



**VIRTUAL/TELECONFERENCE
REAL ESTATE EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Adam Barr (608) 266-2112
July 28, 2021**

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

12:00 P.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of June 17, 2021 (5)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters**
 - 1) Department, Staff and Board Updates
 - 2) Board Members – Term Expiration Dates
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Administrative Rules Matters – Discussion and Consideration**
 - 1) Pending or Possible Rulemaking Projects
- H. Real Estate Contractual Forms Advisory Council Update – Discussion and Consideration**
- I. Real Estate Curriculum and Examination Council Update – Discussion and Consideration**
- J. Credentialing Matters – Discussion and Consideration**
 - 1) Credentials Issued Between Meetings (6-7)
- K. COVID-19 – Discussion and Consideration**
- L. Newsletter Matters – Discussion and Consideration**
 - 1) Review of Distribution Report and Future Planning (8-12)
- M. Broker Supervision of Real Estate Salespersons – Discussion and Consideration**

- N. Discussion and Consideration of Items Added After Preparation of Agenda:
- 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Election of Officers
 - 4) Appointment of Liaisons and Alternates
 - 5) Delegation of Authorities
 - 6) Education and Examination Matters
 - 7) Credentialing Matters
 - 8) Practice Matters
 - 9) Legislative and Policy Matters
 - 10) Administrative Rule Matters
 - 11) Liaison Reports
 - 12) Board Liaison Training and Appointment of Mentors
 - 13) Informational Items
 - 14) Division of Legal Services and Compliance (DLSC) Matters
 - 15) Presentations of Petitions for Summary Suspension
 - 16) Petitions for Designation of Hearing Examiner
 - 17) Presentation of Stipulations, Final Decisions and Orders
 - 18) Presentation of Proposed Final Decisions and Orders
 - 19) Presentation of Interim Orders
 - 20) Petitions for Re-Hearing
 - 21) Petitions for Assessments
 - 22) Petitions to Vacate Orders
 - 23) Requests for Disciplinary Proceeding Presentations
 - 24) Motions
 - 25) Petitions
 - 26) Appearances from Requests Received or Renewed
 - 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

O. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

P. Deliberation on Department of Legal Services and Compliance (DLSC) Matters

1) Stipulations, Final Decisions and Orders

- a. 18 REB 033 – Helen J. Bender, Bender Rentals & Property Management, LLC **(13-20)**
- b. 18 REB 057 – Lakisha Mitchell **(21-28)**
- c. 18 REB 112 – Justin S. Leach **(29-35)**
- d. 18 REB 118 – Timothy J. Besaw **(36-41)**
- e. 18 REB 136 – Robert Figueroa Torres **(42-48)**
- f. 19 REB 061 – Debra J. Conway, Woodland Realty **(49-55)**
- g. 19 REB 083 – Amber M. Castonguay **(56-62)**
- h. 19 REB 100 – Francoise Cain **(63-69)**

- i. 19 REB 113 – Tamairo A. Moutry, Milwaukee’s Best Real Estate Services, LLC **(70-77)**
- j. 19 REB 126 – Thomas C. Munderloh **(78-84)**
- k. 20 REB 117 – Logan J. Mahr **(85-90)**
- 2) **Administrative Warnings**
 - a. 18 REB 131 – A.H. **(91-92)**
 - b. 18 REB 131 – M.L.F. **(93-94)**
 - c. 20 REB 015 – C.B.S. **(95-96)**
- 3) **Case Closings**
 - a. 18 REB 057 – G.D., B.R. **(97-105)**
 - b. 18 REB 088 – W.I.M.N.H., L.A., A.S., A.S. **(106-110)**
 - c. 18 REB 112 – T.P., E.R. **(111-116)**
 - d. 18 REB 118 – B.A.R.L. **(117-121)**
 - e. 18 REB 131 – B.J.E. **(122-126)**
 - f. 18 REB 136 – A.P., R.E.S.T. **(127-132)**
 - g. 19 REB 005 – S.W. **(133-136)**
 - h. 19 REB 130 – D.M. **(137-140)**

