

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

Department of Labor & Licensing
Wednesday – September 1, 2021 @9:30 a.m.

I. CALL TO ORDER / ROLL CALL

Mr. Burkhead called the meeting to order at 9:40 a.m.

Board Members Present:

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

Board Administrator: Charlotte London

New Applicants (*via Zoom*): Jimmy Gauvey, Charles Lowry, William Moore, Millie Remer, Brandon Roberson, Jeremy Sory, Logan Spry

Others Present: Dan Smith, Complaint Investigator, Gayathri Arunachalam, ADLL Software Support Analyst, Ken Anderson, ADLL Chief Information Officer

Zoom Participants: Justin Kinchen, ELP Representative; Laura Rau, Lee Casinader, Sherika Brown

II. APPROVAL OF September 1, 2021 MEETING AGENDA

Mr. Trammell made a motion to approve the agenda. Mr. Allen seconded the motion and requested a discussion about issues affecting AHIB’s ability to function properly be added to the agenda. The motion was amended to include this discussion in the agenda. All Board members voted aye in favor of the motion.

III. PRESENTATION OF THE ELECTRONIC LICENSING PROGRAM

Ken Anderson, CIO of the Department of Labor & Licensing, thanked the board for the opportunity to share information about the Electronic Licensing Program (ELP). Mr. Anderson introduced Justin Kinchen, ELP representative, and told the Board that Mr. Kinchen would do the presentation on ELP. Mr. Kinchen shared his computer screen via Zoom and demonstrated how the ELP program works. It was stressed that the program is designed for self-service. When asked about the time frame for implementation, Mr. Kinchen said he would estimate three months from start to finish. Mr. Anderson was able to confirm that there is still a slot open that includes complete funding for two years and that the five-year funding request is still being considered.

The Board expressed their thanks to Mr. Anderson and Mr. Kinchen for their presentation.

IV. APPROVAL OF MINUTES

1. August 4, 2021 Minutes are incomplete. Mr. Allen made a motion to table approval of the August minutes. Mr. Trammell seconded the motion. All Board members voted aye in favor of the motion.

V. FINANCIALS

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

A motion to table the approval of Financials was made by Mr. Trammell with a second by Mr. Allen. All Board members voted aye in favor of the motion. Mr. Trammell asked Ms. London to reach out to someone at DFA to try and resolve the financials.

VI. STATUS OF COMPLAINTS / APPEALS / HEARINGS

1. Old Complaints

Dan Smith, AHIB Complaint Investigator, gave an update on the 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 July 6, 2021. Complaint emailed to Investigator on July 6, 2021. Ms. Chavis said the Investigator had recommended dismissal of this complaint since the Complainant and the Home Inspector were trying to resolve it.
The Home Inspector reimbursed the Complainant for requested damages so this complaint has been dismissed.
2. **202105-14** - Complaint Filed May 2021. Notification to HI sent by Regular and Certified Mail 05/12/2021. Regular mail was returned with an incorrect address sticker on May 26, 2021. Certified mail was returned from the post office as 'unable to forward' on 6/17/2021. Complaint Notification & request for current mailing address emailed to HI on 7/20/2021. HI responded via email on 8/2/2021. Complaint emailed to Investigator on 8/2/2021. Summary received 8/5/2021 with recommendation of dismissal.
After review, it is recommended that this complaint be dismissed.
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. Summary received 7/16/2021. Dismissal Recommended.
After review, it is recommended that this complaint be dismissed.
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. Summary received 7/16/2021. Dismissal Recommended.
After review, it is recommended that this complaint be dismissed.
5. **202107-17** – Complaint Filed July 2021. Notification to HI sent by Regular mail on 7/20/2021. HI responded via email on 7/27/2021. Complaint emailed to Investigator on 7/29/2021. Summary received 8/2/2021 with recommendation of dismissal.
After review, it is recommended that this complaint be dismissed.

