



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Real Estate

**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Acting Secretary

**LAURIE MURPHY**  
Acting Director

### Memorandum

**TO: Real Estate Administration and Disciplinary Board**

A. Valerie Acosta	Public Member
Loretta Alonzo-Deubel	Real Estate Managing Broker Member
Joe Castillo	Real Estate Managing Broker Member
Laura Ellis	Real Estate Managing Broker Member
Gaspar Flores Jr.	Real Estate Broker Member
Oralia Herrera	Real Estate Managing Broker Member
Shirin Marvi	Real Estate Managing Broker Member
Carol Meinhart	Real Estate Broker Member
Joseph Nery	Public Member
Michael Oldenettel	Real Estate Managing Broker and Pre-License Instructor Member
Nykea Pippion-McGriff	Real Estate Managing Broker Member
Michael Prodehl	Real Estate Broker Member
Everett Ward	Public Member
Norman Willoughby	Real Estate Managing Broker and Pre-License Instructor Member
Monica Gutierrez	Chairperson – Non-voting Member

**FROM: Debra Malinowski, Board Liaison**

**DATE: February 2, 2022**

**RE: Notice of February 10, 2022 Real Estate Administration and Disciplinary Board Meeting.**

The Real Estate Administration and Disciplinary Board (the “READ Board”) will convene for a meeting commencing at 9:30 a.m. on February 10, 2022. The February 10, 2022 meeting of the READ Board is currently scheduled to be held at the offices of the Illinois Department of Financial and Professional Regulation, 555 West Monroe Street, 5<sup>th</sup> Floor, Room 5C5, Chicago, Illinois 60661 and 320 West Washington Street, 3<sup>rd</sup> Floor, Room 376, Springfield IL 62786.

If Governor Pritzker issues a Gubernatorial Disaster Proclamation finding that a disaster exists within the State of Illinois on or before February 6, 2022, when the current Gubernatorial Disaster Proclamation will expire, and the conduct of remote meetings is thus permitted, then this meeting will be conducted by audio or video conference without the physical presence of a quorum of the members. Board members will be advised in advance whether the meeting can and will be held remotely and how to access the remote meeting.

Because of the public health emergency that continues, and the attendant importance of social distancing, members of the public will not be able to attend this meeting in person. Members of the public are required to attend by accessing the meeting via the interactive webinar. Instructions for remote attendance are contained on the attached agenda for the February 10, 2022 meeting.

In order to ensure the presence of a quorum, I request you advise me three (3) days in advance of the meeting date if you are unable to attend. My email is [debra.malinowski@illinois.gov](mailto:debra.malinowski@illinois.gov).

## **The Real Estate Administration and Disciplinary Board**

**will meet at 9:30 am on February 10, 2022**

### **Agenda**

- I. Review and Approval of Minutes from Open Meeting on January 13, 2022
- II. Public Comments
- III. Reports
  - i. Licensing and Education Report
  - ii. Complaints Report
  - iii. Audits and Investigations Report
  - iv. Prosecutions Report
  - v. Recovery Fund Report
- IV. Formal Hearing Schedule
- V. Old Business
- VI. New Business
- VII. Closed Session
  - i. Review Closed Minutes from January 13, 2022 Board Meeting
  - ii. Deliberations
    - Cases where Respondent Defaulted by Failing to Appear or File an Answer
    - Cases where Respondent had a Formal Hearing
  - iii. Consumer Complaint Review and Case File Review Committee Recommendations from January 19, 2022 and February 2, 2022.
  - iv. Consent Orders and Non-Disciplinary Orders
    - Report of Director's Orders
  - v. Findings of Facts
  - vi. Schedule Board Members for Consumer Complaint Review, Case File Review Committee, Informal Conferences and Formal Hearings
- VIII. Open Session
  - i. Approve Closed Minutes from January 13, 2022 Board Meeting
  - ii. Ratify Board's actions in Closed Session
    - Recommendations from Deliberations
    - Consumer Complaint Review and Case File Review Committee Recommendations
    - Consent Orders, Non-Disciplinary Orders and Findings of Facts
- IX. Adjournment

## **Join the Real Estate Administration and Disciplinary February 10, 2022 Board Meeting**

**When it's time, join your WebEx meeting here.**

Meeting number (access code): 245 396 49199

Meeting password: WNuP5KW2st2

Preferred method of attending the meeting is to click on the "join meeting" button

[Join meeting](#)

**Join from the meeting link**

<https://illinois.webex.com/illinois/j.php?MTID=m31598def5b0e543f29fb985e039d7c1b>

### **Join by phone only**

Tap to call in from a mobile device (attendees only)

[+1-312-535-8110](#) United States Toll (Chicago)

[+1-415-655-0002](#) US Toll

[Global call-in numbers](#)

Meeting number (access code): 245 396 49199

Meeting password: WNuP5KW2st2

## Join a Meeting Guide

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the **Join** link to join the meeting.

