



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: February 8, 2024

Call to Order: 9:41 a.m. –Monica Gutierrez – Chairperson

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

Board Member(s) Present: Valerie Acosta, Loretta Alonzo-Deubel, Gaspar Flores Jr., Shirin Marvi, Carol Meinhart, Michael Oldenettel, Norman Willoughby, Theodore Yi

Board Member(s) Absent: Joe Castillo, Oralia Herrera, Nykea Pippion McGriff, Victoria Sampah

Division Staff Present: Adrienne Levatino – Associate General Counsel, Nathaniel Chandler – Chief of Licensing and Education, Hector Rodriguez – Chief of Investigations, Merle Shearer – Chief of Prosecutions, Daniel Kazlauski – Staff Attorney, Jenni Scheck – Staff Attorney, Jennifer Rossiter Moreno – Operations Manager, Susan Sigourney – Board Liaison, Debra Malinowski – Board Liaison

Guest(s) Present: Larry Toban – Real Estate Institute, Rocky Esposito – AHI Real Estate, Kirk Antkiewicz – Chicago Association of Realtors, Melissa Cannata – CE Shop, Young Brockhouse – Illinois Realtors Licensing & Training, Carrie Elliott – Illinois Realtors Licensing & Training, Marilyn Glazer – Colibri RE Express, Cleo Aquino – SPIRE Real Estate Education, Jennifer Sjoblom-Baird & Warner, Dave Naso – Chicago Association of Realtors, Frank Williams- Chicago Association of Realtors, Nonye Ononogbu – eXp Realty Instructor, Alyce Fisher – Instructor, Elizabeth Dickheiser – Colibri RE Express, Randy Alcorn – real estate license candidate.

Topic	Discussion	Action
Call to Order	Chairperson Monica Gutierrez opened the meeting.	The meeting was called to order at 9:41 am.
Approval of Open Minutes	The Board reviewed the Open Minutes from the January 11, 2024, Real Estate Administration and Disciplinary Board Meeting.	Motion made by Alonzo-Deubel seconded by Acosta to approve the Open Minutes from the January 11, 2024, meeting. Motion carried unanimously.
Public Comments	There were no public comments.	
Licensing Report	<p>The Licensing Report for activity conducted in January 2024 was presented and discussed. A copy of the report is attached to and made a part of these minutes.</p> <p>Mr. Chandler reported that on January 31, 2024, Real Estate Brokers are eligible to renew their license through IDFPR's online portal. As of today, Licensing processed approximately 4,300 real estate broker renewal applications. Mr. Chandler further mentioned that IDFPR's website has a renewal help sheet to assist licensees renewing their real estate broker's license. Mr. Chandler noted that some licensees may see the option to select either the 2022 real estate broker license renewal application and 2024 real estate broker license renewal application; the correct renewal application is the 2024 real estate broker license renewal application.</p> <p>Mr. Chandler reported that for January 2024, the pass rate on the managing broker national portion of PSI's exam, for first time takers, was fifty-four percent which is an improvement since making the changes to the exam in October 2023.</p> <p>Mr. Antkiewicz asked about the total number of real estate brokers that have to renew. Mr. Chandler stated that there are approximately 60,000 active real estate broker licenses which leaves approximately 55,000 licensees to renew their real estate broker license.</p> <p>Mr. Antkiewicz inquired about how ETS purchasing PSI will affect the providers and the duration of ETS contract. Mr. Chandler mentioned that the Department was informed that there will be no impact on the transition from PSI to</p>	

Topic	Discussion	Action
	<p>ETS. Ms. Levatino will research when the ETS contract will expire.</p> <p>Mr. Toban asked whether the 2024 CE broker fact sheet regarding real estate brokers first issued a license on or after November 1, 2023 needing to complete the 45 hour post broker license course contained the accurate cut-off date due to the extra day in February 2024. Mr. Chandler will look into this matter and if the date should be November 2, 2024, he will update the CE broker fact sheet on IDFPR's website.</p>	
Education Report	The 2024 Education Report through the month of January was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Complaints Report	The 2024 Complaints Report through the month of January 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 January 2024 was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Investigations Report	The 2024 Investigations Report through the month of January was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Prosecutions Report	The 2024 Prosecutions Report through the month of January 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 2024 Fiscal Year through January 2024 was presented and distributed. A copy of the report is attached to and made a part of these minutes.	
Formal Hearing Schedule	There are three cases scheduled for a formal hearing.	
Old Business	There was no old business discussed.	

