



**MAURA HEALEY**  
GOVERNOR

**KIM DRISCOLL**  
LIEUTENANT GOVERNOR

**YVONNE HAO**  
SECRETARY, EXECUTIVE OFFICE  
OF ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts  
Division of Occupational Licensure  
Board of Registration of Real Estate Brokers  
and Salespersons**

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

**November 29, 2023**

**Public Minutes**

**Members in attendance:**

*Peter Ruffini, Chairman*

*Kathy Condon, Member*

*Robert Jones, Member*

*Linda Kody, Member – joined at 2:00 p.m.*

**Administrative Staff in attendance:**

*Jenna Hentoff, Board Counsel*

*Kristin Mitchell, Executive Director*

*Colleen Cavanaugh, Associate Executive Director*

**Call to Order** – Peter Ruffini opened the meeting at 10:05 a.m.

**Vote on Minutes:**

October 25, 2023 Public minutes

October 25, 2023 Executive minutes

A motion was made by Kathy Condon and seconded by Robert Jones to approve the minutes as drafted and presented.

Voted: To unanimously approve the public and executive minutes listed above as presented.

Roll Call vote.

In favor: Kathy Condon, Robert Jones, Peter Ruffini

**Executive Director Report**

Kristin Mitchell informed the Board of the following information:



Since the Board's last meeting (10/25/23), the Board has received 355 applications for exam.

Since the Board's last meeting, the Board has issued 312 licenses:

- 232 Salesperson by exam
- 22 Broker by exam
- 24 Businesses
- 9 Attorney Brokers
- 18 Reciprocal Salespersons
- 7 Reciprocal Brokers

The Board members were reminded of PSI's staffing shortage. Board members were notified that Board staff is working to close the gap in application approval on the Board side as quickly as possible.

### **Board Counsel Report**

Jenna Hentoff had nothing to report.

### **2024 Board Meeting Schedule**

- January 24, 2024
- February 21, 2024
- March 20, 2024
- April 17, 2024
- May 22, 2024
- June 26, 2024
- July 24, 2024
- August 21, 2024
- September 18, 2024
- October 23, 2024
- November 20, 2024
- December 18, 2024

A motion was made by Kathy Condon and seconded by Robert Jones to approve the above schedule for 2024 Board meetings.

Voted: To unanimously approve the 2024 Board meeting schedule

Roll Call vote.

In favor: Kathy Condon, Robert Jones, Peter Ruffini

### **Discussion**

A) Regulation Review – tabled.

B) Education Subcommittee Report – Kristin Mitchell provided the report for the Education Subcommittee’s November meeting. The subcommittee discussed guidelines for review of submitted continuing education courses and possible information to be provided to those teaching prelicensure education. Discussion of courses were tabled to allow for all members to be present.

A motion was made by Kathy Condon and seconded by Robert Jones to accept the Education Subcommittee Report.

Voted: To unanimously approve the November Education Subcommittee Report

Roll Call Vote.

In favor: Kathy Condon, Robert Jones, Peter Ruffini

### **Application Review**

Leon Wilburn – He submitted a reinstatement application for his broker license. He has professional discipline with the Board. In a consent agreement, his license was suspended for at least 20 days for a continuing education violation related to his 2014 license renewal or until he completes 12 CEs. His license is still suspended as he did not complete the required CEs. He applied for inactive status on his reinstatement application. The Board directed him to appear before the Board again once the CEs have been completed in compliance with the consent agreement. He wants an inactive license here so he would only have to complete those 12 CEs.

### **Matters Not Anticipated by the Board**

Nothing to report.

At 10:50 a.m., a motion was made by Robert Jones and seconded by Kathy Condon and it was so

Voted: To Exit Open Session and enter Closed Session pursuant to G.L. c. 112, § 65C for the purpose of conducting investigatory conferences.

Roll call vote.

In favor: Robert Jones, Kathy Condon, Peter Ruffini

At 11:48 a.m., a motion was made by Kathy Condon and seconded by Robert Jones and it was so

Voted: To Exit Closed Session for the purpose of conducting investigatory conferences and enter Closed Executive Session to comply with the public records

law pursuant to G.L. c. 66, § 10 and G.L. c. 4, § 7, ¶ 26(c) to protect highly personal information relating to a named individual pursuant to G.L. c. 30A, § 21(a)(7) and to discuss individuals' character rather than competence pursuant to G.L. c. 30A, § 21(a)(1).

Roll call vote.

In favor: Kathy Condon, Robert Jones, Peter Ruffini

At 12:06 p.m., the Board exited Closed Executive Session and entered Closed Quasi-Judicial Session for the purpose of conducting adjudicatory conferences pursuant to G. L. c. 30A, § 18, ¶ 5(d).

At 12:40 p.m., a motion was made by Robert Jones and seconded by Kathy Condon and it was so

Voted: To Exit Closed Quasi-Judicial Session and enter Closed Session pursuant to G.L. c. 112, § 65C for the purpose of conducting investigatory conferences.

Roll Call vote.

In favor: Robert Jones, Kathy Condon, Peter Ruffini

During closed session, the Board took the following actions:

2023-000355-IT-ENF – tabled (Peter Ruffini recused)  
2023-000344-IT-ENF- dismiss/ open new complaint  
2023-000375-IT-ENF- dismiss  
2023-000380-IT-ENF- dismiss/ open new complaint  
2023-000392-IT-ENF- dismiss  
2023-000396-IT-ENF- refer to Prosecutions/ open new complaint  
2023-000415-IT-ENF- refer to Prosecutions  
2023-000423-IT-ENF- dismiss  
2023-000439-IT-ENF- dismiss  
2023-000440-IT-ENF- dismiss  
2023-000448-IT-ENF- dismiss  
2023-000456-IT-ENF- dismiss/ open new complaint  
2023-000459-IT-ENF- dismiss/ open new complaint  
2023-000462-IT-ENF- dismiss  
2023-000487-IT-ENF- dismiss  
2023-000491-IT-ENF- refer to Prosecutions  
2023-000492-IT-ENF- refer to Prosecutions  
2023-000519-IT-ENF- dismiss  
2022-001036-IT-ENF- refer to Prosecutions/ open new complaint (Kathy Condon recused)  
2022-000217-IT-ENF- return to Prosecutions (Robert Jones recused)  
2022-000222-IT-ENF- dismiss with advisory (Robert Jones recused)  
2022-000687-IT-ENF – refer to Prosecutions (Robert Jones recused)

At 3:23 p.m., a motion was made by Linda Kody and seconded by Kathy Condon and after roll call it was so

Voted: To exit closed session and enter open session for the purpose of adjourning the meeting

In favor: Linda Kody, Kathy Condon, Peter Ruffini

Respectfully Submitted by:



12/20/23

Kristin Mitchell, Executive Director

Date

**List of documents used during the Public Meeting:**

- November 29, 2023 meeting agenda
- October 25, 2023 Public minutes
- October 25, 2023 Executive minutes
- Application documents for Leon Wilburn