

Iowa Real Estate Commission  
200 East Grand, Suite 350  
Des Moines, IA 50309  
MINUTES  
June 30, 2017

**Meeting Conducted by Telephone Conference Call:** Commissioner participation was conducted via telephone conference call because it was not practical or economically feasible to personally attend a meeting for the limited agenda.

**Commissioners present via telephone for all or part of the meeting**

Terry Duggan, Chair	Elizabeth Hansen
Dennis Stolk, Vice Chair	Helen Kimes
Jan DeMott	Michael Telford

**Staff present for all or part of the meeting**

Jeff Evans, Executive Officer	Sandy Malek, Investigator
John Lundquist, Assistant Attorney General	Diane Welcher, Licensing Specialist
Tracy Lindgren, Background Coordinator	

**Members of Public in attendance for all or part of the open session of the meeting**

None

**Call to Order**

Duggan called the meeting to order at 11:32 a.m.  
Quorum was established.

**Motion by DeMott to approve the agenda.**

Seconded by Telford.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**Professional Examination Services Contract**

**After discussion, Kimes made a motion to grant the real estate examination contract to PSI Services, LLC for three years, beginning July 1, 2017 for an examination fee in the amount of \$95.00.**

Second by Stolk.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**Administrative Rules**

**After discussion, Stolk made a motion to have staff "Notice to Adopt" ARC 3065 for the amendments made to 193E Iowa Administrative Code Chapters 3, 4, and 5.**

Seconded by Telford.

VOTE: Aye: All                      Nay: None                      Abstaining: None

Motion passed unanimously.

**After discussion, Telford made a motion to have staff "Notice of Intended Action" for the amendments made to 193E Iowa Administrative Code Chapters 13 and 14.**

Seconded by Stolk.

VOTE: Aye: All                      Nay: None                      Abstaining: None  
Motion passed unanimously.

Public Comment  
None

**Closed Session**

**Motion by Stolk to enter into closed session pursuant to Iowa Code §§ 21.5(1)(a) and 543B.15(9) to review and discuss pending license applications.**

Seconded by Kimes.

VOTE: Roll Call: DeMott, aye; Duggan, aye; Hansen, aye; Kimes, aye; Stolk, aye; Telford, aye.  
Motion passed unanimously.

The Commission entered into closed session at 12:23 p.m. and arose from there at 12:35 p.m.

**Open Session**

**Motion by Kimes to return to open session.**

Seconded by Telford

VOTE: Aye: All                      Nay: None                      Abstaining: None  
Motion passed unanimously.

**Motion by Stolk to enter into a Consent Agreement with the Applicants, with Executive Officer Evans signing on behalf of the Commission and then grant licensure when all other licensing requirements have been met for IREC Case No. 17-159.**

Seconded by Kimes.

VOTE: Aye: All                      Nay: None                      Abstaining: None  
Motion passed unanimously.

**Motion by DeMott to grant licensure for IREC Case No. 17-160.**

Seconded by Hansen.

VOTE: Aye: All                      Nay: None                      Abstaining: None  
Motion passed unanimously.

**Future Meeting Dates**

Future IREC meetings are tentatively scheduled as follows:

**Investigation Committee**

Wednesday, August 2 (Kimes, Duggan)  
Wednesday, September 6 (Hansen, Kimes)  
Wednesday, October 4 (Stolk, Telford)  
Wednesday, November 1  
Wednesday, December 6  
No January Meeting

**Commission Meetings**

Thursday, August 3  
Thursday, September 7  
Thursday, October 5  
Thursday, November 2  
Thursday, December 7  
No January Meeting

**Meeting Adjourned**

With all agenda items covered, the meeting adjourned at 12:38 p.m.

These minutes accurately reflect the minutes approved by the Commission at the meeting on:

8-3-17

Date

  
By: TERRANCE M. DUGGAN, Chair