

**Minutes of the Teleconference Meeting of the
Arkansas Home Inspector Registration Board
Little Rock
Wednesday October 7, 2020**

Board Members:

Robert Neal, Chairman	Tom Allen, Vice Chairman	Allen Trammell, Secretary/Treasurer
WC McBride	Daniel Burkhead	Bob Downum
Marliese Kerr (<i>absent</i>)		

Board Administrator:

Charlotte London

Assistant Attorney General:

Julie Chavis

New Applicants

Richard Atherton, Randy Jackson, Richard McDermott

Others Present:

Dan Smith; Karen Fricke, CFO with the Department of Labor and Licensing; Michael Krenn, Fiscal Officer with the Department of Labor and Licensing

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

Mr. Neal called the meeting to order at 7:30 a.m.

Roll call - All Board members are present except Ms. Kerr.

II. Agenda Item II: Approval of October 7, 2020 Meeting Agenda

Mr. McBride motioned to approve the Agenda for October 7, 2020. Mr. Trammell seconded. Mr. Allen requested an amendment to add a discussion about adding findings from complaints to the Board's website to the agenda in New Business. All Board members voted aye in favor of the motion to approve the Agenda with the amendment, as requested.

III. Agenda Item III: Approval of Minutes

1. The Minutes for November 6, 2019, December 18, 2019, January 15, 2020, February 5, 2020, March 4, 2020, May 6, 2020 and June 3, 2020 were reviewed by the Board. A motion was made by Mr. McBride to approve the minutes and seconded by Mr. Trammell. All Board members voted aye in favor of the motion to approve the minutes.
2. The Minutes for July 1, 2020 were incomplete. Mr. McBride motioned to table the July minutes until the next meeting, Mr. Burkhead seconded and all Board members voted aye in favor of the motion.
3. The Minutes for September 2, 2020 were complete, but had not been reviewed by all of the Board members. Mr. McBride motioned to table the September minutes until the next meeting. Mr. Burkhead seconded and all Board members voted aye to approve the motion.

IV. Agenda Item IV: Financials

September Available Cash	\$496,355.58
Revenue	\$2,045.00
Expense - Salary	(\$4,269.92)
Postage/Office Phone	(\$119.60)
Utilities & Rent	\$0.00
Travel & Subsistence	\$0.00
Background Checks	\$0.00
Office Supplies	(\$196.52)
Professional Services	\$0.00
Surety Bond Premium	\$0.00
Total of Expense	(\$316.12)
Burn Rate of	(\$105.37)

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

Ms. Fricke, CFO with the Dept. of Labor and Licensing, was a late arrival to the meeting and she had been invited by the Board to answer a few questions about the status of the Board's finances. She apologized to the Board for deducting \$750.00 from the Board's funds without notifying them first. The money was used to move a desk into the Administrator's office. Mr. Neal told Ms. Fricke that the Board is a small agency and if they had been notified, then other arrangements could have been made.

Mr. Trammell asked Ms. Fricke about using the Board's funds to purchase a plaque for former Board members who had served on the Board until their term was complete. Ms. Fricke said that she is the one that pushes the button on that type of request and it should be okay to purchase a plaque for that reason with the Board's funds.

Mr. Neal asked Ms. Fricke to explain Indirect Transfers. She said that 8% would be deducted from the Board's funds to pay for office and cubicle rent, parking and the use of office equipment. Ms. London told Ms. Fricke that the Board was not supposed to be paying rent on the cubicle where several of the Board's files were stored because the office did not have any file cabinets in the office. Ms. Fricke said that she knew nothing about that and Ms. London reminded her that an email had been forwarded to her with information about not being charged for cubicle space. Mr. Neal asked her about website support and she said that question should be directed to Ken Anderson, the Chief Information Officer of the Department of Labor and Licensing. Mr. Krenn told them Board that INA was hosting the Board's website and Mr. Neal told him that he knew that INA was not hosting the Board's website. Ms. Fricke also told the Board about possibly saving some money by having license cards printed in-house.

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. Ms. Chavis said Mr. Hall had requested removal of his name from the home page notice. Mr. McBride made a motion to keep his name on the website. Mr.

Trammell seconded and all Board members voted aye to approve the motion. Mr. Allen amended the motion to have Ms. Chavis move forward with scheduling a hearing. Mr. Downum seconded and all Board members voted aye in favor of the amendment.

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. 10/7/2020 -Ms. Chavis told the Board that the Complainant had requested the Board to move forward with investigating the complaint and not wait until the lawsuit is finalized. Mr. McBride said that if the Board errs, they will likely err on the side of the complainant. Mr. Allen said that he could not understand why the Board could not do their job and go forward on the complaint. Mr. Burkhead asked Ms. Chavis if the Board could be pulled into the civil lawsuit by going ahead with the investigation. Mr. McBride then made a motion to go ahead with the investigation of the complaint and perform their due diligence to protect the consumer. Ms. Chavis said the motion would mean that she would have to schedule a hearing for February 3, 2021. Mr. Burkhead seconded and all Board members voted aye in favor of the motion.
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.

