<p>The May 18, 2023 closed session minutes were reviewed by the Board.</p> <p>The Board reviewed the Consumer Complaints Review and Case File Review Committee’s reports for: <u>May 17, 2023</u></p> <ul style="list-style-type: none"> 5 Cases Recommended for Closure by Investigations 4 Cases Referred to Prosecutions by Investigations 1 Case for Closure by Prosecutions <p>20 Complaints Referred to Investigations</p> <ul style="list-style-type: none"> 5 Complaints Recommended for Closure <p><u>May 31, 2023</u></p> <ul style="list-style-type: none"> 3 Cases Recommended for Closure by Investigations 2 Cases Referred to Prosecutions by Investigations 3 Cases for Closure by Prosecutions <p>10 Complaints Referred to Investigations</p> <ul style="list-style-type: none"> 3 Complaints Recommended for Closure <p>The Board deliberated on pending enforcement actions.</p>	
Motion to go into		A motion made by Alonzo-Deubel

Topic	Discussion	Action
<p data-bbox="38 233 347 275">Open Session</p> <p data-bbox="38 380 347 453">Approval of May 18, 2023 Closed Minutes</p> <p data-bbox="38 961 347 1003">Orders</p> <p data-bbox="38 1329 347 1476">May 18, 2023 Closed Minutes remain closed. Recommendations</p>	<p data-bbox="347 961 1135 1035">2 Consent Orders were reviewed and discussed in Closed Session.</p> <p data-bbox="347 1108 1135 1255">The Board received a report that reflected that there was 1 final action by the Director on Consent Orders previously signed by the Board. 2023-00774 Sharon Williams</p>	<p data-bbox="1135 233 1624 338">seconded by Willoughby, to go into Open Session at 10:10 a.m. Motion carried unanimously.</p> <p data-bbox="1135 380 1624 527">Motion made by Acosta, seconded by Flores Jr. to approve the May 18, 2023 Closed Minutes. Motion carried unanimously.</p> <p data-bbox="1135 600 1624 926">Motion made by Alonzo-Deubel 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 presented in Closed Session. Motion carried unanimously.</p> <p data-bbox="1135 961 1624 1003">The Board signed 2 Consent Orders.</p> <p data-bbox="1135 1329 1624 1518">Motion made by Flores Jr., seconded by Acosta that the May 18, 2023 READ closed minutes remain closed. Motion carried unanimously.</p>
<p data-bbox="38 1583 347 1625">Adjournment</p>	<p data-bbox="347 1583 1135 1625">The next meeting is scheduled for July 13, 2023.</p>	<p data-bbox="1135 1583 1624 1772">There being no further business to discuss motion made by Willoughby, seconded by Alonzo-Deubel to adjourn at 10:12 a.m. Motion carried unanimously.</p>

LICENSE REPORT
CALENDAR YEAR 2023
MAY

Prefix	PROFESSION	SPONSOR CHG.	INITIAL LIC.	RENEWALS	ACTIVE
471	RE Managing Broker	119	37	1,431	15,639
473	Residential Leasing Agent	42	65	16	2,975
475	Real Estate Broker	1016	408	65	57,311
477	RE Branch Office	56	16	1	1,191
478	Real Estate Broker Corporation	6	8	35	3,155
479	Real Estate Broker Partnership	0	0	0	25
481	RE Limited Liability Firm	5	20	34	2,259
495	RE Virtual Office	0	2	0	33
515	RE Education Provider	0	0	0	70
512	RE Pre-Lic Instructor	0	5	16	290
513	RE Pre-Lic Course	0	0	0	496
563	RE CE Instructor	0	1	22	188
564	Real Estate CE Course	0	6	0	670
	TOTAL	1,244	568	1,620	84,302

MANAGING BROKER 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	5	43	42	25	37							
RENEWALS	4	3,046	2,663	6,414	1,431							
SPONSOR CHG.	119	131	108	87	119							
2023 TOTAL ACTIVE	15,498	15,525	15,564	15,594	15,639							

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	408							
RENEWALS	63	94	92	68	65							
SPONSOR CHG.	1,093	1,083	1,035	759	1,016							
2023 TOTAL ACTIVE	55,551	55,885	56,478	56,866	57,311							

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



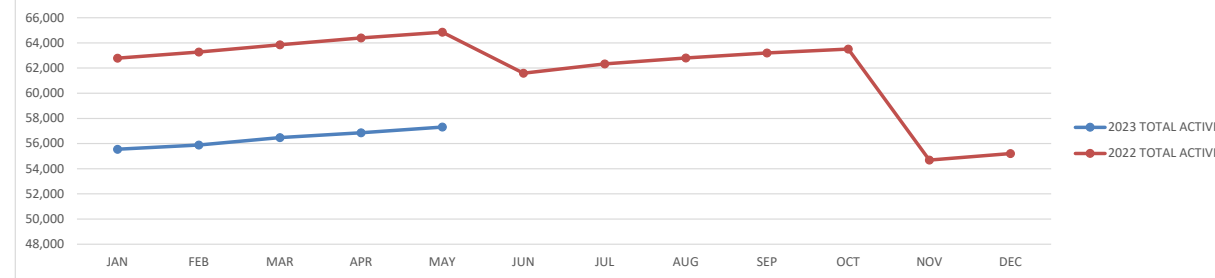
2023 Broker Renewals by Month



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	65							
RENEWALS	24	15	18	13	16							
SPONSOR CHG.	32	36	58	46	42							
2023 TOTAL ACTIVE	2,686	2,744	2,833	2,906	2,975							

