

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

Department of Labor & Licensing  
Wednesday – April 5, 2023 at 9:30 a.m.

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

Daniel Burkhead called the meeting to order at 9:35 a.m. and called the roll.

**Board Members Present:**

Daniel Burkhead, Chairman  
Kyle Rodgers, Vice Chairman

Chris Perry  
Edward Loveless

**Board Members Absent:**

W.C. McBride

**Board Administrator:**

Charlotte London

**Assistant Attorney General:**

Lacie Kirchner (*via Zoom*)

**New Applicants:**

David Darley (*in-person*). Jeff Cross (*Zoom*) No list of applicants attending by Zoom was available.

**Others Present:**

Gayathri Arunachalam, ADLL Software Support Analyst, Tom Allen, and Robert Neal. There was an additional attendee, but he is not named in the meeting.

**II. APPROVAL OF April 5, 2023, MEETING AGENDA**

1. Motion by Edward Loveless to approve the agenda. 2<sup>nd</sup> by Kyle Rodgers. The motion carried.

**III. APPROVAL OF MINUTES**

1. Motion by Edward to table the approval of the board minutes for January, February, and March. The minutes are not complete. 2<sup>nd</sup> by Kyle. The motion carried.

**IV. FINANCIALS**

1. Daniel reported that the financials are complete with no changes since the March board meeting. The February and March MOU's have not been received.
2. Motion by Edward to approve the financials. 2<sup>nd</sup> by Kyle. The motion carried.

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

**A. Old Complaints – Moved to later in the meeting.**

**VI. REVIEW OF NEW APPLICANTS**

**A. New Applicants**

1. Clifton Craddick
2. David Darley
4. Jason Hillhouse
5. Antony Merworth
7. Tyler Muller
8. Casey Andrew Simpson

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3. Dustin Flores                                      6. George Terrell Methvin      9. Tylor Standley
1. David Darley explained to the board the reason for the length of time from when he completed the 80 hours pre-licensure course in December 2021 until February 2023 when he passed the exam. He reported that he does not do well with exams. Since failing the test, he has worked for a HVAC company, a structural engineering company and a roofing company and has learned from the hands-on training. He now has a better understanding of a home inspectors' responsibilities. Motion by Edward to waive the one-year requirement and to approve applicant **#2 David Darley**. 2<sup>nd</sup> by Chris. The motion carried.
  2. Motion by Edward to approve the following applicants. **Clifton Craddick, Dustin Flores, Jason Hillhouse, Antony Merworth, George Terrell Methvin, Tyler Muller, Casey Andrew Simpson, and Tylor Standley**. 2<sup>nd</sup> by Kyle. The motion passed. Daniel explained to the 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**

Chairman Daniel Burkhead tabled approval of education due to the absence of W.C. McBride. No motion or vote was taken.

**VIII. NEW BUSINESS**

1. SB354 – Daniel reported that the bill was defeated once in the House Committee but passed after an amendment. It passed the House of Representatives and will be voted on in the Senate today. The expectation is that the bill will pass. Chris Perry asked was there any way to stop the bill from moving forward today. Daniel said there is nothing that can be done. Kyle asked if anyone was able to speak with the Governor in person. Daniel said no. Robert Neal was recognized and stated that he hoped ADLL will work with former board members during the transition. Daniel agreed.
2. ELP issues and Auditor request – Daniel reported that due to the lack of communication, the board and staff did not know that the auditor was reviewing our records until he began asking questions recently. Both he and Charlotte London met with the ELP Team to discuss needed changes. All revenue must be processed through the ELP system. This means that our education providers must create accounts and process both new and renewal applications through ELP. Late fees and civil penalties will need to be submitted through ELP. Also, if a licensee has expired general liability insurance, his or her registration will be automatically suspended.
3. Jeff Cross asks if he could present a question to the board regarding reinstatement of his registration. Daniel recognized Mr. Cross to present his question. Mr. Cross held an active home inspector license for about one year (2007). After a brief discussion with him, the board told him

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he would need to complete the 80-hour pre-licensure class. He does not need to retest, but we will need the test scores. No motion or vote was taken.

**IX. OLD BUSINESS**

1. Tom Allen presented his comments regarding The Revolving Door Project. Mr. Allen explained that he has no idea where we are after having dealt with ADLL and the lack of ability to trust Secretary Bassett and his staff. Until Secretary Bassett recognizes the problems, Mr. Allen suggest that the board halt The Revolving Door Project. He mentioned that a budget of \$6,000 was approved and that he needs to submit an invoice for 5 hours of work (\$225). Daniel told him to submit the invoice as quickly as possible.
2. Apprenticeship Program – Daniel reported that there are still liability issues, but he asked Charlotte to post the form online with wording we received from Lacie Kirchner. The board is still working out the specifics of the program.

**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. Charlotte will continue to maintain an excel spreadsheet of home inspectors. Although ADLL will use the information in the ELP program.
4. Applications for mentors are on hold at the present time. This is due to the liability issues.

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

**A. Old Complaints –**

Lacie Kirchner, Assistant Attorney General, reported that she is preparing a proposed consent agreement as the resolution for Case 202205-33. Daniel Burkhead allowed Tom Allen to ask Ms. Kirchner questions. Mr. Allen asked her what happens if the complainant does not agree with the Boards resolution of a complaint. She explained that once a complaint is filed, the complainant is not involved in the resolution of a complaint. The resolution is at the Boards discretion. That does not mean that the complainant cannot file private litigation against the home inspector. Ms. Kirchner also explained that the first step in the process is for the Board to offer a proposed consent agreement. If the respondent signs the consent agreement, it is presented to the Board for approval. The Board can agree or disagree with the terms of the consent agreement. The Board can make suggested changes or move the case to a full board hearing. She relies on the recommendation of the contract investigator prior to submitting the consent agreement to the Board.

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**XII. 2022-2023 REGISTRATION RENEWALS**

1. Jeremy Avaritt (HI-1810) – 2023: Late fees & renewal fees of \$250.00. Edward made a motion to renew Mr. Avaritt for 2023. Kyle seconded the motion. The motion passed.
2. Bryan James – 2023: Late fees & renewal fees of \$250.00. Edward made a motion to renew Mr. Avaritt for 2023. Chris seconded the motion. The motion passed.

**XIII. SCHEDULE NEXT MEETING**

1. The next Board meeting is scheduled for Wednesday, May 3, 2023 at 9:30 a.m.  
*(This is subject to the passage of SB354)*

**XIV. ADJOURNMENT**

The meeting adjourned at 10:21 a.m. on a motion by Mr. Burkhead and seconded by Chris. The motion passed.