



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: March 14, 2024

Call to Order: 9:37 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, Joe Castillo, Gaspar Flores Jr.,
Oralia Herrera, Shirin Marvi, Michael Oldenettel, Nykea Pippion McGriff,
Victoria Sampah (telephonically), Norman Willoughby, Theodore Yi

Board Member(s) Absent: Carol Meinhart

Division Staff Present: Jeremy Reed – Deputy Director of the Division of Real Estate, 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, Elliot Dubin – Staff Attorney, Jennifer Rossiter
Moreno – Operations Manager, Susan Sigourney – 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,
Carrie Elliott – Illinois Realtors Licensing & Training, Marilyn Glazer –
Colibri RE Express

Topic	Discussion	Action
Call to Order	Chairperson Monica Gutierrez opened the meeting.	The meeting was called to order at 9:37 am.
Approval of Open Minutes	The Board reviewed the Open Minutes from the February 8, 2024, Real Estate Administration and Disciplinary Board Meeting.	Motion made by Pippion McGriff seconded by Flores Jr. to approve the Open Minutes from the February 8, 2024, meeting. Motion carried unanimously.
Public Comments	There were no public comments.	
Licensing Report	<p>The Licensing Report for activity conducted in February 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 Real Estate Brokers are eligible to renew their license through IDFPR’s online portal. To date, Licensing has processed approximately 11,600 real estate broker renewal applications.</p> <p>Mr. Chandler reported that there are several issues with the Department’s new renewal link on IDPFR’s license online portal, particularly with regard to the continuing education lookup. The Department received reports from licensees that on IDFPR’s online portal, they were able to see their completed continuing education prior to renewing their license but not after renewing. IT is aware of this problem and is addressing fixing this situation.</p> <p>Mr. Chandler reported that another technical problem involves schools uploading the pre-license test scores to PSI’s website. There is some delay in importing that data into the PSI and enabling PSI to send invitations to schedule the state exam. Mr. Chandler mentioned that students/applicants may contact him, if after a week of having passed the pre-license course exam, they have not received PSI’s invitation to schedule the state exam.</p> <p>Mr. Chandler mentioned that the Department intends to send broker renewal reminders to licensees that have not renewed their broker license early next week.</p> <p>Mr. Chandler reported that for February 2024, the pass rate on the managing broker national portion of PSI’s exam, for first time takers, was seventy-three percent which is another good pass rate since making the changes to the</p>	

Topic	Discussion	Action
	<p>exam in October 2023.</p> <p>Ms. Elliot inquired whether the continuing education disappears on the screen when they put in license numbers. Mr. Chandler explain that the system should show the continuing education completed by a licensee on the current continuing education screen and when a licensee renews their license, the continuing education should move to their continuing education history. Currently, all continuing education in the history has disappeared which IT is currently trying to restore. Mr. Reed informed the Board that he just received notification that IT is testing the continuing education in the history screen today and this problem should be resolved by tomorrow.</p>	
Education Report	The 2024 Education Report through the month of February 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 February 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 February 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 February 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 February 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 February 2024 was presented and distributed.	
Formal Hearing Schedule	There are no cases scheduled for a formal hearing.	

Topic	Discussion	Action
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 Jr, yes Oralia Herrera, yes Shirin Marvi, yes Michael Oldenettel, yes Nykea Pippion McGriff, yes Victoria Sampah, 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 © (4) and (15) of the Open Meetings Act at 9:55 a.m. Motion carried unanimously by roll call vote.
Closed Session	The February 8, 2024 closed session minutes were reviewed by the Board. The Board reviewed the Consumer Complaints Review and Case File Review Committees' reports for: <u>February 21, 2024</u> 8 Cases Recommended for Closure by Investigations 5 Cases Referred to Prosecutions by Investigations 4 Case for Closure by Prosecutions 14 Complaints Referred to Investigations 4 Complaints Recommended for Closure <u>March 6, 2024</u> 6 Cases Recommended for Closure by Investigations 3 Cases Referred to Prosecutions by Investigations 3 Cases for Closure by Prosecutions 18 Complaints Referred to Investigations 2 Complaint Recommended for Closure	
Motion to go into Open Session		A motion was made by Acosta seconded by Marvi, to go into Open Session at 11:12 a.m. Motion carried unanimously.
Approval of February		Motion made by Pippion McGriff,