B. New Complaints

1. **202008-08** – Complaint filed August 2020. Notification to HI sent by Certified Mail 8/21/2020. Certified letter was received by recipient on 8/26/2020. The home inspector has responded (received 9/10/2020) and the complaint has been turned over to the Complaint Investigator. Summary received from Investigator on 10/5/2020. 10/7/2020 – Mr. Downum made a motion for Ms. Chavis to continue with a Consent Agreement to the home inspector. Mr. Burkhead seconded and all Board members voted aye in favor of the motion.

C. Hearings

No hearings are scheduled at this time.

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

1. Richard Atherton -Mr. McBride made a motion to approve the applicant for licensing. Mr. Trammell seconded. Mr. Neal cautioned the applicant about having a real estate license along with a home inspector's license and the conflicts of interest that could occur. Mr. Atherton said that he would eventually phase out his real estate license. All Board members then voted aye in favor of the motion to approve him for licensing.

2. Jason Barnett (reconsideration) –Mr. Trammell made a motion to approve Mr. Barnett for licensing. Mr. McBride seconded. Mr. Neal said the applicant still needed to provide his education history to the Board. Board members then voted to suspend their decision until the next meeting.
3. Randy Jackson -Mr. McBride made a motion to approve the applicant for licensing. Mr. Downum seconded and all Board members voted aye to approve Mr. Jackson for licensing.
4. Clark Ladisky - Mr. McBride made a motion to approve the applicant for licensing. Mr. Trammell seconded and all Board members voted aye to approve Mr. Ladisky for licensing.
5. Richard McDermott - Mr. McBride made a motion to approve the applicant for licensing. Mr. Downum seconded and all Board members voted aye to approve Mr. McDermott for licensing.

Review 2021 Registration Renewals

1. Jonathan Barrett Hulen -Mr. McBride made a motion to approve the license renewal of Mr. Hulen contingent upon his payment of a \$250.00 late fee. Mr. Downum seconded and all Board members voted aye to approve the motion.
2. Michael McCartan -Mr. Burkhead made a motion to approve the license renewal of Mr. McCartan contingent upon receipt of his current insurance. Mr. McBride seconded and all Board members voted aye to approve the motion.
3. Jason Zetts -Mr. McBride made a motion to approve the license renewal of Mr. Zetts. Mr. Burkhead seconded and all Board members voted aye to approve the motion.

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

1. **Red Vector** – Eight (8) CE Courses

a. Introduction to Sustainable Roof Technologies	2 Hrs
b. Stucco in Home Building for Home Inspectors	2 Hrs
c. Decks, Stairs, Rails for Home Inspectors	2 Hrs
d. Green Building Technology for Home Inspectors	2 Hrs
e. Solar Panels for Home Inspectors	2 Hrs
f. Designing Foundation Repairs	2 Hrs
g. Report Writing for Home Inspectors	2 Hrs
h. Inspecting for & Filling Out the 4-Point Form	2 Hrs

Mr. McBride made a motion to approve all of the CE courses except ‘f’ Designing Foundation Repairs. Mr. Trammell seconded. Mr. Neal questioned whether ‘e’ Solar Panels for Home Inspectors should be approved since it was outside of the guidelines of the Standards of Practice. Mr. McBride said the course material was informational and should be considered as good information for continuing education. Mr. McBride amended his motion to deny approval for the Solar Panels course. All Board members voted aye to approve all of the CE courses except ‘e’ and ‘f’.

VIII. Agenda Item VIII: New Business

1. Mr. Allen talked to the Board about adding complaint findings to the website. He said it would help home inspectors by educating them about report writing and issues that could initiate a complaint.

IX. Agenda Item IX: Old Business

None

X. Agenda Item X:

Administrator's Update to Board Members

1. Discussion: The 2021 License Renewal period will start in about 4 weeks. Between 500-600 envelopes will be mailed during the first 2 weeks of November. This will include renewals for HI license, Inactive Status and Insurance Expiration notices. How will the Board review the renewals if state offices are not open? Mr. Neal said that he and Mr. Allen would each go to the Board's office separately before the next meeting. They would each review the renewals and make notes to bring to the Board meeting. The notes would be shared with the other Board members for discussion, if needed and a final vote by all Board members would be done to approve the 2021 license renewals.
2. Ms. London told the Board that she would need to make a purchase of over \$500.00 during the next two weeks for supplies needed for renewal period, i.e., toner, envelopes and stamps. Mr. Neal made a motion to approve the Administrator purchasing the office supplies up to \$1,000. Mr. McBride seconded and all Board members voted aye to approve the office expenditure.

XI. Agenda Item XI:

SCHEDULE NEXT MEETING

1. The next meeting is scheduled for November 4, 2020 at 7:30 a.m. This will be a teleconference meeting.
2. The December meeting was also scheduled for December 16, 2020 at 9:30 a.m. The meeting will be at:
Arkansas Real Estate Commission – Conference Room
612 S. Summit
Little Rock, Arkansas 72201

XII. Adjournment

The Teleconference adjourned at 10:30 a.m.