

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

Department of Labor & Licensing
Wednesday – August 3, 2022 @ 9:30 a.m.

I. CALL TO ORDER / ROLL CALL

Mr. Burkhead called the meeting to order at 9:30 a.m.

Board Members Present:

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

Board Administrator:

Charlotte London

Assistant Attorney General:

Joe West

New Applicants:

Others Present:

Gayathri Arunachalam, ADLL Software Support Analyst
Larissa Liddell, ADLL Budget Analyst

II. APPROVAL OF August 3, 2022 MEETING AGENDA

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

III. APPROVAL OF MINUTES

1. April 6, 2022 – Complete
 2. May 4, 2022 – Incomplete
 3. June 8, 2022 – Incomplete
 4. July 6, 2022 – Incomplete
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1. A motion was made by Mr. Rodgers and seconded by Mr. McBride to approve the Minutes for April 6, 2022 and table the Minutes for May, June, and July. All Board members voted aye in favor of the motion.

IV. FINANCIALS

1. November 2020 – Incomplete
2. December 2020 – Incomplete
3. January through December 2021 – Incomplete
4. January 2022 through Present – Incomplete

A motion was made by Mr. Loveless and seconded by Mr. Rodgers to table the approval of the Financials until they are completed. All Board members voted aye in favor of the motion. Mr. Burkhead advised that as soon as ELP goes live, these will be taken care of.

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

Department of Labor & Licensing

Wednesday – August 3, 2022 @ 9:30 a.m.

V. STATUS OF COMPLAINTS / APPEALS / HEARINGS

A. Old Complaints

1. 202203-31; October 2021 Inspection of a home in Rogers, AR. Moisture intrusion of home in various places. Water Stains around the gutter on the outside of the house. Home Inspector maintains he followed all Standards of Practice. Upon receiving the complaint and reviewing the inspection report, the investigator did note that there were eleven (11) recommendations and three (3) maintenance items listed specifically on the complaint for those recommendations; four (4) related to moisture intrusion. Mr. West stated that almost everything was followed to the letter, except for: 401.4.1.A.4, which states that the inspector shall inspect eaves, soffits, and fascias where accessible from the ground level. The inspection report does not mention any of that being performed. The recommendation is that the Board present a Consent Agreement to the licensee for failing to follow that Standard of Practice and assess a fine of \$100.00. Mr. McBride made a motion to accept the recommendation and Mr. Rodgers seconded the motion. Mr. Burkhead inquired whether the report made mention if the house had gutters. Mr. West said the home did have gutters. Mr. Burkhead inquired whether the report mentioned if the gutters limited the inspection of fascias. Mr. West advised the report did not mention those things specifically. Mr. Erwin advised he would like to table the issue until the Board can follow up with the inspector and see the full report. Four opposed to Mr. McBride's motion, it does not carry. Mr. Erwin made a motion to table the issue until the following month upon further review and discussion with Dan and Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion, with the exception of Mr. McBride, who was opposed.

B. Hearings

None

VI. REVIEW OF NEW APPLICANTS

A. New Applicants

- | | |
|------------------------|------------------|
| 1. Joseph Delgado | 6. Jason Roberts |
| 2. Savannah Guenther | 7. Justin Ward |
| 3. Hank Howell | |
| 4. Dylan Jump | |
| 5. Hugh Scott Phillips | |

1. Mr. McBride made a motion to approve applicants **#2-Savannah Guenther, #3-Hank Howell, #5-Hugh Scott Phillips, #6-Jason Roberts, and #7-Justin Ward**. The motion was seconded by Mr. Erwin. Mr. Erwin inquired whether Mr. Justin Ward (#7) was listed on the certificate of insurance. Mr. Burkhead showed that he was listed at the bottom. All Board members then voted aye in favor of the motion.

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

Wednesday – August 3, 2022 @ 9:30 a.m.

2. Mr. McBride made a motion to approve applicant **#1-Joseph Delgado**. The motion was seconded by Mr. Rodgers. Mr. Erwin and Mr. McBride inquired about Mr. Joseph Delgado's criminal background and whether his charges were current. Mr. Delgado verified his date of birth, and it did not match that of the person with the criminal history. All Board members then voted aye in favor of the motion.
3. Mr. McBride made a motion to approve applicant **#4-Dylan Jump**. The motion was seconded by Mr. Rodgers. Mr. Erwin and Mr. McBride inquired about Mr. Dylan Jump not being listed on the certificate of insurance. Mr. Burkhead showed the updated certificate to the Board members. Mr. Erwin also stated that Mr. Jump would need to update his address from a P.O. Box to a physical address. All Board members then voted aye in favor of the motion.

VII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION

COURSE NAME	CREDIT HOURS
ASHI	Inspection World 2023 CE Course Renewal

1. Mr. McBride made a motion to renew ASHI's Inspection World 2023 CE Courses. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.