Q. Deliberation on Matters Relating to Orders Fixing Costs

- 1) Joseph L. Hazelwood – DHA Case Number SPS-19-0062/DLSC Case Numbers 17 REB 101 and 18 REB 006 **(141-163)**

R. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

S. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- T. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- U. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: AUGUST 19, 2021

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
REAL ESTATE EXAMINING BOARD
MEETING MINUTES
JUNE 17, 2021**

PRESENT: Cathy Lacy, Elizabeth Lauer, Thomas Richie, Robert Webster

EXCUSED: Robert Larson, Dennis Pierce

STAFF: Adam Barr, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rules Coordinator; Megan Glaeser, Bureau Assistant; and Other Department Staff

CALL TO ORDER

Thomas Richie, Chairperson, called the meeting to order at 10:03 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

MOTION: Cathy Lacy moved, seconded by Robert Webster, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF APRIL 15, 2021

MOTION: Elizabeth Lauer moved, seconded by Cathy Lacy, to approve the Minutes of April 15, 2021 as published. Motion carried unanimously.

ADMINISTRATIVE RULES MATTERS

REEB 24 Relating to Conduct and Ethical Practices of Licensees

MOTION: Cathy Lacy moved, seconded by Elizabeth Lauer, to accept all Clearinghouse comments for Clearinghouse Rule 21-043 on REEB 24, relating to conduct and ethical practices of licensees. Motion carried unanimously.

MOTION: Robert Webster moved, seconded by Cathy Lacy, to authorize the Chairperson to approve the Legislative Report and Draft for Clearinghouse Rule 21-043 on REEB 24, relating to conduct and ethical practices of licensees, for submission to the Governor's Office and Legislature. Motion carried unanimously.

ADJOURNMENT

MOTION: Robert Webster moved, seconded by Cathy Lacy, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:28 a.m.

