

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General Building, Little Rock
July 13, 2016**

Board members Wayne Pace, Bob Downum, Joe Kanopsic, Robert Neal, and Allen Trammell were present. Also present were Assistant Attorney General Julie Chavis, and DFA-Office of Accounting staff Melina Campbell.

Agenda Item A – Call to Order/Roll Call

Meeting called to order at 9:17 am.

Mr. Pace reported for the record that a quorum was present for the AHIB meeting. At this time the roll call included Wayne Pace, Bob Downum, Joe Kanopsic, and Robert Neal. Allen Trammell arrived after the meeting opened.

Agenda Item B – Approval of July Meeting Agenda

Mr. Pace asked for any changes to the agenda. No changes were recommended Mr. Neal made a motion to accept the agenda, Mr. Kanopsic seconded. All board members – yes.

Agenda Item C – Approval of Minutes

Mr. Pace asked for changes to the June 22 minutes. Mrs. Campbell asked for clarification of the section G-New business 1 and 3. Should 1 and 3 state the board wants an action made or just show as discussion. The board would like to see in section 1 a change to the verbiage, coupon should say gift card. Mr. Neal made a motion to accept the minutes with the change, Mr. Kanopsic seconded. All board members – yes.

**Mrs. Campbell will correct the June 22, 2016 minutes with the suggested change.*

Agenda Item D – Enter Executive Session for Interview

The board entered Executive Session 9:30 am.

Agenda Item E – Exit Executive Session for Interview

The board exited Executive Session 10:40 am.

Agenda Item F – Financials (Melina Campbell)

Mrs. Campbell read the financial reports to the board.

March available cash\$387,717.33

Revenue \$ 1,450.00

Salary expense	\$	420.00
AETN expense	\$	833.33
Postage/Cell phone	\$	49.45 – Mrs. Campbell reported that AT&T will send a refund check for the cell phone in coming months for \$318.11. Mrs. Hazeslip sent an email to DIS to back up the email inbox for Sam Wherry and stop paying that monthly email fee.
Utilities & Rent	\$	82.00 – US Postal Service
Board member travel	\$	476.17
Background checks	\$	176.00
Refunds	\$	125.00 – Mrs. Campbell stated this money was issued back to a new Home Inspector for an overpayment in the month of December.
Total of expense	\$	908.62
Burn rate of	\$	924.36

Mrs. Campbell reported the board had \$588.96 remaining appropriation for operating expense at the end of the fiscal year. There was one deposit for \$9.59 that was processed in June. The deposit was for a P-Card (credit card) rebate. Mr. Kanopsic moved to approve the reported expenses on the June Warrant list, Mr. Trammell seconded. All board members – yes.

Agenda Item G – Review of New Applicants (5)

1. There were five new applicants ready for the boards review, Brian Yarbrough, James D Wooten, Johnny Fortenberry, Joshua David Connor, and Robert E Hargus III.
2. Mr. Pace stated that Wooten, Connor, Yarbrough, and Hargus applications were complete and looked good for approval. Mr. Downum moved to approve the four applicants, Mr. Kanopsic seconded. All board members – yes.
3. Mr. Neal stated that Fortenberry's insurance form did not list the name, address and phone number of the insurance agent. Mr. Neal made a motion to approve the applicant and issue a license once the corrected insurance form was received, Mr. Kanopsic seconded. All board members – yes.
**Mrs. Campbell will get the insurance form corrected.*
4. Mrs. Chavis reported that Troy Webb contacted her regarding his license status. Webb applied in December but was denied due to his background check. Mrs. Chavis stated that she mailed a letter to Webb on March 30th, 2016 requesting additional data be submitted to explain the background check report. She informed Webb on the phone she still needed his explanation of the background check. Mr. Pace recommended Mrs. Chavis send another letter to Webb but this time send as certified mail and also notify Webb he can be at the next meeting.

Agenda Item H – Status of Complaints

Julie Chavis, Attorney General Deputy, reported there are updates to the complaints.

1. OLD
 - a. McCormick, Primm, Bevill, Stouffer, and Williams still in process, no change.
 - b. Mr. Pace reported that Hall has an advertisement as a home inspector on a Keller Williams folder. He stated that other home inspectors who have an advertisement on the same folder have listed their HI number. Mrs. Chavis will prepare a letter to notify the real estate company that Hall is not a licensed home inspector.
2. NEW
 - a. No new complaints were reported.

Agenda Item I - Continuing Education/Pre-Registration Courses

Mr. Utsey was absent therefore Mr. Pace and Mr. Neal reviewed the PR and CE Courses.

