

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

Dept. of Labor & Licensing – Teleconference
Wednesday – June 9, 2021 @7:30 a.m.

I. CALL TO ORDER / ROLL CALL

Mr. Burkhead called the meeting to order at 7:37 a.m.

Board Members Present:

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

Board Administrator:

Charlotte London

Assistant Attorney General:

Julie Chavis

New Applicants

Bryan Broach, Robert Gauthier, Bucky Leedom, Ricky Mosman, Jr., Matthew Muehler, Keith McKinley

Others Present:

Dan Smith-Complaint Investigator, Nicholas Gigliello-Home Inspector

II. APPROVAL OF June 9, 2021 MEETING AGENDA

1. Ms. Chavis' report on Complaints was moved up on the agenda because she needed to leave the meeting early.
2. Mr. Allen requested that a discussion about the Administrator's pay increase and office security be added to Old Business.
The motion to amend the agenda was made by Mr. Allen with a second by Mr. Neal. All Board members voted aye in favor of the motion.

III. APPROVAL OF MINUTES

1. May 5, 2021 – Mr. McBride made a motion to approve the May Minutes. Mr. Trammell seconded and all Board members voted aye to approve the motion.

IV. FINANCIALS

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|-------------------------------|----------------------------|
| 1. November 2020 - Incomplete | 5. March 2021 – Incomplete |
| 2. December 2020 – Incomplete | 6. April 2021 – Incomplete |
| 3. January 2021 – Incomplete | 7. May 2021 - Incomplete |
| 4. February 2021 – Incomplete | |

A motion to table approval of the Financials was made by Mr. Neal and seconded by Mr. McBride. All Board members voted aye in favor of the motion.

V. STATUS OF COMPLAINTS / APPEALS / HEARINGS

1. Old Complaints

1. **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 was scheduled for February 3, 2021. Request for Continuance rec'd 12/31/2020. The Continuance was granted and the Hearing is tentatively scheduled for July.*

Ms. Chavis updated the Board about this complaint saying that the civil lawsuit the inspector is involved in is wrapping up and she will try again to settle this without a hearing.

2. New Complaints

1. **202103-13** - Complaint Filed March 2021. Notification to HI sent by Certified Mail 04/09/2021. HI signed for and received Certified Letter on April 23, 2021. Home Inspector has not responded as of June 4, 2021 and complaint will be turned over to the Investigator.
2. **202105-14** - Complaint Filed May 2021. Notification to HI sent by Regular and Certified Mail 5/12/2021. Regular mail was returned with an incorrect address sticker on May 26, 2021. Certified receipt has not been returned yet. Ms. Chavis will search for an address for this inspector and send it to Ms. London so notification can be sent to the inspector.
3. Ms. Chavis has information about an anonymous complaint to discuss with the Board. The wife of a home inspector called Ms. Chavis to say that she did not feel other home inspectors in her area were being held to the same standards of conduct that her husband is being required to follow. Ms. Chavis told her to file a formal complaint and that the Board would certainly address any ethics violations by other home inspectors. Mr. Neal stated for the record that the Board has shown it will address ethics violations and all complaints will be addressed. No formal complaint has been filed by this individual at this time.

3. Hearings

None

VI. REVIEW OF NEW APPLICANTS

A. New Applicants

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|--------------------|----------------------|
| 1. Scott Brewer | 8. Bradley Loftin |
| 2. Bryan Broach | 9. Ricky Mosman, Jr. |
| 3. Lyle Davis | 10. Matthew Muehler |
| 4. Robert Gauthier | 11. Don McClain |
| 5. Cid Herlein | 12. Neil McInnis |
| 6. Greg Hurst | 13. Keith McKinley |
| 7. Bucky Leedom | 14. Jeffery Nalls |

Mr. McBride raised questions about several of the insurance policies sent in with applications. He said several applicants combined to obtain insurance from one carrier and the same address was used for each applicant-not their home address, as it should be. He did not think that new applicants were meeting the requirements set by the Board for their general liability coverage. After discussion by the Board, it was suggested by Mr. Allen that the Board ask Ms. Chavis for an opinion on how the Board should handle some of the insurance policy questions.

1. **Scott Brewer** - A motion to approve Mr. Brewer's application was made by Mr. Neal with a second by Mr. McBride. All Board members voted aye in favor of the motion.
2. **Bryan Broach** - A motion to approve Mr. Broach's application administratively, once a correct insurance certificate is received by the Administrator, was made by Mr. Neal and seconded by Mr. McBride. All Board members voted aye in favor of the motion.
3. **Lyle Davis** - A motion to approve Mr. Davis' application was made by Mr. Neal with a second by Mr. Trammell. All Board members voted aye in favor of the motion.