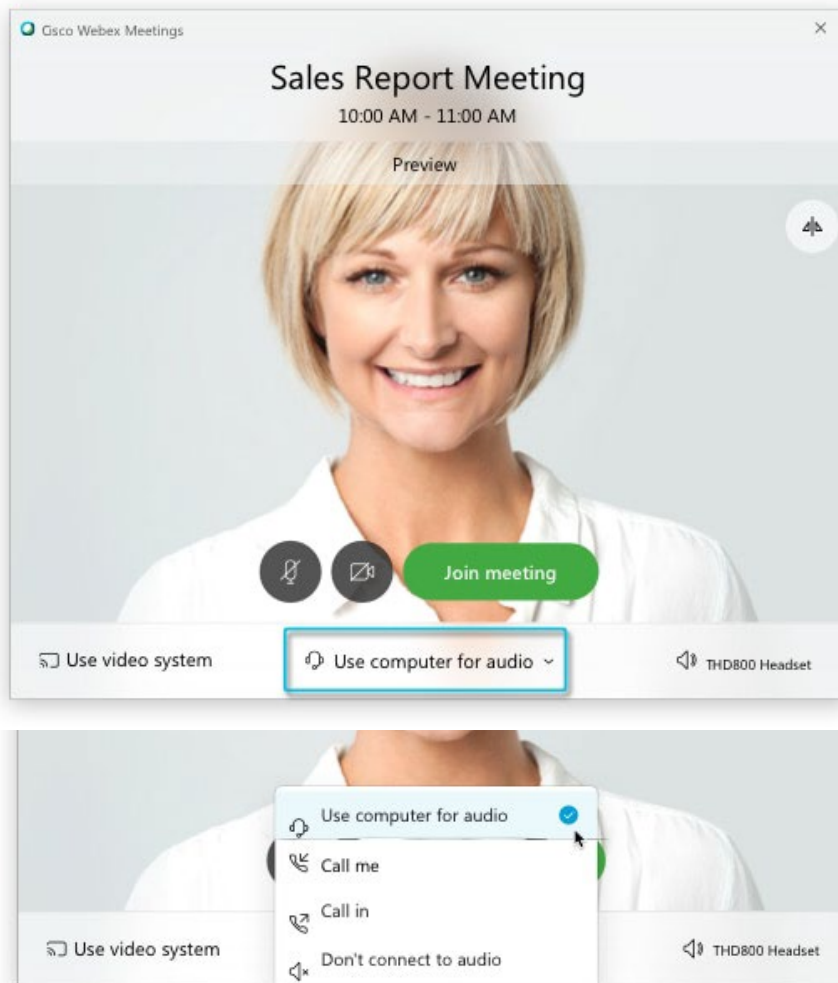
You might be asked to enter a meeting password, it is in your email invitation.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.

## Connect Audio

Before you join a meeting, you can choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings app.




2. Choose how you want to hear the audio in the meeting:

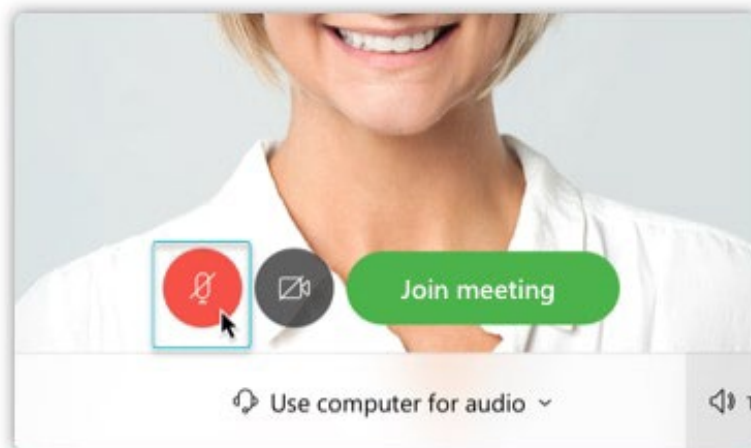
- **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.

You can change your headset, speakers, and microphone.

- **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.
- **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.
- **Don't connect audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.


3. If you want to join the meeting with your audio muted, click **Mute my microphone** .

4. You'll see  when your microphone is muted. Click **Unmute my microphone**  when you want to speak in the meeting.

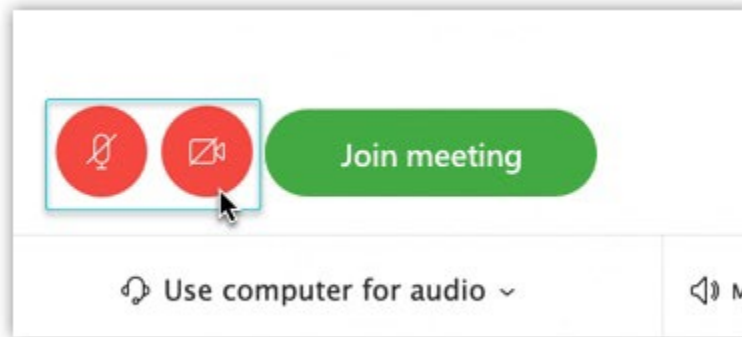


## Start Your Video

Before you join a meeting, you can choose the settings you use for video in the meeting.

1. If you want to join the meeting with your video turned off, click **Turn off my video** .

You'll see  when your video is turned off. Click **Turn on my video**  when you want to show your video.



2. By default, your self-view video shows in mirror view. You can [turn off mirror view](#) if you want to see yourself in your self-view video the same way that other meeting participants see you.

If you're happy with the audio and video settings that you chose for this meeting, you can [save them](#) for your next meeting.

To join the meeting from a compatible video device, [connect to a device](#).