

**MINUTES OF MEETING**  
**OF**  
**LOUISIANA REAL ESTATE COMMISSION**

**September 23, 2021**

The Louisiana Real Estate Commission held its regular meeting on Thursday, September 23, 2021, at 10:00 a.m. via teleconference, according to regular call, of which all members of the Commission were duly notified, at which meeting the following members were present:

**COMMITTEE**

Lacy Baaheth, Chairman  
Jeff Free, Secretary  
Synde Devillier  
Paula Duncan  
Eloise Gauthier  
Rodney Greenup  
Ted Major  
Deanna Norman  
Matt Ritchie  
Patrick Roberts, Jr.

**STAFF**

Bruce Unangst, Executive Director  
Summer Mire, Deputy Director  
Arlene Edwards  
Ryan Shaw  
Tom Devillier  
Nikki Senegal  
Malissa Fowler  
Logan Cockerham  
Telly Hollis  
Allison O'Toole  
Mark Gremillion  
Debbie DeFrates  
Dusty Evans  
Jenny Yu  
Allison Burnette

**GUESTS**

Norman Morris – Louisiana REALTORS®  
Amy Fennell – Louisiana REALTORS®  
Kim Callaway – Louisiana REALTORS®  
Laura Lancaster – Bob Brooks School of Real Estate & Insurance, Inc.

Lisa Baker – Burk Baker School of Real Estate & Appraising, LLC

Commissioner Pappalardo was unable to attend.

Commissioner Major led the invocation.

### **MINUTES**

Commissioner Gauthier made motion, seconded by Commissioner Major, to approve the minutes of the meeting of August 19, 2021. Motion passed without opposition.

(Attachment A)

### **COMMITTEE REPORTS:**

1. Budget – Commissioner Free reviewed the Legislative Audit report with the Commissioners. He stated that there were no issues found and that the Commission received the highest rating.

Commissioner Free reviewed the budget with the Commissioners and stated that revenues are up from the same period last year due to an increase in licensee count. He stated that expenditures were also up due to operating costs increasing approximately \$45,000. He stated that the Commission is in good financial standing.

(Attachments B & C)

2. Education/Research/Publication – Commissioner Gauthier stated that she and Mr. Unangst met with Roy Ponthier from ProEducate to give him information that the Commissioners wanted to see added to the 2022 Mandatory Course.

She stated that Train the Trainer will be held October 19, 9:00-1:00 and October 20, 1:00-5:00. She requested that information sent out regarding the Train the Trainer courses include requirements for instructors.

Commissioner Gauthier stated that she will reach out to Brian Andrews from LSU for an update on the status of the development of the Commercial Mandatory course.

3. Legal/Legislative/Timeshare – Commissioner Ritchie asked Mr. Devillier to discuss rule changes that need to be addressed.

Mr. Devillier stated that shortly after joining the LREC staff he began a comprehensive review of the agency's laws and rules. He directed the Commissioners to a document outlining necessary rule changes related to investigations and anti-trust issues. Mr. Unangst stated that he would like for the Commissioners to review the comprehensive document and prepare for a vote at the October meeting.

(Attachment D)

4. Standardized Forms – Commissioner Roberts stated that the standardized forms taskforce will meet Friday morning. He stated that the taskforce is still working on the due diligence portion of the contract. He stated that he is hoping to get the updates to the Commissioners sometime next week and that the Commissioners will receive edits via their OnBoard portal for review. He also stated that he plans to hold a Standardized Forms Committee Meeting prior to the October meeting to review the changes and approve the forms for formal adoption at the Regular Business Meeting.
5. Errors & Omissions – No Report
6. Technology – Commissioner Greenup asked Ms. Shaw to update the Commissioners. Ms. Shaw stated that the testing phase of the Terminate and Transfer digital process is nearing completion and that we are still on schedule to meet the intended target date of October 1, 2021. She also stated that staff has begun the development of additional forms related to designated qualifying brokers and upgrading/downgrading brokers licenses.

She stated that staff noticed network performance issues during the last Commission meeting on Zoom. She stated that It Director Damien Smart reached out to Cox Communications to look into upgrading the office network. She stated that he was able to upgrade the network from the current 100mbps speed to 200mbps for only \$26 more a month. She stated that this will help keep employees productive with the increase in digital tasks due to the Covid-19 pandemic.

#### **DIRECTORS REPORT:**

Mr. Unangst stated that Commissioner Gauthier will be formally install as Louisiana REALTORS President on October 6. He congratulated Commissioner Gauthier and reminded the rest of the Commissioners that they are invited to attend the event.

Mr. Unangst stated that, per Governor John Bel Edwards’ proclamation, staff is still working on a rotating basis to keep the numbers of employees in the office at one time lower while still offering full service to our stakeholders. He stated that supervisors are working to keep everyone on task and productive during the hybrid office/telecommuting staffing period.

He also stated that the requests for waivers for individuals who failed to print online course certificates will no longer be granted.

Mr. Unangst stated that Commissioner Devillier requested that the Commission look at the parishes impacted by Hurricane Ida and consider how to handle late education completion due to the storm. He reviewed a document with the Commissioners detailing how many licensees reside in the parishes included in the disaster declaration. He stated that staff will monitor the situation and keep the Commissioners updated in case any action needs to be taken.

#### **PUBLIC COMMENT:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Mr. Devillier reviewed Case No. 2021-1442 with the Commissioners. He stated that the Commission did not need to take action, but that he was required to alert the Commissioners that Mr. Joshua Morott's license was ordered to be suspended for failure to pay child support.

(Attachment E)

**EXECUTIVE SESSION**

None

There being no further business, Commissioner Roberts made motion, seconded by Commissioner Gauthier, to adjourn. Motion passed without opposition.

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LACY BAAHETH, CHAIRMAN

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JEFF FREE, SECRETARY