

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

Department of Labor & Licensing

February 8, 2023, at 9:30 a.m.

I. CALL TO ORDER / ROLL CALL

Mr. Burkhead called the meeting to order.

Board Members Present:

Daniel Burkhead, Chairman

Chris Perry (*via Zoom*)

Kyle Rodgers, Vice Chairman (*via ZOOM*)

Edward Loveless

WC McBride, Secretary/Treasurer

Board Administrator:

Charlotte London

Assistant Attorney General:

Lacie Kirchner

Others Present:

Gayathri Arunachalam, ADLL Software Support Analyst

Tom Allen

Lyn Horst, Home Inspector (*via ZOOM*)

Meg France, Central Arkansas Realtors

Robert Charvoz, New Applicant (*via ZOOM*)

Meg France, Central Arkansas Realtors (*via ZOOM*)

II. APPROVAL OF FEBRUARY 8, 2023, BOARD MEETING AGENDA

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

III. APPROVAL OF MINUTES: January 2023,

1. Motion by Mr. McBride to Table the January 2023 Board Minutes because they are incomplete, 2nd by Mr. Rodgers. All Board members voted aye in favor of the motion.

IV. FINANCIALS

A motion was made by Mr. McBride and seconded by Mr. Rodgers to approve the financials. All Board members voted aye in favor of the motion.

V. STATUS OF COMPLAINTS / APPEALS / HEARINGS

A. Old Complaints:

202205-33 - *Complaint Filed May 2022. Notification to HI sent by Certified & Regular mail on 10/24/2022. No Response from home inspector as of January 2023. The green card was never returned to the Board. The envelope was finally delivered to the home inspector on January 21, 2023, with the green card still attached and no attempts to deliver were ever made before that date. The home inspector responded via email on 2/3/2023 and the complaint will be emailed to Investigator. Discussion, no motion, no vote.*

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B. New Complaints

1. **02201-25** - Complaint Filed January 2022
2. **202201-26** - Complaint Filed January 2022
3. **202201-27** - Complaint Filed January 2022
4. **202203-28** - Complaint Filed March 2022
5. **202203-29** - Complaint Filed March 2022
6. **202203-30** - Complaint Filed March 2022
7. **202203-32** - Complaint Filed March 2022
8. **202206-34** - Complaint Filed June 2022.
9. **202206-35** - Complaint Filed June 2022.
10. **202207-36** - Complaint Filed July 2022
11. **202207-37** - Complaint Filed July 2022.

Lengthy discussion of being behind on complaints and the process of handling complaints. No Motion; No vote.

C. Hearings

No discussion, No Motion, No vote regarding hearings.

VI. REVIEW OF NEW APPLICANTS – Discussion of ELP tasks

A. New Applicants

1. Jacob Boyce - Motion to approve by Mr. McBride 2nd by Mr. Perry
2. Lee Burchfield - Motion to approve by Mr. McBride 2nd by Mr. Rodgers
3. Robert Charvoz, lengthy discussion regarding scope of work that deals with a federal government contract, license/registration is needed as a formality according to this government contract. Mr. Charvoz is a licensed home inspector in several states and his 80 hours was done on-line. Lacie Kirchner explained to the board that the rules for in-class-room education requirement does not apply to reciprocity. Motion to approve by Mr. McBride 2nd by Mr. Rodgers
4. John Steven Higdon, Motion to approve by Mr. McBride 2nd by Mr. Rodgers
5. James Lance Miller, Motion to approve by Mr. McBride 2nd by Mr. Perry
6. Ethan Kent Taylor, Motion to approve by Mr. McBride 2nd by Mr. Perry
7. Kirby Martens, was handled at last month's meeting.

VII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION –

1. InterNachi – 29 CE Renewals with no changes to course content, credit hours or instructors.
2. McKissock – 37 CE Renewals with no changes to course content, credit hours or instructors.

Motion by Mr. McBride to approve continuing education, 2nd by Mr. Rogers, . All Board members voted aye in favor of the motion.

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B. PRE-REGISTRATION

None.

VIII. NEW BUSINESS

1. Discuss Entergy cut-off number of Dock Inspectors. Lengthy discussion with Mr. Horst regarding how Entergy institutes the list of home inspectors that are certified dock inspectors. As explained by Lacie Kirchner that Entergy is a private company and we do not have authority over Entergy and how they maintain their list of certified dock inspectors. It was noted that there is a class offered once a year to become a certified dock inspector.
2. ELP Issues - Phone calls & Emails have slowed down, but they are still coming in about ELP issues.
3. January MOU (*rec'd 2/07/2023*) is Due (*Copy is in your folder*). Questions why the DOL is still getting paid, but we are behind. Mr. Burkhead informed the board not to submit TRs that have alcohol on the receipts.

IX. OLD BUSINESS

1. Tom Allen addressed the Board about the revolving door issue and the lady that is helping with the research has submitted all paperwork requested to be paid by the board for her time. Someone from the Board was going to inquire about this from Mr. Cain, CFO, Arkansas Department of Labor, and Licensing.
2. Apprenticeship program, there has been no time, resources, and questions about liability issues. Lengthy discussion about who should carry liability insurance for an apprentice. Ms. Kirchner explained that insurance is a business decision. Mr. Rodger asked why they could not have an apprenticeship program like the Appraisers do. Ms. Kirchner explained that that would require going before the legislature to request a new license type.
3. Ms. Kirchner gave the board options for dealing with the ethics rules. This would include a rule change for any changes to the Code of Ethics, including developing their own standards and not adopting the ASHI standards and developing their own ethics testing. Lengthy discussion that included Meg France regarding the ethics rule, but no motion, no vote or no action was taken at that time.

X. ADMINISTRATOR'S UPDATE to BOARD MEMBERS

1. Weekly Reports to Dept. of Labor are being completed.
2. Request for waiver of the late fees for HI-1817, Matt Brentlinger due to serious medical issues over the last two years. He has been inactive status for 2021 and 2022. Mr. McBride entered a motion to approve the late fee waiver, 2nd by Mr. Loveless, all Board members voted aye in favor of the motion.
3. Insurance expiration letters for March 2023.

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XI. 2022-2023 REGISTRATION RENEWALS

1. HI-1450-Scott Boyle. Mr. McBride made a motion to approve; Mr. Perry seconded the motion. All Board members voted aye in favor of the motion.
2. HI-2237-Daniel Cambron: Mr. McBride made a motion to approve; Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
3. HI-1670-Patrick Davis: Mr. McBride made a motion to approve; Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
4. HI-2176-Matt Hoover: Mr. McBride made a motion to approve; Mr. Loveless seconded the motion. All Board members voted aye in favor of the motion.
5. HI-1942- Rick Morrow: Mr. McBride made a motion; Mr. Loveless seconded the motion. All Board members voted aye in favor of the motion.
6. HI-2188-Adam Peterson: Mr. McBride made a motion; Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
7. HI-2253-Brian Wilson. Mr. McBride made a motion; Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
8. HI-2266-Blayne Philbrook. Mr. McBride made a motion; Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.

XII. SCHEDULE NEXT MEETING

1. The next Board meeting is scheduled for March 1, 2023 @ 9:30 a.m., 4th Fl
(Meeting date and time are subject to change at the discretion of the Board)

XIII. ADJOURNMENT

The meeting adjourned on a motion by Mr. Burkhead and seconded by Mr. McBride. All Board members voted aye in favor of adjournment.