

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

Department of Labor & Licensing
Wednesday – January 12, 2022 @9:30 a.m.

I. CALL TO ORDER / ROLL CALL

Mr. Burkhead called the meeting to order at 9:30 a.m.

Board Members Present:

Daniel Burkhead, Chairman	Allen Trammell, Vice Chairman	
WC McBride, Secretary/Treasurer	Dillon Erwin	Chris Perry
Bob Downum (<i>absent</i>)	Marliese Kerr (<i>absent</i>)	

Board Administrator: Charlotte London

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

New Applicants (*via phone & Zoom*): Scott Diles, Kurt Goodall, Randall Hartung, David Jones, Will Paulson, Jordan Percy, Adam Taylor, Tony Winkler

Others Present: Home Inspector- Eric Hile (*AAREI*),
Gayathri Arunachalam, ADLL Software Support Analyst

II. APPROVAL OF January 12, 2022 MEETING AGENDA

Mr. Erwin made a motion to approve the agenda. Mr. McBride seconded the motion.
All Board members voted aye in favor of the motion.

III. APPROVAL OF MINUTES

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

Mr. McBride made a motion to table the September, October, November and December minutes until the next Board Meeting. Mr. Perry seconded the motion and 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 | |

Mr. McBride made a motion to table the November 2020 through December 2021 minutes until the next Board Meeting. Mr. Erwin seconded the motion and 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 10/22/2021. Certified letter received by HI on October 27, 2021. HI response received 11/9/2021. Complaint will be turned over to the Investigator.

2. **202110-22** - Complaint Filed October 2021. Notification to HI sent by Certified & Regular mail on 10/20/2021. Certified letter received by HI on October 25, 2021. No response from HI as of 12/30/2021, Complaint will be turned over to the Investigator.
3. **202110-23** - Complaint Filed October 2021. Notification to HI sent by Certified & Regular mail on 10/28/2021. HI response received via email on 11/15/2021. Complaint will be turned over to the Investigator.

B. New Complaints

1. None

C. Hearings

None Scheduled

VI. REVIEW OF NEW APPLICANTS

A. New Applicants

- | | |
|-----------------------|--------------------|
| 1. Enrique Chris Baez | 7. Jordan Percy |
| 2. Scott Diles | 8. Brandon Rowland |
| 3. Kurt Goodall | 9. Steve Stephens |
| 4. Randall Hartung | 10. Adam Taylor |
| 5. David Jones | 11. Tony Winkler |
| 6. Will Paulson | |

1. Mr. McBride made a motion to approve the applications for **#2-Scott Diles, #3-Kurt Goodall, #4-Randall Hartung, #6-Will Paulson, #7-Jordan Percy, #10-Adam Taylor, and #11-Tony Winkler.** Mr. Erwin seconded and all Board members voted aye in favor of the motion.
2. Mr. McBride made a motion to approve the application for **#1-Enrique Chris Baez.** Mr. Trammell seconded pending the applicant submit a passing score on the Ethics exam. All Board members voted aye in favor of the motion.
3. Mr. McBride made a motion to approve the application for **#5-David Jones.** Mr. Trammell seconded and asked about the applicant’s insurance listing his business name with ‘HVAC’ in it. Mr. Burkhead told the applicant about the Conflict of Interest when holding two licenses. All Board members voted aye in favor of the motion.
4. Mr. McBride made a motion to approve the application for **#8-Brandon Rowland.** Mr. Trammell seconded and said the applicant had written the name of his home inspector training school in the field that asks for the name of the high school that he graduated from. Mr. Trammell asked Ms. London to contact the applicant to get the name of the high school that he attended and the year of graduation. All Board members voted aye in favor of the motion.
5. Mr. McBride made a motion to approve the application for **#9-Steve Stephens.** Mr. Trammell seconded pending receipt of the latest, revised application. The applicant was participating via Zoom and held up the new application and he said it was being mailed. All Board members voted aye in favor of the motion.

VII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION

1. AAREI Spring Seminar 2022

COURSE NAME	CREDIT HRS
Report Writing & Risk Management	2 Hrs
Inspecting Old Electrical Systems	2 Hrs
Manufactured Housing	2 Hrs
Fundamentals of Fuel Gas & High Efficiency Appliance Venting	2 Hrs
Air Conditioning & Heat Pumps	2 Hrs
Foundation Problems & Identification	2 Hrs
Roof Materials Identification & Expected Life	2 Hrs

Mr. McBride made a motion to approve all of the AAREI CE Courses. Mr. Trammell seconded and all Board members voted aye in favor of the motion.

B. PRE-REGISTRATION

None

VIII. NEW BUSINESS

None

IX. OLD BUSINESS

1. Update on Proposed Rule Changes – No updates.

X. ADMINISTRATOR’S UPDATE to BOARD MEMBERS

1. Weekly Reports to Dept. of Labor
2. Ms. London requested approval for the purchase of stamps needed for mailing license cards and other correspondence. Mr. McBride made a motion to approve the purchase up to \$400.00. Mr. Trammell seconded and all Board members voted aye in favor of the motion.
3. Insurance expiration letters for February 2022 will be mailed on January 14, 2022.

XI. 2022 REGISTRATION RENEWALS

Late renewals were reviewed by the Board.

1. Mr. McBride made a motion to approve the submitted late renewals, with the exception of the following home inspectors whose license will be approved pending payment of the required late fees: HI-1670, HI-1722, HI-1962, HI-1970, HI-2088 and HI-2183. Mr. Trammell seconded and all Board members voted aye in favor of the motion.
2. Mr. McBride made a motion to approve the following late renewals contingent upon their providing the required CE Certificates of Completion: HI-2123 and HI-2130. Mr. Trammell seconded and all Board members voted aye in favor of the motion.

XII. SCHEDULE NEXT MEETING

February 2, 2022 @ 9:30 a.m. in the 4th Floor Board Room at the Dept. of Labor & Licensing
(Meeting date and time are subject to change at the discretion of the Board)

XIII. ADJOURNMENT

The meeting adjourned at 10:20 a.m.