Topic	Discussion	Action
<p data-bbox="35 233 245 300">8, 2024 Closed Minutes</p> <p data-bbox="35 415 289 447">Recommendations</p> <p data-bbox="35 814 139 846">Orders</p> <p data-bbox="35 1402 289 1545">February 8, 2024 Closed Minutes remain closed. Recommendations</p>	<p data-bbox="370 814 1094 888">21 Consent and Non-Disciplinary Orders were reviewed and discussed in Closed Session.</p> <p data-bbox="358 1035 1117 1360">The Board received a report that reflected that there were 6 final actions by the Director on Consent Orders previously signed by the Board. 2020-02864 Kimberly Hess 2020-05276 Daniel Willenborg/ Apt Amigo Inc 2022-10885 Robert Eddy Wilder/ Wilder Properties 2023-02895 Jeremy Deck 2023-04758 Harry Cleaveland 2023-09706 Ellis Lucas</p>	<p data-bbox="1146 233 1568 373">seconded by Alonzo-Deubel to approve the February 8, 2024 Closed Minutes. Motion carried unanimously.</p> <p data-bbox="1146 415 1609 779">Motion made by Pippion McGriff seconded by Acosta 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 data-bbox="1146 814 1620 926">The Board signed 20 Consent and Non-Disciplinary Orders. The Board did not sign 1 non disciplinary order.</p> <p data-bbox="1146 1402 1617 1577">Motion made by Pippion McGriff, seconded by Alonzo-Deubel that the February 8, 2024 READ closed minutes remain closed. Motion carried unanimously.</p>
<p data-bbox="35 1583 224 1619">Adjournment</p>	<p data-bbox="358 1583 997 1619">The next meeting is scheduled for April 11, 2024.</p>	<p data-bbox="1146 1583 1588 1766">There being no further business to conduct, a motion was made by Pippion McGriff, seconded by Marvi to adjourn at 11:15 a.m. Motion carried unanimously.</p>

LICENSE REPORT
CALENDAR YEAR 2024
February

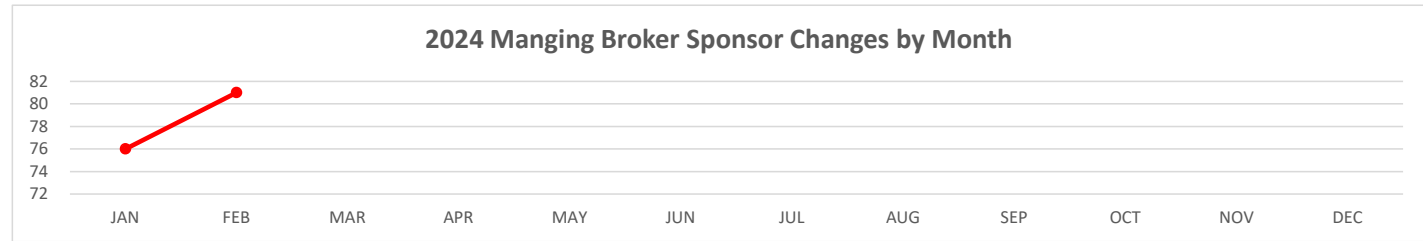
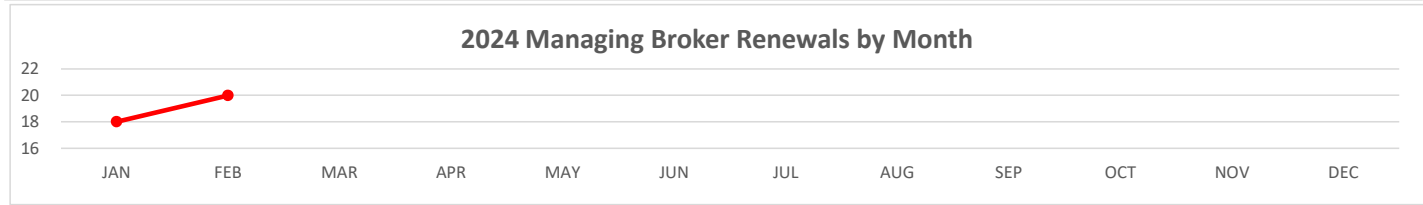
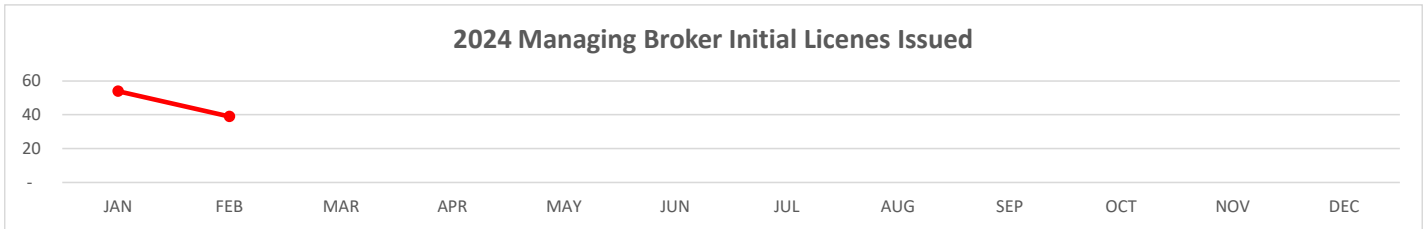
Prefix	PROFESSION	SPONSOR CHG.	INITIAL LIC.	RENEWALS	ACTIVE
471	RE Managing Broker	81	39	20	14,442
473	Residential Leasing Agent	32	55	13	3,483
475	Real Estate Broker	766	349	8,410	60,258
477	RE Branch Office	12	7	4	1,213
478	Real Estate Broker Corporation	2	11	1	3,088
479	Real Estate Broker Partnership	0	0	0	24
481	RE Limited Liability Firm	7	20	1	2,309
495	RE Virtual Office	0	2	0	64
515	RE Education Provider	0	0	0	65
512	RE Pre-Lic Instructor	0	2	0	264
513	RE Pre-Lic Course	0	5	0	459
563	RE CE Instructor	0	2	1	148
564	Real Estate CE Course	0	5	2	596
	TOTAL	900	497	8,452	86,413