**State of Wisconsin
Department of Safety & Professional Services
ENDA REQUEST FORM**

1) Name and title of person submitting the request: Jennifer Dohm, Records Management Program Supervisor		2) Date when request submitted: 6/7/2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>																																		
3) Name of Board, Committee, Council, Sections: Real Estate Examining Board Meeting																																				
4) Meeting Date: 6/17/2021	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Credentialing Matters 1) Licenses issued 4/15/2021-6/7/2021																																		
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:																																		
10) Describe the issue and action that should be addressed:																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 35%;">PROFESSION NAME</th> <th style="width: 35%;">METHOD</th> <th style="width: 30%;">COUNT</th> </tr> </thead> <tbody> <tr><td>Real Estate Broker(90)</td><td>EXAM</td><td style="text-align: center;">20</td></tr> <tr><td>Real Estate Broker(90)</td><td>OLAS</td><td style="text-align: center;">18</td></tr> <tr><td>Real Estate Broker(90)</td><td>OUTOFSTATE</td><td style="text-align: center;">5</td></tr> <tr><td>Real Estate Broker(90)</td><td>RECIPROCIT</td><td style="text-align: center;">2</td></tr> <tr><td>Real Estate Business Entity(91)</td><td>NEW</td><td style="text-align: center;">17</td></tr> <tr><td>Real Estate Business Entity(91)</td><td>OLAS</td><td style="text-align: center;">12</td></tr> <tr><td>Real Estate Salesperson(94)</td><td>EXAM</td><td style="text-align: center;">263</td></tr> <tr><td>Real Estate Salesperson(94)</td><td>OLAS</td><td style="text-align: center;">279</td></tr> <tr><td>Real Estate Salesperson(94)</td><td>OUTOFSTATE</td><td style="text-align: center;">25</td></tr> <tr><td>Real Estate Salesperson(94)</td><td>RECIPROCIT</td><td style="text-align: center;">6</td></tr> </tbody> </table>				PROFESSION NAME	METHOD	COUNT	Real Estate Broker(90)	EXAM	20	Real Estate Broker(90)	OLAS	18	Real Estate Broker(90)	OUTOFSTATE	5	Real Estate Broker(90)	RECIPROCIT	2	Real Estate Business Entity(91)	NEW	17	Real Estate Business Entity(91)	OLAS	12	Real Estate Salesperson(94)	EXAM	263	Real Estate Salesperson(94)	OLAS	279	Real Estate Salesperson(94)	OUTOFSTATE	25	Real Estate Salesperson(94)	RECIPROCIT	6
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Supervisor (if required)		Date																																		
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date																																				
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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jennifer Dohm, Records Management Program Supervisor		2) Date when request submitted: 7/17/2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>																												
3) Name of Board, Committee, Council, Sections: Real Estate Examining Board Meeting																														
4) Meeting Date: 7/28/2021	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Credentialing Matters 1) Licenses issued 6/17/2021-7/17/2021																												
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<h2 style="margin: 0;">Credential Methods Counts</h2> <p style="margin: 0; font-weight: normal;">from 6/17/2021 to 7/17/2021</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">PROFESSION NAME</th> <th style="text-align: left;">METHOD DESCRIPTION</th> <th style="text-align: center;">COUNT</th> </tr> </thead> <tbody> <tr> <td>Real Estate Broker(90)</td> <td>By Exam</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Real Estate Broker(90)</td> <td>OLAS</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Real Estate Business Entity(91)</td> <td>Original Application - Never Licensed Before</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Real Estate Business Entity(91)</td> <td>OLAS</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Real Estate Salesperson(94)</td> <td>By Exam</td> <td style="text-align: center;">92</td> </tr> <tr> <td>Real Estate Salesperson(94)</td> <td>OLAS</td> <td style="text-align: center;">88</td> </tr> <tr> <td>Real Estate Salesperson(94)</td> <td>Out of State Licensure</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Real Estate Salesperson(94)</td> <td>Reciprocity</td> <td style="text-align: center;">4</td> </tr> </tbody> </table>				PROFESSION NAME	METHOD DESCRIPTION	COUNT	Real Estate Broker(90)	By Exam	6	Real Estate Broker(90)	OLAS	9	Real Estate Business Entity(91)	Original Application - Never Licensed Before	7	Real Estate Business Entity(91)	OLAS	5	Real Estate Salesperson(94)	By Exam	92	Real Estate Salesperson(94)	OLAS	88	Real Estate Salesperson(94)	Out of State Licensure	7	Real Estate Salesperson(94)	Reciprocity	4
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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date when request submitted: 6/7/2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>									
3) Name of Board, Committee, Council, Sections: Real Estate Examining Board											
4) Meeting Date: 6/17/2021	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Newsletter Matters <ul style="list-style-type: none"> • Review of Distribution Report and Future Planning 									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:									
10) Describe the issue and action that should be addressed: <u>Newsletter Distribution Report:</u> The Board should review the attached report outlining the distribution and open rates of the recently distributed newsletter. <u>Future Planning:</u> The Board should discuss topics and timing for the next Newsletter and assign article authors as applicable.											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><i>Kimberly Wood</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;"><i>6/7/2021</i></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				<i>Kimberly Wood</i>	<i>6/7/2021</i>	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
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Subject: Wisconsin Real Estate Examining Board Updates
 Sent: 05/10/2021 08:11 PM CDT
 Sent By: Kimberly.Wood@wisconsin.gov
 Sent To: Subscribers of Real Estate Examining Board