Topic	Discussion	Action
New Business	Ms. RossiterMoreno reminded Board Members of their obligation as a Board Member to complete their training in a timely manner. Ms. RossiterMoreno indicated that the Department has a deadline of March 15, 2024, and encouraged board members to begin with the Ethics training. Once the Board Members have completed their training, they should send the certificates to Deb Malinowski. Ms. RossiterMoreno further mentioned that if they have log-in issues Board members should contact Deb Malinowski.	
Motion to go into Closed Session	Roll Call Vote: Valerie Acosta, yes Loretta Alonzo-Deubel, yes Gaspar Flores Jr, yes Shirin Marvi, yes Carol Meinhart, yes Michael Oldenettel, yes Norman Willoughby, yes Theodore Yi, yes	A motion made by Yi seconded by Flores Jr. 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 10:01 a.m. Motion carried unanimously by roll call vote.
Closed Session	The January 11, 2023 closed session minutes were reviewed by the Board. The Board reviewed the Consumer Complaints Review and Case File Review Committees' reports for: <u>January 17, 2024</u> 2 Cases Recommended for Closure by Investigations 0 Cases Referred to Prosecutions by Investigations 0 Case for Closure by Prosecutions 4 Complaints Referred to Investigations 6 Complaints Recommended for Closure <u>January 31, 2024</u> 6 Cases Recommended for Closure by Investigations 2 Cases Referred to Prosecutions by Investigations 6 Cases for Closure by Prosecutions 7 Complaints Referred to Investigations 3 Complaint Recommended for Closure	
Motion to go into Open Session		A motion was made by Alonzo-Deubel seconded by Flores Jr., to go

Topic	Discussion	Action
<p>Approval of January 11, 2024 Closed Minutes</p> <p>Recommendations</p> <p>Orders</p> <p>January 11, 2024 Closed Minutes remain closed. Recommendations</p>	<p>8 Consent and Non-Disciplinary Orders were reviewed and discussed in Closed Session.</p> <p>The Board received a report that reflected that there were 3 final actions by the Director on Consent Orders previously signed by the Board. 2021-06877 Rachel Glover/Edward Howard Property Mgmt LLC 2023-07428 Talia Ramos 2023-10163 Candice Thornton</p>	<p>into Open Session at 10:53 a.m. Motion carried unanimously.</p> <p>Motion made by Acosta, seconded by Flores Jr. to approve the January 11, 2024 Closed Minutes. Motion carried unanimously.</p> <p>Motion made by Alonzo-Deubel seconded by Marvi to ratify the actions of the 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>The Board signed 7 Consent and Non-Disciplinary Orders. The Board did not sign 1 consent order. Norm Willoughby recused himself from case 2023-02895.</p> <p>Motion made by Alonzo-Deubel, seconded by Acosta that the January 11, 2024 READ closed minutes remain closed. Motion carried unanimously.</p>
<p>Adjournment</p>	<p>The next meeting is scheduled for March 14, 2024.</p>	<p>There being no further business to conduct, a motion was made by Marvi, seconded by Acosta to adjourn at 10:56 a.m. Motion carried unanimously.</p>

LICENSE REPORT
CALENDAR YEAR 2024
January

Prefix	PROFESSION	SPONSOR CHG.	INITIAL LIC.	RENEWALS	ACTIVE
471	RE Managing Broker	75	54	18	14,385
473	Residential Leasing Agent	25	59	4	3,425
475	Real Estate Broker	945	345	38	59,948
477	RE Branch Office	11	11	0	1,205
478	Real Estate Broker Corporation	2	8	4	3,078
479	Real Estate Broker Partnership	0	0	0	24
481	RE Limited Liability Firm	1	14	2	2,288
495	RE Virtual Office	0	1	0	61
515	RE Education Provider	0	0	0	66
512	RE Pre-Lic Instructor	0	4	0	262
513	RE Pre-Lic Course	0	2	0	473
563	RE CE Instructor	0	9	2	145
564	Real Estate CE Course	0	8	8	607
	TOTAL	1,059	515	76	85,967

MANAGING BROKER 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	54											
RENEWALS	18											
SPONSOR CHG.	76											
2024 TOTAL ACTIVE	14,383											