MANAGING BROKER 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	54	39										
RENEWALS	18	20										
SPONSOR CHG.	76	81										
2024 TOTAL ACTIVE	14,383	14,442										

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



BROKER 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INITIAL LIC.	345	349										
RENEWALS	38	88,410										
SPONSOR CHG.	945	766										
2024 TOTAL ACTIVE	59,948	60,258										

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



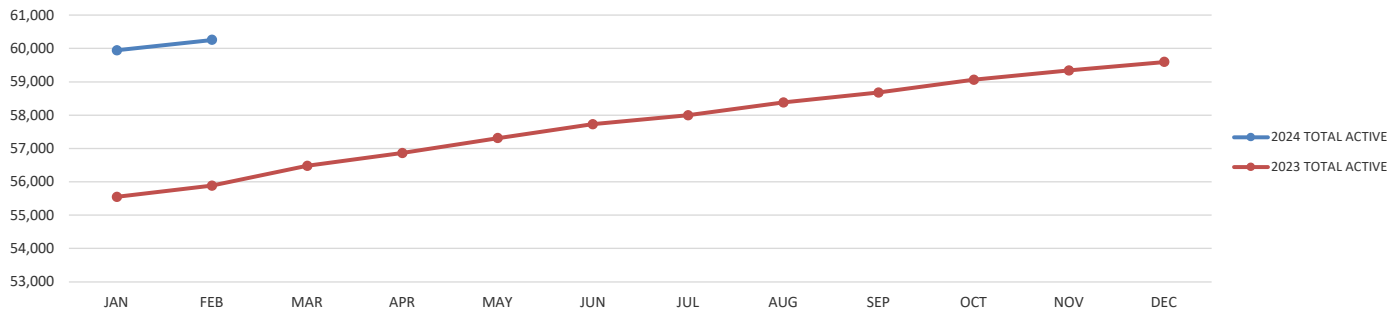
2024 Broker Renewals by Month



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	55										
RENEWALS	4	13										
SPONSOR CHG.	25	32										
2024 TOTAL ACTIVE	3,425	3,483										

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



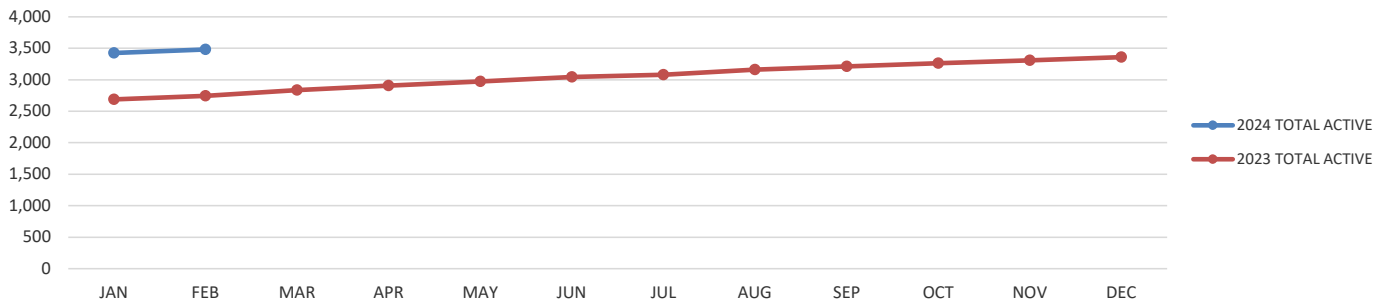
2024 Residential Leasing Agent Renewals by Month



2024 Residential Leasing Agent Sponsor Changes by Month



2024 v. 2023 Residential Leasing Agent Active License Count



as of...