18,180

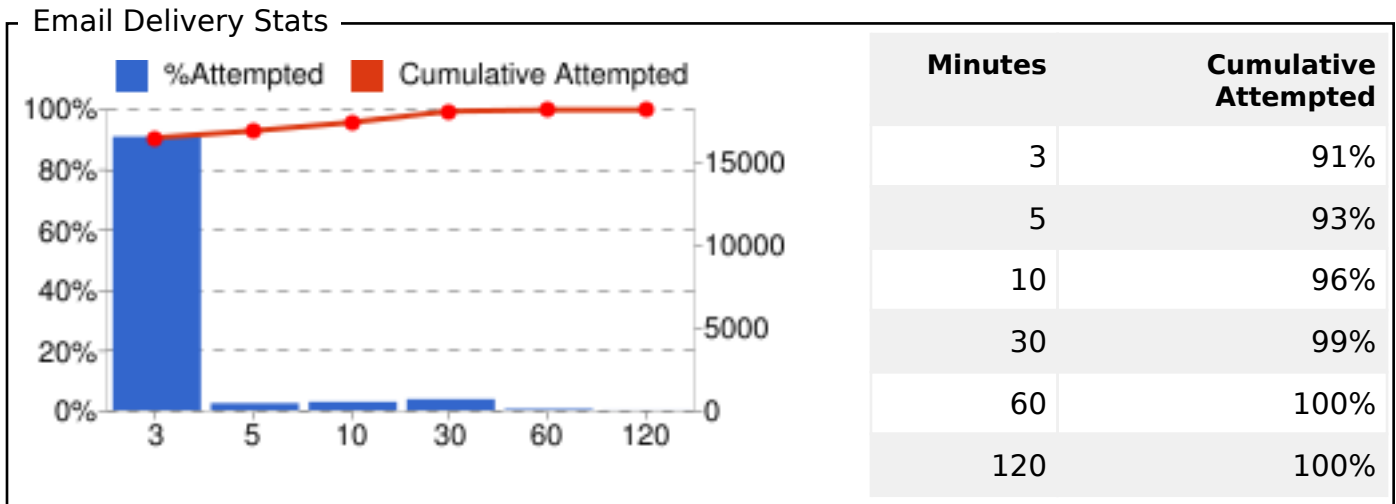
Recipients

- ✓ Email
- ✗ SMS
- ✗ Facebook
- ✗ Twitter
- ✓ RSS

99%

Delivered

- 0% Pending
- 1% Bounced
- 39% Open Rate
- 28% Click Rate



Delivery Metrics - Details

18,180	Total Sent
18,038 (99%)	Delivered
0 (0%)	Pending
142 (1%)	Bounced
0 (0%)	Unsubscribed

Bulletin Analytics

14,242	Total Opens
7109 (39%)	Unique Opens
5,875	Total Clicks
5078 (28%)	Unique Clicks
88	# of Links

Delivery and performance

These figures represent all data since the bulletin was first sent to present time.

	Progress	% Delivered	Recipients	# Delivered	Opened Unique	Bounced/Failed	Unsubscribes
Email Bulletin	Delivered	99.2%	18,169	18,027	7109 / 39.4%	142	0
Digest	n/a	n/a	11	11	0 / 0.0%	0	0
SMS Message	Delivered	0.0%	0	0	n/a	0	n/a

Link URL	Unique Clicks	Total Clicks
https://online.drl.wi.gov/decisions/2021/ORDER0007295-000...	566	629
https://online.drl.wi.gov/decisions/2021/ORDER0007055-000...	263	289
https://online.drl.wi.gov/decisions/2021/ORDER0007055-000...	225	265
https://online.drl.wi.gov/decisions/2020/ORDER0007055-000...	213	247
https://online.drl.wi.gov/decisions/2021/ORDER0007232-000...	172	208
https://online.drl.wi.gov/decisions/2021/ORDER0007177-000...	191	207
https://online.drl.wi.gov/decisions/2020/ORDER0006954-000...	138	194
https://online.drl.wi.gov/decisions/2020/ORDER0001985-000...	133	180
https://online.drl.wi.gov/decisions/2020/ORDER0006615-000...	125	161
https://online.drl.wi.gov/decisions/2020/ORDER0006954-000...	133	158
https://online.drl.wi.gov/decisions/2020/ORDER0006853-000...	128	148
https://online.drl.wi.gov/decisions/2020/ORDER0006850-000...	111	135
https://online.drl.wi.gov/decisions/2020/ORDER0007058-000...	104	135
https://online.drl.wi.gov/decisions/2021/ORDER0007233-000...	112	134
https://online.drl.wi.gov/decisions/2021/ORDER0007244-000...	123	133
https://dsps.wi.gov/Pages/SelfService/OrdersDisciplinaryActio...	100	125
https://online.drl.wi.gov/decisions/2021/ORDER0006007-000...	115	124
https://online.drl.wi.gov/decisions/2020/ORDER0006955-000...	93	120
https://online.drl.wi.gov/decisions/2021/ORDER0006615-000...	95	119
https://online.drl.wi.gov/decisions/2021/ORDER0005854-000...	108	118
https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx?...	84	101
https://online.drl.wi.gov/decisions/2020/ORDER0006955-000...	78	92

