



REAL ESTATE EXAMINING BOARD
Room N206, 4822 Madison Yards Way, Madison, WI
Contact: Christian Albouras (608) 266-2112
April 11, 2019

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

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of the Minutes of March 21, 2019 (4-12)

C. Administrative Matters

1. Staff, Department, and Board Updates
2. Board Members – Term Expiration Dates:
 - a. Robert Larson – 7/1/2021
 - b. Jerry Lyons – 7/1/2021
 - c. Richard Marino – 7/1/2022
 - d. Dennis Pierce – 7/1/2013
 - e. Thomas Richie – 7/1/2022
 - f. Robert Webster – 7/1/2020

D. Legislative and Administrative Rule Matters (13-16)

1. REEB 25, Relating to Obsolete References to Rental Unit Energy Efficiency Standard in Curriculum
2. Update on Legislation and Pending or Possible Rulemaking Projects

E. Real Estate Contractual Forms Advisory Council Updates (17-19)

1. Real Estate Contractual Forms Advisory Council Recommendation to the Real Estate Examining Board, Relating to the Forms Revision Process
2. Consideration of Appointment to the Real Estate Contractual Forms Advisory Council
 - a. Jim Dickinson

F. Credentialing Matters (20)

1. Supervising Broker Credentialing Forms – Discussion and Consideration

G. Items Received After Preparation of the Agenda

1. Introductions, Announcements and Recognition
2. Election of Officers

3. Appointment of Liaison(s) and Alternates
4. Administrative Matters
5. Education and Examination Matters
6. Credentialing Matters
7. Practice Matters
8. Legislative/Administrative Rule Matters
9. Liaison Report(s)
10. Informational Items
11. Division of Legal Services and Compliance (DLSC) Matters
12. Presentation on Petition(s) for Summary Suspension(s)
13. Presentation on Designation(s) of Hearing Official
14. Presentation of Stipulations, Final Decisions and Orders
15. Presentation of Stipulations and Interim Orders
16. Presentation of Proposed Final Decision and Orders
17. Presentation of Interim Orders
18. Petitions for Re-Hearing
19. Petitions for Assessments
20. Petitions to Vacate Orders
21. Requests for Disciplinary Proceeding Presentations
22. Motions
23. Petitions
24. Appearances from Requests Received or Renewed
25. Speaking Engagement(s), Travel, or Public Relation Request(s)

H. 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.).

I. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

1. **Administrative Warnings**
 - a. 17 REB 084 – H.S.F.S., LLC **(21-22)**
2. **Case Closings**
 - a. 17 REB 043 – M.T. & E.R.G.B., LLC **(23-30)**
 - b. 17 REB 054 – R.B. **(31-38)**
 - c. 17 REB 084 – E.H. & D.E. **(39-42)**
 - d. 17 REB 087 – J.C. & E.R., INC. **(43-49)**
 - e. 17 REB 105 – N.G. & B.R., INC. **(50-53)**
 - f. 18 REB 022 – N.V.S. **(54-57)**
3. **Monitoring Matters**
 - a. Austen Forbeck – Requesting Full Licensure **(58-76)**
 - b. James Prescott – Requesting Full Licensure **(77-90)**

J. Deliberation of Items Received After Preparation of the Agenda

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Professional Assistance Procedure (PAP) Matters
5. Monitoring Matters
6. Petitions for Summary Suspension(s)
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulation(s), Final Decision(s) and Order(s)
9. Proposed Interim Orders
10. Administrative Warning(s)
11. Review of Administrative Warning(s)
12. Proposed Final Decisions and Orders
13. Orders Fixing Costs/Matters Related to Costs
14. Board Liaison Training
15. Case Closings
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

K. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

L. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

M. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING DATE: JUNE 13, 2019

 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. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**REAL ESTATE EXAMINING BOARD
MEETING MINUTES
MARCH 21, 2019**

PRESENT: Robert Larson, Dennis Pierce (*via teleconference*), Thomas Richie, Robert Webster