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



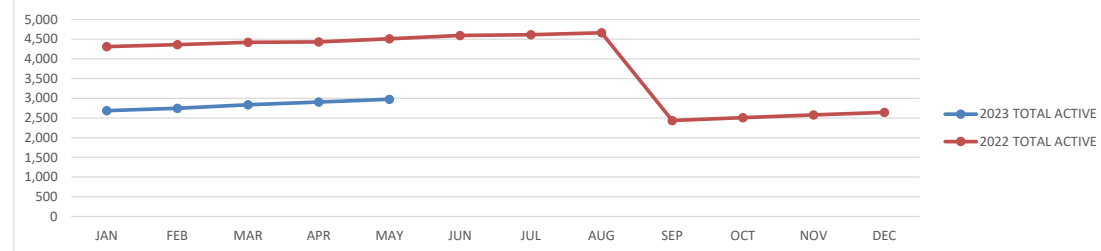
2023 Residential Leasing Agent Renewals by Month



2023 Residential Leasing Agent Sponsor Changes by Month



2023 v. 2022 Residential Leasing Agent Active License Count



as of...

4/30/2023

5/31/2023

License prefix	License Type	Active Licenses	Active Licenses
440	Licensed Auctioneer	232	233
441	Licensed Auctioneer	623	638
444	Licensed Auction Firm	164	165
445	Licensed Auction CE School	6	6
446	Licensed Auction CE Course	46	46
Totals		1,071	1,088

License prefix	License Type	Active Licenses	Active Licenses
553	Certified General Real Estate Appraiser	1,433	1,438
555	Licensed Appraiser Education Provider	20	20
556	Certified Residential Real Estate Appraiser	1,859	1,864
557	Associate Real Estate Trainee Appraiser	468	468
558	Appraisal Management Company	132	130
572	Temporary Practice Real Estate Appraiser	37	38
573	Licensed Appraiser Pre-Lic Course	117	117
575	Licensed Appraiser CE Course	450	454
Totals		4,516	4,529

License prefix	License Type	Active Licenses	Active Licenses
261	LICENSED COMMUNITY ASSOCIATION MANAGER	1,999	2,023
Totals		1,999	2,023

License prefix	License Type	Active Licenses	Active Licenses
450	Licensed Home Inspector	1,599	1,624
451	Licensed Home Inspector Entity	172	174
452	Licensed Home Inspector Education Provider	24	24
453	Licensed Home Inspector Pre-License Course	24	24
454	Licensed Home Inspector CE Course	134	134
Totals		1,953	1,980

Total Licenses	9,539	9,620
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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%	27%							
	First Time Takers	37	32	40	35	43							
	Repeat	28%	23%	27%	26%	33%							
	Repeat Takers	47	40	56	46	43							
2023 Managing Broker State	First Time	82%	79%	68%	85%	86%							
	First Time Takers	22	19	25	20	22							
	Repeat	50%	64%	70%	100%	100%							
	Repeat Takers	6	11	10	6	2							
Managing Broker Reciprocity Exam	First Time	57%	100%	94%	55%	83%							
	First Time Takers	7	3	16	11	6							
	Repeat	0%	0%	50%	0%	50%							
	Repeat Takers	0	0	2	2	2							

2023 Broker National	First Time	47%	40%	44%	47%	43%							
	First Time Takers	522	502	581	573	582							
	Repeat	32%	29%	33%	30%	30%							
	Repeat Takers	388	491	580	555	520							
2023 Broker State	First Time	60%	55%	57%	56%	58%							
	First Time Takers	361	351	426	374	391							
	Repeat	47%	43%	47%	52%	45%							
	Repeat Takers	223	271	285	292	271							
Broker Reciprocity Exam	First Time	81%	74%	63%	75%	71%							
	First Time Takers	31	27	41	36	28							
	Repeat	19%	38%	50%	75%	80%							
	Repeat Takers	16	8	10	16	5							

Leasing Agent National	First Time	48%	58%	50%	56%	56%							
	First Time Takers	60	76	102	78	73							
	Repeat	26%	60%	47%	44%	43%							
	Repeat Takers	61	55	62	54	57							