4. **Robert Gauthier** - A motion to approve Mr. Gauthier's application was made Mr. Allen. Mr. Trammell asked the applicant about the theft charge on his background check. The applicant responded with the year it happened and an approximate amount of what was taken. Mr. Burkhead told the applicant that he should submit clean background checks from government agencies in each state that he has lived before he can receive his home inspector's license. Mr. Trammell seconded the motion and a majority vote of aye to approve was made contingent upon the applicant providing the background checks. Mr. Neal abstained from voting.
5. **Cid Herlein** - A motion to approve Mr. Herlein's application was made by Mr. Neal with a second by Mr. Trammell. All Board members voted aye in favor of the motion.
6. **Greg Hurst** - Mr. Neal made a motion to approve Mr. Hurst's application and Mr. Trammell seconded. Mr. Neal then amended his motion to have it contingent upon the applicant providing a Certificate of Insurance with his home address listed under his name in the Description of Operations. Mr. McBride seconded the amended motion. All Board members voted aye in favor of the motion.
7. **Bucky Leedom** - A motion to approve Mr. Leedom's application was made by Mr. Neal with a second by Mr. Trammell. All Board members voted aye in favor of the motion.
8. **Bradley Loftin** - A motion to approve Mr. Loftin's application was made by Mr. Neal with a second by Mr. Trammell. All Board members voted aye in favor of the motion.
9. **Ricky Mosman, Jr.** - Mr. Neal made a motion to approve Mr. Mosman's application and Mr. Trammell seconded. Mr. Neal then amended his motion to have it contingent upon the applicant providing a Certificate of Insurance with his home address listed under his name in the Description of Operations. Mr. McBride seconded the amended motion. All Board members voted aye in favor of the motion.
10. **Matthew Muehler** - Mr. Neal made a motion to approve Mr. Muehler's application and Mr. Trammell seconded. Mr. Neal then amended his motion to have it contingent upon the applicant providing a Certificate of Insurance with his home address listed under his name in the Description of Operations. Mr. McBride seconded the amended motion. All Board members voted aye in favor of the motion.
11. **Don McClain** - Mr. Neal made a motion to approve Mr. McClain's application and the motion was seconded by Mr. McBride. All Board members voted aye in favor of the motion.
12. **Neil McInnis** - A motion to approve Mr. McInnis' application was made by Mr. Neal with a second by Mr. Trammell. All Board members voted aye in favor of the motion.
13. **Keith McKinley** - Mr. Neal made a motion to approve Mr. McKinley's application contingent on receipt of insurance certificate with the contact information for the insurance agent. The motion was seconded by Mr. Trammell. All Board members voted aye in favor of the motion.
14. **Jeffery Nalls** - A motion to approve Mr. Nalls' application was made by Mr. Neal with a second by Mr. Trammell. All Board members voted aye in favor of the motion.

VII. 2021 REGISTRATION RENEWALS

- a. Nicholas Gigliello (*February approval contingent upon providing 8 hours of classroom training*)
Mr. Gigliello spoke to the Board and said that it was his understanding that the courses he had taken had been approved by the Board. Mr. Neal told him that the training hours submitted were not considered to be classroom hours or interactive online training. He would still have to complete 8 hours of classroom training to renew his license.
- b. Harry Christman – Licensed lapsed after 2006. He will take the 80-hour course again but needs to know if his National Exam and Ethics Exam results will have to be taken again. The Board stated that since his license had lapsed, he will need to re-take the National Exam and Ethics Exam.

VIII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION

- 1. **McKissock 100% Education** – Four (4) CE Courses – Two (2) Online & Two (2) Correspondence

COURSE NAME	Hrs	
a. A Guide to Practical and Successful Reporting	4	
b. Design of Onsite (Septic) Wastewater Treatment Systems	4	
c. A Guide to Practical and Successful Reporting	4	Correspondence
d. Design of Onsite (Septic) Wastewater Treatment Systems	4	Correspondence

Mr. McBride made a motion to approve McKissock’s CE courses #a & #c.

Mr. Trammell seconded the motion. All Board members voted aye in favor of the motion.

Mr. McBride made a motion to deny approval of courses #b & #d.

Mr. Trammell seconded the motion. All Board members voted aye in favor of the motion.

- 2. **All-American Training Institute (ATI)** – One (1) Online CE Course (*Tabled from May Meeting*)

a. Report Writing	4
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Mr. McBride said the CE course was submitted with 8 credit hours and he recommended that it be approved with 4 credit hours. He made a motion to approve the Report Writing course with 4 hours credit hours. The motion was seconded by Mr. Neal. All Board members voted aye in favor of the motion.

