



**State of Louisiana**  
**LOUISIANA REAL ESTATE COMMISSION**

**MAY 18, 2023**

**MEETING MINUTES**

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On Thursday, May 18, 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)	Mr. Rodney D. Greenup, Sr. (At-Large)
Ms. Paula Duncan, Vice Chair (Sup. Ct. Dist. 3)	Ms. Doneva Halphen (Sup. Ct. Dist. 1)
Mr. Joseph Pappalardo, Jr. Secretary (Sup. Ct. Dist. 7)	Mr. Theodore Major (At-Large)
Mr. Tony Cornner (3 <sup>rd</sup> Congress. Dist.)	Mr. Matt Ritchie (Sup. Ct. Dist. 4)
Ms. Synde Devillier (Sup. Ct. Dist. 6)	Ms. Gladys Smith-Coward (5 <sup>th</sup> CD)

**Commission Members Absent:**

Ms. Hanna Chustz (Sup. Ct. Dist. 5)

**Staff Present:**

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

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## **Others Present:**

Ms. Kim Callaway, Louisiana REALTORS

Ms. Ellen Tanner – Janet Parker Court  
Reporting, LLC

Mr. Wardell Coward

## **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. PUBLIC COMMENTARY**

None

## **III. APPROVAL OF MINUTES OF MARCH 16, 2023**

Commissioner Major made a motion, which was seconded by Commissioner Smith-Coward, and unanimously approved to adopt the minutes of the March 16, 2023 meeting as written and circulated (Exhibit A).

## **IV. PERSONAL APPEARANCES (SEE OFFICIAL TRANSCRIPT/RECORD)**

1. Case No. 2022-0716: Ms. Ashley Francois – 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. Francois was placed under oath by Ms. Tanner. Mr. Devillier presented information regarding hearing procedure. Ms. Francois confirmed on record that she 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 Devillier made a motion, which was seconded by Secretary Pappalardo, to introduce all exhibits submitted en globo. Ms. Francois proceeded with her testimony. Commissioner Ritchie made a motion, which was seconded by Commissioner Greenup, to deny Ms. Francois' request to obtain a real estate license. A roll call vote was conducted, and the motion carried 6-3 with Vice-Chair Duncan and Commissioners Major and Smith-Coward voting in opposition. (*See official transcript*).

2. Case No. 2023-0407: Ms. Shante B. Brown – 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. Brown was placed under oath by Ms. Tanner. Mr. Devillier presented information regarding hearing procedure. Ms. Brown confirmed on record that she 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 Halphen made a motion, which was seconded by Commissioner Devillier, to introduce all exhibits submitted en globo. Ms. Brown proceeded with her testimony. Commissioner Ritchie made a motion, which was seconded

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by Commissioner Cornner, to approve Ms. Brown's request to obtain a real estate license. A roll call vote was conducted, and the motion carried unanimously. (*See official transcript*).

### V. COMMITTEE REPORTS

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

2. Education. Commissioner Devillier stated that the Education Committee met on Wednesday, May 17, 2023, to decide on the mandatory course topics for 2024. Ms. Mire and Commissioner Devillier stated that the topics would include two hours on contracts, one hour on property disclosures, and one hour on hot topics and current trends.

Commissioner Devillier also stated that Louisiana REALTORS is currently working on an alternative continuing education course for licensees who work primarily in commercial real estate.

Commissioner Cornner made a motion, which was seconded by Commissioner Halphen, to approve the mandatory course topics for 2024.

3. Legal / Legislative. No report.

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 the committee is in the process of gathering all the results received from the survey and will provide an update to the Commission at the next scheduled meeting.

5. Technology. No report.

### VI. EXECUTIVE DIRECTOR REPORT

1. Pearson VUE Job Analysis Survey: Ms. Mire informed the Commissioners about a recent survey sent out to licensees on behalf of Pearson VUE. The results from the survey will be used to update/modify the licensee exam questions. Ms. Mire stated that Pearson VUE will look to conduct their review in partnership with LREC in June or July. Ms. Mire stated that the review typically includes 10-15 subject matter experts to participate and informed the Commissioners that if they are interested in participating to please let her know. The review will be conducted through Zoom.

2. Fingerprint-based Criminal History Review: Ms. Mire and Mr. Travis provided the Commissioners with an update on the strategic plan created by the Commission to deliver information on the new fingerprint-based criminal history review as outlined in Act 553 of the 2022 Regular Session. Ms. Mire reminded the Commissioners that the new process will begin on Monday, July 3, 2023.

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3. Mandatory Course Topics: Ms. Mire provided the Commissioners with guidance on the next steps now that the mandatory course topics for 2024 have been approved. Ms. Mire stated that the Commission will develop a Request for Proposal that will be sent out to potential vendors to develop the courses. Once the submissions are received, Ms. Mire stated those submissions will be delivered to the Education Committee to review and decide upon a successful vendor.

### **VII. UNFINISHED BUSINESS**

None

### **VIII. NEW BUSINESS**

None

### **IX. EXECUTIVE SESSION**

None

### **X. ADJOURNMENT**

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