

**Minutes of the Teleconference Meeting of the
Arkansas Home Inspector Registration Board
Little Rock, Arkansas
May 6, 2020**

Board Members:

Marliese Kerr, Vice Chairman
WC McBride, Secretary/Treasurer
Daniel Burkhead

Robert Neal
Allen Trammell

Bob Downum
Tom Allen

Board Administrator:

Charlotte London

Assistant Attorney General:

Julie Chavis

New Applicants:

Nathaniel Anderson, Chris Brinkley, Paul Crider, Monte Dean, Michael Koontz, Steven Ranney, Nick Rodebush, Chad Wallgren, Cliff Willis, Eric Kyle Willis

Others present:

Joseph Cook (*Desktop Training*), Joe Maxwell (*ABC Institute*), Wayne Pace, Clay Smith (Governor's Office), Dan Smith

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

Ms. Kerr called the meeting to order at 7:35 a.m. She welcomed new member, Daniel Burkhead, to the Board.

II. Agenda Item II: Approval of May 6, 2020 Meeting Agenda

1. Motion was made by Mr. Trammell to approve the agenda. Mr. Allen amended the motion to add a discussion about the schools. Mr. McBride seconded and all Board members voted aye in favor of the motion and amendment.
2. Mr. Trammell motioned that the Board should also give some type of recognition to Board members who have termed out of their service on the Board. He recommended a plaque to commemorate their years of service. Mr. Allen seconded and all Board members voted aye in favor of the motion.

III. Agenda Item III: Approval of Minutes

1. October 2, 2019
2. November 6, 2019 – Incomplete
3. December 18, 2019 – Incomplete
4. January 15, 2020 – Incomplete
5. February 5, 2020 – Incomplete
6. March 4, 2020 - Incomplete

The minutes for October were reviewed by the Board. Mr. Neal made a motion to approve the October minutes. Mr. McBride seconded and all Board members voted aye in favor of the motion. The minutes for November, December, January, February and March were incomplete and will be reviewed during a future meeting.

IV. Agenda Item IV: Financials

The Board reviewed the Financials for March and April.

| | |
|-----------------------------|--------------|
| March Available Cash | \$516,010.70 |
| Revenue | \$6,210.00 |
| Expense - Salary | (\$4,130.75) |
| Postage/Office Phone | (\$407.54) |
| Utilities & Rent | (\$625.00) |
| Travel & Subsistence | (\$83.16) |
| Background Checks | (\$242.00) |
| Office Supplies | \$0.00 |
| License Cards | \$0.00 |
| Professional Services | (\$900.00) |
| Total of Expense | (\$2,257.70) |
| Burn Rate of | (\$250.86) |

| | |
|-----------------------------|--------------|
| April Available Cash | \$511,138.97 |
| Revenue | \$0.00 |
| Expense - Salary | (\$4,130.75) |
| Postage/Office Phone | (\$115.98) |
| Utilities & Rent | (\$625.00) |
| Travel & Subsistence | \$0.00 |
| Background Checks | \$0.00 |
| Office Supplies | \$0.00 |
| Professional Services | \$0.00 |
| Other Expense | \$0.00 |
| Total of Expense | (\$740.98) |
| Burn Rate of | (\$74.10) |

1. Mr. Trammell made a motion to approve the March Financials. Mr. McBride seconded and all Board members voted in favor of the motion with aye.
2. Mr. McBride made a motion to approve the April Financials. Mr. Trammell seconded and all Board members voted in favor of the motion with aye.

V. Agenda Item V: Status of Complaints

A. OLD COMPLAINTS

1. **Robert Neal (AHIRB) vs Justin Hall**-Not registered as a HI in Arkansas Complaint Filed March 2018. Notification sent by Certified Mail on 3/26/2018. It was signed for and accepted on April 12, 2018. No response to complaint as of January 13, 2020. Summary completed 11/22/2019. Mr. McBride made a motion to schedule a hearing for Mr. Hall. Mr. Allen seconded and all Board members voted aye to approve a hearing. Mr. Neal motioned that the Board Chairman and Ms. Chavis be notified about scheduling the hearing. Mr. McBride seconded and all Board members voted aye to approve the motion. No update for May.
2. **James Eccles, Trustee vs Lowell Coomer, HI-1003 & Jeremy Coomer, HI-1967**- Complaint Filed September 2019. Notification to HI sent by Certified Mail on 10/22/2019. Response received from home inspector on 11/01/2019. Additional information requested by Investigator. Mr. Smith told the Board that he is still waiting on additional information from Mr. Eccles.
3. **202001-01** - Complaint Filed January 2020. Notification sent by Certified Mail on 2/10/2020. As of 2/26/2020, the Home Inspector's attorney has requested a 10-day extension to prepare his response. Ms. Chavis approved the request for the extension. A response from the attorney was received 3/6/2020. Ms. Chavis said she will send a Consent Agreement to the home inspector detailing the conflict of interest due to being a licensed home inspector married to a licensed realtor.
4. **202001-02** - Complaint Filed January 2020. Notification sent by Certified Mail on 2/14/2020. The home inspector has responded and the complaint has been turned over to the Complaint Investigator. Summary completed 3/2/2020. Ms. Chavis said the Complaint Investigator recommended dismissal of the complaint. Mr. Neal made a motion to dismiss the complaint. Mr. Allen seconded and all Board members voted aye to approve the motion. The Complainant has requested an appeal of the decision and wants to meet with the Board when physical meetings resume.