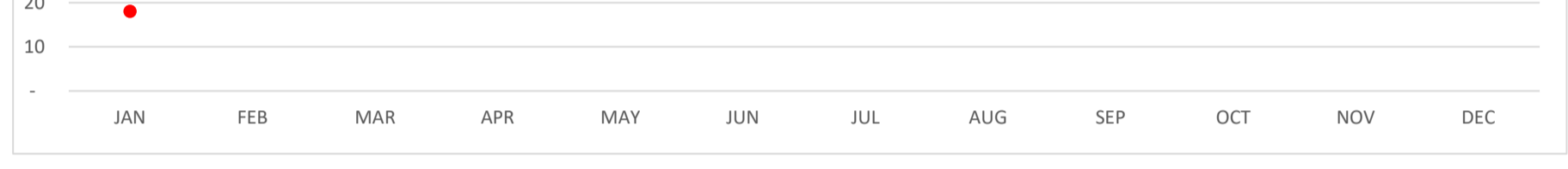
MANAGING BROKER 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	5	43	42	25	37	19	27	26	29	32	21	16
RENEWALS	4	3,046	2,663	6,414	1,431	103	107	81	47	31	37	15
SPONSOR CHG.	119	131	108	87	119	71	48	70	61	72	132	86
2023 TOTAL ACTIVE	15,498	15,525	15,564	15,594	15,639	15,658	13,988	14,091	14,172	14,233	14,281	14,319

2024 Managing Broker Initial Licenes Issued



2024 Managing Broker Renewals by Month



2024 Manging Broker Sponsor Changes by Month



BROKER 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	345											
RENEWALS	38											
SPONSOR CHG.	945											
2024 TOTAL ACTIVE	59,948											

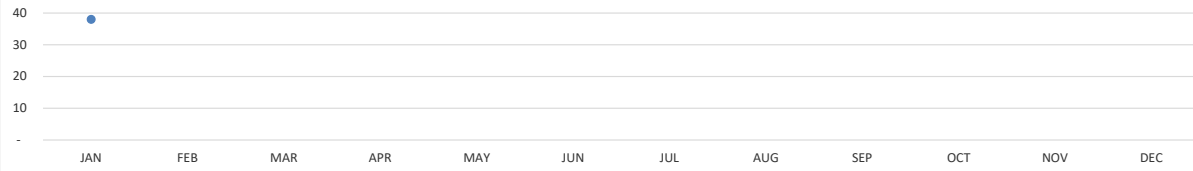
BROKER 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	332	330	529	291	408	449	290	413	313	348	308	268
RENEWALS	63	94	92	68	65	38	39	28	26	27	33	19
SPONSOR CHG.	1,093	1,083	1,035	759	1,016	633	612	673	697	855	793	808
2023 TOTAL ACTIVE	55,551	55,885	56,478	56,866	57,311	57,725	57,999	58,383	58,682	59,061	59,344	59,595

2024 Initial Broker Licenses Issued by Month



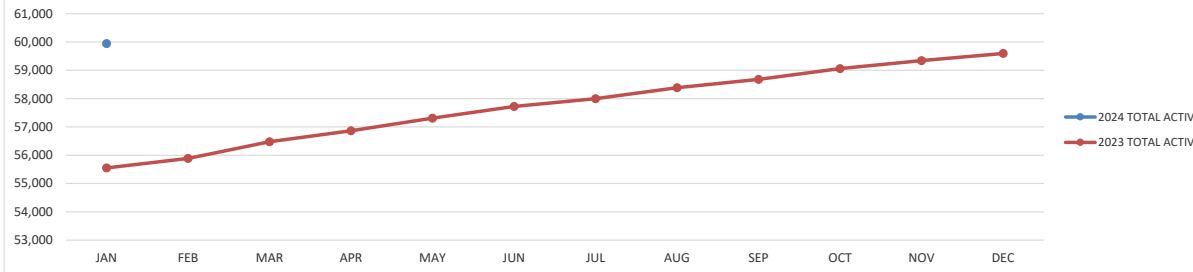
2024 Broker Renewals by Month



2024 Broker Sponsor Changes by Month



2024 v. 2023 Active Brokers by Month



RESIDENTIAL LEASING AGENT 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	59											
RENEWALS	4											
SPONSOR CHG.	25											
2024 TOTAL ACTIVE	3,425											

RESIDENTIAL LEASING AGENT 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	46	54	83	53	65	68	50	61	50	44	50	45
RENEWALS	24	15	18	13	16	14	11	14	10	8	5	6
SPONSOR CHG.	32	36	58	46	42	36	37	24	33	28	33	30
2023 TOTAL ACTIVE	2,686	2,744	2,833	2,906	2,975	3,043	3,081	3,161	3,212	3,262	3,306	3,360