EXCUSED: Jerry Lyons, Richard Marino

STAFF: Yolanda McGowan, DPD Division Administrator; Christian Albouras, Executive Director; Sharon Henes, Administrative Rules Coordinator; Jon Derenne, Administrative Rules Coordinator; Kate Stolarzyk, Bureau Assistant; and Other Department Staff

CALL TO ORDER

Robert Webster, Chair, called the meeting to order at 10:13 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- Under Item G. “Real Estate Contractual Forms Advisory Council Update – Discussion and Consideration”
 - **CHANGE:** Item 1. “Real Estate Contractual Forms Advisory Council Recommendation to the Real Estate Examining Board Relating to the Forms Revision Process Real Estate Curriculum and Examination Council Update” as follows:
 - “Real Estate Contractual Forms Advisory Council Recommendation to the Real Estate Examining Board Relating to the Forms Revision Process”
- After Item G. “Real Estate Contractual Forms Advisory Council Update – Discussion and Consideration”
 - **ADD:** Item 2. “Real Estate Curriculum and Examination Council Update”

MOTION: Robert Larson moved, seconded by Dennis Pierce, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF THE MINUTES OF DECEMBER 13, 2018

MOTION: Thomas Richie moved, seconded by Robert Larson, to approve the minutes of December 13, 2018 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Robert Webster nominated Thomas Richie for the Office of Chairperson.

Yolanda McGowan, DPD Division Administrator, called for nominations three (3) times.

Thomas Richie was elected as Chairperson by unanimous consent.

Vice Chairperson

NOMINATION: Thomas Richie nominated Robert Webster for the Office of Vice Chairperson.

Yolanda McGowan, DPD Division Administrator, called for nominations three (3) times.

Robert Webster was elected as Vice Chairperson by unanimous consent.

Secretary

NOMINATION: Robert Webster nominated Dennis Pierce for the Office of Secretary.

Yolanda McGowan, DPD Division Administrator, called for nominations three (3) times.

Dennis Pierce was elected as Secretary by unanimous consent.

2019 ELECTION RESULTS	
Chair	Thomas Richie
Vice Chair	Robert Webster
Secretary	Dennis Pierce
2019 LIAISON APPOINTMENTS	
Credentialing Liaison	Thomas Richie <i>Alternate: Robert Webster</i>
Office of Education and Examinations Liaison	Richard Marino <i>Alternate: Robert Larson</i>
Monitoring Liaison	Jerry Lyons <i>Alternate: Thomas Richie</i>
Professional Assistance Procedure (PAP) Liaison	Robert Webster <i>Alternate: Richard Marino</i>
Legislative Liaison	Robert Webster
Travel Liaison	Thomas Richie
2019 COMMITTEE MEMBER APPOINTMENTS	
Real Estate Rules Committee	Jerry Lyons, Robert Webster
Real Estate Contractual Forms Advisory Committee	Richard Marino (Chair), Robert Webster
Council on Real Estate Curriculum and Examination Chair	Robert Larson
2019 SCREENING PANEL	
Screening Panel Team 1	Dennis Pierce and Robert Webster

Screening Panel Team 2	Richard Marino and Jerry Lyons
Screening Panel Team 3	Thomas Richie and Robert Larson

Delegation of Authorities

Screening Authority

MOTION: Robert Webster moved, seconded by Thomas Richie, to delegate to the screening attorney the authority to close cases that do not clearly present a provable violation and cases that do not merit review by the full panel to the screening attorney. Cases that the screening attorney has the authority to close include cases where there is a lack of jurisdiction, where the Board has already taken action on the matter (duplicate case, Board has taken action in regard to the credential holder that addressed the conduct and further action is unnecessary), cases where there is no legal violation of the statutes/regulations, or cases where there is not enough evidence to prove a violation and additional investigation will not yield a different result. The screening attorney is also delegated the authority to immediately open any case where they believe there is an immediate risk of harm, the materials on their face warrant discipline (such as failure to respond), or cases that have a provable violation. Motion carried unanimously.

