

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

Department of Labor & Licensing  
Wednesday – July 14, 2021 @9:30 a.m.

**I. CALL TO ORDER / ROLL CALL**

Mr. Burkhead called the meeting to order at 9:38 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 (via Zoom):**

Julie Chavis

**New Applicants (via phone & Zoom):**

Brian Center, William D’Orr, Connor Kilburn, Matthew Morey, Michael Thompson

**Others Present (via Zoom):**

James Gunter

**II. APPROVAL OF July 14, 2021 MEETING AGENDA**

1. Mr. McBride made a motion to approve the Agenda. Mr. Allen amended the motion to add an Executive Session. Mr. Neal also wanted to add the discussion about CE courses to New Business. Mr. Trammell seconded and all Board members voted aye to approve the amended motion.

**III. APPROVAL OF MINUTES**

1. June 9, 2021 – Mr. McBride made a motion to approve the June Minutes. Mr. Trammell seconded and all Board members voted aye to approve the motion.

**IV. FINANCIALS**

- |                               |                            |
|-------------------------------|----------------------------|
| 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 | 8. June 2021 - Incomplete  |

A motion to table approval of the Financials was made by Mr. McBride and seconded by Mr. Trammell. 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. The Hearing was cancelled after Ms. Chavis received a signed Consent Agreement from the home inspector. Mr. Neal made a motion to approve the agreement. Mr. McBride seconded and all Board members voted aye in favor of the motion.*

Ms. Chavis asked Ms. London to email a copy of the agreement to her after Mr. Burkhead signs it and she will send copies to the home inspector and his attorney.

## 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 the 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. Ms. Chavis said the Investigator had recommended dismissal of this complaint since the Complainant and the Home Inspector were trying to resolve it.
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. The Certified Mail was returned from the post office as 'unable to forward' on 6/17/2021. Ms. Chavis told Ms. London to email the complaint to the home inspector and ask him for his current mailing address.
3. **202106-15** – Complaint Filed June 2021. Notification to HI sent by Regular Mail on 6/10/2021.  
HI responded 6/29/2021. Complaint emailed to Investigator on July 6, 2021.
4. **202106-16** – Complaint Filed June 2021. Notification to HI sent by Regular mail on 6/25/2021.  
Complaint emailed to Investigator on July 6, 2021. This complaint is linked to Complaint No.: 202106-15.

## 3. Hearings

None

## VI. REVIEW OF NEW APPLICANTS

### A. New Applicants

1. Brian Center
  2. William D'Orr
  3. Connor Kilburn
  4. Matthew Morey
  5. Michael Thompson
  6. Roy White
  7. Phillip Whiting
1. **Brian Center** - Mr. McBride made motion to approve Mr. Center's application and Mr. Trammell seconded. Mr. Center was on the phone for the meeting and he was questioned about his training in Texas. The Board concluded that the Texas training did not meet the requirements of the Board. The majority of Mr. Center's training hours were online, while the Board requires 80 hours of classroom instruction. Mr. Burkhead told Mr. Center that he should complete 80 hours of classroom training through one of the AHIB Approved Schools. All Board members voted nay to deny approval for licensing.
  2. **William D'Orr** - Mr. McBride made motion to approve Mr. D'Orr's application and Mr. Trammell seconded. All Board members voted aye in favor of the motion.
  3. **Connor Kilburn** - Mr. McBride made motion to approve Mr. Kilburn's application and Mr. Trammell seconded. All Board members voted aye in favor of the motion.
  4. **Matthew Morey** - Mr. McBride made motion to approve Mr. Morey's application and Mr. Trammell seconded. All Board members voted aye in favor of the motion.
  5. **Michael Thompson** - Mr. McBride made motion to approve Mr. Thompson's application and Mr. Allen seconded. All Board members voted aye in favor of the motion.
  6. **Roy White** - Mr. McBride made motion to approve Mr. White's application. Mr. Allen seconded and all Board members voted aye in favor of the motion.

7. **Phillip Whiting** - Mr. McBride made motion to approve Mr. Whiting’s application contingent upon receipt of a revised Certificate of Insurance with the Board listed as the Certificate Holder. Mr. Trammell seconded. All Board members voted aye in favor of the motion.

**VII. 2021 REGISTRATION RENEWALS**

1. **Stacey Robinson, HI-1833** – Mr. Neal said that Mr. Robinson had provided all of the correct documents for renewal of his license and made a motion to approve him for renewal of his home inspector license for 2021. Mr. Allen seconded and all Board members voted aye in favor of the motion.

**VIII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES**

**A. CONTINUING EDUCATION**

1. **American Society of Home Inspectors (ASHI)** – Fourteen (14) Online CE Courses

<b>COURSE NAME</b>	<b>CREDIT HRS</b>
a. <b>Attic &amp; Crawlspace Ventilation</b>	2 Hrs
b. <b>Built-In Appliance Inspection</b>	2 Hrs
c. <b>Causes, Symptoms and Solutions to Common Foundation Problems</b>	2 Hrs
d. <b>Chimney and Fireplace Appliance Inspections</b>	2 Hrs
e. <b>Electrical Service Inspection: Mysteries &amp; Myths Explained</b>	2 Hrs
f. <b>Getting to the Root of it with Sewer Inspections</b>	2 Hrs
g. <b>Identifying Bulk Water Intrusion at the Exterior Walls</b>	2 Hrs
h. <b>Improve your Report Writing – Improve your Business</b>	2 Hrs
i. <b>Inspecting Asphalt Shingles and Flat Roofs</b>	2 Hrs
j. <b>Inspecting Fiber Glass Cement</b>	2 Hrs
k. <b>Inspecting Old Houses: Part One</b>	2 Hrs
l. <b>Inspecting Old Houses: Part Two</b>	2 Hrs
m. <b>Inspecting Storm Damaged Homes</b>	2 Hrs
n. <b>Taking a Closer Look at Electrical Inspections</b>	2 Hrs

Mr. McBride made a motion to approve all fourteen online CE courses from ASHI. The motion was seconded by Mr. Allen and all Board members voted aye in favor of the motion.

