

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General's Building, Little Rock
December 12, 2018**

Board Members:

Wayne Pace, Chairman	Robert Neal	Bob Downum
Tom Allen, Vice Chairman	Allen Trammell	Marliese Kerr
WC McBride, Secretary/Treasurer		

Board Administrator:	Charlotte London
Temporary Office Assistant:	Danielle White
Assistant Attorney General:	Julie Chavis
Governor's Liaison:	Gail Ragland
ABC Home Inspection Institute:	Joe Maxwell
New Applicant:	Adam Pratt
Others Present:	Dennis Evans, Eric Hile

I. Agenda Item I: Call to Order/Roll Call

Mr. Pace called the meeting to order at 9:30 a.m.
Roll call - All Board members are present.

II. Agenda Item II: Approval of December 12, 2018 Meeting Agenda

Motion was made by Mr. Neal to approve the agenda and seconded by Mr. McBride.
All Board members voted aye in favor of the motion to approve the Agenda.

III. Agenda Item III: Approval of Minutes

October 31, 2018: The minutes were incomplete. Mr. Neal made a motion to table the October Minutes until the next meeting, Mr. Allen seconded and all Board members voted in favor of the motion with aye.

IV. Agenda Item IV: Financials

The October and November Financials were incomplete. Mr. Trammell made a motion to table the minutes until the next meeting, Mr. Downum seconded and all Board members voted in favor of the motion with aye.

V. Agenda Item V: Review of New Applicants / Registration Renewals

The Board reviewed six (6) new applicants.

1. Roy Goodwin	3. Jeremy McNair	5. Adam Pratt
2. Derek Lawson	4. Chris O'Neal	6. Will C. Smith

Applicants #2, 3 and 4: Mr. Trammell made a motion to approve Applicants No. 2, 3, 4 and 6 and Mr. Neal seconded. Ms. Kerr requested that the motion be amended to approval of Applicants No. 2, 3, and 4 with further discussion needed on No. 6. Mr. Trammell amended the motion to approve the three applicants, Mr. Neal seconded and all Board members voted aye in favor of approving the applications of **Mr. Lawson, Mr. McNair and Mr. O'Neal.**

Applicant #1: Mr. Trammell made a motion to approve **Mr. Goodwin** and Mr. McBride seconded. Mr. Trammell questioned the theft charge that was on the applicant's background check. Mr. Neal said the charge was from 1989 when the applicant was 20 years old. Board members then voted aye in favor of approving the application of **Mr. Goodwin.**

Applicant #5: Mr. Neal made a motion to approve **Mr. Pratt** and Mr. Trammell seconded. Mr. Pratt's background check was not available at the meeting. Mr. Pace told Ms. London to inform him about anything disqualifying that may be on the background check. Board members voted aye in favor of approving the application of **Mr. Pratt** pending a satisfactory background check. *(Administrator's Note: No disqualifying charges were on the background check and Mr. Pratt was issued a home inspector's license.)*

Applicant #6: Mr. Neal made a motion to approve **Mr. Smith** and Mr. Trammell seconded. Ms. Kerr had a question about Mr. Smith's previous job since part of his answer was left blank on his application. Mr. Pace told the Board, in full disclosure, that he knew the applicant and the applicant would be working for him, if licensed. Board members voted aye in favor of approving the application of **Mr. Smith**.

VI. Agenda Item VI: Status of Complaints

1. OLD COMPLAINTS

- a. **Isaiah Thompson vs Clint Ledbetter, HI-1863** – Mr. Neal asked Ms. London to email the complaint to him for review.

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

Continuing Education Courses

PRE-REGISTRATION TRAINING

1. ABC – 80 Hr Pre-Registration Training *(Renewal)*

Mr. Allen made a motion to approve the Pre-Registration course offered by ABC, Mr. Trammell seconded and all Board members voted aye to approve the motion.

VIII. Agenda Item VIII: New Business

1. **Authorized Contact List concerning Credit Cards issued by DFA** - Mr. McBride made a motion that the Board's Administrator should be the contact person for credit cards issued by DFA. Mr. Downum seconded and all Board members voted aye to approve the motion.
2. **Office Workload** - Ms. London told Board members about the increased workload in the office and the various reports that have to be completed for the state. She also told them about the increased number of meetings that she had attended in the last year. This was in addition to the daily duties of managing the office as the sole employee. Mr. Allen commented on the amount of paperwork that was being processed by Ms. London just in one day when he came to the office and helped out. Ms. London stated how she had worked long hours of overtime, on holidays and weekends during the first two years of her employment to try to get work completed by deadlines. She said she had to donate annual leave hours because the time could not be taken off without having to work even longer upon returning to work to get caught up on accumulated work. Mr. Pace asked if hiring a temp would help and she said that it would help with getting paperwork sorted and filed, but since there is only one computer in the office, she would still have to complete the main office duties. Mr. Pace told her to look into hiring a temp to help out and the Board will purchase two (2) laptops in the near future so that a temp could help with

more duties in the office. Mr. Neal made a motion to spend up to \$3,000 for two (2) laptops, Mr. Allen seconded and all Board members voted aye in favor of the motion. Mr. Pace also asked Ms. London to talk with Mr. Allen about possibly limiting the months that education offerings would be reviewed.

3. **Ethics Concern for Home Inspector** – A home inspector had emailed the Board questioning whether it was an ethical concern for a home inspector to purchase a house that he had previously inspected if a prior sale had failed through no fault of the home inspection. Board members agreed that there was no conflict of interest with the home inspector purchasing the house. Mr. Pace said the home inspector needs to make full disclosure about the purchase and keep documentation in his files so there would be no future ethical concerns.
4. **Progress of UALR compiling data on home inspectors** – Mr. Pace said that the Board's Subcontractor would be talking with someone at UALR about putting the home inspector data online. Mr. Pace asked Mr. Allen to work with the Subcontractor on a letter that could be mailed to home inspectors with their license cards.
5. **Apprenticeship Training** – 24 forms completed by home inspectors interested in becoming mentors were signed and returned with registration renewals.

IX. Agenda Item IX: Old Business

X. Agenda Item X: Schedule Next Meeting

1. The next Board meeting will be on Wednesday, January 9, 2019 at 9:30 a.m.

BREAK – 1:35 – 1:40

XI. Review of 2019 Registration Renewals

258 licenses were renewed for 2019.

18 of those were approved contingent upon receipt of additional documents.

Mr. Allen told the Board that several home inspectors did not renew their license for 2019 and there needed to be a discussion about why they were choosing to get out of the business. He said that low test scores may be part of the problem. Mr. Allen said the Board does not have the right requirements and that maybe a college education should be required. He said that home inspector training should be on a higher level. Mr. McBride said that education providers should stop teaching the same things over and over and bring their courses up-to-date.

XII. Agenda Item XI: Adjournment

The meeting adjourned at 2:45 p.m.