

**Minutes of the Meeting of the
ARKANSAS HOME INSPECTOR REGISTRATION BOARD**

Dept. of Labor & Licensing – 3rd Flr Training Room
Wednesday – March 3, 2021 @9:30 a.m.

I. CALL TO ORDER / ROLL CALL

Mr. Neal called the meeting to order at 9:35 a.m.

Board Members Present:

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

Board Administrator:

Charlotte London

Assistant Attorney General:

Julie Chavis (*via Zoom*)

Governor's Liaison:

Chris Fletcher

Others Present:

Dan Smith, Gayathri Arunachalam- ADLL Software Support Analyst

Participants via Zoom:

Hunter Bennett, Javier Bonet, Chris Cochran, Levi Halbrook, Matthew Hooyer, Chris Layne, Steven Reece

II. APPROVAL OF March 3, 2021 MEETING AGENDA

A motion to approve the agenda was made by Mr. McBride and seconded by Mr. Burkhead. Mr. Neal amended the motion to add a discussion about pre-registration education requirements and when virtual training will possibly end since businesses are starting to re-open.

All members voted aye in favor of the motion with the amendment.

III. APPROVAL OF MINUTES

1. February 3, 2021 Minutes were incomplete. A motion to table the approval of the minutes was made by Mr. Burkhead and seconded by Mr. McBride. All members voted aye in favor of the motion.

IV. FINANCIALS

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|-------------------------------|-------------------------------|
| 1. November 2020 - Incomplete | 3. January 2021 – Incomplete |
| 2. December 2020 – Incomplete | 4. February 2021 – Incomplete |

A motion to table the Financials was made by Mr. McBride and seconded by Mr. Burkhead. All members voted aye in favor of the motion. Mr. Neal said he will ask Steve Guntharp, the Chief of Staff for the Dept. of Labor & Licensing, who to contact to get financial details needed to complete the financial statements.

V. STATUS OF COMPLAINTS / APPEALS / HEARINGS

1. 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. Summary received from Investigator 11/22/2019. No response to complaint as of January 13, 2020.* Ms. Chavis has an update (*as of 9/14/2020*): Mr. Hall has requested the removal of his name from the website. Board Members voted to leave the notification on the website during the October meeting. *A Hearing previously scheduled for March 3, 2021 @9:30 a.m.* was cancelled. Ms. Chavis stated that Mr. Hall hired an attorney and a continuance was requested. Ms. Chavis granted a continuance.

2. **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 meetings resume. Ms. Chavis will contact the complainant to see if they still want to appear before the Board.
3. **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. The Board will move forward with this complaint to protect the consumer. A Hearing is scheduled for February 3, 2021. Request for Continuance rec'd 12/31/2020. A hearing has been tentatively scheduled for July 7, 2021.
4. **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 received the signed Consent Agreement. A Hearing is scheduled for February 3, 2021. Hearing Cancelled. The Home Inspector signed the Consent Agreement, but he has not paid the Civil Penalty Fine. No update.
5. **202011-10** - Complaint Filed November 2020. Notification to HI sent by Certified Mail 11/17/2020. Response from HI received 12/09/2020. Complaint given to Investigator 12/17/2020. Summary received January 7, 2021. Consent Agreement signed 2/14/2021, Civil Penalty fine paid 3/1/2021. Closed.
6. **202012-11** - Complaint Filed December 2020. Notification to HI mailed 12/18/2020. Response from HI received 12/21/2020. Complaint turned over to Investigator 12/29/2020. Summary received January 7, 2021. Ms. Chavis reported that the complaint was dismissed and all parties have been notified.

2. New Complaints

1. **202012-12** - Complaint originally Filed December 2020, but it was returned because it was not notarized. Notification to HI sent by Certified Mail 01/11/2021. HI signed for and received Certified Letter on January 14, 2021, but has not responded. Complaint turned over to Investigator 2/26/2021. Ms. London reported a second complaint had been received from the complainant against this home inspector. Ms. Chavis advised that the second complaint could be handled as an addendum to the original complaint. The second complaint will be turned over to the Investigator.

3. Hearings

- a. March 3, 2021 - Cancelled

VI. REVIEW OF NEW APPLICANTS

A. New Applicants

Mr. Allen had to leave the meeting at 9:54 a.m. due to the Zoom audio not being very clear which made it difficult to hear meeting participants. There were still enough Board Members present for a quorum.

1. **Hunter Bennett** - Approved on a motion by Mr. Downum with a second by Mr. Burkhead. All members voted aye in favor of the motion.
2. **Javier Bonet** - Approved on a motion by Mr. Downum with a second by Mr. Burkhead. All members voted aye in favor of the motion.
3. **Danny Cato** - Approved on a motion by Mr. Downum with a second by Mr. McBride. All members voted aye in favor of the motion.
4. **Shane Colquitt** - Approved on a motion by Mr. Burkhead with a second by Mr. McBride. All members voted aye in favor of the motion.
5. **Ian Hallum** - Approved on a motion by Mr. Burkhead with a second by Mr. McBride. All members voted aye in favor of the motion.

