

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

**December 17, 2015**

The Louisiana Real Estate Commission held its regular meeting on Thursday, December 17, 2015, at 10:00 a.m., at 9071 Interline Ave, Baton Rouge, Louisiana, according to regular call, of which all members of the Commission were duly notified, at which meeting the following members were present:

**COMMISSION**

James Gosslee, Chairman  
Lynda Nugent Smith, Vice Chairman  
Evelyn Wolford, Secretary  
Paul Burns  
Kelly Ducote  
Steven Hebert  
Deanna Norman  
Richman Reinauer  
Cynthia Stafford  
Frank Trapani

**STAFF**

Bruce Unangst, Executive Director  
Arlene Edwards, Legal Counsel  
Summer Mire, Commission Administrator  
Lisa Austin  
Angela Bessix  
Debbie Debrates  
LaKeisha Duhon  
Dusty Evans  
Mark Gremillion  
Robert Maynor  
Chad Mayo  
Angela Moncrieffe  
Ryan Shaw  
Stacy Sharpe  
Sara Wheeler  
Jenny Yu

## **GUESTS**

Burk Baker – Burk Baker School of Real Estate & Appraisal  
Scott Hughes – Northwest Board of REALTORS  
Brent Lancaster – Bob Brooks School  
Chip Norman

Commissioner Norman led the Invocation; Commissioner Wolford led the Pledge of Allegiance.

## **MINUTES**

Commissioner Trapani made motion, seconded by Commissioner Wolford, to approve the minutes of the meeting of November 19, 2015. Motion passed without opposition.

## **STAFF INTRODUCTION – LICENSING DIVISION**

Mr. Gremillion explained the duties and responsibilities of the Licensing Division and introduced staff members Lisa Austin, Angela Bessix, Angela Moncrieffe and LaKeisha Duhon. Mr. Unangst reviewed the current license renewal count.

## **COMMITTEE REPORTS:**

1. Budget – Commissioner Stafford reviewed the budget report. Revenue is up around \$41,000 this year. There is a new cash balance sheet for the commission to review. The increases in revenue at this time are due to an increase in licensee count from last year. There are over 1,000 new licensees in comparison to last year. The budget is in good financial shape and Commissioner Stafford thanked Mr. Unangst and staff for their hard work. Mr. Unangst pointed out the new cash balance sheet to the commission and explained the OPEB costs of \$3.2 million in long term liability. This is a state required actuarial number.

Commissioner Trapani introduced former Commissioner Pat Caffery and welcomed him to the meeting.

2. Education/Research/Publication – Commissioner Trapani discussed the new Vendor Compliance Guide that will be given to vendors at the start of the year. Mr. Unangst discussed the purpose and idea behind the guide that was created by Ms. Shaw. He anticipates this guide being a work in progress and encouraged suggestions from vendors or commissioners if clarification is needed in any sections. The guide does not make any changes to the law or rules. The guide is there to help simplify and explain what is needed from the vendor. Ms. Shaw gave a small presentation on the guide and discussed the sections. Mr. Unangst noted that there was a request from vendors to have the standardized CE implementation date to be extended to February due to the busy renewal season. The certificate implementation date will be mandatory effective February 1<sup>st</sup>, 2016. Vendors may use the certificate prior to that if they are ready.
3. Legal/Legislative/Timeshare – Commissioner Nugent Smith stated that the committee met prior to the regular business meeting to discuss possible updates to the license law. She asked commissioners to review the license law review pages that were distributed at the meeting and

to have comments ready for the next meeting. A task force was developed with Commissioners Reinauer, Wolford, Ducote and Trapani to review pages 10 & 11 of the review pages regarding broker license requirements and transaction limits.

4. Standardized Forms – Commissioner Ducote stated that she received an email from a broker regarding recommendations on the CFPB language in the contract. This will be forwarded to the new Forms Chair.
5. Strategic Planning – No report.
6. Errors & Omissions – No report.
7. Technology – No report.

**DIRECTORS REPORT:**

Mr. Unangst reminded the commission that the new online course reporting system will allow vendors to obtain immediate feedback on course attendance report submittals. The system should be ready sometime after the first of the year. License renewals have increased and are in line with where they should be at this point. Staff will be sending out email reminders as well as a hard copy mailing to inactive licensees regarding renewal.

**PUBLIC COMMENT:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Election of 2016 Officers – Commissioner Trapani made motion, seconded by Commissioner Burns, to elect Commissioner Nugent Smith as Chair, Commissioner Wolford as Vice-Chair and Commissioner Hebert as Secretary for 2016. Motion carried without opposition. Newly elected Chair, Commissioner Nugent Smith, made the following appointments to committees for 2016:

Budget: Chair - Commissioner Reinauer

Education/Research/Publication: Chair – Commissioner Ducote; Vice Chair – Commissioner Trapani

Legal/Legislative/Timeshare: Chair – Commissioner Wolford

Standardized Forms: Chair – Evelyn Wolford; Vice Chair – Paul Burns

Strategic Planning: Chair – Commissioner Gosslee

Errors and Omissions: Chair – Commissioner Norman

Technology: Co-Chairs – Commissioner Hebert and Commissioner Donnes

2016 Business Calendar: Commissioner Wolford made motion, seconded by Commissioner Trapani, to approve the 2016 business calendar subject to changes throughout the year if conflicts arise. Motion carried without opposition.

**EXECUTIVE SESSION**

None

There being no further business, Commissioner Ducote made motion, seconded by Commissioner Trapani, to adjourn. Motion carried without opposition.

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LYNDA NUGENT SMITH, CHAIRMAN

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STEVEN HEBERT, SECRETARY