

**Minutes of the Teleconference Meeting of the
Arkansas Home Inspector Registration Board
Little Rock
Wednesday August 5, 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
Governor’s Liaison:	Chris Fletcher
New Applicants:	Bonnie Earleywine, Joseph Lutker, Jeffery Miles, Steven Miller, Brett Pennington, Billy Tucker
Others Present:	Dan Smith, Wayne Pace

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

Mr. Neal called the meeting to order at 7:33 a.m.
Roll call - All Board members are present.

II. Agenda Item II: Approval of August 5, 2020 Meeting Agenda

Motion was made by Mr. McBride to approve the agenda and seconded by Mr. Trammell.
Mr. Neal asked that approval of the minutes be moved to New Business. All Board members voted aye in favor of the motion to approve the Agenda.

III. Agenda Item III: Approval of Minutes

The Minutes for November through and July were incomplete. A motion was made by Mr. McBride to table approval of 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

FY2020

June Available Cash	\$505,589.49
Revenue	\$3,545.00
Expense - Salary	(\$4,130.75)
Postage/Office Phone	(\$90.95)
Utilities & Rent	(\$1,250.00)
Desk Moving	(\$400.00)
Background Checks	(\$418.00)
Office Supplies	\$0.00
Professional Services	(\$875.00)
Surety Bond Premium	\$0.00
Total of Expense	(\$3,033.95)
Burn Rate of	(\$252.83)

FY2021

July Available Cash	\$504,495.78
Revenue	\$5,935.00
Expense - Salary	(\$6,111.36)
Postage/Office Phone	(\$131.48)
Utilities & Rent	\$0.00
Travel & Subsistence	\$0.00
Background Checks	(\$198.00)
Office Supplies	\$0.00
Professional Services	\$0.00
Cyber Insurance (1 Yr)	(\$42.38)
Total of Expense	(\$371.86)
Burn Rate of	(\$371.86)

Mr. McBride made a motion to approve the June and July Financials. Mr. Allen seconded and all board members voted aye in favor of the motion.

V. Agenda Item V: Status of Complaints/Appeals/Hearings

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 received from Investigator 11/22/2019. No update on this complaint.
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.
Summary received from Investigator 7/1/2020.
**Ms. Chavis has an update on the Consent Agreement & Civil Penalty fine.*
Ms. Chavis presented the Consent Agreement. Motion to approve the Consent Agreement was made Mr. McBride. The motion was seconded by Mr. Allen and all board members voted aye in favor of the motion.
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. Response from attorney received 3/6/2020. Summary received from Investigator on 5/8/2020.
Ms. Chavis reported she is close to getting a signed consent agreement on this complaint which is an ethical issue. Mr. Allen stated it is important for home inspectors to maintain an arm's length relationship with Real Estate Companies where the inspector's spouse is an agent with that company.
4. **202001-02** - Complaint Filed January 2020. Notification to HI 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 received from Investigator on 3/2/2020. Recommendation: Dismissal of Complaint. Complainant has requested an appeal of the decision & would like to appear before the Board when physical meeting resume.
No update on this complaint.
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. Complaint dismissed 5/7/2020.
Ms. Chavis asked Ms. London to remove this complaint from future agendas since it has been resolved.
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 Summary was amended on 5/15/2020. The home inspector has requested a discussion with the Board about the findings. Ms. Chavis has an update for the Board.
There was a discussion about inspectors appearing before the Board to discuss a complaint instead of having a hearing. Ms. Chavis stated she will request the inspector sign a waiver to allow Board members to hear the details of the complaint without being prejudiced in the event a hearing is requested by the inspector at a later date.
7. ***202004-05** - Complaint Filed April 2020. Notification to HI sent by Certified Mail 4/3/2020. Summary received from Investigator on 5/15/2020. **Ms. Chavis has an update on this complaint.*
Ms. Chavis requested that Dan Smith send her another copy of the Summary for this complaint.

8. **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. Summary received from Investigator on 6/11/2020.*

Ms. Chavis has prepared the paperwork on this complaint which involves a home inspection being performed by an individual whose license has expired.