Link URL	Unique Clicks	Total Clicks
https://online.drl.wi.gov/decisions/2020/ORDER0005132-000...	77	92
https://online.drl.wi.gov/decisions/2020/ORDER0007115-000...	84	89
https://online.drl.wi.gov/decisions/2020/ORDER0006953-000...	61	81
https://online.drl.wi.gov/decisions/2020/ORDER0007057-000...	72	77
https://online.drl.wi.gov/decisions/2021/ORDER0007177-000...	71	77
https://online.drl.wi.gov/decisions/2020/ORDER0005765-000...	70	74
https://online.drl.wi.gov/decisions/2020/ORDER0006953-000...	60	72
https://online.drl.wi.gov/decisions/2020/ORDER0005088-000...	61	71
https://online.drl.wi.gov/decisions/2020/ORDER0005775-000...	62	70
https://online.drl.wi.gov/decisions/2020/ORDER0004374-000...	60	63
https://online.drl.wi.gov/decisions/2020/ORDER0006854-000...	55	63
https://online.drl.wi.gov/decisions/2020/ORDER0005964-000...	56	62
https://online.drl.wi.gov/decisions/2020/ORDER0005420-000...	51	59
https://online.drl.wi.gov/decisions/2020/ORDER0006851-000...	50	56
https://online.drl.wi.gov/decisions/2020/ORDER0006617-000...	46	49
https://online.drl.wi.gov/decisions/2021/ORDER0007215-000...	42	47
https://online.drl.wi.gov/decisions/2020/ORDER0007056-000...	42	45
https://online.drl.wi.gov/decisions/2020/ORDER0006616-000...	39	42
https://online.drl.wi.gov/decisions/2020/ORDER0006677-000...	38	41
https://online.drl.wi.gov/decisions/2020/ORDER0005024-000...	40	40
https://online.drl.wi.gov/decisions/2020/ORDER0006726-000...	34	40
https://online.drl.wi.gov/decisions/2020/ORDER0006705-000...	36	38
https://online.drl.wi.gov/decisions/2020/ORDER0004334-000...	37	37
https://online.drl.wi.gov/decisions/2020/ORDER0006678-000...	29	37
https://online.drl.wi.gov/decisions/2020/ORDER0006680-000...	34	35
https://online.drl.wi.gov/decisions/2020/ORDER0006813-000...	30	34
https://online.drl.wi.gov/decisions/2020/ORDER0006637-000...	33	34
https://evers.wi.gov/Pages/Application_Process.aspx?utm_me...	31	33
https://online.drl.wi.gov/decisions/2020/ORDER0006675-000...	31	32

Link URL	Unique Clicks	Total Clicks
https://online.drl.wi.gov/decisions/2020/ORDER0006676-000...	29	32
https://online.drl.wi.gov/decisions/2020/ORDER0006706-000...	25	30
https://online.drl.wi.gov/decisions/2020/ORDER0006679-000...	28	28
https://online.drl.wi.gov/decisions/2020/ORDER0006680-000...	26	27
https://online.drl.wi.gov/decisions/2020/ORDER0005249-000...	26	26
https://online.drl.wi.gov/decisions/2020/ORDER0003354-000...	23	25
https://dsps.wi.gov/Pages/BoardsCouncils/RealEstate/Default...	21	23
https://online.drl.wi.gov/decisions/2020/ORDER0006793-000...	18	21
https://dsps.wi.gov/Pages/SelfService/Default.aspx?utm_med...	13	18
https://public.govdelivery.com/accounts/WIDSPS/subscriber/e...	16	18
https://content.govdelivery.com/accounts/WIDSPS/bulletins/2...	11	11
https://dsps.wi.gov/Pages/BoardsCouncils/RealEstate/Contrac...	5	8
https://dsps.wi.gov/pages/Home.aspx?utm_medium=email&...	7	7
https://dsps.wi.gov/Pages/BoardsCouncils/RealEstate/Curricul...	4	4
https://dsps.wi.gov/Pages/BoardsCouncils/RealEstate/Contrac...	4	4
https://twitter.com/wi_dsps?utm_medium=email&utm_sourc...	3	4
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