6. **Matthew Hooyer** - Approved on a motion by Mr. Burkhead with a second by Mr. McBride. All members voted aye in favor of the motion.
7. **Chris Layne** - A motion was made for approval by Mr. McBride with a second by Mr. Downum. Mr. McBride said the applicant had requested a waiver because more than twelve (12) months had passed since he had completed the pre-licensing training. After discussion the motion was amended to approve with the requirements that Mr. Layne (1) complete 4 hours of CE classes on Report Writing and Standards of Practice for Arkansas and (2) submit his first three (3) fee-paid home inspection reports. Mr. Layne must complete these requirements within the first six (6) months of being licensed. All members voted aye in favor of the amended motion.
8. **Steven Reece** - Approved on a motion by Mr. McBride with a second by Mr. Burkhead. All members voted aye in favor of the motion.
9. **Tiffany Spanke** - Approved on a motion by Mr. McBride with a second by Mr. Burkhead. All members voted aye in favor of the motion.

VII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION

1. **McKissock 100% Education** – (20) Online CE Courses
Mr. McBride requested that action on the McKissock continuing education courses be tabled until next month. Additional time is needed for review of the courses.

B. PRE-REGISTRATION

1. NONE.

VIII. NEW BUSINESS

1. **SB 1553** - There was a discussion about the intent of this Bill. Ms. Chavis explained this Bill is new and she would review it to see how it might impact AHIB. She pointed out that AHIB does not currently have an apprenticeship training program.
2. **Bill Track Reports** - Board members did not have any questions or comments about the Bills included in this report.
3. **Dept. of Labor – Indirect Transfers / Shared Services** - Mr. Neal stated he would contact the Chief of Staff, Mr. Steve Guntharp to see who these questions should be directed to.
4. **Rule Changes for Apprenticeship Training Program** – No Update

IX. OLD BUSINESS

1. **Office Security** – Email about inoperable office door lock sent to Chief of Staff on Friday, February 26, 2021. Ms. London reported there has been no response to this email.
2. **Step Increases for Board Administrator** - A letter from the Board has been sent to the Secretary of Labor & Licensing with the Board's recommendation.

X. ADMINISTRATOR'S UPDATE to BOARD MEMBERS

1. Website is being updated by IT. Ms. London told the Board that she is working on revising forms with new logo and address changes. IT is updating the Dept. of Labor & Licensing website to include the Board's website. She said it is hard to find the time to update all the forms and add the new logo while also trying to complete other responsibilities.
2. Bureau of Legislative Research audit for FY19 and FY20 is now in progress.

3. Ms. London said that during a Dept. of Labor & Licensing meeting, some responsibilities that were previously done by DOLL will be returned to each agency in the coming months. This will include processing deposits and payment of agency bills.
4. A second group of license cards for late renewals has been ordered and they will be mailed as soon as they are printed. Mr. McBride stated that it would be easier if the insurance renewals for all home inspectors fell at the first of the year like the registration renewals. It was agreed that this would be easier for the Board but would not be practical for the home inspectors.

XI. 2021 REGISTRATION RENEWALS

1. A motion was made by Mr. Neal with a second by Mr. Burkhead to approve the renewal applications of home inspectors' number 1729, 1751, and 2036. All members voted aye in favor of the motion.
2. A motion was made by Mr. Neal with a second by Mr. Burkhead to approve the renewal application of home inspector number 1881 contingent on receipt of an additional \$50 late fee. All members voted aye in favor of the motion.
3. A motion was made by Mr. Downum with a second by Mr. Burkhead to approve the renewal applications of home inspectors' number 2081 and 2112. All members voted aye in favor of the motion.
4. A motion was made by Mr. McBride with a second by Mr. Downum to approve the renewal application of home inspector number 2098 contingent on the home inspector's name being listed as additionally covered. All members voted aye in favor of the motion.
5. A motion was made by Mr. McBride with a second by Mr. Downum to approve the renewal application of home inspector number 2080 contingent on the receipt of a Certificate of Abstinence. All members voted aye in favor of the motion. A request by the home inspector for the Board to waive the late fee was denied.

XII. SCHEDULE NEXT MEETING

The next Board Meeting will be a teleconference on April 7, 2021 at 7:30 a.m.

Only two (2) items will be discussed:

1. New Applicants
2. Registration Renewals

XIII. ADJOURNMENT

The meeting was adjourned at 11:17 a.m.