1. AHIT – Pre Registration application has been in the office since November. The AHIT representative submitted a timed outline that both Mr. Pace and Mr. Neal review. Mr. Pace and Mr. Neal noted that the outline should be broken down into more detailed timed segments. Mr. Neal and Mr. Pace want an approval letter sent that states the guidelines according to AHIB code 704.A.3 *“Course Outline - A detailed outline/lesson plan must be submitted in the format of a standard business graduated outline setting forth all course subtopics in such detail as would be required by an alternate instructor to insure that all material is covered. Digital slideshow images, or images of Internet online course screens, shall not suffice for this requirement”* This letter is also to state the board will not approve this vague an outline next year. Mr. Neal moved to approve the course with the addition to the approval letter, Mr. Kanopsic seconded. All board members – yes.
2. AmeriSpec – Pre-Registration application looks in order and the outline is complete. Mr. Neal wants added to the approval letter section 401.5.3 *“Roofs that are of a pitch less than 6 to 12 must be inspected by walking on them unless adverse conditions exist. Roofs that are of a pitch equal to or greater than 6 to 12 may be inspected by viewing them at least from eave level if eaves are safely accessible with a 12' ladder used according to manufacturer's instructions”* and section 401.3.2C *“enter under-floor crawl space areas that have less than 24 inches of vertical clearance between components and the ground or that have an access opening smaller than 16 inches by 24 inches”*. These areas of the training material submitted are based on National standards and should be Arkansas Code. Mr. Neal moved to approve the course with the addition to the approval letter, Mr. Kanopsic seconds. All board members – yes.
3. All American Training Institute – Pre-Registration course submitted for first time approval. This course material does not include the detailed outline required by the Arkansas Code. Mr. Neal moved to deny this course, Mr. Kanopsic seconded. All board members – yes.
4. ASHI (American Society of Home Inspectors) – There were 9 continuing education courses submitted for the board review. All are 2 hour classroom courses. Mr. Neal moved to approve all courses, Mr. Kanopsic seconded. All board members – yes.

- a. CEO-2016-10 (2 hour) Plumbing “Analyzing and Finding Hard to Find Leaks”
- b. CEO-2016-11 (2 hour) Plumbing “Inspection & Development of Modern Plumbing & Sewer Systems”
- c. CEO-2016-12 (2 hour) Electrical “Grounding and Bonding/Multi-wire Branch Circuits”
- d. CEO-2016-13 (2 hour) Plumbing “Making Connections: Pipes & Fittings, Application & Installation”
- e. CEO-2016-14 (2 hour) Electrical “Taking a Closer Look at Electrical Inspections”
- f. CEO-2016-15 (2 hour) General Classroom Credit “Built In Appliance Inspection”
- g. CEO-2016-16 (2 hour) General Classroom Credit “Inspection Old Houses: the Good, the Bad and the Ugly (Part 1)”
- h. CEO-2016-17 (2 hour) General Classroom Credit “Inspection Old Houses: the Good, the Bad and the Ugly (Part 2)”
- i. CEO-2016-18 (2 hour) Fireplaces and Solid Fuel Burning Appliances “The 10 Most Common Problems with Masonry Fireplaces & Chimneys”

Agenda Item J – New Business

- 1. Questions regarding Pre-Registration Courses (Form vs Rules/Fees)
 - a. Mrs. Campbell asked about the Pre-Registration course expiration date online. Currently the expiration date is the end of the calendar year and should probably be a year after the approval date. The board agreed that the expiration date should be one year after being approved by the board if the Pre-Registration fee paid was for one year.
**Mrs. Campbell will research and update the website with the correct expiration dates.*
 - b. Mrs. Campbell stated that the board changed the fees for Pre-registration courses in March 2016 from \$10 to \$100. She asked the board if they wanted to bill the already approved PR courses the additional \$90 for this calendar year. The board wished to leave the already approved PR courses that paid \$10 alone and know that next year they will pay the \$100. Mr. Trammell motioned no additional fees will be charged, Mr. Kanopsic seconded. All board members – yes.
 - c. Mrs. Campbell told the board the current forms for Pre-Registration are not clear. For all first time PR courses there is a \$200 fee and for renewing PR courses there is a \$100 fee, however the bottom of the form states the course approval expires in two years. Mr. Neal read the law and stated that the applicant can pay two years at a time and should pay \$300 for the new (first time) PR course and \$200 for any PR course that is to be renewed with approval of two years. Mr. Neal

moved the forms should be updated to reflect the code, Mr. Trammell seconded. All board members – yes.

**Mrs. Campbell will update the forms and send them to Mr. Neal for approval. Once approved by Mr. Neal they can be loaded to the website.*

2. Other – Mr. Pace stated that he received the new budget for approval from the Office of Budget. He signed the forms needed and is sending them back to the Office of Budget with Mrs. Campbell. The current appropriation summary reflects...

Salary	37,332.00
Matching	13,309.00
Maintenance and Operation	44,400.00
Total Appropriation of	95,250.00

Mr. Pace adds the Office of Budget has a revenue report of \$64,000.00 for fiscal year 2017, 2018, and 2019. The board members feel this revenue will be greater than reported since the number of home inspectors has increased and they expect it to continue to rise.

Agenda Item K – Old Business

1. AETN – Mr. Kanopsic created an article to be submitted to AETN for their magazine. The board agreed on the article written and Mrs. Hazeslip will send it to AETN for publication. The board posed for a picture to be posted in the magazine also. Mr. Kanopsic will send the picture and article to Mrs. Hazeslip for submission. Mr. Neal moved to use the article by Mr. Kanopsic, Mr. Downum seconded. All board members – yes.

Agenda Item L – Enter Executive Session for Interviews and to discuss hiring AHIRB Administrator

The board entered Executive Session 1:10 pm.

Agenda Item M – Exit Executive Session and discuss decisions made

The board exited Executive Session 3:30 pm. Mr. Downum made a motion to have Mr. Pace contact applicant Charlotte London to come in and fill out paperwork for a background check, Mr. Kanopsic seconded. Mr. Neal made the motion pending the return of the background check the board offer the position to Ms. London with a six month probation period, Mr. Kanopsic seconded. All board members – yes.

Agenda Item N – Schedule Next Meeting

Next meeting is scheduled for **Wednesday August 10, 2016 9:30 am.**

Agenda Item O – Adjournment Mr. Pace adjourned the meeting 3:59 pm.