

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

Department of Labor & Licensing
Wednesday – February 2, 2022 @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	Chris Perry	Dillon Erwin
Allen Trammell, Vice Chairman	Bob Downum (<i>absent</i>)	Marliese Kerr (<i>absent</i>)
WC McBride, Secretary/Treasurer		

Board Administrator:

Charlotte London

Assistant Attorney General:

Julie Chavis (*via Zoom*)

New Applicants:

Richard Beckwith Jr., Stephen Chronister, James Founds,
Duane Rodebaugh, Andrew Solomon

Others Present):

Gayathri Arunachalam, ADLL Software Support Analyst
Dan Smith, Complaint Investigator

II. APPROVAL OF February 2, 2022 MEETING AGENDA

Mr. McBride made a motion to approve the agenda. Mr. Trammell seconded the motion. Mr. Burkhead requested the AHIB website be added to the agenda under new business. The motion was amended to include this discussion in the agenda. All Board members voted aye in favor of the motion.

III. APPROVAL OF MINUTES

- | | |
|-----------------------------------|-----------------------------------|
| 1. September 1, 2021 - Incomplete | 4. December 15, 2021 – Incomplete |
| 2. October 6, 2021 – Incomplete | 5. January 12, 2022 – Incomplete |
| 3. November 3, 2021 – Incomplete | |

A motion was made by Mr. McBride and seconded by Mr. Perry to table the approval of Minutes until the next Board Meeting. All Board members voted aye in favor of the motion.

IV. FINANCIALS

- | | |
|-------------------------------|---|
| 1. November 2020 - Incomplete | 3. January through December 2021 – Incomplete |
| 2. December 2020 – Incomplete | 4. January 2022 - Incomplete |

A motion to table the approval of Financials was made by Mr. McBride with a second by Mr. Perry. Mr. Trammell asked if any of the Board members could help in getting Financials completed. Ms. London explained that she just needs time to address the Financials and it is not something a Board member could help with. All Board members voted aye in favor of the motion.

V. STATUS OF COMPLAINTS / APPEALS / HEARINGS

A. Old Complaints

1. **202110-21** - Complaint Filed October 2021. Notification to HI sent by Certified & Regular mail on 10/20/2021. HI received notification 10/27/2021. HI response received 11/9/2021. Complaint will be turned over to Investigator.

2. **202110-22** - Complaint Filed October 2021. Notification to HI sent by Certified & Regular mail on 10/20/2021.
HI received notification 10/25/2021. No response from HI as of 12/30/2021. Complaint will be turned over to Investigator.
3. **202110-23** - Complaint Filed October 2021. Notification to HI sent by Regular mail & email on 10/28/2021.
HI response received via email on 11/15/2021. Complaint emailed to Investigator on 1/12/2022. Summary received from Investigator on 1/14/2022 with recommendation of Dismissal.

Ms. Chavis stated she had received the Summary for complaint 202110-23 and has prepared a dismissal for Board Approval.

Ms. Chavis informed the Board that she does not want to see complaints delayed in being reviewed because she remembers in the past some complaints being over a year old before being investigated. Since the Board has contracted with a Complaint Investigator, complaints are being reviewed and handled in a timely manner.

Ms. Chavis stated that the backlog of current complaints is not the fault of Ms. London, but it is the result of the heavy workload in the office. Ms. Chavis stated she would visit the AHIB office the beginning of next week to pick up the complaints and get them sent to the investigator.

B. New Complaints

1. **202112-24** - Complaint Filed December 2021.
2. **202201-25** - Complaint Filed January 2022.
3. **202201-26** - Complaint Filed January 2022.
4. **202201-27** - Complaint Filed January 2022.