2. New Complaints

1. **202107-18** – Complaint Filed July 2021. Notification to HI sent by Regular mail on 8/10/2021. HI response received 8/25/2021.
2. **202108-19** - Complaint Filed August 2021. Notification to HI sent by Regular mail and Email on 8/10/2021. HI response received via email on 8/16/2021.
Due to the volume of paperwork submitted with these complaints, they have not been sent to the investigator at this time.

3. Hearings

None Scheduled

VII. REVIEW OF NEW APPLICANTS

A. New Applicants

- | | |
|--------------------------|---------------------|
| 1. Thomas Batchelder | 7. Millie Remer |
| 2. Dylan Crymes | 8. Brandon Roberson |
| 3. Jimmy Gauvey | 9. Jeremy Sory |
| 4. Charles "Chuck" Lowry | 10. Logan Spry |
| 5. Brian Mickelson | 11. Chad Ward |
| 6. William Moore | |

1. Mr. Trammell made a motion to approve the applications for #4-Charles "Chuck" Lowry, #5-Brian Mickelson, #7-Millie Remer, #8-Brandon Roberson, #10-Logan Spry and #11-Chad Ward. The motion was seconded by Mr. Allen. All Board members voted aye in favor of the motion.
2. Mr. Trammell made a motion to approve the application for #1-Thomas Batchelder contingent on getting the signature of the insurance agent. The motion was seconded by Mr. Allen. Ms. London stated that the insurance certificate she received had the requested information. All Board members voted aye to approve the motion.
3. Mr. Trammell made a motion to approve the application for #2-Dylan Crymes contingent on insurance certificate being corrected. Mr. Allen seconded the motion. Ms. London stated that the insurance certificate had the needed information. All Board members voted aye to approve the motion.
4. Mr. Trammell made a motion to approve the application for #3-Jimmy Gauvey contingent on the phone number of the insurance agent being added to the certificate. Mr. Allen seconded the motion. Mr. Gauvey supplied the phone number and Ms. London will add it to the insurance certificate. All Board members voted aye in favor of the motion.
5. Mr. Trammell made a motion to approve the applications for #6-William Moore and #9-Jeremy Sory. Mr. Allen seconded the motion. There was discussion about the legibility of the insurance agent's signatures. All Board members voted aye in favor of the motion.

VIII. 2021 REGISTRATION RENEWALS

NONE.

IX. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A motion was made by Mr. Trammell to table approval of McKissock Continuing Education courses due to Mr. McBride being absent. Mr. Allen seconded the motion. All Board members voted aye in favor of the motion.

X. NEW BUSINESS

- I. Updates on Rule Changes for Apprenticeship Training Program – Ms. Chavis has an update that will be presented at the October Board Meeting. A motion was made by Mr. Trammell to table the update. Mr. Allen seconded the motion. All Board members voted aye in favor of the motion.

XI. OLD BUSINESS

1. The corrected Memorandum of Understanding was presented to and signed by Ms. London.
2. Mr. Allen made a motion for the Board to approve Mr. Burkhead and Mr. Allen to have discussions outside of the Board meeting with appropriate officials about the issues facing AHIB. Mr. Trammell seconded the motion. All Board members voted aye in favor of the motion.

XII. ADMINISTRATOR'S UPDATE to BOARD MEMBERS

Ms. London gave the following updates to the Board.

1. Weekly Reports to Dept. of Labor
2. P-Card hasn't worked in several weeks & office supplies are needed.
3. DIS Phone bill hasn't been paid for the last 3 months, as of 8/9/2021.
4. Some responsibilities that were previously done by DOLL will become the responsibility of each agency in the coming months. Additional responsibility of listing checks in AASIS & creating deposit slip for Treasury. Role in AASIS has been setup as of 7/30/2021. Limited training was given on August 19, 2021.
5. 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. I am working on both, as time permits.
6. Insurance expiration letters for September were mailed on August 20, 2021.

XIII. SCHEDULE NEXT MEETING

The next Board meeting is scheduled for Wednesday, October 6, 2021 @ 9:30 a.m.

XIV. ADJOURNMENT

The meeting adjourned at 11:20 a.m.