



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

**AUGUST 17, 2023**  
**MEETING MINUTES**

---

On Thursday, August 17, 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)
Ms. Hanna Chustz (Sup. Ct. Dist. 5)	Mr. Matt Ritchie (Sup. Ct. Dist. 4)
Mr. Tony Cornner (3 <sup>rd</sup> Congress. Dist.)	Mr. Rodney D. Greenup, Sr. (At-Large)
Ms. Synde Devillier (Sup. Ct. Dist. 6)	

**Commission Members Absent:**

None.

**Staff Present:**

Ms. Summer S. Mire, Executive Director	Ms. Telly Hollis
Mr. Thomas E. Devillier, Deputy Director/Executive Counsel	Ms. Caylin Hunter
Ms. Lauren Anderson	Ms. Allison OToole
Ms. Briante Bax	Ms. Courtney Stafford
Ms. Amanda Constantine	Mr. Jeremy Travis
Ms. Debbie DeFrates	Ms. Nikki Wallace

## LOUISIANA REAL ESTATE COMMISSION

August 17, 2023, *Meeting Minutes*

Page 2 of 4

Ms. Dusty Evans

Ms. Sloane Watts

Ms. Malissa Fowler

Ms. Jenny Yu

Mr. Mark Gremillion

### **Others Present:**

Ms. Tara Blank – Janet Parker Court  
Reporting, LLC

Ms. Cherise Major

Ms. Kim Callaway, Louisiana REALTORS

Mr. Rick Roberts

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**

Mr. Rick Roberts provided a brief overview of the August 16, 2023 Standardized Forms Workgroup meeting. The meeting addressed proposed revisions to the Commission's mandatory forms: (1) *Residential Agreement to Buy or Sell*; (2) *Property Disclosure Document*. The group is scheduled to meet again for final prospective revisions on Thursday, August 31, 2023.

### **III. APPROVAL OF MINUTES OF JULY 13, 2023**

Commissioner Pappalardo made a motion, which was seconded by Commissioner Smith-Coward, and unanimously approved to adopt the minutes of the July 13, 2023 meeting as written and circulated (Exhibit A).

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

1. Case No. 2023-0532; In re: Ivy Y. Mathis: Ms. Mathis requested an eligibility determination and applied for authorization to obtain a real estate license in accordance with R.S. 37:1430 *et seq.* Ms. Mathis was placed under oath by Ms. Blank. Mr. Devillier presented information regarding hearing procedure and questioned Ms. Mathis, who confirmed on record that she waived objections to the introduction of the proposed *Findings of Fact, Conclusions of Law, and Order* and related exhibits (Exhibit B). Commissioner Devillier made a motion, which was seconded by Commissioner Pappalardo, to introduce all exhibits submitted *en globo*. Ms. Mathis proceeded with extensive testimony detailing mitigating circumstances and rehabilitation efforts since her conviction. Commissioner Greenup took personal privilege to commend Ms. Mathis, regarding her

## LOUISIANA REAL ESTATE COMMISSION

August 17, 2023, *Meeting Minutes*

Page 3 of 4

testimony and rehabilitation efforts. Commissioner Major made a motion, which was seconded by Commissioner Smith-Coward, to approve Ms. Mathis' request to obtain a real estate license. Motion carried unanimously.

2. Case Nos. 2020-1198 consolidated with 2023-1000; July 26, 2023 *Emergency Order 2023-001*; *In re: Chanda L. Hall*: Mr. Jeff Free recused himself from the entire proceeding and was not present for any of the hearing. Ms. Paula Duncan, Vice Chair, conducted the hearing as hearing chair. Ms. Hall personally appeared, subject to and in accordance with *Emergency Order 2023-001*, and was placed under oath by Ms. Blank. Mr. Devillier presented Ms. Hall with information regarding hearing procedure and questioned Ms. Hall, regarding whether she objected to introduction of the proposed *Findings of Fact, Conclusions of Law, and Order* and related exhibits. Ms. Hall made numerous objections to which Mr. Devillier offered numerous arguments and evidence. All objections were resolved by a roll call vote of the Commissioners; and, each of Ms. Hall's objections was unanimously rejected by all Commissioners present and voting. Accordingly, the proposed *Findings of Fact, Conclusions of Law, and Order* and related exhibits were adopted in full (Exhibit C, including: proposed August 11, 2023 draft *Findings of Fact, Conclusions of Law, and Order* (10 pages); Hearing Exhibit A1 – July 26, 2023 *Emergency Order 2023-001* (15 pages); Hearing Exhibit A2 – Evidence Exhibits (152 pages)). Upon conclusion of all testimony and adoption of Evidence, Commissioner Halphen made a motion, which was seconded by Commissioner Pappalardo, to affirm *Emergency Order 2023-001* and to adopt the *Findings of Fact, Conclusions of Law, and Order*, which in part, affirmed the indefinite suspension of Ms. Hall's real estate salesperson license (SALE.995693626-ACT). A roll call vote was conducted, and the motion passed unanimously. See August 17, 2023, Hearing Transcript for full record, relative to *In re: Chanda Hall* (2020-1198 c/w 2023-1000). Hearing transcripts are produced, following written request, at the requestor's expense.

### V. COMMITTEE REPORTS

1. Budget. Commissioner Pappalardo stated that July 1, 2023 marked the beginning of the current fiscal year and provided a review of the Commission's budget report (Exhibit D).

2. Education. Commissioner Devillier stated that the committee will meet in October to discuss revisions to the 45-hour post-licensing education course. No meeting date has been set.

3. Legal / Legislative. None.

4. Standardized Forms. Commissioner Halphen provided an update regarding the Standardized Forms Workgroup, which met on Wednesday, August 16, 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*. Ms. Mire stated the committee will meet on Thursday, September 7, 2023 to finalize and formally adopt both documents.

5. Technology. None.

## **LOUISIANA REAL ESTATE COMMISSION**

August 17, 2023, *Meeting Minutes*

Page 4 of 4

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

1. RISC Errors & Omissions Contract Extension. Ms. Mire reviewed the contract renewal of Group Errors and Omissions Insurance Program for Louisiana Real Estate Licensees with Rice Insurance Services Center (RISC) (Exhibit E). The renewal would extend the contract from January 1, 2024, through January 1, 2025. Commissioner Cornner made a motion, which was seconded by Commissioner Pappalardo, to approve the contract renewal. The motion carried unanimously.

2. Introduction of New Staff and Staff Promotions. Ms. Mire introduced new members of the Commission staff: Ms. Lauren Anderson, Licensing Analyst; Ms. Sloane Watts, Compliance Officer; and Briante Bax, Receptionist.

3. September Commission Meeting. Ms. Mire reminded the Commissioners that the September Commission meeting has been moved to Thursday, September 7, 2023 due to the ARELLO Conference taking place later in the month.

4. ARELLO Conference. Ms. Mire reminded the Commissioners of the registration deadline for the upcoming ARELLO Conference and to make hotel accommodations if they are planning to attend.

5. License Renewal Period. Ms. Mire provided an update on the current renewal period, stating that a little under four thousand (4,000) licensees have renewed as of today. Ms. Mire also updated the Commissioners with information regarding upcoming communications to be sent to all licensees about license renewal deadlines. Ms. Mire stated that an e-mail will be sent to all licensees within the next two weeks and another around September 15, 2023.

### **VII. UNFINISHED BUSINESS**

None

### **VIII. NEW BUSINESS**

None

### **IX. EXECUTIVE SESSION**

None

### **X. ADJOURNMENT**

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