

**Minutes of the Teleconference Meeting of the
Arkansas Home Inspector Registration Board
Little Rock
Wednesday September 2, 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	Jeff Atwood, Jason Barnett, Nicholas Cartee, John Childress III, Seth Mobley
Others Present:	Dan Smith, Eric Hile

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

Mr. Neal called the meeting to order at 7:36 a.m.
Roll call - All Board members are present.

II. Agenda Item II: Approval of September 2, 2020 Meeting Agenda

Mr. Neal requested that Agenda Item VII-Continuing Education be moved up due to a time conflict for the Education Chairman. Mr. Neal also asked that the subject of the letters discussed last month be added to Agenda Item VIII-New Business. A motion to approve the agenda with these changes was made by Mr. McBride and seconded by Mr. Trammell. All board members voted aye in favor of the motion to approve the amended agenda.

III. Agenda Item III: Approval of Minutes

The Minutes for November through and July were incomplete. A motion was made by Mr. Trammell and seconded by Mr. Downum to approve the minutes for the August 2020 board meeting. All board members voted aye in favor of the motion to approve the August 2020 minutes.

IV. Agenda Item IV: Financials

August Available Cash	\$499,213.34
Revenue	\$4,200.00
Expense - Salary	(\$4,269.92)
Postage/Office Phone	(\$149.92)
Utilities & Rent	\$0.00
Travel & Subsistence	\$0.00
Background Checks	(\$308.00)
Office Supplies	\$0.00
Professional Services	(\$750.00)
Surety Bond Premium	(\$4.60)
Total of Expense	(\$1,212.52)
Burn Rate of	(\$606.26)

Mr. Trammell made a motion to approve the August Financials. Mr. Burkhead 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. Ms. Chavis stated she is waiting until board meetings are held in person before scheduling a hearing for this complaint.
2. **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 sent a consent agreement to the home inspector's attorney and she has not heard back from the attorney at this time.
3. **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. Ms. Chavis stated she will contact the complainant to see if she still wants to appear before the board.
4. **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 said the home inspector would like to discuss the findings when physical meetings resume.
5. **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 said the complainant wants the Board to continue with the investigation even though a lawsuit has been filed. Ms. Chavis stated this complaint is on hold until the lawsuit is final.
6. **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 stated letter has been sent to the home inspector.
7. **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. Investigator is reviewing the complaint to determine if there is an ethical violation. Summary received from investigator on 8/27/2020. Ms. Chavis stated a consent agreement has been sent to the home inspector.

B. New Complaints

1. **202008-08** – Complaint filed August 2020. Notification to HI sent by Certified Mail 8/21/2020.

C. Hearings

No hearings are scheduled at this time.

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

1. Jeff Atwood – approved
2. Jason Barnett – approval tabled so Amerispec Course could be checked to see if it has been approved previously by the board. Also checking to see if continuing education courses meet AHIB approval.

The motion to table Jason Barnett’s approval was made by Mr. Burkhead and seconded by Mr. Trammell. All board members approved tabling this approval with an aye vote.

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| 3. Nicholas Cartee – approved | 8. Heather March – approved |
| 4. John Childress III – approved | 9. Michael Martin – approved |
| 5. Greg Cox – approved | 10. Seth Mobley – approved |
| 6. Brandon Heath – approved | 11. Michael McMillen – approved |
| 7. Cory Kendall – approved | |

Motions for approval for all applicants, except for Mr. Barnett, were made by Mr. Trammell and seconded by Mr. Burkhead. All board members approved the motions for approval with an aye vote.

