



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**

One Federal Street, Suite 600
Boston, Massachusetts 02110

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

SARAH R. WILKINSON
COMMISSIONER, DIVISION OF
OCCUPATIONAL LICENSURE

April 16, 2025

Public Minutes

Members in attendance:

Linda Kody, *Chair*

Cliff Ponte, *Board Member*

Donna Davids, *Board Member*

Robert Jones, *Board Member*

Administrative Staff in attendance:

Sarah Wilkinson, *Commissioner*

Colleen Maloney, *Associate Commissioner of Policy and Boards*

Nirit Eriksson, *Board Counsel*

Kristin Mitchell, *Executive Director*

Colleen Cavanaugh, *Associate Executive Director*

Call to Order – Linda Kody opened the meeting at 10:11 a.m.

Vote on Minutes

March 19, 2025 Executive minutes

March 19, 2025 Public minutes

A motion was made by Cliff Ponte and seconded by Donna Davids to approve the public and executive minutes as drafted and presented.

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

Roll Call vote.

In favor: Cliff Ponte, Donna Davids, Robert Jones, Linda Kody



Commissioner and Executive Director's Report to the Board

Commissioner Wilkinson reported to the Board that the agency has begun a modernization of the licensing systems. We are currently working with three that do not communicate. This is a three year project name ELIPSE (electronic licensing processing system). There will be digital licenses in the future. This new system is set to go live for Real Estate in June 2025. The Commissioner then had Kristin Mitchell address some of the changes regarding Real Estate. Renewals will now require a CORI permission form, proof of continuing education, bond and/or error and omissions forms. There will be an automatic audit for all boards in this new system.

Executive Director Report

Kristin Mitchell informed the Board of the following information:

Since the Board's last meeting (3/19/25), the Board has received 417 applications for exam.

Since the Board's last meeting, the Board has issued 387 licenses:

- 289 Salesperson by exam
- 39 Broker by exam
- 16 Attorney Brokers
- 15 Businesses
- 6 Reciprocal Brokers
- 20 Reciprocal Salespersons
- 0 Instructors
- 2 Schools

PSI will only be administering the exams. Schools should tell students to email their applications to PSI, not mail them, to avoid issues at crossover.

Board Counsel Report

The Open Meeting Law has been extended through June 2027.

Application Review

John Nealon – Mr. Nealon appeared before the Board to discuss reinstatement of his attorney broker license. A brief discussion ensued.

A motion was made by Donna Davids and seconded by Cliff Ponte:

To continue with the reinstatement process.

Roll call vote.

In favor: Robert Jones, Cliff Ponte, Donna Davids, Robert Jones, Linda Kody

Discussion

Educational Subcommittee

A motion was made by Cliff Ponte and seconded by Robert Jones:

To approve the updates made to the following courses: Architecture (RE14R25) and RE Advertising Compliance and the Law (RE41R25)

Roll call vote.

In favor: Donna Davids, Cliff Ponte, Robert Jones, Linda Kody

A motion was made by Robert Jones and seconded by Cliff Ponte:

To allow, after an older course outline is supplanted by an updated course outline, a 45 day grace period for using course material based on the older outline

Roll call vote.

In favor: Donna Davids, Cliff Ponte, Robert Jones, Linda Kody

Other Business

Nothing to report.

Matters not reasonably anticipated 48 hours in advance of the meeting

Nothing to report.

At 11:11 a.m., a motion was made by Cliff Ponte and seconded by Donna Davids and it was so

Voted: To Exit Open Session and enter closed session pursuant to G.L. c. 112, § 65C for the purpose Investigative Conference.

Roll call vote.

In favor: Donna Davids, Cliff Ponte, Robert Jones, Linda Kody

At 12:03pm., a motion was made by Donna Davids and seconded by Cliff Ponte and it was so

Voted: To exit Closed Investigative Conference and enter closed Executive Session to discuss individuals' character rather than competence pursuant to

G.L. c. 112, § 30A, § 21(a)(1) and 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).

Roll call vote.

In favor: Cliff Ponte, Donna Davids, Robert Jones, Linda Kody

At 2:25 p.m., a motion was made by Robert Jones and seconded by Cliff Ponte and it was so

Voted: to exit executive Session enter closed session pursuant to G.L. c. 112, § 65C for the purpose Investigative Conference.

Roll call vote.

In favor: Robert Jones, Donna Davids, Cliff Ponte, Linda Kody

During Investigative Conference, the Board took the following actions:

2024-000919-IT ENF – refer to Prosecutions
2024-000949-IT-ENF – dismiss
2024-000973-IT-ENF – tabled
2025-000034-IT-ENF – dismiss with advisory letter
2025-000046-IT-ENF – dismiss
2025-000058-IT-ENF – dismiss
2025-000072-IT-ENF – dismiss
2025-000227-IT-ENF – refer to Investigations
2025-000032-IT-ENF - tabled
2025-000033-IT-ENF - tabled

At 3:49 p.m., a motion was made by Cliff Ponte and seconded by Donna Davids and it was so

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

Roll call vote.

In favor: Robert Jones, Donna Davids, Cliff Ponte , Linda Kody

Respectfully Submitted by:



Kristin Mitchell, Executive Director

5/25/25
Date

List of documents used during the Public Meeting:

- April 16, 2025 open and executive meeting minutes
- May 21, 2025 agenda
- John Nealon request for reinstatement