



State of Louisiana
LOUISIANA REAL ESTATE COMMISSION

MARCH 16, 2023
MEETING MINUTES

On Thursday, March 16, 2023, the Louisiana Real Estate Commission (“LREC” and/or “Commission”) conducted its regularly-scheduled, monthly meeting in-person and at the Commission’s domicile office located at 9071 Interline Avenue, Baton Rouge, LA 70809 in accordance with La. R.S. 37:1430 *et seq* and other applicable law.

Commission Members Present:

Mr. Jeff Free, Chair (Sup. Ct. Dist. 2)	Ms. Doneva Halphen (Sup. Ct. Dist. 1)
Mr. Joseph Pappalardo, Jr. Secretary (Sup. Ct. Dist. 7)	Mr. Theodore Major (At-Large)
Ms. Hanna Chustz (Sup. Ct. Dist. 5)	Mr. Matt Ritchie (Sup. Ct. Dist. 4)
Mr. Tony Cornner (3 rd Congress. Dist.)	Ms. Gladys Smith-Coward (5 th CD)
Mr. Rodney D. Greenup, Sr. (At-Large)	

Commission Members Absent:

Ms. Paula Duncan, Vice Chair (Sup. Ct. Dist. 3)	Ms. Synde Devillier (Sup. Ct. Dist. 6)
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Staff Present:

Ms. Summer S. Mire, Executive Director	Ms. Telly Hollis
Mr. Thomas Devillier, Deputy Director/Executive Counsel	Ms. Allison OToole
Ms. Arlene C. Edwards, General Counsel	Ms. Courtney Stafford
Ms. Amanda Constantin	Mr. Jeremy Travis
Ms. Debbie DeFrates	Ms. Nikki Wallace
Ms. Dusty Evans	Ms. Tiffany Williams
Ms. Malissa Fowler	

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Others Present:

Ms. Kim Callaway, Louisiana REALTORS

Ms. Misty Ingersoll, Louisiana REALTORS

Mr. Wardell Coward

Ms. Ellen Tanner – Janet Parker Court
Reporting, LLC

I. CALL TO ORDER

Chair Jeff Free called the meeting to order at or about 10:00 a.m. A roll call was conducted in open meeting. See attendance detailed above. Commissioner Major led the invocation; and, Chairman Free led the Pledge of Allegiance.

II. APPROVAL OF MINUTES OF FEBRUARY 9, 2023

Commissioner Major made a motion, which was seconded by Commissioner Smith-Coward, and unanimously approved to adopt the minutes of the February 9, 2023 meeting as written and circulated (Exhibit A).

III. PERSONAL APPEARANCES (SEE OFFICIAL TRANSCRIPT/RECORD)

1. Case No. 2023-0176: Mr. Ashley A. Hooper, Sr. – Requested an eligibility determination and authorization to apply for and/or obtain a real estate license in accordance with R.S. 37:1430 *et seq.* Mr. Hooper was placed under oath by Ms. Tanner. Mr. Devillier presented information regarding hearing procedure. Mr. Hooper confirmed on record that he waived any objections to introduction of Proposed Findings of Fact, Conclusions of Law, and Order and related exhibits (Exhibit B) presented by Mr. Devillier. Commissioner Smith-Coward made a motion, which was seconded by Commissioner Cornner, to introduce all exhibits submitted en globo. Mr. Hooper proceeded with his testimony. Secretary Pappalardo made a motion, which was seconded by Commissioner Greenup, to approve Mr. Hooper's request to obtain a real estate license. Motion carried unanimously. (*See official transcript*).

2. Case No. 2023-0205: Mr. Ahmed R. Muhammad – Requested an eligibility determination and authorization to apply for and/or obtain a real estate license in accordance with R.S. 37:1430 *et seq.* Mr. Muhammad was placed under oath by Ms. Tanner. Mr. Devillier presented information regarding hearing procedure. Mr. Muhammad confirmed on record that he waived any objections to introduction of Proposed Findings of Fact, Conclusions of Law, and Order and related exhibits (Exhibit C) presented by Mr. Devillier. Commissioner Greenup made a motion, which was seconded by Commissioner Chustz, to introduce all exhibits submitted en globo. Mr. Muhammad proceeded with his testimony. Commissioner Ritchie made a motion, which was seconded by Commissioner Cornner, to deny Mr. Muhammad's request for reinstatement of his real estate license. A roll call vote was conducted, and the motion carried 4-3 with Commissioners Greenup, Major, and Smith-Coward voting in opposition. Secretary Pappalardo abstained from voting. (*See official transcript*).

