

**Minutes of the Teleconference Meeting of the  
Arkansas Home Inspector Registration Board  
Little Rock, Arkansas  
June 3, 2020**

**Board Members:**

Robert Neal, Chairman	Tom Allen, Vice Chairman	Allen Trammell, Secretary/Treasurer
WC McBride	Daniel Burkhead	Bob Downum

Board Administrator:	Charlotte London
Assistant Attorney General:	Julie Chavis
New Applicants:	Jesse Gilliam, David Newberry
Others present:	Charles Cummings, Chris Fletcher ( <i>Governor's Office</i> ), Misty Gilliam, Steve Miller, Dan Smith

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

Mr. Neal called the meeting to order at 7:34 a.m.

**II. Agenda Item II: Approval of June 3, 2020 Meeting Agenda**

1. Motion was made by Mr. McBride to approve the agenda. Mr. Trammell seconded and all Board members voted aye in favor of the motion.

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

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

The minutes for November & December 2019 and January, February, March & May 2020 were incomplete. Mr. McBride made a motion to suspend the minutes until the next meeting. Mr. Trammell seconded and all Board members voted aye in favor of the motion.

**IV. Agenda Item IV: Financials**

The Board reviewed the Financials for May.

<b>May Available Cash</b>	<b>\$509,209.19</b>
Revenue	\$2,390.00
Expense - Salary	(\$4,130.75)
Postage/Office Phone	(\$83.03)
Utilities & Rent	\$0.00
Travel & Subsistence	\$0.00
Background Checks	\$0.00
Office Supplies	\$0.00
Professional Services	\$0.00
Other Expense-PO Box Rent	(\$106.00)
Total of Expense	(\$189.03)
Burn Rate of	(\$17.18)

1. Mr. McBride made a motion to approve the May Financials. Mr. Burkhead seconded and all Board members voted aye in favor of the motion.

**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. Ms. Chavis said she will schedule a hearing when it is safe to do so.
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 has not been received. Ms. Chavis said she will send an email to Mr. Eccles to request the additional information.
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. Summary received from Investigator on 5/8/2020. 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. Ms. Chavis said she will schedule a hearing when it is safe to do so.
5. **202002-03** - Complaint Filed February 2020. Notification sent by Certified Mail on 3/10/2020. Response from HI received 3/26/2020. Summary received from Investigator on 3/30/2020. 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. Response from HI received 4/7/2020. Summary received from Investigator 4/14/2020. The summary was amended on 5/15/2020. 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. The home inspector has requested a discussion with the Board about the findings. Ms. Chavis said she will schedule a hearing with the home inspector when in-person meetings resume.
7. **202004-05** - Complaint Filed April 2020. Notification to HI sent by Certified Mail 4/3/2020. Response from HI received 4/21/2020. Summary received from Investigator on 5/15/2020.

**B. NEW COMPLAINTS**

1. **202005-06** - Complaint Filed May 2020. Notification to HI sent by Certified Mail 5/15/2020. Certified letter was received by recipient on 5/22/2020.

**VI. Agenda Item VI: Review of New Applicants**

The Board reviewed six (6) new applicants.

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|------------------|--|
| 1. Jesse Gilliam | 4. David Newberry                                |
| 2. Levi Halbrook | 5. Joel Rodriguez                                |
| 3. Ryan McGuffin | 6. Michael Perkins (Request for reconsideration) |

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

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

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

**Applicant #4** - Mr. McBride made a motion to approve the application of Mr. Newberry and Mr. Downum seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #5** - Mr. McBride made a motion to approve the application of Mr. Rodriguez contingent upon getting the name of his insurance agent. Mr. Trammell seconded and all Board members voted aye in favor of approving the applicant for licensing.

**Applicant #6** - Mr. McBride made a motion to deny approval of the application of Mr. Perkins. Mr. McBride said the 80-hour pre-registration training that the applicant submitted was all online hours and not classroom as the Board requires. Mr. Downum seconded and all Board members voted aye in favor of the motion to deny a license for the applicant.

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

**CONTINUING EDUCATION**

**1. ABC Home Inspection Institute – Four (4) CE Courses – 14 Total Hours**

- a. Report Writing & Defect Recognition Inspection 4 Hrs.
- b. Crawlspace & Attic Encapsulation Inspection 2 Hrs.
- c. How to Perform a Garage Inspection 2 Hrs.
- d. Advanced Residential Roof Inspection 6 Hrs.

Mr. McBride made a motion to approve all four CE courses from ABC. Mr. Trammell seconded and all Board members voted aye to approve the motion.

**2. American Home Inspectors Training (AHIT) – Twelve (12) CE Courses**

a. Advanced Electrical – Understanding Arc Faults and New Protection Regulations	2 Hrs
b. Air Conditioners, Heat Pumps, Furnaces and Air Handlers	2 Hrs
c. Atoms, Conductors, Insulators and Flow	1 Hr
d. Circuits and Wires	1 Hr
e. Electricity Distribution	1 Hr
f. Expansive Soils and Their Effects	4 Hrs
g. Geothermal Energy	1 Hr
h. New Construction	16 Hrs
i. Report Writing for Risk Reduction	8 Hrs
j. Solar Energy for Electricity and Heating	2 Hrs
k. Solid Fuel Burning Appliances	2 Hrs
l. Voltage, Current and Resistance	1 Hr

Mr. McBride made a motion to approve all twelve (12) CE courses from AHIT. Mr. Trammell seconded and all Board members voted aye to approve the motion.

**3. InterNACHI - CE Course**

- a. COVID-19 Safety Guidelines for Home Inspectors 5 Hrs.

Mr. McBride made a motion to approve the CE course with further discussion. Mr. Trammell seconded. Mr. Neal said the COVID-19 course was not within the guidelines of the Standards of Practice. All Board members voted nay to deny approval of the course.

**PRE-REGISTRATION**

1. **Pillar-To-Post** – Pre-Registration Training Course Renewal – 102.5 Hrs.

Mr. McBride made a motion to approve the renewal of the Pre-registration training course. Mr. Trammell seconded and all Board members voted aye to approve the motion.

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

1. Mr. Neal asked that instructor qualifications for teaching CE and Pre-registration courses be added to the Board’s discussion at a future meeting.

**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 Information Technology (IT) Plan for FY22-23 would be due by June 30, 2020.

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

1. The next Board meeting will be a teleconference on Wednesday, July 1, 2020 @7:30 a.m.

**XII. Agenda Item XIII: Adjournment**

The meeting adjourned at 8:12 a.m.