

**Minutes of the Meeting of the  
Arkansas Home Inspector Registration Board  
Attorney General's Building, Little Rock  
September 4, 2019**

**Board Members:**

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

Board Administrator:	Charlotte London
Assistant Attorney General:	Julie Chavis
Governor's Liaison:	Gail Ragland
Others Present:	Samuel Snyder

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

Mr. Pace called the meeting to order at 9:40 a.m. Mr. Pace thanked Mr. Allen for filling in for him during his absence at the last meeting.  
Roll Call - All Board members are present except for Mr. Neal and Mr. McBride.

**II. Agenda Item II: Approval of September 4, 2019 Meeting Agenda**

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

**III. Agenda Item III: Approval of Minutes**

1. June 5, 2019 - Mr. Allen made a motion to approve the June minutes, Ms. Kerr seconded and all Board members voted aye in favor of the motion.
2. July 17, 2019 - The minutes for July 17 were reviewed by the Board. Mr. Allen made a motion to approve the July minutes, Mr. Downum seconded and all Board members voted aye in favor of the motion.
3. August 7, 2019 – The August minutes were incomplete and tabled until the next meeting.

**IV. Agenda Item IV: Financials**

The Board reviewed the Financials for August.

<b>August Available Cash</b>	\$455,368.16
Revenue	\$3,600.00
Expense - Salary	(\$6,826.13)
Postage/Office Phone	(\$191.51)
Utilities & Rent	(\$625.00)
Travel & Subsistence	(\$280.72)
Background Checks	(\$242.00)
Office Supplies	\$0.00
Professional Services	\$0.00
Surety Bond Premium	\$0.00
Total of Expense	(\$1,339.23)
Burn Rate of	(\$669.62)

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

**V. Agenda Item V: Status of Complaints**

**1. OLD COMPLAINTS**

**Earlene Horton vs Daniel Broughton, HI-1076** – (November 2018) Mr. Broughton wrote a letter to the Board expressing his dissatisfaction with the Board’s decision to issue findings against him and impose a fine. Ms. Chavis said that she will respond to his letter.

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

The Board reviewed three (3) new applicants.

1. John Edie
2. Samuel Snyder
3. Jeff Sobczak

**Applicant #1** - Mr. Trammell made a motion to approve the application of Mr. Edie pending receipt of a revised Certificate of Insurance listing the Board as the Certificate holder. Mr. Downum seconded and asked about Mr. Edie’s Louisiana background check. Ms. Chavis said that Mr. Edie should provide, in writing, a statement saying that he does not have a criminal record in Louisiana. Mr. Trammell amended his motion to include the requested changes and all Board members voted aye in favor of approving the applicant for licensing upon receipt of his Certificate of Insurance and his statement.

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

**Applicant #3** - Mr. Trammell made a motion to approve the application of Mr. Sobczak, Mr. Allen seconded and all Board members voted aye in favor of approving the applicant for licensing.

**2019 Registration Renewals**

1. **Robert Bedford** – Mr. Trammell made a motion to approve the license renewal of Mr. Bedford, Mr. Downum seconded and all Board members voted aye in favor of approving the 2019 license renewal.
2. **Freddie Tyrone Williams** - Mr. Trammell made a motion to approve the license renewal of Mr. Williams, Mr. Downum seconded and all Board members voted aye in favor of approving the 2019 license renewal.

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

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

1. Ms. Chavis spoke to the Board about rule changes and how it may affect the Board in the next two years
2. Apprenticeship Training Program – Mr. Allen said the Board should look into increasing the quality of the home inspectors that are getting licenses. Ms. Kerr said that with a mentor/apprenticeship program, it will make the home inspectors better business people. Mr. Pace asked Ms. Chavis to work with Mr. McBride, Mr. Allen and Mr. Neal on the apprenticeship program and how the rule changes should be worded. Ms. Chavis told Board members that a teleconference should be scheduled in the next week for members to vote on the changes. Board members scheduled a teleconference for Friday, September 13, 2019 @7:30 a.m. Mr. Allen made a motion to approve a rule change for apprenticeship hours, Ms. Kerr seconded and all Board members voted aye in favor of the motion.

**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 a teleconference on Friday, September 13, 2019 @7:30 a.m.
2. The next Board meeting will be a teleconference on Wednesday, October 2, 2019 @7:30 a.m.

**XII. Agenda Item XII: Adjournment**

The meeting adjourned at 12:20 p.m.