Document Signature Delegations

MOTION: Robert Webster moved, seconded by Robert Larson, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION: Robert Webster moved, seconded by Robert Larson, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Robert Webster moved, seconded by Dennis Pierce, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Monitoring Delegations

MOTION: Thomas Richie moved, seconded by Robert Webster, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Robert Webster moved, seconded by Thomas Richie, to delegate authority to the Credentialing Liaison to review and make the final decision regarding predetermination conviction review requests. Motion carried unanimously.

MOTION: Robert Webster moved, seconded by Thomas Richie, to delegate authority to the DSPS attorneys and paralegals to review and approve applications with up to two OWIs, each 5 or more years old, that are not substantially related to the practice of real estate. Motion carried unanimously.

MOTION: Thomas Richie moved, seconded by Robert Webster, to delegate authority to the DSPS attorneys and paralegals to review and approve applications with ordinance violations, which are not substantially related to the practice of real estate, including but not limited to:

1. Littering
2. Loitering
3. Up to two (2) Underage Drinking offenses
4. Resisting/Obstructing an Officer
5. Public Urination
6. Disorderly Conduct
7. Trespassing
8. Disturbing the Peace
9. Operating after Suspension/Revocation
10. OWI 1st (over 2 years prior to the date of application; ordinance violation in WI or misdemeanor in other states)

Motion carried unanimously.

MOTION: Robert Webster moved, seconded by Thomas Richie, to delegate authority to the DSPS attorneys and paralegals to review and approve Real Estate Broker applications which have previously been approved for a full Real Estate Salesperson credential after a criminal background check, and there has been no criminal activity since the previous license approval. Motion carried unanimously.

MOTION: Robert Webster moved, seconded by Robert Larson, to delegate authority to the DSPS attorneys to review and make legal determinations for applications involving a felony conviction, pursuant to Wis. Stat. §452.25. Motion carried unanimously.

Delegation of Authority to Credentialing Liaison

MOTION: Thomas Richie moved, seconded by Robert Webster, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Robert Webster moved, seconded by Thomas Richie, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Thomas Richie moved, seconded by Robert Webster, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Voluntary Surrenders

MOTION: Thomas Richie moved, seconded by Robert Webster, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

Education, Continuing Education and/or Examination Delegation(s)

MOTION: Robert Webster moved, seconded by Robert Larson, to delegate authority to the Education, Continuing Education and/or Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies

MOTION: Thomas Richie moved, seconded by Robert Webster, to authorize DSPS staff to provide national regulatory related bodies with all Board member contact information that DSPS retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Robert Webster moved, seconded by Thomas Richie to designate the Chairperson (or in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

Rules Committee Delegation

MOTION: Robert Webster moved, seconded by Thomas Richie, to grant the Rules Committee the ability to address all rule-making as related to drafting and making recommendations to the full Board. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: Robert Webster moved, seconded by Robert Larson, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Travel Delegation

MOTION: Robert Webster moved, seconded by Robert Larson, to delegate authority to the Travel Liaison to approve any board member travel. Motion carried unanimously.

PUBLIC HEARING: PRELIMINARY PUBLIC HEARING ON STATEMENT OF SCOPE 007-19, RELATING TO OBSOLETE REFERENCES TO RENTAL UNIT ENERGY EFFICIENCY STANDARD IN CURRICULUM

MOTION: Thomas Richie moved, seconded by Robert Larson, to approve the Scope Statement, SS 007-19, relating to obsolete references to rental unit energy efficiency standard in curriculum, for implementation after consideration of all public comments and feedback. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

Update on Legislation and Pending or Possible Rulemaking Projects

MOTION: Robert Larson moved, seconded by Robert Webster, to authorize the Chair to approve the 2017 Wisconsin Act 108 report for submission the Legislature. Motion carried unanimously.

CLOSED SESSION

MOTION: Robert Larson moved, seconded by Robert Webster, to 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.). Thomas Richie, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Robert Larson-yes; Dennis Pierce-yes; Thomas Richie-yes; Robert Webster-yes. Motion carried unanimously.

The Board convened into Open Session at 12:07 p.m.