B. New Complaints

1. ***202007-07** - *Complaint Filed July 2020. Notification to HI sent by Certified Mail 7/17/2020. Certified letter was received by recipient on 7/24/2020. *7/30/20 -Email received from Complainant requesting closure of the complaint.*

Ms. Chavis said this complaint involved an ethical issue and asked that it be sent to Mr. Smith for review. Even though the complainant has requested closure of the complaint, it may be an issue that needs to be considered by the Board.

C. Hearings

No hearings are scheduled at this time.

VI. Agenda Item VI:

Review of New Applicants / Registration Renewals

- | | | |
|----------------------|-------------------|---------------------------|
| 1. Benny Althuzius | 6. Brian James | 11. Brett Pennington |
| 2. Jeremy Childress | 7. Joseph Lutker | 12. Eric Sweet |
| 3. Patrick Davis | 8. Blake Matty | 13. Billy Tucker |
| 4. Benjamin Derrick | 9. Jeffery Miles | 14. Donavon
Williamson |
| 5. Bonnie Earleywine | 10. Steven Miller | |

All of the new applicants were approved on motions by Mr. McBride and seconded by Mr. Trammell with all Board members saying aye. Mr. Neal recommended that additional background checks for Benjamin Derrick's application be waived. Mr. Derrick was in the military and had lived in several states so the need for background checks from those states were waived. Mr. Neal noted that Eric Sweet is a licensed Real Estate agent and recommended he be sent a letter explaining the ethical issues of having both a home inspector license and a Real Estate license.

VII. Agenda Item VII:

Continuing Education / Pre-Registration Courses

Mr. McBride stated that Ms. London is still reviewing the applications for Continuing Education classes as discussed at last month's Board meeting. He recommended this be tabled until next month's Board meeting.

VIII. Agenda Item VIII:

New Business

1. Decrease in Board's Fund Balance - Ms. London reported she received a report by email showing that \$350,000 had been transferred out of the Board's fund balance. This leaves a balance of \$150,000. There was discussion about what this money would be used for and if this means AHIRB can get administrative help when needed from the Labor Department. Mr. Neal will draft a letter from the AHIRB Board to the Secretary of the Labor Department requesting that additional administrative help be provided to AHIRB when needed. This letter will be presented to the Board for comment and approval before being sent to the Labor Department. Ms. London also reported that AHIRB will be paying rent to the Labor Department and for a portion of the office equipment being used. The dollar amount for these two items is not known at this time.
2. Update on Rule Changes for Apprenticeship Training Program - No update on this item.

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

1. AHIRB office is now located in the new location. The physical address is:

**Dept. of Labor and Licensing
Arkansas Home Inspector Registration Board
900 W. Capitol, #4111
Little Rock, AR 72201**

Ms. London reported that she does not have the three file cabinets she was promised and is therefore working out of boxes of files. This is making her job more difficult and requires more time. She also reported there is no lock on the office door which means records are not secure. The Board asked Ms. London to contact the appropriate person and remind them she needs file cabinets.

Ms. London also stated her concern about the virus and feeling like she is working in a petri dish. Mr. Allen asked if she could work from home and Ms. London said she could but does not have internet access at home. Mr. Allen made a motion that the Board authorize up to \$100 per month for Ms. London to spend on internet access at home. The motion was seconded by Mr. Downum and all Board members voted aye in favor of the motion.

There was discussion about the amount of time required of Ms. London doing reports or answering inquiries from the Labor Department. There was also discussion about the amount of time Ms. London has to spend answering phone calls from new applicants. The Board is in agreement that new applicants should be able to follow the directions provided on the AHIRB website for applications without having to call Ms. London. It was suggested that Ms. London be more firm with new applicants and send them to the website for their answers. It was noted that Ms. London is appreciated for her customer service by all that interact with her.

2. Insurance expiration letters for August were mailed on July 21, 2020.
3. CAFR Closing Books -Pt. 1 Completed July 17, 2020. Pt. 2 is due August 6, 2020 and Pt. 3 is due August 21, 2020.

X. Agenda Item X: SCHEDULE NEXT MEETING

The next meeting is scheduled for September 2, 2020 at 7:30 a.m. This will be a teleconference meeting.

XI. Adjournment

The Teleconference adjourned at 9:37 a.m.