2024 Residential Leasing Agent Initial Licenses Issued by Month



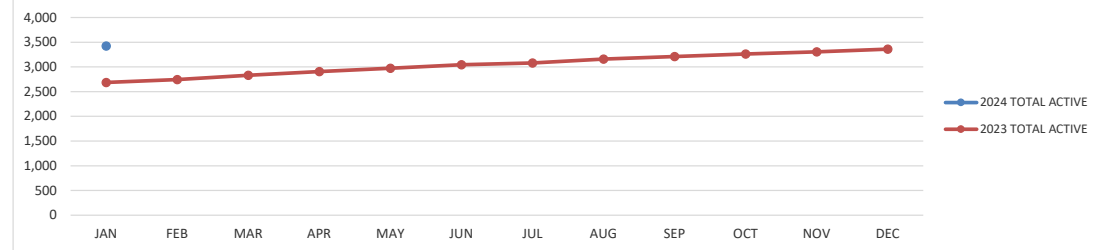
2024 Residential Leasing Agent Renewals by Month



2024 Residential Leasing Agent Sponsor Changes by Month



2024 v. 2023 Residential Leasing Agent Active License Count



as of... 12/31/2023 1/31/2024

License prefix	License Type	Active Licenses	Active Licenses
440	Licensed Auctioneer	236	236
441	Licensed Auctioneer	690	693
444	Licensed Auction Firm	183	183
445	Licensed Auction CE School	6	6
446	Licensed Auction CE Course	49	49
Totals		1,164	1,167

License prefix	License Type	Active Licenses	Active Licenses
553	Certified General Real Estate Appraiser	1,338	1,341
555	Licensed Appraiser Education Provider	22	22
556	Certified Residential Real Estate Appraiser	1,690	1,692
557	Associate Real Estate Trainee Appraiser	320	326
558	Appraisal Management Company	133	132
572	Temporary Practice Real Estate Appraiser	29	31
573	Licensed Appraiser Pre-Lic Course	124	128
575	Licensed Appraiser CE Course	496	488
Totals		4,152	4,160

License prefix	License Type	Active Licenses	Active Licenses
261	LICENSED COMMUNITY ASSOCIATION MANAGER	1,747	1,779
291	Community Association Managment Firm	139	144
Totals		1,886	1,923

License prefix	License Type	Active Licenses	Active Licenses
450	Licensed Home Inspector	1,701	1,717
451	Licensed Home Inspector Entity	182	183
452	Licensed Home Inspector Education Provider	25	25
453	Licensed Home Inspector Pre-License Course	25	25
454	Licensed Home Inspector CE Course	149	149
Totals		2,082	2,099

Total Licenses	9,284	9,349
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2024 Real Estate Examination Pass Rates

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2024 Managing Broker National	First Time	54%											
	First Time Takers	19											
	Repeat	58%											
2024 Managing Broker State	First Time	88%											
	First Time Takers	21											
	Repeat	100%											
Managing Broker Reciprocity Exam	First Time	67%											
	First Time Takers	4											
	Repeat	100%											

2024 Broker National	First Time	56%											
	First Time Takers	224											
	Repeat	40%											
2024 Broker State	First Time	61%											
	First Time Takers	159											
	Repeat	48%											
Broker Reciprocity Exam	First Time	83%											
	First Time Takers	25											
	Repeat	57%											

Leasing Agent National	First Time	62%											
	First Time Takers	40											
	Repeat	42%											

RE Instructors National	First Time	67%											
	First Time Takers	2											
	Repeat	0%											
RE Instructors State	First Time	100%											
	First Time Takers	1											
	Repeat	0%											

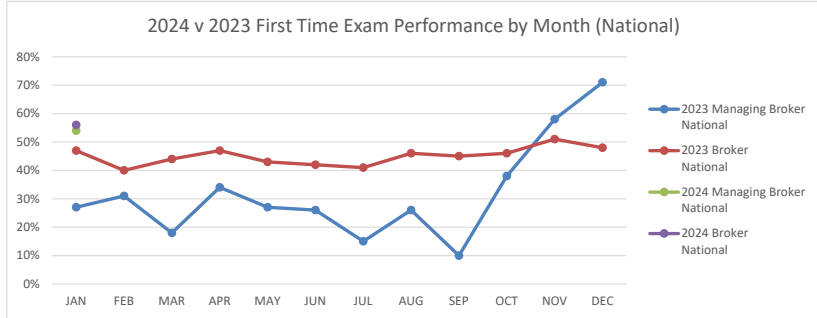
2023 Real Estate Examination Pass Rates

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2023 Managing Broker National	First Time	27%	31%	18%	34%	27%	26%	15%	26%	10%	38%	58%	71%
	First Time Takers	37	32	40	35	43	31	27	34	29	26	25	34
	Repeat	28%	23%	27%	26%	33%	35%	33%	23%	31%	54%	50%	35%
2023 Managing Broker State	First Time	82%	79%	68%	85%	86%	85%	76%	74%	75%	86%	73%	86%
	First Time Takers	22	19	25	20	22	13	17	19	16	14	11	22
	Repeat	50%	64%	70%	100%	100%	90%	80%	82%	50%	55%	86%	71%
Managing Broker Reciprocity Exam	First Time	57%	100%	94%	55%	83%	100%	70%	57%	75%	100%	100%	25%
	First Time Takers	7	3	16	11	6	3	10	7	8	2	2	4
	Repeat	0%	0%	50%	0%	50%	0%	100%	50%	100%	0%	50%	0%

