

## MINUTES OF MEETING

### Kansas Real Estate Commission

November 21, 2014

The Kansas Real Estate Commission held a special meeting on Friday, November 21, 2014, at 3:00 p.m. by teleconference call from Three Townsite Plaza, Suite 200, 120 S.E. 6<sup>th</sup> Avenue, Topeka, Kansas.

**Commissioners Present:**

Sue Wenger, Chairperson  
Joseph Vaught, Vice Chairperson  
Errol Wuertz, Member  
Shirley Cook, Member  
Bryon Schlosser, Member

**Staff Present:**

Kelly White, Director of Education  
Mitzi Dodds, Legal Assistant

**Kansas Real Estate Commission Legal Counsel Present:**

Sarah Fertig, Assistant Attorney General

**Members of the Public Present:**

None

**Call to Order**

Ms. Wenger called the KOMA meeting to order at 3:00 p.m.

**Executive Session to Discuss an Attorney-Client Privilege Matter**

Based upon a motion made by Mr. Wuertz, seconded by Mr. Vaught, Ms. Wenger recessed the KOMA meeting at 3:00 p.m. for 10 minutes to enter into an executive session for consultation with the Commission's attorney to seek legal advice on a matter protected by the attorney-client privilege. Those in attendance include the Commissioners and Ms. Fertig. Motion carried unanimously.

Ms. Wenger reconvened the KOMA meeting at 3:15 p.m.

**Executive Session to Discuss a Personnel Matter**

Based upon a motion made by Mr. Wuertz, seconded by Mr. Vaught, Ms. Wenger recessed the KOMA meeting at 3:15 p.m. for 15 minutes to enter into an executive session to protect the privacy of those involved. Those in attendance include the Commissioners, Ms. Fertig, and Ms. White. Motion carried unanimously.

Ms. Wenger reconvened the KOMA meeting at 3:33 p.m.

**Discussion on Weekly Commission Packets**

Ms. White asked the Commissioners' preference on the mailing of weekly packets. A consensus was reached to send the next weekly packet out on Monday, December 1, 2014, due to the upcoming holiday.

There was discussion on situations where an applicant or licensee proposes to open a company with a name that is very similar to an already established company within the same geographic area. The first response from staff should be to suggest the applicant or licensee choose a different company name. Another response from staff could be to request the applicant or licensee provide the Commission with written consent from the similarly-named company that the proposed company name would present no problems for the already established company.

**Request from Acting Director**

Ms. White requested direction on how she should complete her timesheet. The Commissioners reached a consensus that Ms. White should contact Allison Conklin for direction on this matter.

**Update from Acting Director**

Ms. White reported that she found a number of applications in the Director's office that were awaiting review. Ms. White was able to approve some of the applications pursuant to the Guidance Documents and forward them to the Licensing Division for processing. It was suggested that Ms. White could contact Ms. Fertig if she needed assistance with the application approval process.

Ms. White requested guidance on who might be able to assist in reviewing the draft of the October 9, 2014 Commission meeting minutes. Ms. Fertig can assist with the review.

**Adjournment**

The Commission reached a consensus to adjourn the meeting. Ms. Wenger adjourned the meeting at 3:42 p.m.