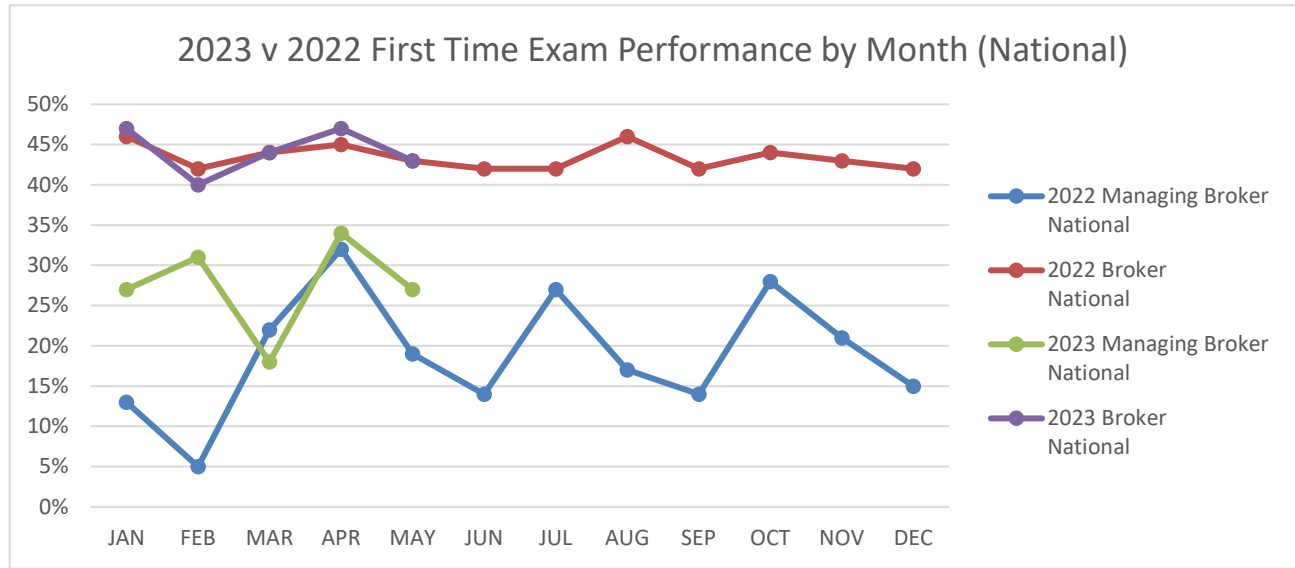
RE Instructors National	First Time	40%	25%	29%	100%	33%							
	First Time Takers	5	4	7	1	3							
	Repeat	50%	50%	33%	60%	100%							
	Repeat Takers	5	2	9	5	1							
RE Instructors State	First Time	67%	75%	83%	100%	0%							
	First Time Takers	3	4	6	1	2							
	Repeat	0%	100%	0%	0%	0%							
	Repeat Takers	0	1	0	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	5	0	1	6	0	12	16
June						0	
July						0	
August						0	
September						0	
October						0	
November						0	
December						0	
YTD Total	15	1	9	34	3	62	
Total Active Licenses	290	496	188	670	70	Diane Green Nate Chandler	

May 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	57	30	19	8
June				
July				
August				
September				
October				
November				
December				
Total	250	142	70	38

MONTHLY EXAMINATIONS REPORT
READ Board – June 8, 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 May was 35 files were in this region.

INITIAL EXAMINATIONS COMPLETED

RESOLUTION TYPE: BROKERAGE VERIFICATION REPORT – NOT PRACTICING
TOTAL COMPLETED: 8

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: 10

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: 1

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: 14

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: 2

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.

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 December:

RESOLUTION TYPE: IN COMPLIANCE
TOTAL COMPLETED: 12

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 December:

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:

May 2023
Prosecutions Report

Column1	Pending/Open RE Cases	RE cases 2 months or less	RE Cases over 3 months	RE Cases over 6 months	RE Cases Over 9 months	RE Cases Over 12 months	RE Cases over 24 months	New RE Cases Rec'd	Complaints filed	Informal Conferences held	Formal Hearings held	RE Cases Closed	CLOSED: Admin	CLOSED: Admin Warning Letter	Closed: Order	Closed: Consent Order	CLOSED: Non-Disc Order	CLOSED: Income Tax	Motion of Rehearing Filed
January	108	46	29	15	1	13	4	27	4	0	0	33	4	2	1	3	0	23	0
February	121	58	25	19	3	11	5	41	3	0	0	28	2	0	1	4	2	19	0
March	127	73	23	17	3	7	4	47	2	0	1	41	3	0	5	4	1	26	2
April	157	94	33	15	4	7	4	65	1	1	1	35	2	1	1	4	3	24	0
May	187	119	32	16	9	7	4	72	8	0	0	42	1	2	1	1	0	37	0
June												0							
July												0							
August												0							
September												0							
October												0							
November												0							
December												0							
Total								252	18	1	2	179	12	5		16	6	129	2
												0							