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

1. American Society of Home Inspectors (ASHI) – Twenty (20) CE Courses

a. Inspecting Old Houses from the Ground Up (Part 1 of 2)	2 Hrs	
b. Inspecting Old Houses from the Ground Up (Part 2 of 2)	2 Hrs	
c. Integrating Building Science with Home Inspections	2 Hrs	
d. The Science & Business of Mold	2 Hrs	
e. Visual Inspection of Fiber Cement Siding	2 Hrs	CE-2019-32
f. Keeping it Cool-Air Conditioning & Heat Pumps	2 Hrs	
g. Applying Structural Engineering to a Home Inspection	2 Hrs	
h. Electrical Panel Inspections	2 Hrs	CE-2019-28
i. Basic Plumbing Inspections	2 Hrs	
j. 100 Most Commonly Missed Electrical Defects	2 Hrs	
k. A Closer Look at Grounding, Bonding and CSST	2 Hrs	CE-2019-26
l. Creepy Crawly Spaces	2 Hrs	CE-2019-24
m. ASHI Standard Deck Inspection	2 Hrs	
n. Home Inspection Methodology & Learning from Mistakes	2 Hrs	
o. Electrical Basics Plus GFCI & Gadget Limits	2 Hrs	
p. Basement Inspections, Reporting and Identifying Defects	2 Hrs	
q. 45 Years in HVAC – The Changes I have Seen	2 Hrs	CE-2019-23
r. How to Perform a Septic System Evaluation	2 Hrs	Denied Approval
s. 45 Years in Plumbing – The Changes I have Seen	2 Hrs	CE-2019-25
t. Major Foundation Failures – Strategies for Diagnosis	2 Hrs	

- 1) Course numbers e., h., k., l., q. and s. were previously approved by the board and are considered renewals. A motion to renew these six courses was made by Mr. Burkhead and seconded by Mr. Downum. All Board members voted aye in favor of renewing the courses.
- 2) Course number r. was denied on a motion by Mr. Downum and seconded by Mr. Burkhead. All Board members voted aye in favor of denying the course.
- 3) Course number d. was denied on a motion by Mr. McBride and seconded by Mr. Trammell. All Board members voted aye in favor of denying the course.
- 4) Course numbers a., b., c., f., g., i., j., m., n., o., p., and t. were approved on a motion by Mr. McBride and seconded by Mr. Trammell. All Board members voted aye in favor of approving these courses.

- 5) Mr. McBride told the Board that Red Vector, a new education provider, had sent several CE course applications to the Board for review, but the applications had been incorrectly completed. Ms. London has left messages for them by phone & email and they have not responded. Mr. McBride left the meeting at 7:50 a.m. for a previously scheduled appointment.

VIII. Agenda Item VIII: New Business

1. Discussion – FY2022 & FY2023 – Decrease in Board’s Fund Balance.
Mr. Neal read two draft letters that he prepared concerning issues the board discussed at last month’s board meeting. The first letter concerned the \$400 expense charged to AHIB for moving a desk into the new AHIB office. The letter was approved to be sent to Mr. Steve Guntharp, Chief of Staff for the Dept. of Labor and Licensing. Mr. Allen asked that the letter include a request for a written response from Mr. Guntharp. The second letter concerned the \$350,000 decrease in the AHIB fund balance. The letter points out that the AHIB revenue comes from home inspectors and education providers and not from any tax revenue. This letter was also approved to be sent to Mr. Guntharp. Mr. Allen requested that AHIB board members be copied on the letters.
2. Update on Rule Changes for Apprenticeship Training Program - Ms. Chavis stated the changes have been approved by the Governor’s office and the Labor Department. The changes are now being considered by the Bureau of Legislative Research.

IX. Agenda Item IX: Old Business

None

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

Ms. London was asked to share how many meetings she is asked to attend each month. She shared that there are three weekly meetings in addition to the monthly AHIB board meeting which totals thirteen meetings over a four-week period. Mr. Neal said that scheduling that many meetings for a one-person office was counterproductive. Ms. London also reported on the following items.

1. CORRECTION! June 2020 financials - \$400 for moving desk into the office was listed, but not added into the expenses. It was added into the YTD, so the only change it made was with the subtotal of commitment items and the monthly burn rate. A corrected copy has been emailed to you.
2. Weekly Report for Dept. of Labor.
3. AHIRB office still has no way of locking up confidential files. The boxes of files are currently in two cubicles out of sight of the office. File cabinets are in the cubicles, but there are no keys for them. A key to the office door is being made, but there is no date for when it will be available.
4. The group of 50 home inspection review letters & reports were mailed on August 24, 2020.
5. Insurance expiration letters for September were mailed on August 14, 2020.
6. CAFR Closing Books -Pt. 1 Completed July 17, 2020, Pt. 2 Completed August 6, 2020 and Pt. 3 - Completed August 21, 2020. Representation letter has been signed & submitted to the Office of Accounting.

XI. Agenda Item XI: SCHEDULE NEXT MEETING

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

XII. Adjournment

The Teleconference adjourned at 8:52 a.m.