

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

Department of Labor & Licensing  
Wednesday – January 18, 2023 @ 9:30 a.m.

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

Daniel Burkhead called the meeting to order at 9:33 a.m.

**Board Members Present:**

Daniel Burkhead, Chairman	Chris Perry
Kyle Rodgers, Vice Chairman	Edward Loveless
W.C. McBride, Secretary/Treasurer	Dillon Erwin ( <i>via Zoom</i> )

**Board Administrator:**

Charlotte London

**Assistant Attorney General:**

Lacie Kirchner (*via Zoom*)

**New Applicants:**

Mark Dewberry, Lyn Horst, Steve Quaid

**Others Present:**

Gayathri Arunachalam, ADLL Software Support Analyst,  
Eric Hile (*via Zoom*), Jesse Gilliam (*via Zoom*)

**II. APPROVAL OF January 18 MEETING AGENDA**

1. Motion by W.C. McBride to approve the agenda. 2<sup>nd</sup> by Kyle Rodgers. The motion carried.

**III. APPROVAL OF MINUTES**

- |                   |                      |
|-------------------|----------------------|
| 1. May 4, 2022    | 5. September 7, 2022 |
| 2. June 8, 2022   | 6. October 6, 2022   |
| 3. July 6, 2022   | 7. November 2, 2022  |
| 4. August 3, 2022 | 8. December 14, 2022 |

1. Minutes were completed by Crystal Braden (Legal Services Specialist). The agenda shows the December minutes to be incomplete, but Daniel Burkhead explained to Charlotte that they had been completed and just need to be printed from AASIS. Motion by W.C. to approve the minutes. 2<sup>nd</sup> by Kyle. The motion carried.

**IV. FINANCIALS**

1. November 2022 – Complete
2. Motion by W.C. to approve the financials. 2<sup>nd</sup> by Kyle. The motion carried.

**V. STATUS OF COMPLAINTS / APPEALS / HEARINGS**

**A. Old Complaints**

Lacie Kirchner explained that because she is so new to this Board, she didn't have updates and that she believed it was just how it was on the agenda unless Charlotte had any updates. Charlotte said

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she did not have any. Daniel Burkhead explained that with renewals all Charlotte London was doing was answering the phones. Daniel also said that they were going to try to get their complaints, as far as getting everything started, caught up by the end of March.

**VI. REVIEW OF NEW APPLICANTS**

**A. New Applicants**

- |                  |                  |                    |
|------------------|------------------|--------------------|
| 1. Mark Dewberry | 4. Kirby Martens | 7. Steve Quaid     |
| 2. Lyn Horst     | 5. Jared Pass    | 8. Michael Starr   |
| 3. Ryan Laws     | 6. Jacky Payne   | 9. Michael Stewart |

1. Motion by W.C. to approve applicant **#1-Mark Dewberry**. 2<sup>nd</sup> by Kyle. The motion carried. Daniel reminded the members that when reviewing applications in ELP, not to deny applicants because of missing documents but to reject for resubmission instead.

W.C. commented that Mark Dewberry's insurance document didn't list him individually. Charlotte stated that she did have his corrected document. Dillon Erwin advised members to select Task One in the upper corner of ELP to review what the Task One person has added. After further discussion of ELP, Daniel called for a vote on Mark (no motion made or seconded). The motion carried to approve Mark's application.

2. Motion by W.C. to approve applicant **#2- Lyn Horst**. 2<sup>nd</sup> by Chris Perry (?). Daniel explained to Lynn that he was denied on ELP but that the Board will get that corrected. The motion carried.
3. Motion by W.C. to approve applicant **#3- Ryan Laws**. 2<sup>nd</sup> by Kyle. The motion carried.
4. Motion by W.C. to approve applicant **#4- Kirby Martens**. 2<sup>nd</sup> by Kyle. The motion carried.
5. Motion by W.C. to approve applicant **#5- Jared Pass**. 2<sup>nd</sup> by Dillon Erwin. The motion carried.
6. Motion by W.C. to approve applicant **#6- Jacky Payne**. 2<sup>nd</sup> by Dillon. The motion carried.
7. Motion by W.C. to approve applicant **#7- Steve Quaid**. 2<sup>nd</sup> by Kyle. The motion carried.
8. Motion by W.C. to approve applicant **#8- Michael Starr**. 2<sup>nd</sup> by Kyle. Dillon interjected that when reviewing, he found that Michael doesn't have the minimum insurance coverage. W.C. revised his motion to approve Michael when he gets the correct coverage. 2<sup>nd</sup> by Kyle. The motion carried.
9. Motion by W.C. to approve applicant **#9-Michael Stewart**. 2<sup>nd</sup> by Kyle. The motion carried.

