

MAURA HEALEY
GOVERNOR

KIM DRISCOLL
LIEUTENANT GOVERNOR

YVONNE HAO
SECRETARY, EXECUTIVE OFFICE
OF ECONOMIC DEVELOPMENT



Commonwealth of Massachusetts
Division of Occupational Licensure
1000 Washington Street, Suite 710
Boston, Massachusetts 02118

LAYLA R. D'EMILIA
UNDERSECRETARY, CONSUMER
AFFAIRS AND BUSINESS
REGULATION

SARAH R. WILKINSON
COMMISSIONER, DIVISION OF
OCCUPATIONAL LICENSURE

Massachusetts Board of Registration of Real Estate Brokers and Salespersons
Education Subcommittee Meeting Minutes
November 3, 2023
Conducted remotely via Microsoft Teams

The following subcommittee members were present:

Linda Kody, Real Estate Board Member - Chair
Peter Ruffini, Real Estate Board Member
Lisa Luther
Isabelle Perkins
Anita Hill

The following subcommittee members were not present:

Michael McDonagh
Robert Nahigian

The following members of Board Staff were present:

Kristin Mitchell, Executive Director
Colleen Cavanaugh, Associate Executive Director
Jenna Hentoff, Legal Counsel

I. Call to Order – Subcommittee Chair Linda Kody opened the meeting at 1:40 p.m.

II. Vote on Minutes - A MOTION was made by Ms. Perkins to approve the minutes of the open subcommittee meeting held October 5, 2023, as written. The Motion was seconded by Mr. Ruffini and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; Hill – “Yes”.

III. Creation of Review Criteria Checklist – The subcommittee members reviewed the list of criteria to be used when reviewing a continuing education course submission. Executive Director, Kristin Mitchell, and counsel will update the document based on the subcommittee’s discussion and provide it to the subcommittee members at the next meeting for review.

IV. Guidance for School Instructors teaching Pre-License Education: Executive Director, Kristin Mitchell, explained the reason behind why this is on the agenda. The subcommittee members discussed the possibility of creating guidance for school instructors and possible issues that may arise in connection with such guidelines. Subcommittee member Anita Hill will provide some additional information to the Executive Director. Further discussion was tabled.

V. New Course Application Review: no new courses submitted for review.

VI. Existing Courses Revision Review:

(a) **RE02R06: Buyer Agency** – After a brief discussion, further discussion was tabled to allow for all subcommittee members to be present for review at the next meeting.

VII. Matters not reasonably anticipated 48 hours in advance of meeting – Nothing to report from the Board staff. Chair, Linda Kody, opened the floor to the public and James Brock informed the subcommittee of pending legislation affecting home inspectors and real estate licensees. Peter Ruffini advised him to reach out to the Massachusetts Associate of Realtors.

VIII. Adjournment - Mr. Ruffini made a MOTION to adjourn the meeting at 2:59 p.m. The Motion was seconded by Ms. Hill and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; Hill – “Yes”.

List of Documents used at the meeting:

1. Meeting agenda
2. Minutes of the meeting of October 5, 2023
3. Criteria Checklist
4. Revisions and comments on Buyer Agency course

The above Minutes were approved at the Open Subcommittee Meeting held May 16, 2024.

A handwritten signature in black ink that reads "Kristin Mitchell". The signature is written in a cursive, flowing style.

Kristin Mitchell, Executive Director
Board of Registration of Real Estate Brokers and Salespersons