- 3. **American Home Inspectors Training (AHIT)** – Twelve (12) Online CE Courses -Renewals

a. Advanced Electrical – Understanding Arc Faults and New Protection Regulations	2
b. Air Conditioners, Heat Pumps, Furnaces and Air Handlers	2
c. Atoms, Conductors, Insulators and Flow	1
d. Circuits and Wires	1
e. Electricity Distribution	1
f. Expansive Soils and Their Effects	4
g. Geothermal Energy	1
h. New Construction	16
i. Report Writing for Risk Reduction	8

j. Solar Energy for Electricity and Heating	2
k. Solid Fuel Burning Appliances	2
l. Voltage, Current and Resistance	1

Mr. McBride made a motion to renew the AHIT courses. The motion was seconded by Mr. Neal. All Board members voted aye in favor of the motion.

B. PRE-REGISTRATION

1. National Property Inspections (NPI) – Course Renewal -120 Hours

Mr. McBride made a motion to renew the AHIT courses. The motion was seconded by Mr. Trammell. All Board members voted aye to approve the motion.

2. American Home Inspectors Training (AHIT) – Course Renewal – 80 Hours

Mr. McBride made a motion to renew the AHIT courses. The motion was seconded by Mr. Trammell. All Board members voted aye to approve the motion.

IX. NEW BUSINESS

1. CE Course Approval Numbers for Online, Classroom (*In-person & Virtual*) and Correspondence

Mr. Neal explained that approval numbers for CE courses currently have one of three prefixes. CEC designates the course is a correspondence course. CEO designates the course is an online course. CE designates the course is a classroom course. Mr. Neal recommended that the CEO prefix be dropped and that the CE prefix designate courses that are classroom or online interactive. Mr. Allen suggested this information needs to be spelled out in all areas in order to eliminate confusion for home inspectors. Mr. Neal said he will write up this proposed change so it can be considered during the July Board meeting.

2. Updates on Rule Changes for Apprenticeship Training Program - None

X. OLD BUSINESS

1. Office Security – Email about office door lock sent to Chief of Staff on Friday, February 26, 2021. Ms. London informed the Board that she still does not have a key to the office. Mr. Allen stated that this is a ridiculous response from the Department of Labor & Licensing. Ms. London will have been in the new AHIB office for one year come this August. The Board noted that this is a long time to have confidential files unsecured.

2. The Board also discussed the lack of action on a pay increase for Ms. London. The Board also discussed the lack of information on the budget/financials so monthly financial reports can be prepared by Ms. London for the Board’s review.

XI. ADMINISTRATOR’S UPDATE to BOARD MEMBERS

1. Weekly Reports continue to be turned in to the Dept. of Labor & Licensing.
2. Dept. of Labor no longer processes deposits for AHIRB-the Administrator will process & deposit revenues.
3. Ms. London told Board members that too many calls & emails are received immediately after meetings from new licensees requesting information about when they will get their license, questions about when they have to complete CE, dual license holders and other questions with answers that will be on their approval letters. Several calls even come after they receive their approval letter & some have admitted that they did not read it or they threw it away.

Most have not read the Rules & Procedures. Ms. London requested that a field next to #18 should be added for applicants to initial that they have read & understand the rules.

Mr. Neal made a motion to approve this request. The motion was seconded by Mr. McBride. All Board members voted aye in favor of the motion.

4. Ms. London requested that 'any state other than Arkansas' be added to question #21 on the application form. She said that as we get more applicants that live in other states, I have to call or email them to request an out-of-state background check. The applicants are answering the question truthfully with 'No' because the question does not specify Arkansas.

Mr. Neal made a motion that this request be approved. The motion was seconded by Mr. McBride. All Board members voted aye in favor of the motion.

5. Website is being updated by IT. The process has been on hold for a while due to the current audit and the office being busier. I am working on revising forms with the new logo and address changes. As the changes are being done, I would like to include the items listed above in #3 & #4.
6. Bureau of Legislative Research audit for FY19 and FY20 is now in progress. They have requested a log of every check received during FY20.

Mr. Allen ask for clarification that Ms. London was told not to log checks for FY20, but now she is being held accountable for this information. Ms. London told the Board that this is correct. She also stated that fortunately, she made copies of every check received which means she can compile the log of checks being requested.

7. Some responsibilities that were previously done by DOLL will become the responsibility of each agency in the coming months.

XII. SCHEDULE NEXT MEETING

The next Board meeting is scheduled for Wednesday, July 14, 2021 @ 9:30 a.m.

XIII. ADJOURNMENT

The meeting was adjourned at 9:47 a.m.