

**Minutes of the Meeting of the  
Arkansas Home Inspector Registration Board  
Attorney General's Building, Little Rock  
August 7, 2019**

**Board Members:**

Wayne Pace, Chairman ( <i>Absent</i> )	Robert Neal	Bob Downum
Tom Allen, Vice Chairman	Allen Trammell ( <i>Absent</i> )	Marliese Kerr
WC McBride, Secretary/Treasurer		

Board Administrator:	Charlotte London
Assistant Attorney General:	Julie Chavis
Others Present:	Jay Agee, Shawn Newell, Mark Smitherman, Suzy Smitherman, Lonnie Beeman, HI-1724

- I. **Agenda Item I: Call to Order/Roll Call**  
Mr. Allen presided over the meeting in due to the absence of Mr. Pace. Mr. Allen called the meeting to order at 9:30 a.m.  
Roll Call - All Board members are present except for Mr. Pace and Mr. Trammell.
- II. **Agenda Item II: Approval of August 7, 2019 Meeting Agenda**  
Motion was made by Mr. Allen to approve the agenda and seconded by Mr. Neal.  
All Board members voted aye in favor of the motion to approve the Agenda.
- III. **Agenda Item III: Approval of Minutes**  
1. The minutes for June 5 and July 17 were incomplete and tabled until the next meeting.
- IV. **Agenda Item IV: Financials**  
The Board reviewed the Financials for July.

<b>July Available Cash</b>	\$459,933.52
Revenue	\$4,775.00
Expense - Salary	(\$4,094.38)
Postage/Office Phone	(\$82.34)
Utilities & Rent	(\$625.00)
Travel & Subsistence	\$0.00
Background Checks	(\$110.00)
Office Supplies	\$0.00
Professional Services	(\$375.00)
Surety Bond Premium	(\$36.05)
Total of Expense	(\$1,228.39)
Burn Rate of	(\$1,228.39)

The July Financials were reviewed by the Board. Mr. McBride made a motion to approve the financials, Mr. Downum seconded and all Board members voted in favor of the motion with aye.

- V. **Agenda Item V: Status of Complaints**
  - 1. **OLD COMPLAINTS**  
Ms. London told the Board that HI-1670, Phil Biggers had signed the Consent Agreement and paid the \$250.00 Civil Penalty Fine.

**VI. Agenda Item VI: Review of New Applicants / Registration Renewals**

The Board reviewed four (4) new applicants.

1. Jay Agee
2. Dr. Randall Hathaway
3. Cody Kurtzo
4. Mark Smitherman

**Applicant #1** - Mr. Neal made a motion to approve the application of Mr. Agee, Ms. Kerr seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #2** - Mr. Neal made a motion to approve the application of Mr. Hathaway, Ms. Kerr seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #3** - Mr. Neal made a motion to approve the application of Mr. Kurtzo pending receipt of a phone number for his insurance agent, Ms. Kerr seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #4** - Mr. Neal made a motion to approve the application of Mr. Smitherman pending receipt of a phone number for his insurance agent , Ms. Kerr seconded and all Board members voted aye in favor of approving the applicant for licensing.

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

1. **All American Training Institute – Pre-Registration Training Course (Renewal) 80 Hours**
2. **National Property Inspections - Pre-Registration Training Course (Renewal) – 120 Hours**

Mr. Allen made a motion to approve the Pre-Registration Training Courses for All American Training Institute and National Property Inspections, Mr. McBride seconded and all Board members voted aye in favor of the motion.

**VIII. Agenda Item VIII: New Business**

1. HI-1724 Lonnie Beeman spoke to the Board about an issue that he felt the Board should know about. Mr. Allen told him that he was not following the proper procedure for filing a complaint and if too much was said about the issue in the meeting, he could possibly taint the Board’s process for investigating the complaint. Mr. Neal told Mr. Beeman where to find the complaint forms on the website. Mr. Beeman thanked the Board for the information and said that he wanted to follow the proper procedure.
2. Ms. Chavis gave the Board members a draft of rule changes that the Board had discussed in previous meetings. She asked them to review the changes and let her know about any that needed further discussion or changes in wording. She told them the deadline for filing the changes was coming up soon, so she would need their answers as soon as possible.

**IX. Agenda Item IX: Old Business**

**X. Agenda Item X: Election of AHIRB Officers**

1. The election of officers has been postponed until the new appointments have been received from the Governor's office.

**XI. Agenda Item XI: Schedule Next Meeting**

1. The next Board meeting will be Wednesday, September 4, 2019 at 9:30 a.m.

**XII. Agenda Item XII: Adjournment**

The meeting adjourned at 11:24 a.m.