B. PRE-REGISTRATION

None

VIII. NEW BUSINESS

1. Mr. Burkhead advised that, as a Board, a definitive date should be decided when ELP should go live for new applicants. This would be to avoid applicants submitting their applications by mail so there is no lapse or duplication in the system. Mr. McBride wants to know when it will be available to go online? i.e., if a September 1, 2022, date is given, can that deadline be met? Mr. Burkhead advised affirmatively, and Mrs. G confirmed. Mr. McBride made a motion for ELP to go live on September 1, 2022, for new applicants. The motion was seconded by Mr. Erwin. All Board members voted aye in favor of the motion.
2. List of home inspectors whose licenses have lapsed. Mr. McBride inquired when we lost 178 non-renewals, how many new inspectors did the Board bring on? Mr. Burkhead advised that he did not believe that number was available yet. Mr. Loveless inquired why the Board would need to know why a home inspector chose not to renew their license. Mr. McBride responded that it was so the Board could improve and retain inspectors. Mr. Burkhead advised it was for the same reason the Real Estate Commission is always striving to improve their industry. Mr. Rodgers suggested that a letter/email be created to be sent to the expired licensees. Mr. Burkhead asked that he create this letter to be submitted for review by the Board at the next meeting. Mr. McBride suggested that, after ELP goes live, the letters are sent only to the inactive applicants in October. Mr. Burkhead made a motion for Mr. Rodgers to create an exit interview letter for all lapsed licensees and that the letter be reviewed at the September Board

**Minutes of the Meeting of the
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Wednesday – August 3, 2022 @ 9:30 a.m.

meeting, and immediately following approval of the letter, it will be sent out to the lapsed licensees on the list Ms. London provided. Mr. Rodgers seconded the motion. All Board members then voted aye in favor of the motion.

3. June MOU Due – Mr. Burkhead made a motion to pay the statement to the ADLL. The motion was seconded by Mr. Erwin. Mr. McBride inquired why the Board had to approve this. Mr. Burkhead explained that the Board must approve all expenditures over \$100.00, as a Board. Majority of Board members present voted aye in favor of the motion and Mr. Burkhead directed Ms. London to make the payment.
4. Effective July 1, 2022, rent increases for the office space at 900 West Capitol Avenue. It is unknown what the increase will be.

IX. OLD BUSINESS

1. Website issues, updates, and comments: Mr. Burkhead asked the other Board members present if they had had the opportunity to get on the website yet and look at it. No one had been able to yet. Mr. Burkhead asked that the other Board members take time to do so.
2. ELP should be up and running by September 1st, 2022.

X. ADMINISTRATOR'S UPDATE to BOARD MEMBERS

1. Weekly Reports to Dept. of Labor are being completed.
2. Attended the legislative meeting with Miles Morgan, ADLL associate counsel, on July 20, 2022, and the proposed rule changes were submitted. Mr. West will follow up with Mr. Morgan to see if he is filing the proposed changes with the Secretary of State's Office.
3. Insurance expiration letters for August were mailed out on July 19th, 2022. Ms. London noted that she wants to send something with this with the new address change and included a sample of this for the Board's approval. Mr. Burkhead and other Board members present approved the letter.
4. Fiscal year end reports: Receive those emails constant and from DFA, Ms. London indicated that she responds to those and gives them whatever information they are asking for at the time. The I.T. Budget and Expenditure Plan was completed on June 22, 2022. Board & Commission Meetings was completed on July 7, 2022. The closing books was turned in by July 18, 2022, deadline. Ms. London is currently working on the second part of the closing books report, which is due on August 11, 2022.
5. Ms. London advised she would need to make a large purchase on toner, paper, envelopes, and laminating documents within the next couple of weeks. Mr. Burkhead inquired how much that purchase would be. Ms. London said that toner alone would be around \$400.00, paper has

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been fluctuating around \$40.00/case. Mr. Burkhead made a motion for up to \$600.00 in upcoming expenditures and Mr. Rodgers seconded the motion. All Board members voted aye in approval of the motion. Mr. McBride inquired about the \$46.12/month copier lease charge on the MOU that the Board pays each month, and yet is purchasing toner and paper. Ms. London indicated that she has never been hooked up to the copier at ADLL, but that Finance indicated to her that the copier lease charge is something that is on every department's MOU. Mr. Burkhead also indicated that the copier lease charge is split amongst each department in the building and the Board must pay its share whether it uses it or not.

XI. 2022 REGISTRATION RENEWALS

1. Richard McDermott – Mr. McBride made a motion to approve Mr. McDermott's renewal. Mr. Rodgers seconded the motion. Mr. McBride indicated that Mr. McDermott attended a CE class in February, but the instructor put the wrong name on the form. Mr. Burkhead confirmed this, stating that the wrong business name and address on the CE form. Mr. McBride was concerned that the Board was charging him a fine of \$250.00 due to no fault of the licensee. Mr. Burkhead indicated that the fine was a late fee that he would have had to pay regardless of the information being correct or incorrect because his information was not submitted to the Board in a timely manner. Ms. London spoke to the licensee prior to renewal, and he indicated that he did not intend to renew initially. The burden is on the licensee to submit their renewal in a timely manner. All Board members voted aye in favor of the motion.

XII. SCHEDULE NEXT MEETING

1. The next Board meeting is scheduled for Wednesday, September 7, 2022 @ 9:30 a.m.
(Meeting date and time are subject to change at the discretion of the Board)

XIII. ADJOURNMENT

The meeting adjourned at 10:40 a.m. on a motion by Mr. Burkhead and seconded by Mr. McBride. All Board members voted aye in favor of adjournment.