

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

Department of Labor & Licensing  
Wednesday – March 1, 2023 at 9:30 a.m.

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

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

**Board Members Present:**

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

**Board Members Absent:**

None

**Board Administrator:**

Charlotte London

**Assistant Attorney General:**

Lacie Kirchner (*via Zoom*)

**New Applicants:**

Christopher Black Johnson, Jeffrey Powell, and Jesse Welch

**Others Present:**

Gayathri Arunachalam, ADLL Software Support Analyst and Tom Allen

**II. APPROVAL OF March 1, 2023, MEETING AGENDA**

1. The Chair requested an additional item be added to New Business concerning scanners. Motion by WC McBride to approve the revised agenda. 2<sup>nd</sup> by Kyle Rodgers. The motion carried.

**III. APPROVAL OF MINUTES**

1. Chairman Daniel Burkhead reported that the minutes for January and February are not completed. WC moved to table approval of the minutes. 2<sup>nd</sup> by Kyle. The motion carried.

**IV. FINANCIALS**

1. Daniel reported that the February financial statement is complete and in your folder for review. There were no questions.
2. Motion by WC to approve the financials. 2<sup>nd</sup> by Kyle. The motion carried.

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

**A. Old Complaints**

Lacie Kirchner reported that she does not have an update on complaints at this time. WC moved to table discussion of the complaints until the next board meeting. 2<sup>nd</sup> by Kyle. The motion passed.

**VI. REVIEW OF NEW APPLICANTS**

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**A. New Applicants**

- |                              |                   |
|------------------------------|-------------------|
| 1. David Darley              | 3. Jeffrey Powell |
| 2. Christopher Blake Johnson | 4. Jesse Welch    |

1. Motion by WC to deny applicant **#1- David Darley** due to the length of time from when he completed the 80-hour pre-registration education class and the time he applied for his registration. Also, his insurance certificate needs to indicate his home address. 2<sup>nd</sup> by Dillon Erwin. The motion carried.
2. Motion by WC to approve applicant **#2- Christopher Black Johnson**. 2<sup>nd</sup> by Kyle. The motion carried.
3. Motion by WC to administratively approve applicant **#3- Jeffrey Powell** subject to a corrected insurance certificate indicating his name and home address. 2<sup>nd</sup> by Kyle. The motion carried.
4. Motion by WC to administratively approve applicant **#4- Jesse Welch** subject to a corrected insurance certificate indicating his name and home address. 2<sup>nd</sup> by Kyle. The motion carried.
5. Motion by WC to administratively review the renewals for Adam Pratt and Dennis Evans to confirm that their names and home addresses are on their liability insurance certificates.

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.

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

WC reported that although several education courses have been submitted, he does not have the paperwork to present to the Board. No motion or vote was taken.

**VIII. NEW BUSINESS**

1. Daniel and Charlotte London reported to the Board that the phone calls and email concerning the change to the ELP system are still being received. However, at a much slower pace than last month. Charlotte reported about a phone call she received concerning a home inspector who had been inactive for several years.
2. Chris Perry asked the board members how a home inspector can obtain a realtor lockbox key. He questioned as to whether a home inspector would need to join every realtor association for access to the subject property. After a brief discussion, Daniel mentioned that this is a business decision of the individual home inspector and not within the Board's jurisdiction.

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3. Daniel reported that the February MOU has not yet been received.
4. The Board added a discussion of scanners to the agenda. WC stated that the Board pays for use of the shared copier/scanners available throughout the ADLL offices. He commented that if they are available and we pay for them, we should use them. WC commented the Board is falling behind and asked Charlotte what we needed to do? Edward Loveless said that he had scanned complaints to help Charlotte. He does not mind continuing helping as he can. Charlotte told the Board members that she is no longer responsible only for the Board's business. She is now required to complete work that was previously done by the Finance Department. WC stated the Board is failing its responsibilities. Dillon commented that nothing will change until the Department has a new Secretary and Chief of Staff. After a heated discussion about the Board's displeasure with Secretary Bassett and Chief of Staff Steve Guntharp, including an accusation by the Chair that they are both "lining their pockets", Edward Loveless said that until something changes, he volunteers to continue to help. WC stated that every time the Board goes to the ADLL Executive Team we get the same song and dance. A brief discussion was held concerning complaints. Dillon reported that due to his disappointment with the ADLL management team, unless he is reappointed, the next board meeting will be his last meeting as he will not continue to serve. Lacie reminded the Board members that appointments to the Board are made by the Governor. And, that there are several of her Board's with open appointments. The Chair then moved on to Old Business.

**IX. OLD BUSINESS**

1. Tom Allen presented his comments regarding The Revolving Door Project. Mr. Allen reported that former Board member Robert Neal has agreed to work with him putting together a survey of home inspectors for this project. They will continue to move forward over the next few months.
2. At this time a lengthy discussion was held regarding the apprenticeship program. There is still confusion regarding the insurance liability for the mentor and the trainee. No decisions were made. No motion or vote was taken.
3. A brief discussion was held regarding Entergy Boat Dock Inspections. A copy of Entergy's Standards of Practice is included in your folder. The Chair reported that his is a business decision of the company.

**X. ADMINISTRATOR'S UPDATE to BOARD MEMBERS presented by Charlotte London**

1. Weekly Reports to Dept. of Labor and Licensing are being completed on Friday's.
2. There are changes being made to our website, with more expected during the year.
3. After discussion with the Chair, she is revising the application for the mentors and trainees.

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4. A brief discussion was held regarding the Code of Ethics for home inspectors. The Board has decided to write its own Code which will include Arkansas specific information.

**XI. 2022-2023 REGISTRATION RENEWALS**

1. John Hester (HI-1692) – 2023: Late fees waived due the face he was hospitalized from October 16 to December 28, 2022, with covid and flu. WC made a motion to waive the late fees and renew Mr. Hester for 2023. Chris seconded the motion. The motion passed.
2. Jim Rapert – 2023: Late fees & renewal fees of \$250.00. WC made a motion to renew Mr. Rapert for 2023. Kyle seconded the motion. The motion passed.
3. Thomas Lee (HI-1545) – 2023: Late fees waived last month. WC made a motion to renew Mr. Lee for 2023. Kyle seconded the motion. The motion passed.

**XII. SCHEDULE NEXT MEETING**

1. The next Board meeting is scheduled for Wednesday, April 5, 2023, at 9:30 a.m.

**XIII. ADJOURNMENT**

The meeting adjourned at 11:30 a.m. on a motion by Chair Burkhead and seconded by Chris. The motion passed.