C. Hearings

None Scheduled

VI. REVIEW OF NEW APPLICANTS

A. New Applicants

- | | |
|--------------------------|---------------------|
| 1. Richard Beckwith, Jr. | 7. Nicholas Marlowe |
| 2. Brian Carney | 8. Jackson Mixon |
| 3. Stephen Chronister | 9. Duane Rodebaugh |
| 4. James Founds | 10. Andrew Solomon |
| 5. Ian Hennelly | 11. James Tubbs |
| 6. Joel-David Lloyd | |

1. Mr. McBride made a motion to approve applicants **#3-Stephen Chronister, #4-James Founds, #6-Joel-David Lloyd, #9-Duane Rodebaugh** and **#11-James Tubbs**. The motion was seconded by Mr. Perry. All Board Members voted aye in favor of the motion.
2. Mr. McBride made a motion to approve applicant **#2-Brian Carney** and the motion was seconded by Mr. Trammell. Mr. McBride amended his motion to include that the applicant provide the Board with his contractor's license number and the date that it expires, since he listed on his application that he had a contractor's license. All Board Members voted aye in favor of the amended motion.
3. Mr. McBride made a motion to approve applicant **#1-Richard Beckwith Jr.** and the motion was seconded by Mr. Trammell. Mr. Trammell noted that item #17 on the application was not checked. Mr. Beckwith stated he would correct the application and email it to the office. All Board Members then voted aye in favor of the motion.

4. Mr. McBride made a motion to approve applicant **#5-Ian Hennelly**. Mr. Perry seconded the motion. Discussion followed about several incomplete areas on the application. The motion was amended to approve the application after the applicant submitted an out-of-state background check, a copy of his GED or HS Diploma and a corrected Certificate of Insurance with his home address listed on it. All Board Members voted aye in favor of the amended motion.
5. Mr. McBride made a motion to approve applicant **#7-Nicholas Marlowe**. Mr. Perry seconded the motion. Discussion followed about whether the applicant was licensed for construction work since he stated he was a self-employed carpenter. The motion was amended to approve the application once this question is answered. All Board members voted aye in favor of the amended motion.
6. Mr. McBride made a motion to approve applicant **#8-Jackson Mixon**. Mr. Perry seconded the motion. The motion was amended to require the applicant to provide a background check from Texas. All Board members voted aye in favor of the amended motion.
7. Mr. McBride made a motion to approve applicant **#10-Andrew Solomon**. Mr. Trammell seconded the motion and asked about the length of time since the applicant had completed his training and exams, which was over a year ago. It was noted the rules do not specify a limiting time frame between these events and therefore it is not an issue in approving the application. There was additional discussion about a background check. Since Mr. Solomon is retired military and has served in different states, it was questioned whether he needed to submit background checks from each of those states. Mr. Solomon asked if it would be sufficient for him to provide a letter from an appropriate person stating that he had successfully passed the Federal background check and the military clearance that he held. This application was tabled until the next Board meeting to give Mr. Solomon time to obtain his background check.

VII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION

1. McKissock 100% Education

COURSE NAME	CREDIT HRS	
Modern Roof & Attic Ventilation Systems	3 Hrs	Approved for 2 Hrs
Modern Roof & Attic Ventilation Systems (<i>Online Correspondence</i>)	3 Hrs	Approved for 2 Hrs
Radon & Home Inspections: An Overview	2 Hrs	
Radon & Home Inspections: An Overview (<i>Online Correspondence</i>)	2 Hrs	

1. Mr. McBride made a motion to approve both Modern Roof & Attic Ventilation Systems CE courses. Mr. McBride stated the requested three (3) hours per course allows too much time for the content and that he recommends reducing the CE hours to two (2) per course. Mr. Erwin seconded the motion. All Board members voted aye in favor of the motion.
2. Mr. McBride made a motion to approve the Radon & Home Inspections CE classes offered by McKissock. Mr. Trammell seconded the motion. All Board members voted aye in favor of the motion.

B. PRE-REGISTRATION

None

VIII. NEW BUSINESS

1. Data Changes for Thomas Batchelder (Clements)

- a. Thomas Batchelder is a registered home inspector who has changed his last name to Clements. Batchelder has sent a new application form with this name change. There was discussion whether the Board should ask for an official court order for the name change. Ms. Chavis stated since he had submitted a new driver license with his new name on it, that is sufficient. Mr. Trammell made a motion to approve the application with a second from Mr. Erwin. All Board members voted aye in favor of the motion.