2. **RED VECTOR** – Renewal of Six (6) Online CE Courses

	<b>Credit Hrs</b>	<b>Previous Approval No.</b>
a. <b>Introduction to Sustainable Roof Technologies</b>	2 Hrs	CEO-2020-10
b. <b>Inspecting for &amp; Filling Out the 4-Point Form</b>	1 Hrs	CEO-2020-11
c. <b>Report Writing for Home Inspectors</b>	1 Hrs	CEO-2020-12
d. <b>Stucco in Home Building for Home Inspectors</b>	2 Hrs	CEO-2020-13
e. <b>Decks, Stairs, Rails for Home Inspectors</b>	2 Hrs	CEO-2020-14
f. <b>Green Building Technology for Home Inspectors</b>	2 Hrs	CEO-2020-15

Mr. McBride made a motion to renew all six online CE courses from Red Vector. The motion was seconded by Mr. Neal and all Board members voted aye in favor of the motion.

## **B. PRE-REGISTRATION**

1. **The ASHI School** – Course Renewal -120 Hours (*previous approval No. PR-2018-03*)  
Mr. McBride made a motion to renew The ASHI School’s Pre-Registration Training course. The motion was seconded by Mr. Trammell and 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  
This was discussed during the July Board Meeting and Mr. Neal was asked to write up the proposed change so that it would be less confusing to home inspectors trying to decide if the course would qualify as classroom credit hours or online credit hours. Mr. Neal recommended that a category with the heading “**CLASSROOM CREDIT – YES/NO.**” Mr. Neal said this way, the home inspector would know immediately whether the course would count toward his classroom hours or online hours. Mr. McBride said it was simple and to the point for the home inspectors to understand.  
Mr. Neal made a motion to approve the change on all future CE Course listings. Mr. Trammell seconded and all Board members voted aye to approve the motion.
2. Updates on Rule Changes for Apprenticeship Training Program – NONE
3. Mr. James Gunter, a licensed home inspector, had emailed the Board because he wanted to get a real estate salesperson license, but he did not want to violate any rules by doing so. He called in to the meeting to discuss this with the Board. Ms. Chavis told him that he could have both licenses as long as he did not co-mingle the two, such as inspecting homes that he listed or sold.

## **X. OLD BUSINESS**

1. Office Security – Ms. London told the Board that she had finally received a key that would lock the office door. Board members asked her about the file cabinets and other security issues. She told them that the one file cabinet in her office does not have a key and cannot be locked. She said that she uses a second file cabinet that’s located on the other side of the building for some files and that cabinet does have a lock and key. She told the Board that there are several files that are still in boxes in her office and in a separate storage area that she has to access at times. Some of the boxes contain confidential information that should be under lock and key.
2. Mr. Neal made a motion to go into Executive Session to discuss personnel issues. Mr. McBride seconded and all Board members voted aye to approve the motion.

### **EXECUTIVE SESSION – 11:06 a.m. – 11:36 a.m.**

After Executive Session, Mr. McBride made a motion to have the Chairman, Mr. Burkhead, send a letter to the Secretary of the Dept. of Labor & Licensing about the pay increase for the Administrator. Mr. Allen seconded and all Board members voted aye in favor of the motion.

3. Mr. Allen told the Board that he wanted to stay on the Board for another term.
4. Mr. Neal told Board members that even though he eventually will have to leave the Board, he will continue to be a resource for the Board.

**XI. ADMINISTRATOR'S UPDATE to BOARD MEMBERS**

1. Weekly Reports continue to be turned in to the Dept. of Labor & Licensing.
2. Memorandum of Understanding (MOU) between Dept. of Labor & Licensing & AHIRB (June 30, 2021 Mtg with Chief of Staff & CFO). Ms. London told the Board that she did not have a lot of information about the MOU other than future invoices would be itemized. She told the Board that she had requested the bill paying responsibility be returned to her. She told the Board that some of their bills were being paid late and one of the bills was the credit card for purchasing supplies. She said that she had been locked out from using the card because of unpaid bill dating back to February. She told the Board that she did not get a response about whether she would get that responsibility back.
3. Bureau of Legislative Research audit for FY19 and FY20 is now in progress. They have requested a log of every check received during FY20. Ms. London told Board members that she is still working on the log, but it will take a while considering other job responsibilities.
4. 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, August 11, 2021 @ 9:30 a.m.

*(Administrator's Note: The meeting date was later changed to August 4, 2021 @ 9:30 a.m. due to a lack of available meeting space on August 11<sup>th</sup>.)*

**XIII. ADJOURNMENT**

The meeting adjourned at 11:44 a.m.