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3. Case No. 2023-0371: Ms. Debra F. Coleman – Requested an eligibility determination and authorization to apply for and/or obtain a real estate license in accordance with R.S. 37:1430 *et seq.* Ms. Coleman was placed under oath by Ms. Tanner. Mr. Devillier presented information regarding hearing procedure. Ms. Coleman confirmed on record that she waived any objections to the introduction of the Proposed Findings of Fact, Conclusions of Law, and Order and related exhibits (Exhibit D) presented by Mr. Devillier. Commissioner Major made a motion, which was seconded by Commissioner Smith-Coward, to introduce all exhibits submitted en globo. Ms. Coleman proceeded with her testimony. Commissioner Halphen made a motion, which was seconded by Commissioner Greenup, to approve Ms. Coleman’s request to obtain a real estate license. Motion carried unanimously. (*See official transcript*).

IV. COMMITTEE REPORTS

1. Budget. Secretary Pappalardo reviewed the budget report. (Exhibit E). The Commissioners did not have any remaining questions following the report.

2. Education. Ms. Mire reported that the Post-Licensing Task Force Committee met on Thursday, March 9, 2023, via Zoom to discuss the current 45-hour post-licensing course outline. Ms. Mire stated that members of the task force were asked to consider any edits to the course and present them at the next scheduled meeting.

Ms. Mire reminded the Commissioners that they need to decide on the mandatory course topic for 2024. Ms. Mire stated that the Louisiana Real Estate Appraisers Board suggested the mandatory course topic contain content related to appraisals so that licensees can have a better understanding of the appraisal process.

3. Legal / Legislative. Mr. Devillier provided the Commissioners with an update from the Legal/Legislative Subcommittee meeting on Wednesday, March 15, 2023. Regarding public records request and roster requests/pending lists, Mr. Devillier stated that the LREC website has been revised to list both requests on separate webpages. Mr. Devillier provided the Commissioners with information on the process of submitting both requests on the LREC website as well as information on the automated process on how users can request and make payment for roster requests. Mr. Devillier stated that the new process ensures LREC is in compliance with public records laws and improves online access to LREC records.

Mr. Devillier stated that the subcommittee also discussed Act 553 of the 2022 Regular Session, which authorized LREC to implement a new fingerprinting and background check for applicants via Louisiana State Police and FBI databases. Mr. Devillier explained that the subcommittee did not have a quorum during their meeting and were unable to determine a rollout date for the new procedures. Mr. Devillier requested a motion to add that item to today’s agenda. Commissioner Chustz made a motion, which was seconded by Commissioner Halphen, and unanimously approved to add the selection of a rollout date to implement the new fingerprinting and background check procedure item to the agenda. Mr. Devillier stated that the LREC undergo an in-house inspection from Louisiana State Police and/or the FBI on April 3 and suggested a date no earlier than April 10. To allow time for a marketing campaign to notify licensees of the new

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procedures, Mr. Devillier also suggested that the Commissioners not choose a date earlier than May 1. Ms. Callaway made a suggestion of pushing the rollout date to July 1 to allow more time to alert licensees of the change. Commissioner Ritchie asked for more clarification on the selection of the rollout date and how the LREC staff planned to notify licensees of the new procedures. Ms. Mire stated that the Public Information Director will be responsible for developing a comprehensive plan for notifying pre-licensing schools and current licensees of the change using a variety of communication mediums, including social media and email notifications. Commissioner Greenup made a motion, which was seconded by Commissioner Chustz, to implement Act 553 beginning Monday, July 3, 2023. The motion carried unanimously.

4. Standardized Forms. Commissioner Halphen provided an update on the survey sent out to realtors asking for their input on the Commission's mandatory forms. Commissioner Halphen stated that she has received great suggestions that will be used to help revise forms. Commissioner Halphen also stated that the suggestion period will conclude on Monday, May 1, 2023, and that the committee will meet shortly after to discuss any changes to the forms.

5. Technology. No report.

V. EXECUTIVE DIRECTOR REPORT

1. ARELLO Training: Ms. Mire reminded the Commissioners that the ARELLO training in Boston will take place April 26-28, 2023.

2. Louisiana Board of Ethics: Ms. Mire directed the Commissioners to the Annual Tier 2.1 Personal Financial Disclosure Statement (Exhibit F). Ms. Mire stated that each of the Commissioners are required to complete the form by May 15th annually. Ms. Mire stated she will send out an email reminder to the Commissioners following today's meeting.

VI. PUBLIC COMMENTARY

None

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

None

VIII. EXECUTIVE SESSION

None

IX. ADJOURNMENT

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There being no further business, Commissioner Ritchie made a motion, which was seconded by Commissioner Greenup, and unanimously approved to adjourn.