2. AHIB Website

- a. Mr. Burkhead addressed issues with the AHIB website. He stated that the new AHIB site is located on the Department of Labor & Licensing's website and is hard to find and difficult to navigate. He also noted that not all updates are being made to the site. Mr. Burkhead said he wants IT to update the ahib.org website and link it to the Department of Labor & Licensing's website. He said that people could use the Board's website address and would then be redirected to the Dept. of Labor site instead of having to go through so many steps to find the Board's website. He further explained that Arkansas Code specifies the website address as www.ahib.org.

Mr. Burkhead then asked Mr. Erwin to contact the staff at the Department of Labor & Licensing for help getting the AHIB site updated. Mr. Erwin asked who is paying for the renewal of the AHIB domain name. Mr. Burkhead sent former Board member, Robert Neal's contact information to Mr. Erwin asking him to contact Mr. Neal for this information. Mr. Neal handled updates for the AHIB website when he served on the Board. Mr. McBride made a motion for Mr. Erwin to assist the Dept. of Labor & Licensing with this transition. Mr. Trammell seconded and all Board members voted aye in favor of the motion.

IX. OLD BUSINESS

1. Update on Proposed Rule Changes. Ms. Chavis stated there is no new information at this time.

X. ADMINISTRATOR'S UPDATE to BOARD MEMBERS

1. Weekly Reports to Dept. of Labor are being completed each week.
2. Insurance expiration letters for March 2022 will be mailed on February 15, 2022.
3. Mr. Burkhead asked Ms. London if the renewal checks had been deposited because he had received calls from home inspectors saying their check has not cleared the bank. Ms. London stated that only one deposit of renewal checks has been made due to the lengthy process of preparing deposits. She said she is concentrating on updating the renewals and contacting home inspectors who needed to provide additional information or late fees. Once that was done, she could order the license renewal cards and start working on the deposits.

XI. 2022 REGISTRATION RENEWALS

1. Cover sheets with renewal information was emailed to Board members.

Mr. McBride asked the question why these late registration renewals did not include a Certificate of Abstinence. He then made a motion that late registration renewals must include a Certificate of Abstinence before they can be approved. Mr. Trammell seconded the motion. All Board members voted aye in favor of the motion.

2. There was a discussion about the fact that too many registration renewals are sent in with items missing. The rules are clear about what items are required to be included with the renewals. Mr. Burkhead stated that if these rules cannot be read and followed then these people have no business being home inspectors. Mr. Burkhead stated he will prepare a letter that can be emailed to all home inspectors stating that the Board will automatically deny incomplete renewals. He will share the letter with Board members for approval prior to the letter being emailed.
3. Mr. McBride made a motion to approve the renewal for HI-2168. The motion was seconded by Mr. Trammell. All Board members voted aye in favor of the motion.
 - a) Mr. McBride made a motion to approve the renewal for HI-2211. The motion was seconded by Mr. Perry. All Board members voted aye in favor of the motion.
 - b) Mr. McBride made a motion to approve the renewal for HI-1988. The motion was seconded by Mr. Trammell. All Board members voted aye in favor of the motion.
 - c) Mr. McBride made a motion to approve the renewal for HI-2022. The motion was seconded by Mr. Trammell. All Board members voted aye in favor of the motion,
 - d) Mr. McBride made a motion to approve the renewal for HI-2104. The motion was seconded by Mr. Trammell. All Board members voted aye in favor of the motion.
 - e) The registration renewals for HI-1330, HI-1881, HI-1965, HI-2117, HI-2132, HI-2154, HI-2174, and were all denied due to incomplete documentation.

XII. SCHEDULE NEXT MEETING

1. The next Board meeting is scheduled for Wednesday, March 2, 2022 @ 9:30 a.m.

ALL FUTURE BOARD MEETINGS WILL BE HELD VIA ZOOM UNTIL FURTHER NOTICE.

(Meeting date and time are subject to change at the discretion of the Board)

XIII. ADJOURNMENT

The meeting adjourned at 11:30 a.m. on a motion by Mr. Trammell and seconded by Mr. Perry. All Board members voted aye in favor of adjournment.