RECONVENE TO OPEN SESSION

MOTION: Robert Webster moved, seconded by Thomas Richie, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 1:26 p.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Robert Webster moved, seconded by Robert Larson, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

CONVICTION REVIEW OF REAL ESTATE SALESPERSON APPLICANT, SHONDRA DUNCAN

MOTION: Thomas Richie moved, seconded by Robert Larson, to deny the Real Estate Salesperson application of Shondra Duncan, once all requirements are met. **Reason for Denial:** Failure to provide satisfactory proof of competence to transact real estate sales in a manner that safe guards the interests of the public pursuant to Wis. Stat. § 452.03. Motion carried unanimously.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Administrative Warnings

MOTION: Robert Webster moved, seconded by Thomas Richie, to issue an Administrative Warning in the following cases:

1. 17 REB 035 – S.L. & C.C.R.R.E., LLC
2. 17 REB 035 – C.M.W.
3. 17 REB 043 – C.L.B.
4. 18 REB 086 – V.L.O.

Motion carried unanimously.

Proposed Stipulations, Final Decisions and Orders

16 REB 098 – Lacinda G. Gerke-Edwards and Cindy Gerke & Associates, Inc. Realtors

MOTION: Thomas Richie moved, seconded by Robert Larson, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Lacinda G. Gerke-Edwards and Cindy Gerke & Associates, Inc. Realtors; DLSC Case Number 16 REB 098. Motion carried unanimously.

Case Closings

17 REB 027 – J.D.T., K.P.P., P.R. Inc.

MOTION: Robert Webster moved, seconded by Thomas Richie, to close the following cases according to the recommendations by the Division of Legal Services and Compliance:

1. 17 REB 027 – J.D.T., K.P.P., P.R. Inc. – Insufficient Evidence
2. 17 REB 051 – A.P. – Prosecutorial Discretion (P5 Flag)
3. 17 REB 056 – J.S., A.P.S., LLC – Insufficient Evidence
4. 17 REB 083 – R.W., C.L.S., Inc. – Prosecutorial Discretion (P3)
5. 17 REB 104 – M.B., J.S., J.H., S.R., Inc. – No Violation
6. 18 REB 095 – G.H. Inc., R.T., N.G. – No Violation

Motion carried unanimously.

Monitoring Matters

Todd Meyer – Requesting Full Licensure

MOTION: Robert Webster moved, seconded by Robert Larson, to grant the request of Todd Meyer for full licensure. Motion carried unanimously.

Shawn Nash – Requesting Full Licensure

MOTION: Thomas Richie moved, seconded by Robert Webster, to deny the request of Shawn Nash for full licensure. **Reason for Denial:** Failure to comply with attestation requirements in 5a of the Order. Motion carried unanimously.

Niki Paisley – Requesting Full Licensure

MOTION: Thomas Richie moved, seconded by Robert Larson, to grant the request of Niki Paisley for full licensure. Motion carried unanimously.

DELIBERATION ON MATTERS RELATING TO COSTS/ORDERS FIXING COSTS

John Ramirez and Conquer Property Management, LLC – DHA Case Number SPS-18-002/DLSC Case Number 16 REB 033

MOTION: Thomas Richie moved, seconded by Robert Webster, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against John Ramirez and Conquer Property Management, LLC, Respondent – DHA Case Number SPS-18-002/DLSC Case Number 16 REB 033. Motion carried unanimously.

ADJOURNMENT

MOTION: Thomas Richie moved, seconded by Robert Larson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:28 p.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Sharon Henes Administrative Rules Coordinator		2) Date When Request Submitted: 3/27/2019 <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: April 11, 2019	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 1. REEB 25 relating to obsolete references to rental unit energy efficiency standard in curriculum 2. Updates on legislation and pending or possible rulemaking projects	
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: Discuss draft preliminary rule for REEB 25 rulemaking project.			
11) Authorization			
<i>Sharon Henes</i>		3/27/2019	
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			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

STATE OF WISCONSIN
REAL ESTATE EXAMINING BOARD

IN THE MATTER OF RULEMAKING : PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE : REAL ESTATE EXAMINING BOARD
REAL ESTATE EXAMINING BOARD : ADOPTING RULES
: (CLEARINGHOUSE RULE)

PROPOSED ORDER

An order of the Real Estate Examining Board to repeal REEB 25.028 (2) (g) 5., 25.033 (18) (j), and 25.038 (7) (e) relating to obsolete references to rental unit energy efficiency standards in curriculum.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted: ss. 452.09 and 452.11, Stats.

