

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General Building, Little Rock
December 14, 2016**

Board Members present:

Wayne Pace, Chairman	Robert Neal	Joe Kanopsic (<i>Late Arrival</i>)
Anthony Utsey	Cheryl Payne-Nesuda	Bob Downum
Allen Trammell		

Board Administrator: Charlotte London

Others Present:	Assistant Attorney General:	Julie Chavis
	AAREI Lobbyist:	Bob Balhorn
	ABC	Joe Maxwell

Applicants:	Boyd Bass	Jeffrey Testa
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I. Agenda Item I: Call to Order/Roll Call

Meeting called to order at 9:40 am.
Roll call by Mr. Pace - All Board Members present except Mr. Kanopsic.

II. Agenda Item II: Approval of December Meeting Agenda

Motion was made by Mr. Neal to approve agenda and seconded by Mr. Trammell.
All board members voted in favor of motion with aye.

III. Agenda Item III: Approval of Minutes

Motion was made by Mr. Trammell to approve the meeting minutes of November 1, 2016 and seconded by Mr. Neal. All board members voted in favor of motion with aye.

IV. Agenda Item IV: Financials

The Financials were reviewed by the Board members. Mr. Neal made a motion to approve the financials, Ms. Payne-Nesuda seconded and all board members voted in favor of motion with aye.

November Available Cash	\$397,374.62
Revenue	\$25,490.00
Salary Expense	(\$3,927.77)
AETN Expense	(\$833.33)
Postage/Cell Phone	(\$58.34)
Utilities & Rent	(\$625.00)
Board Member Travel	(\$480.07)
Background Checks	(\$110.00)
Refunds	\$0.00
Total of Expense	(\$1,692.33)
Burn Rate of	(\$1,422.70)

V. Agenda Item V: Review of New Applicants

The board reviewed one new applicant and one applicant tabled from the November meeting.

1. Boyd Bass – (*Mr. Bass' application was tabled from the November meeting due to Board members needing more information about the resolution of his prior convictions.*) Mr. Neal asked Mr. Bass about his Illinois conviction for contributing to the delinquency of a minor.

Mr. Bass answered that the documents that he received from the Illinois Circuit Clerk was all that he could get from them. The documents were given to Ms. Chavis for review and she said that his convictions had been resolved. Mr. Neal said he was satisfied with the explanation and motioned to approve Mr. Bass' application. Mr. Downum seconded and all board members voted in favor of motion with aye.

2. Jeffrey Testa –Board members reviewed Mr. Testa's application documents. Mr. Neal made a motion to approve Mr. Testa, the motion was seconded by Ms. Payne-Nesuda and all Board members voted in favor of the motion with aye.

9:53 am – Mr. Kanopsic joined the meeting

VI. Agenda Item VI Status of Complaints

Julie Chavis, Assistant Attorney General, reported on updates to the old complaints.

OLD COMPLAINTS

1. Wiles v Ron Allen
 - a. Ms. Chavis said that a letter should be sent to Mr. Allen informing him of the complaint against him and giving him thirty days to respond.
2. McCormick
 - a. Mr. McCormick has signed and returned his Consent Agreement. Mr. Pace has signed it and a copy of the Consent Agreement along with a letter will be mailed to Mr. McCormick informing him that the complaint against him is now closed.
3. Gubanski v Bevill and Gubanski v State of Arkansas
 - a. Ms. Chavis has scheduled a hearing on Wednesday, February 22, 2017 at 10:00 am to discuss the Gubanski complaint. Ms. Chavis filed a response to the complaint against the State on December 8, 2016. Mr. Neal will assist Ms. Chavis at the hearing as an investigator.
4. Hall
 - a. Ms. Chavis is still working on this complaint.
5. Williams
 - a. Ms. Chavis discussed the email that she received from Mr. Williams and he stated that he would not perform any more home inspections. Ms. Chavis asked Mr. Neal to write Mr. Williams a letter after the first of the year concerning the non-renewal of his license and to send the letter to her so that she can add that Mr. Williams still needs to resolve his outstanding complaints. Ms. Chavis added that by Mr. Williams agreeing to not renew his license, it does not absolve him from answering to the complaints against him.

NEW COMPLAINTS

VII. Agenda Item VII Continuing Education/Pre-Registration Courses

1. AAREI submitted six courses for the 2017 Spring Conference
 - a. Inspecting Insulation Systems 2 Hrs
 - b. Interiors 2 Hrs
 - c. Inspecting Gas Plumbing Systems 2 Hrs
 - d. Exteriors 4 Hrs
 - e. Inspecting HVAC Appliances 2 Hrs
 - f. Inspector Safety Training 2 Hrs

Mr. Utsey reviewed the CE courses and said, in the past, Ladder Safety courses were not approved by the Board. Mr. Pace said the course should count as part of the Inspector Safety Training and Mr.

Utsey agreed. Mr. Kanopsic discussed the backgrounds of the instructors for each of the courses and explained what each course will entail. He added that he would abstain from voting since he is the Education Chairman at AAREI. Mr. Neal was okay with approving 14 Hours of AAREI CE courses and having further discussion about the Ladder Safety course. Mr. Utsey motioned for all courses to be approved with the Ladder Safety course being made a part of the Inspector Safety Training. Mr. Kanopsic seconded and all Board members (Mr. Kanopsic abstained) voted in favor of the motion with aye.

BREAK: 11:14 – 11:25

VIII. Agenda Item VIII New Business

1. Backup Storage of Files
 - a. Mr. Trammell motioned to approve having DIS backup files from the Board's computer. Ms. Payne-Nesuda seconded and all Board members voted in favor of motion with aye.
2. AETN
 - a. Board members discussed whether they would renew the AETN advertising contract for another year after it ends in February. Mr. Downum did not think that the ad was seen by very many people in the state of Arkansas. Mr. Pace asked the Board members to think of advertising options that could be discussed at the next meeting.
3. Some Home Inspectors completed CE courses in 2016 that were not required for their 2017 renewal. They requested that these hours be used for their 2018 registration renewal. Mr. Neal said the Rules and Procedures allows CE course hours to be taken two years in advance of the renewal year.
4. Mr. Neal said renewal letters need to be mailed to all of the Home Inspectors on Inactive Status. He said he will help Ms. London with those letters. Mr. Neal also said that he will write a letter concerning complaints, conflicts of interest and advertising claims and it is to be included with the mailing of Registration Renewal cards.

IX. Agenda Item IX Old Business

1. N/A

X. Agenda Item X Administrator's Update to Board Members

1. Ms. London asked the Board if it was necessary to respond to every email with a home inspection report during the renewal period. Mr. Neal motioned that the email notification be removed from the renewal instructions, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

XI. Agenda Item XI Schedule Next Meeting

1. The next Board meeting will be a Teleconference meeting on January 4, 2017 at 8:00 am.

LUNCH BREAK: 12:20 – 1:10 pm.

After Lunch, Board members reviewed registration renewals. Mr. Trammell motioned to approve all Home Inspectors with the required documentation, Mr. Kanopsic seconded and all Board members voted in favor of the motion with aye.

Mr. Neal made a motion that all home inspectors, pending receipt of additional documentation, be approved for renewal. Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

XII. Agenda Item XII Adjournment

Mr. Pace adjourned the meeting at 2:33 pm.