**Minutes of the Meeting of the  
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Daniel explained to applicants who applied online that they should have gotten an email showing they were approved and that it will have their home inspection number and they'll be able to download their home inspection registration. He also told them to call him directly with any questions. Lyn asked if they were legal from this point to start doing home inspections and Daniel explained to him that because he had been denied in ELP, he'll have to wait until they get that corrected, which he'll try to have done by the following day. Mark asked how long it would take to get his license since he mailed in a paper form. Daniel explained the Board has to enter his information in ELP and to give them a couple of days.

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

**A. CONTINUING EDUCATION**

1. AAREI – 2023 Spring Seminar – each course is two (2) credit hours
  - a. Operating a Home Inspection Business
  - b. New Plumbing Requirements
  - c. Insulation & Ventilation
  - d. Fireplaces & Woodstoves
  - e. Exterior Wall Coverings
  - f. Exterior Wall Coverings
  - g. Roof Materials, Defects and Life Expectancy
  - h. Residential Interiors

Motion by W.C. to approve the AAREI - 2023 Spring Seminar. 2<sup>nd</sup> by Lyle. Motion carried.

**VIII. NEW BUSINESS**

1. ELP issues – Daniel explained that they're working through issues of people renewing online and that Charlotte has been inundated with phone calls.
2. Ian Hallum (via Zoom) – wasn't online when called upon.
3. Meg Francis came in person to discuss the rule against home inspectors using networking grids. Daniel stated that it's not so much a rule, it's just an interpretation. Ms. Francis stated she has been in real estate since 2008 and that in November, an inspector was called to the Board regarding code of ethics, so she is asking for clarification of the code of ethics that prevents home inspectors from sponsoring Board association events. Daniel explained that according to the past two Board attorneys, any sort of gifts or sponsoring is considered a gift from the home inspector. As far as networking groups, it came out in 2014 or 2015 that home inspectors couldn't be part of any networking groups. Ms. Francis stated that she is the chair of Central Arkansas Realtors Young Professional Network and all of their proceeds go to Habitat for Humanity. According to Daniel, it doesn't matter where the proceeds go, it's just the appearance that the realtors who attend the event are more likely to refer that inspector because of that. Daniel referred to Lacie. Lacie explained that she had discussed it with Julie and that it all comes down to the appearance of compromise or objectivity or integrity, so sponsoring is not something they can do across the

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

Department of Labor & Licensing

Wednesday – January 18, 2023 @ 9:30 a.m.

board. She also shared that as far as she's aware, there's no waiver for this particular rule. Eric Hile said he sponsored the event in November not realizing it's a violation. He asked if belonging to an association as an affiliate was also a violation. Lacie said she'd need to do some more research and will get back with them next month. Jesse Gilliam asked what all organization memberships were prohibited and asked about Chambers of Commerce. Lacie commented that the Board had sort of addressed the issue in 2017 regarding the referral group, Business Network International, and that the notes stated that it all comes down to the exclusivity of preferred provider lists, whether or not it's a paid membership.

4. December MOU is due – Motion by W.C. to pay \$96.54. 2<sup>nd</sup> by Kyle. Motion carried.
5. Statement of Financial Interest Reminder – Board members must complete their statements by January 31, 2023.
6. Travel/Lodging Reimbursements Reminder – Board members must vote on travel/lodging reimbursements for 2023. Motion by W.C. to approve travel and lodging reimbursements for any Board member who requests them. 2<sup>nd</sup> by Kyle. Motion carried.

**IX. OLD BUSINESS**

1. Tom Allen wasn't online when addressed. Daniel stated Tom should be getting them an update. He's also supposed to be sending detailed information regarding his research on the revolving door issue to Tyler Cain.
2. Apprenticeship Program – Effective January 1, 2023. Daniel reminded members that the Board has discretion to waive the requirement. He said that he had been asked at the last meeting to create a form, which he did and feels that it addresses everyone's requested details. W.C. commented that some applicants are entering "No" to the question, "Are you interested in participating in the Apprenticeship Program?" Members agreed the question needs to be removed since the program is no longer optional. Daniel asked Lacie if something needs to be added to remove the Board's and the apprenticeship participants' liability. Lacie asked to talk offline so that she fully understands. Kyle and W.C. stated the form needs to be a fillable pdf and Daniel said he would create it. Kyle questioned the list of mentors online, and Daniel explained the list has not been updated because they haven't had time.