Statutory authority: ss. 15.08 (5) (b), 452.05 (1) (c), 452.07 (1), Stats.

Explanation of agency authority:

Each examining board shall promulgate rules for its own guidance and for the guidance of the profession to which it pertains and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular profession. [s. 15.08 (5) (b), Stats.]

452.05 (1) (c) The board shall after consultation with the council on real estate curriculum and examinations, promulgate rules establishing criteria for the approval of educational programs and training sessions under s. 452.09 (2) and approve such programs and sessions in accordance with the established criteria.

452.07 (1) The board shall promulgate rules for the guidance of the real estate profession and define professional conduct and unethical practice.

Related statute or rule:

Chapter SPS 367, in which the Department of Safety and Professional Services established rental unit efficiency standards. The authorizing statute for this rule, s. 101.122, Stats., was repealed effective December 1, 2018 by 2017 Act 59. Chapter SPS 367 was then repealed by CR 18-056.

Plain language analysis:

The Real Estate Examining Board rules currently require pre-licensure education to include instruction relating to rental unit energy efficiency standards. This rule revision removes these references to rental unit energy efficiency standards which have been rendered obsolete by the repeal of ch. SPS 367.

Summary of, and comparison with, existing or proposed federal regulation:

The federal government does not regulate the pre-licensure educational requirements for members of the real estate profession.

Comparison with rules in adjacent states:

Illinois: Illinois does not require applicants for real estate licenses to be educated in rental unit energy efficiency standards.

Iowa: Iowa does not require applicants for real estate licenses to be educated in rental unit energy efficiency standards.

Michigan: Michigan does not require applicants for real estate licenses to be educated in rental unit energy efficiency standards.

Minnesota: Minnesota does not require applicants for licensure to be educated in rental unit energy efficiency standards.

Summary of factual data and analytical methodologies:

The Board reviewed REEB 25 in light of the repeal of SPS 367 and determined that the obsolete references to rental unit energy efficiency standards should be repealed.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

Fiscal Estimate and Economic Impact Analysis:

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Daniel.Hereth@wisconsin.gov, or by calling (608) 267-2435.

Agency contact person:

Sharon Henes, Administrative Rule Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53708; email at DSPSAdminRules@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Sharon Henes, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov. Comments must be received on or before * to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. REEB 25.028 (2) (g) 5. is repealed.

SECTION 2. REEB 25.033 (18) (j) is repealed.

SECTION 3. REEB 25.038 (7) (e) is repealed.

SECTION 4. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

(END OF TEXT OF RULE)

**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-Advanced		2) Date When Request Submitted: 3/18/2019 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Real Estate Examining Board			
4) Meeting Date: 4/11/2019	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Real Estate Examining Board – Consideration of Appointment to the Real Estate Contractual Forms Advisory Council 1) Jim Dickinson	
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: N/A	
10) Describe the issue and action that should be addressed: 1. The Board should discuss and provide direction as to the information it would like to receive from individuals applying for appointment 2. The Board should consider whether to appoint Jim Dickinson to the Real Estate Contractual Forms Advisory Council			
11) Authorization			
Kimberly Wood		3/18/2019	
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	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Jim Dickinson
West Branch Manager

Stark Company Realtors
702 N. High Point Road
Madison, WI 53717



April 16, 2018

Dear Ms. Karow and to whom it may concern,

I am interested in serving on the Wisconsin Real Estate Contractual Forms Council.

As a real estate agent since 2001 and in my current position as a managing broker, I maintain an active and ongoing interest in the forms we use to conduct our real estate business. I am eager to contribute my skills and experience to the Forms Council if and when there may be a need.

Please see my resume (attached) and thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Jim Dickinson".

