

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

Department of Labor & Licensing

Wednesday – August 4, 2021 @9:30 a.m.

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

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

**Board Members Present:**

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

**Board Administrator:**

Charlotte London

**Assistant Attorney General (*via Zoom*):**

Julie Chavis

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

Thomas Baker, Brian Center, Tim Fry, Andrew Jackson, James Johnson and Don Stalls

**Others Present (*via Zoom*):**

Tyler Cain, CFO for DLL, Steve Guntharp, Chief of Staff for ADLL, Dan Smith, Complaint Investigator and Home Inspector, Russell Caldwell

**II. APPROVAL OF August 4, 2021 MEETING AGENDA**

1. Mr. McBride made a motion to approve the agenda. Mr. Allen seconded the motion. Mr. Burkhead requested that Old Business be discussed first since Mr. Cain was present to answer questions from the Board. This change was approved with a vote of aye by all Board members.

**III. Old Business**

**1. Memorandum of Understanding (MOU):**

Mr. Allen asked about the \$6,271.54 monthly cost that stated in the MOU. Mr. Guntharp explained this was AHIB's share of indirect costs applied to agencies. After some discussion, Mr. Cain clarified that this cost was an annual figure and not a monthly figure. The monthly indirect expense for AHIB is \$522.63 and not \$6,271.34. The Board agreed that this was a reasonable figure. Mr. Cain stated that the MOU would be revised to reflect that the \$6,271.34 is an annual amount and that the revised MOU would be sent to Ms. London for signature.

Mr. Cain also stated that fixed costs would also be a monthly charge to AHIB. He explained that fixed costs include rent, postage, copies, office supplies, etc. He added that rent includes janitorial services, security & maintenance. Mr. Allen asked how the rent allocation was determined. Mr. Cain went to his office and returned with documents that detailed how rent was based on square footage of office space used and share of common areas.

Mr. Allen asked Mr. Cain about the \$10,000 Advertising budget item that the Board had previously asked to be reassigned to general expenses. Based on the memo that AHIB received from DLL, this \$10,000 was removed from AHIB's budget and Mr. Allen asked if this was accurate. Mr. Cain said he would check into this and get back to the board. Mr. Cain returned to the Board meeting later to say that the \$10,000 budget item had been removed from AHIB's budget.

Mr. Allen asked if there is a fixed asset list for AHIB. Mr. Cain stated that there is a fixed asset list and that he would get a copy for the Board. Mr. Allen said the reason he was asking was to see if the desk and credenza in Ms. London's office belonged to AHIB. He explained that these pieces of furniture

were too large for the office and that a smaller L-shaped desk with a locking file drawer would allow room for additional file cabinets to be located in the office. Mr. Cain said he would look into this and get an answer today. After checking on the desk and credenza, Mr. Cain reported back to the Board that these items would be changed out for Ms. London.

## **2. Finance Questions for Mr. Cain:**

Mr. McBride stated that Ms. London has not been able to prepare monthly financial statement since November 2020 because she could not get detail on the lump sum figures she was getting from the finance department. Mr. Cain assured the Board and Ms. London that he would work with Ms. London to correct this and help her catch up on preparing monthly financial statements. He asked that he be given at least 30 days or more to accomplish this.

Mr. Allen asked about the credit card that Ms. London uses since the monthly credit card bill had not been paid for February and March and the card could not be used. Mr. Cain reported that this problem had been fixed and the card can now be used.

Mr. Allen asked Mr. Smith to explain to Mr. Cain about his unpaid invoice that is over a year old. Mr. Smith told him about the situation and all the documents that he had completed, had notarized and turned in to the finance department, as they had requested. After all of this, he still had not been paid. Mr. Burkhead told Mr. Cain about the unaccountability of the Department of Labor & Licensing and Mr. Cain said they are working to improve those issues and he suggested that Mr. Smith get direct deposit for his future payments.

Mr. Burkhead said the Board is a little apprehensive because of being told that something will be done and then nothing is done.

Mr. Cain expressed his desire to correct problems that the Board has had with DLL. He stated he has been on the job for four months and is moving quickly to change things. He stated that these problems will be fixed.

Mr. Burkhead asked Mr. Cain about the Enterprise License & Permits (ELP) project. Mr. McBride stated that the AHIB Board had expressed interest in this two years ago. Mr. Cain said he was glad to know this and was curious why AHIB was not part of this project. Mr. Cain stated there is a \$10,000 annual fee for this service. Mr. Burkhead asked if Ken Anderson, Information Systems Coordinator, could attend next month's Board meeting to explain the process of converting over to ELP. Mr. Cain said he would request that Mr. Anderson come speak to the Board. Mr. Allen explained the impact that Ms. London has had on the Board since her hiring and said that she had saved the Board. He said that he was not willing to hire someone else to be responsible for the data of over 400 home inspectors.

Mr. Guntharp and Mr. Cain exited the meeting at 10:15 a.m.

Mr. Anderson arrived at the meeting at 10:34 a.m.