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

1. Weekly Reports to Dept. of Labor are being completed. Charlotte stated that they're kind of the same thing on every one but no one reads them anyway.
2. Insurance expiration letters – Charlotte stated that she did get most of January out and just have a few for the latter half of the month that she needs to get filled out. She also hopes to have the February letters mailed out by the end of the week or early next week. Discussion about emailing the reminders or ELP automatically sending them. Ms. G. will check on it. Dillon thanked Daniel,

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Charlotte and the other Board members because the transition is tough, but he thinks it's going to turn out well.

**XI. 2022-2023 REGISTRATION RENEWALS**

1. Thomas Lee –Motion by W.C. to approve mailed-in renewal. 2<sup>nd</sup> by Kyle. Daniel recommended that his late fee be waived because Thomas doesn't have email so he was waiting on his letter, and he tried calling the office but the voicemail was full. Motion by W.C. to waive the late fee. 2<sup>nd</sup> by Kyle. Motion to approve renewal carried. Motion to waive late fee carried.

Charlotte interjected that she has talked to the printer, Amsco, and she's going to send the list to them early next week and it usually takes 2-3 days to get them back and after she weeds out the misprints, she'll mail them out. Daniel instructed Charlotte to have someone from the Executive Staff mail them out because that's one less thing she will have to worry about. W.C. told Charlotte that she needs to learn to delegate.

2. ELP Renewals – 88 (one was removed due to incomplete application)  
Motion by W.C. to approve the renewals. 2<sup>nd</sup> by Kyle.  
1028, 1062, 1093, 1232, 1247, 1268, 1272, 1338, 1358, 1474, 1547, 1610, 1611, 1614, 1619, 1669, 1671, 1693, 1720, 1735, 1744, 1746, 1749, 1750, 1777, 1785, 1788, 1794, 1796, 1825, 1850, 1852, 1858, 1904, 1907, 1946, 1947, 1949, 1957, 1959, 1960, 2001, 2006, 2007, 2008, 2022, ~~2036~~ (removed), 2039, 2041, 2065, 2077, 2080, 2085, 2099, 2111, 2119, 1220, 2125, 2139, 2141, 2144, 2147, 2125, 2165, 2164, 2167, 2174, 2181, 2198, 2202, 2210, 2211, 2216, 2221, 2228, 2224, 2253, 2254, 2258, 2283, 2291, 2301, 2305, 2311, 2312, 2313, 2318, 2319, 2321, 2327  
Daniel stated that there were 88 approved, but he didn't call for a vote.

Daniel asked Charlotte if these have had Task Two done in ELP; Charlotte replied no, they hadn't. Daniel said he will go through them this afternoon and make sure Task Two is done so they'll get their email notification. W.C. said he had done all of his Task One and Task Two's and that they all read 22 and Dillon said he was the second task. Daniel explained that they don't need to do Task Two until the Board meeting because that approves them.

3. Kyle commented that the website realtors use to see if home inspectors are licensed and active creates an unintelligible list. Dillon asked if Justin could pull the data from ELP to the website. Daniel said that you can search by name on the roster, but it's not very intuitive. He asked about getting a hyperlink to the roster search. W.C. explained the Appraisers have it. Ms. G. will work on it. An unnamed guest who introduced himself as a licensee with the Contractor Board interjected that you can search the contractors on their website. Dillon reminded Daniel that when ELP is coded, they'll have to take into consideration the six county choices. Daniel reminded him they had discussed it at a previous meeting and that Justin said it couldn't be done because they would have to rebuild the system with drop-downs for each county.

**Minutes of the Meeting of the  
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Department of Labor & Licensing

Wednesday – January 18, 2023 @ 9:30 a.m.

4. David Scott Renewal – David had not signed his application but he has since done that and mailed it in. Motion by W.C. to approve David Scott. 2<sup>nd</sup> by Kyle. Motion carried.

**XII. SCHEDULE NEXT MEETING**

1. The next Board meeting is scheduled for February 8, 2023 @ 9:30 a.m. in the 4th Floor Board Room of the Dept. of Labor & Licensing. *(Meeting date and time are subject to change at the discretion of the Board.)*
2. Lacie commented that according to their rules, they actually do have to send out a certified mail notification for an insurance lapse. Daniel explained that what they were talking about earlier was just a renewal reminder, not a lapse.

**XIII. ADJOURNMENT**

Motion to adjourn the meeting at 11:16 a.m. by Daniel. 2<sup>nd</sup> by Kyle. Motion carried.