Jim Dickinson

Education

B.A. in Psychology from Marquette University, Milwaukee, Wisconsin (1987)
M.S. in Clinical Psychology from Marquette University, Milwaukee, Wisconsin (1991)

Licensure & Certification

Certified Professional Counselor, State of Wisconsin (1995, expired)
Certified Independent Clinical Social Worker, State of Wisconsin (1995, expired)
Licensed Real Estate Salesperson, State of Wisconsin (2001)
Accredited Buyers Agent, Real Estate Buyers Agent Council (2004)
Licensed Real Estate Broker, State of Wisconsin (2012)

Professional Experience

IN-PATIENT COUNSELOR (1991)

St. Mary's Hill Hospital, Milwaukee, Wisconsin

Treatment planning and implementation, individual and group psychotherapy on four different in-patient psychiatric units (child, adolescent, adult, and geriatric).

CLINICAL CASE MANAGER & TREATMENT TEAM LEADER (1991-1995)

Racine Community Support Program, Goodwill Industries, Racine, Wisconsin

Administration and clinical supervision of a multidisciplinary treatment team (Social Workers, Counselors, Nurses, Psychiatrists, Support Specialists) providing community-based treatment for 80-100 individuals diagnosed with severe and persistent mental illness. Responsible for comprehensive clinical case management, psychological assessment, treatment planning, crisis management, medication monitoring, individual and group psychotherapy, AODA counseling.

CLINICAL COORDINATOR (1995-1997)

Racine Community Support Program, Goodwill Industries, Racine, Wisconsin

Oversight and coordination of two multidisciplinary treatment teams providing mental health services for 160-180 individuals diagnosed with severe and persistent mental illness. Responsible for recruiting and hiring all clinical staff (Social Workers, Counselors, Nurses, Psychiatrists, Support Specialists). Provided direct clinical supervision and ongoing training of clinic personnel. Community outreach, screening, and assessment of incoming referrals. Monitored and maintained program compliance with all applicable State and Federal regulations.

DIRECTOR & CLINICAL COORDINATOR (1997-1999)

Columbia County Community Support Program, C.S.A., Portage, Wisconsin

Oversight and coordination of a multidisciplinary treatment team providing mental health services for individuals diagnosed with severe and persistent mental illness. Responsible for recruiting, hiring, training & supervision of all clinical personnel (Social Workers, Counselors, Nurses, Psychiatrists, Support Specialists). Community outreach, screening, and assessment of incoming referrals. Achieved, monitored and maintained program compliance with all applicable State and Federal regulations.

ADMINISTRATIVE DIRECTOR (1999-2001)

Pauquette Center for Psychological Services, C.S.A, Portage, Wisconsin

Oversight and administration of private mental health center and three satellite clinics providing out-patient mental health services at several locations. Coordinated and supervised the delivery of a broad spectrum of mental health, AODA, EAP, and crisis management services. Responsible for recruiting and hiring all clinical, clerical, and support staff. Responsible for development of clinic budgets and contracts, as well as oversight of billing and collections operations. Monitored and maintained program compliance with all applicable State and Federal regulations.

REAL ESTATE SALESPERSON (2001-2008)

Stark Company Realtors, Madison, Wisconsin

Licensed independent contractor providing a variety of real estate services under the auspices of a real estate broker. Assisting customers and clients in the purchase and sale of real property. Emphasis on single family residential homes and condominiums, working with both buyers and sellers. Responsible for market research, , marketing and advertising, advising clients on the relative merits of properties and the terms of sale, drafting and negotiating purchase contracts, transaction management, and other fiduciary duties related to real estate agency.

BRANCH MANAGER/SUPERVISING BROKER (2008- Present)

Stark Company Realtors West Office, Madison, Wisconsin

Currently engaged in the administration, supervision, and growth of a profitable branch real estate office, with 60-80 real estate agents and over \$230 million in real estate sales annually. Responsible for business development and coaching, including all agent recruitment, hiring, orientation, support & retention. Also responsible for real estate contract review and monitoring compliance with applicable State And Federal regulations.

