



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

**JULY 13, 2023**

**MEETING MINUTES**

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On Thursday, July 13, 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. Synde Devillier (Sup. Ct. Dist. 6)
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)
Ms. Hanna Chustz (Sup. Ct. Dist. 5)	Ms. Gladys Smith-Coward (5 <sup>th</sup> CD)
Mr. Tony Cornner (3 <sup>rd</sup> Congress. Dist.)	

**Commission Members Absent:**

Mr. Rodney D. Greenup, Sr. (At-Large)	Mr. Matt Ritchie (Sup. Ct. Dist. 4)
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**Staff Present:**

Ms. Summer S. Mire, Executive Director	Mr. Mark Gremillion
Mr. Thomas Devillier, Deputy Director/Executive Counsel	Ms. Caylin Hunter
Ms. Arlene C. Edwards, General Counsel	Ms. Allison OToole
Ms. Amanda Constantine	Ms. Courtney Stafford
Ms. Debbie DeFrates	Mr. Jeremy Travis
Ms. Dusty Evans	Ms. Nikki Wallace
Ms. Malissa Fowler	Ms. Jenny Yu

# LOUISIANA REAL ESTATE COMMISSION

July 13, 2023, *Meeting Minutes*

Page 2 of 4

## **Others Present:**

Ms. Tara Blank – Janet Parker Court  
Reporting, LLC

Mr. Wardell Coward

Ms. Kim Callaway, Louisiana REALTORS

## **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 JUNE 15, 2023**

Commissioner Devillier made a motion, which was seconded by Commissioner Pappalardo, and unanimously approved to adopt the minutes of the June 15, 2023, meeting as written and circulated (Exhibit A).

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

1. Case No. 2023-0476: Mr. Gabriel E. Camberos – 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. Camberos was placed under oath by Ms. Blank. Mr. Devillier presented information regarding hearing procedure. Mr. Camberos confirmed on record that he waived any objections to the 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 Pappalardo, to introduce all exhibits submitted *en globo*. Mr. Camberos proceeded with his testimony. Commissioner Cornner made a motion, which was seconded by Commissioner Devillier, to approve Mr. Camberos' request to obtain a real estate license. Motion carried unanimously.

2. Case No. 2023-0480: Mr. Christopher Ellis – Mr. Ellis did not appear for his scheduled hearing, and the hearing was continued.

3. Case No. 2023-0503: 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. Blank. Mr. Devillier presented information regarding hearing procedure. Ms. Francois objected to the inclusion of item number five on page two (2) of the proposed *Findings of Fact, Conclusions of Law, and Order* and related exhibits (Exhibit C) presented by Mr. Devillier. Mr. Devillier offered no objection to removal of the identified paragraph.

## LOUISIANA REAL ESTATE COMMISSION

July 13, 2023, *Meeting Minutes*

Page 3 of 4

Commissioner Devillier made a motion, which was seconded by Commissioner Cornner, to remove the item from inclusion. A roll call vote was conducted, and the motion passed unanimously. Commissioner Halphen made a motion, which was seconded by Commissioner Smith-Coward, to introduce all remaining exhibits submitted *en globo*. Ms. Francois proceeded with her testimony. Commissioner Major made a motion, which was seconded by Commissioner Pappalardo, to approve Ms. Francois' request to obtain a real estate license. A roll call vote was conducted, and the motion failed in a 4-4 stalemate with Commissioners Chustz, Cornner, Devillier, and Halphen voting in opposition. Chairman Free abstained from voting. No other motion was offered or tabled.

4. Case No. 2023-0505: Mr. Patrick McGee – 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. McGee was placed under oath by Ms. Blank. Mr. Devillier presented information regarding hearing procedure. Mr. McGee confirmed on record that he waived any objections to the introduction of proposed *Findings of Fact, Conclusions of Law, and Order* and related exhibits (Exhibit D) presented by Mr. Devillier. Commissioner Devillier made a motion, which was seconded by Commissioner Major, to introduce all exhibits submitted *en globo*. Mr. McGee proceeded with his testimony. Commissioner Halphen made a motion, which was seconded by Commissioner Pappalardo, to approve Mr. McGee's request to obtain a real estate license. Motion carried unanimously.

### V. COMMITTEE REPORTS

1. Budget. Commissioner Pappalardo reviewed the budget report. (Exhibit E). Commissioner Major made a motion, which was seconded by Commissioner Smith-Coward, to approve the *projected budgets* for FY 2023-24 and FY 2024-25. Commissioner Cornner made a motion, which was seconded by Commissioner Devillier, to approve the *revised budget* for FY 2022-23.

▪ Ms. Mire provided details on the Louisiana Compliance Questionnaire – For Audit Engagements of Governments (Exhibit F). Ms. Mire stated that the Commissioners would need to review and approve the document for the FY 2022-23 audit. Commissioner Cornner made a motion, which was seconded by Commissioner Devillier, to approve the questionnaire as presented.

2. Education. Commissioner Devillier stated that the Commission received one Request for Proposal submission for the 2024 LREC Mandatory Course. Following some discussion regarding options to improve future RFP vendor feedback and proposals, Commissioner Pappalardo made a motion, which was seconded by Commissioner Cornner, to approve the submission from Donaldson Educational Services, LLC.

3. Legal / Legislative. None.

4. Standardized Forms. Commissioner Halphen provided an update regarding the Mandatory Forms Workgroup, which met on Wednesday, July 12, 2023, at the LREC office to discuss revisions to LREC's two mandatory forms: the *Residential Agreement to Buy or Sell* and the *Residential Property Disclosure*. The group discussed and recommended changes to the Property Disclosure form. The group will meet again on Wednesday, August 16, 2023, to discuss revisions to the *Residential Agreement to Buy or Sell* form. Ms. Mire stated that the goal is to have all revisions

## LOUISIANA REAL ESTATE COMMISSION

July 13, 2023, *Meeting Minutes*

Page 4 of 4

to both forms completed and presented to the Commission during the October regular meeting.

5. Technology. Mr. Travis provided an update on the implementation of the Fingerprint-based Criminal History Review and stated that the new process went live on Monday, July 3, 2023. The Commission was successful in making all necessary updates to the LREC website and social media channels to reflect the changes and to remove any mention of the previous background check procedures. Mr. Travis specified that additional communications will be sent to licensees during the annual renewal period with continued details regarding fingerprint-based criminal history review procedures.

### **VI. EXECUTIVE DIRECTOR REPORT**

1. Annual Renewal. Ms. Mire stated that the annual, “timely” license renewal period starts on August 1, 2023. Ms. Mire detailed a meeting with LREC’s database system (ARLS) developer to ensure that the process of delivering renewal messages will proceed seamlessly beginning on that date. Ms. Mire added that the messages delivered will include details for the fingerprint-based criminal history review process, reminding meeting attendees that licensees will not need to complete the process to renew their license.

2. IT Director. Ms. Mire stated that the Commission is still searching for an applicant to fill the vacant IT Director position. Ms. Mire added that the position has been relisted and that she will be reviewing applications once the job posting closes. Ms. Mire also stated that, while the position remains available, LREC has secured the services of a contracted IT vendor, Mr. Keith Horton, to handle some agency IT duties in the interim.

### **VII. UNFINISHED BUSINESS**

None

### **VIII. NEW BUSINESS**

None

### **IX. EXECUTIVE SESSION**

None

### **X. ADJOURNMENT**

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