After Mr. Anderson arrival, he proceeded to answer questions and provide information concerning ELP. Mr. Allen asked if the \$10,000 fee was an annual cost. Mr. Anderson confirmed this and said there is a two-year grant available and the grant would pay that cost for a limited number of agencies. This would mean that there would be no charge to AHIB for two years. He also said he has requested a five-year funding for this project using funds from the Relief Act. If this is approved then there would be a seven year period with no charge to AHIB. He also stated that it was a one year at a time contract and AHIB could end the relationship after a year, if they decided to do so. AHIB would always own its data.

Mr. Trammell asked Mr. Anderson about the contract that would be signed with INA (Information Network of Arkansas).

Mr. Burkhead asked about the process of moving from paper files to digital files. Mr. Anderson said the process begins by review of the current paper files and what would be involved to convert to digital. He gave an example of the Geology Agency that has 700 licensees which took 6 months to convert. Mr. Allen asked if AHIB decided to have different levels for inspectors, if this would have to be set up on the front end. Mr. Anderson said no and that Ms. London would have the ability to make changes to the system. Mr. Allen said the Board would have to talk with the Administrator about the changes and the impact it would have on her work. Mr. McBride asked if AHIB voted today to proceed when would payment be required. Mr. Anderson stated that two years of funding is in place and possibly another five years. After some discussion, it was decided that it would be best if AHIB planned to make these changes for future year 2023.

Mr. Anderson exited the meeting at 10:47 a.m. and Mr. Cain came back into the meeting. He told the Board that the Board's \$10,000 Public Awareness Fund had been transferred into the Department of Labor and Licensing's 9910 fund and the money would be given back to the Board. Mr. Allen thanked Mr. Cain for coming to the meeting and answering their questions and Mr. Cain exited the meeting.

#### **IV. APPROVAL OF MINUTES**

1. **July 14, 2021** – Mr. McBride made a motion to approve the July Minutes. Mr. Trammell seconded and all Board members voted aye to approve the motion.

#### **V. FINANCIALS**

- |                               |                            |
|-------------------------------|----------------------------|
| 1. November 2020 - Incomplete | 6. April 2021 – Incomplete |
| 2. December 2020 – Incomplete | 7. May 2021 – Incomplete   |
| 3. January 2021 – Incomplete  | 8. June 2021 – Incomplete  |
| 4. February 2021 – Incomplete | 9. July 2021 - Incomplete  |
| 5. March 2021 – Incomplete    |                            |

Approval of the Financials was tabled.

#### **VI. STATUS OF COMPLAINTS / APPEALS / HEARINGS**

A motion to table review of complaints/appeals/hearings was made by Mr. Allen with a second by Mr. McBride. All Board members voted aye in favor of the motion.

#### **VII. REVIEW OF NEW APPLICANTS**

##### **A. New Applicants**

- |                 |                   |
|-----------------|-------------------|
| 1. Thomas Baker | 4. Andrew Jackson |
| 2. Brian Center | 5. James Johnson  |
| 3. Tim Fry      | 6. Don Stalls     |

A motion to approve applicants #1-#5, Thomas Baker, Brian Center, Tim Fry, Andrew Jackson and James Johnson, was made by Mr. McBride with a second by Mr. Trammell. All Board members voted aye in favor of the motion.

A motion to approve Applicant Don Stalls, contingent upon AHIB receiving a corrected insurance certificate, was made by Mr. McBride with a second by Mr. Trammell. After some discussion, all Board members voted aye in favor of the motion.

**VIII. 2021 REGISTRATION RENEWALS**

1. **Russell Caldwell** – Mr. Caldwell was present (*via ZOOM*) and explained that he did not receive the mailed notice of renewal for 2021 and this is why he had not renewed. He had requested that the late fee be waived. He had already mailed the registration fee and it has been received. After some discussion, the Board stated it was not willing to waive the late fee. Mr. Caldwell stated that he would bring a \$250 check for the late fee to Ms. London today. A motion to approve the renewal for Mr. Caldwell upon receipt of the late fee was made by Mr. McBride with a second by Mr. Allen. All Board members voted aye in favor of the motion. Mr. Caldwell was instructed that he could not resume doing inspections until he received his new card.

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

NONE

**X. NEW BUSINESS**

1. Updates on Rule Changes for Apprenticeship Training Program – NONE
2. Mr. Allen made a motion to move the \$10,000 advertising budget into the AHIB operation budget. The motion was seconded by Mr. McBride. All Board members voted aye in favor of the motion. A request to Mr. Cain will be made to add \$10,000 to AHIB's operations budget.

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

1. Weekly Reports are submitted to the Dept. of Labor at the end of each work week.
2. Additional responsibility of listing checks in AASIS & creating deposit slip for Treasury. Role in AASIS has not been setup as of 7/30/2021.
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. CAFR has also requested the log for FY21. Ms. London stated that she is working on both as time permits.
4. Insurance expiration letters for August were mailed on July 16, 2021.

**XII. SCHEDULE NEXT MEETING**

The next Board meeting is scheduled for Wednesday, September 1, 2021 @ 9:30 a.m.

**XIII. ADJOURNMENT**

The meeting adjourned at 11:42 a.m.