

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
March 21, 2024
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
Michael McDonagh
Robert Nahigian

The following subcommittee members were not present:

Anita Hill

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 2:04 p.m.

II. Vote on Minutes - A MOTION was made by Mr. Nahigian to approve the minutes of the open subcommittee meeting held January 4, 2024, as written. The Motion was seconded by Ms. Perkins and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; McDonagh – “Yes”; Nahigian – “Yes”.

III. Discussion -

(a) **School FAQs:** Executive Director Kristin Mitchell explained to the Subcommittee that this request came up at a previous full board meeting. The Subcommittee discussed what FAQs should be created/answered for schools. Examples discussed by the subcommittee consisted of: Do students’ cameras have to be always on? How long is the class? The Subcommittee tabled the matter to continue discussion. Kristin Mitchell advised the Subcommittee members to email any suggestions to her directly and members of the public to email the Real Estate Board with any FAQ questions for consideration.

(b) **Standardization of Certificate of Completion for Continuing Education Courses:** Executive Director Kristin Mitchell suggested to the Subcommittee that after review and discussion of possible FAQs, this topic would be better as an FAQ to identify what is required on a certificate of completion. She advised the Subcommittee and public that the language regarding not submitting the certificates to the Board needs to be removed as licensees are required to respond to Board audits and other requests for evidence of compliance with continuing education requirements. The Subcommittee agreed.

IV. New Course Application Review:

- (a) **The Affordable Homes Act: Smart Housing, Livable Communities, and the Right to shelter-** The Subcommittee reviewed the submitted continuing education course. After discussion, including the fact that the main topic of the course is covered in other already approved continuing education courses, A MOTION was made by Mr. Nahigian to recommend to the Board denial of the proposed course as there was no relevance to this course. The Motion was seconded by Mr. Ruffini and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; McDonagh– “Yes”; Nahigian – “Yes”.

V. Existing Courses Revision Review:

- (a) **RE22RC20: Title V** – The Subcommittee reviewed the revised Title V continuing education course as revised by Ms. Perkins and Ms. Hill to address changes to the law affecting the course outline. The Subcommittee raised the possibility of creating a second course to address additional related issues. After discussion, A MOTION was made by Mr. Ruffini to recommend to the Board approval of the revised Title V course. The Motion was seconded by Mr. McDonagh and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; McDonagh– “Yes”; Nahigian – “Yes”.

VI. Matters not reasonably anticipated 48 hours in advance of meeting – Nothing to report.

- VII. Adjournment** - Mr. Nahigian made a MOTION to adjourn the meeting at 3:45 p.m. The Motion was seconded by Mr. Ruffini and unanimously adopted by a roll call vote: Kody – “Yes”; Ruffini – “Yes”; Luther – “Yes”; Perkins – “Yes”; McDonagh– “Yes”; Nahigian – “Yes”.

List of Documents used at the meeting:

1. Meeting agenda
2. Minutes of the meeting of January 4, 2024
3. Proposed FAQs drafted by Lisa Luther
4. Sample continuing education certificate
5. Continuing education application for The Affordable Homes Act course and related documents
6. Proposed revised Title V continuing education course

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



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