5. **202002-03** - Complaint Filed February 2020. Notification sent by Certified Mail on 3/10/2020. Response from HI received 3/26/2020. The Complaint Investigator recommended dismissal of the complaint.
6. **202003-04** - Complaint Filed March 2020. Notification to HI sent by Certified Mail 4/3/2020. Summary received from Investigator 4/14/2020. The Complaint Investigator recommended a Consent Agreement and a \$350.00 fine against the home inspector. Ms. Chavis said she will prepare the Consent Agreement.
7. **202004-05** - Complaint Filed April 2020. Notification to HI sent by Certified Mail 4/3/2020.

B. NEW COMPLAINTS

VI. Agenda Item VI: Review of New Applicants

The Board reviewed fourteen (14) new applicants.

- | | |
|---|----------------------|
| 1. Timothy Shane Simmons (<i>reviewed in February-Incomplete Application</i>) | 8. Michael Perkins |
| 2. Nathaniel Anderson | 9. Steven Ranney |
| 3. Chris Brinkley | 10. Scott Rice |
| 4. Paul Crider | 11. Nick Rodebush |
| 5. Monte Dean | 12. Chad Wallgren |
| 6. Michael Koontz | 13. Cliff Willis |
| 7. Arthur Patterson | 14. Eric Kyle Willis |

Applicant #1 - Mr. Neal made a motion to approve the application of Mr. Simmons. Mr. Downum 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. Anderson. Mr. Downum seconded and all Board members voted aye in favor of approving the applicant for licensing.

Applicant #4 - Mr. Downum made a motion to approve the application of Mr. Crider. Mr. Trammell seconded and all Board members voted aye in favor of approving the applicant for licensing except for Mr. Allen who abstained from voting. Mr. Neal said he had questions about the applicant’s previous DWI convictions.

Applicant #8 - Mr. McBride made a motion to approve the application of Mr. Perkins and Mr. Trammell seconded. Mr. Neal said the applicant’s online training course disqualified him since the Board requires classroom training. The motion was denied and all Board members voted aye in favor of denying a license for the applicant.

Applicant #13 - Mr. McBride made a motion to approve the application of Mr. Cliff Willis and Mr. Downum seconded. Mr. Neal said the Texas training does not comply with the requirements for Arkansas. The motion was denied and all Board members voted aye in favor of denying a license for the applicant.

Applicant #14 - Mr. McBride made a motion to approve the application of Mr. Eric Kyle Willis and Mr. Allen seconded. Mr. Neal said the Texas training does not comply with the requirements for Arkansas. The motion was denied and all Board members voted aye in favor of denying a license for the applicant.

Applicants #3 (Brinkley), #5 (Dean), #6 (Koontz), #7 (Patterson), #9 (Ranney), #10 (Rice), #11 (Rodebush), and #12 (Wallgren) Mr. McBride made a motion to approve the applications of this group of applicants. Mr. Downum seconded and all Board members voted aye in favor of approving the applicants for licensing.

2020 REGISTRATION RENEWAL

1. Josh Allen

Mr. Neal made a motion to approve the renewal of Mr. Josh Allen and Mr. McBride seconded. All Board members voted aye to approve the application except Mr. Tom Allen who abstained from voting by saying 'present.'

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

Mr. Neal made a motion to approve online, real-time training for all 80-Hr pre-registration classroom courses. He said the courses would have to be live so the student could have real-time interaction with the instructor such as in a zoom meeting. The date of approval would be retroactive to March 13, 2020 which was when the Covid-19 pandemic began and many schools no longer offered in-person training due to government mandates. He also said that a similar rule was already in place for Continuing Education courses. Mr. Allen seconded and all Board members voted aye to approve the motion retroactively to March 13, 2020.

PRE-REGISTRATION COURSES

None

VIII. Agenda Item VIII: New Business

1. Report Review letters to Home Inspectors – Mr. Smith told the Board that he had completed his review of home inspection reports and a letter that would accompany each report to the home inspector. Board members said the letter would have to be on AHIRB letterhead and Ms. London could help with that. Mr. McBride made a motion to approve the letters & reports being mailed to home inspectors. Mr. Neal seconded and all Board members voted aye in favor of the motion.
2. Mark Callahan, a former home inspector whose license had lapsed, sent an email to the Board explaining that he had performed home inspections without a license. Mr. Trammell made a motion to have Ms. Chavis investigate this issue. Mr. Allen seconded and all Board members voted aye to approve the motion.

IX. Agenda Item IX: Old Business

None

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

1. Ms. London told the Board that the AHIRB office would be moving to the Department of Labor & Licensing building at 900 W. Capitol by September 2020.

XI. Agenda Item XI: Schedule Next Meeting

1. The next Board meeting will be on Wednesday, June 3, 2020 @9:30 a.m.

XII. Agenda Item XII: Election of Officers

1. Mr. McBride nominated Robert Neal for Chairman, Mr. Burkhead seconded and all Board members voted aye to approve Mr. Neal as Chairman.
2. Mr. Downum nominated Tom Allen for Vice Chairman, Mr. Trammell seconded and all Board members voted aye to approve Mr. Allen as Vice Chairman.
3. Mr. McBride nominated Allen Trammell for Secretary/Treasurer, Mr. Downum seconded and all Board members voted aye to approve Mr. Trammell as Secretary/Treasurer. Mr. Trammell deferred all administrative duties to Ms. London. Mr. McBride will review all education materials submitted to the Board for approval.

XIII. Agenda Item XIII: Adjournment

The meeting adjourned at 9:20 a.m.