2023 Broker National	First Time	47%	40%	44%	47%	43%	42%	41%	46%	45%	46%	51%	48%
	First Time Takers	522	502	581	573	582	524	464	486	430	413	383	398
	Repeat	32%	29%	33%	30%	30%	29%	31%	29%	31%	38%	41%	35%
2023 Broker State	First Time	60%	55%	57%	56%	58%	53%	54%	59%	57%	59%	58%	55%
	First Time Takers	361	351	426	374	391	344	280	317	275	248	255	271
	Repeat	47%	43%	47%	52%	45%	41%	47%	47%	47%	50%	48%	49%
Broker Reciprocity Exam	First Time	81%	74%	63%	75%	71%	79%	72%	71%	75%	75%	48%	65%
	First Time Takers	31	27	41	36	28	29	39	26	32	19	21	20
	Repeat	19%	38%	50%	75%	80%	44%	50%	50%	63%	47%	42%	67%

Leasing Agent National	First Time	48%	58%	50%	56%	56%	65%	49%	50%	47%	53%	50%	62%
	First Time Takers	60	76	102	78	73	94	72	74	59	64	74	60
	Repeat	26%	60%	47%	44%	43%	36%	52%	43%	58%	44%	44%	35%

RE Instructors National	First Time	40%	25%	29%	100%	33%	0%	25%	100%	40%	60%	50%	0%
	First Time Takers	5	4	7	1	3	2	8	1	5	5	3	0
	Repeat	50%	50%	33%	60%	100%	0%	29%	0%	33%	33%	60%	100%
RE Instructors State	First Time	67%	75%	83%	100%	0%	100%	100%	100%	67%	80%	100%	0%
	First Time Takers	3	4	6	1	2	1	3	1	3	5	3	0
	Repeat	0%	100%	0%	0%	0%	50%	0%	50%	0%	33%	0%	0%



DRE Education's Pipeline

2024	(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	4	2	9	8	0	23	10
February						0	
March						0	
April						0	
May						0	
June						0	
July						0	
August						0	
September						0	
October						0	
November						0	
December						0	
YTD Total	4	2	9	8	0	23	
Total Active Licenses	262	473	145	607	66	Nate Chandler	

January 2024
Complaint Report

Column1	New RE Complaints	New RE Complaints Assigned To Investigations	Complaints Closed At Intake Review	RE Matters Closed At CCR
January	38	11	18	9
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	38	11	18	9

**MONTHLY EXAMINATIONS REPORT
READ Board – FEBRUARY 8, 2024**

Licenses 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 emailed to these licensees. The *BVR* report allows the examiner to assess the level of activity of the licensee then complete the examination process by email or schedule an on-site examination. The total number of initial examinations closed in January was 39 files.

INITIAL EXAMINATIONS COMPLETED

RESOLUTION TYPE: BROKERAGE VERIFICATION REPORT – NOT PRACTICING

TOTAL COMPLETED: 24

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: 11

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: 0

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: 3

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: 1

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: 2

RESOLUTION TYPE: ACKNOWLEDGEMENT PAGE ONLY

TOTAL COMPLETED: 1

EXAMINATIONS REFERRED TO SUPERVISOR – CLOSED

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

RESOLUTION TYPE: ISSUES RESOLVED

TOTAL COMPLETED: 0

RESOLUTION TYPE: REFERRED TO SUPERVISOR

TOTAL COMPLETED: 1

RESOLUTION TYPE: DISCIPLINARY ACTION ON LICENSE

TOTAL COMPLETED: 0

RESOLUTION TYPE: Miscellaneous

TOTAL COMPLETED: 0

RESOLUTION TYPE: Returned to Examiner w/ Instruction:

TOTAL COMPLETED: 1

RESOLUTION TYPE: Referred to Prosecutions:

TOTAL COMPLETED: 1

January 2024
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	84	24	19	21	8	8	4	15	12	0	0	16	2	4	2	3	1	3	1
February												0							
March												0							
April												0							
May												0							
June												0							
July												0							
August												0							
September												0							
October												0							
November												0							
December												0							
Total								15	12	0	0	16	2	4	2	3	1	3	1
												0							