1/31/2024

2/29/2024

License prefix	License Type	Active Licenses	Active Licenses
440	Licensed Auctioneer	236	237
441	Licensed Auctioneer	693	698
444	Licensed Auction Firm	183	186
445	Licensed Auction CE School	6	6
446	Licensed Auction CE Course	49	50
Totals		1,167	1,177

License prefix	License Type	Active Licenses	Active Licenses
553	Certified General Real Estate Appraiser	1,341	1,353
555	Licensed Appraiser Education Provider	22	22
556	Certified Residential Real Estate Appraiser	1,692	1,700
557	Associate Real Estate Trainee Appraiser	326	334
558	Appraisal Management Company	132	135
572	Temporary Practice Real Estate Appraiser	31	29
573	Licensed Appraiser Pre-Lic Course	128	128
575	Licensed Appraiser CE Course	488	500
Totals		4,160	4,201

License prefix	License Type	Active Licenses	Active Licenses
261	LICENSED COMMUNITY ASSOCIATION MANAGER	1,779	1,809
291	Community Association Managment Firm	144	149
Totals		1,923	1,958

License prefix	License Type	Active Licenses	Active Licenses
450	Licensed Home Inspector	1,717	1,736
451	Licensed Home Inspector Entity	183	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	154
Totals		2,099	2,123

Total Licenses	9,349	9,459
-----------------------	--------------	--------------

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%	73%										
	First Time Takers	19	32										
	Repeat	58%	57%										
2024 Managing Broker State	First Time	88%	81%										
	First Time Takers	21	22										
	Repeat	100%	100%										
Managing Broker Reciprocity Exam	First Time	67%	100%										
	First Time Takers	4	4										
	Repeat	100%	0%										
	Repeat Takers	2	0										

2024 Broker National	First Time	56%	59%										
	First Time Takers	224	244										
	Repeat	40%	34%										
2024 Broker State	First Time	61%	60%										
	First Time Takers	159	184										
	Repeat	48%	50%										
Broker Reciprocity Exam	First Time	83%	76%										
	First Time Takers	25	25										
	Repeat	57%	67%										
	Repeat Takers	4	4										

Leasing Agent National	First Time	62%	52%										
	First Time Takers	40	46										
	Repeat	42%	60%										
	Repeat Takers	21	38										

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

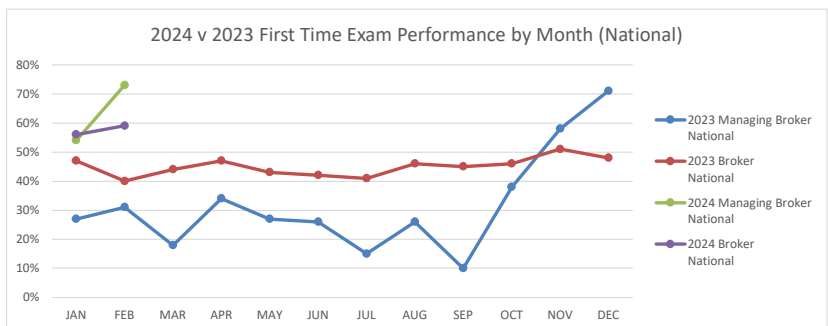
2023 Real Estate Examination Pass Rates

		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%
	Repeat Takers	0	0	2	2	2	0	1	2	1	0	2	2

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	28	32	19	21	20
	Repeat	19%	38%	50%	75%	80%	44%	50%	50%	63%	47%	42%	67%
	Repeat Takers	16	8	10	16	5	9	8	14	8	15	12	3

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%
	Repeat Takers	61	55	62	54	57	47	50	63	38	52	57	46

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%
	Repeat Takers	0	1	0	0	0	2	0	2	0	3	2	0



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	2	5	3	5	0	15	18
March						0	
April						0	
May						0	
June						0	
July						0	
August						0	
September						0	
October						0	
November						0	
December						0	
YTD Total	6	7	12	13	0	38	
Total Active Licenses	262	473	145	607	66	Nate Chandler	

February 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	65	32	27	6
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	103	43	45	15

MONTHLY EXAMINATIONS REPORT
READ Board – MARCH
MARCH 14, 2024

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 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 February was 38 files.

INITIAL EXAMINATIONS COMPLETED

RESOLUTION TYPE: BROKERAGE VERIFICATION REPORT – NOT PRACTICING
TOTAL COMPLETED: 22

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: 14

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: 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: 7
RESOLUTION TYPE: ACKNOWLEDGEMENT PAGE ONLY
TOTAL COMPLETED: 1

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 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: 0
RESOLUTION TYPE: Referred to Prosecutions:
TOTAL COMPLETED: 0

February 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	80	24	18	12	14	8	4	15	2	0	1	19	5	0	3	6	1	4	0
March												0							
April												0							
May												0							
June												0							
July												0							
August												0							
September												0							
October												0							
November												0							
December												0							
Total								30	14	0	1	35	7	4	5	9	2	7	1
												0							