

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

Department of Labor & Licensing  
Wednesday – December 14, 2022 @ 9:30 a.m.

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

Mr. Burkhead called the meeting to order at 9:33 a.m.

**Board Members Present:**

Daniel Burkhead, Chairman  
Kyle Rodgers, Vice Chairman  
WC McBride, Secretary/Treasurer

Chris Perry (*via Zoom*)  
Edward Loveless

Dillon Erwin

**Board Administrator:**

Charlotte London

**Assistant Attorney General:**

**New Applicants:**

**Others Present:**

Gayathri Arunachalam, ADLL Software Support Analyst  
Larissa Liddell, ADLL Budget Analyst  
Ken Anderson, Chief Information Officer  
Dan Smith, Investigator  
Monty Freel  
Julie Chavis  
Alton Darty  
Justin Kinchen  
Tanner Hill  
Chad Hammond  
David Smith  
Joseph Jackson  
Katie ???  
Adam Taylor

**II. APPROVAL OF December 14, 2022 MEETING AGENDA**

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

**III. APPROVAL OF MINUTES**

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 1. May 4, 2022 – Incomplete    | 5. September 7, 2022 – Incomplete |
| 2. June 8, 2022 – Incomplete   | 6. October 6, 2022 – Incomplete   |
| 3. July 6, 2022 – Incomplete   | 7. November 2, 2022 – Incomplete  |
| 4. August 3, 2022 – Incomplete |                                   |
- 
1. A motion was made by Mr. McBride and seconded by Mr. Rodgers to accept the minutes incomplete. Mr. Burkhead advised Ms. London is working on these but last month was very busy. He advised they would be caught up on shortly after the first of the year. All Board members voted aye in favor of the motion.

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**IV. FINANCIALS**

1. November 2022 – Complete

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**

Counsel was unavailable to discuss.

**B. New Complaints**

Counsel was unavailable to discuss.

**C. Hearings**

Counsel was unavailable to discuss.

**VI. REVIEW OF NEW APPLICANTS**

**A. New Applicants**

- |                    |                   |                  |
|--------------------|-------------------|------------------|
| 1. Cory Cheatham   | 4. Joseph Jackson | 7. David Smith   |
| 2. Tanner Hill     | 5. Heath Maddox   | 8. Daniel Taylor |
| 3. Beau Hutchinson | 6. Ben Martin     | 9. Ryan Laws     |

1. Mr. McBride made a motion to approve applicant **#1-Cory Cheatham**. The motion was seconded by Mr. Erwin. All Board members voted aye in favor of the motion.
2. Mr. McBride made a motion to approve applicant **#2-Tanner Hill**. The motion was seconded by Mr. Rodgers. Mr. Hill has requested a fee waiver under Act 725, but Ms. London has not received the supporting documentation for this qualification. Mr. Hill advised he sent three documents approved by the state which show his unemployment status. Ms. London brought Mr. Burkhead the paperwork she had for Mr. Hill for his review. Mr. Erwin asked Mr. Hill if he had any felony criminal history and Mr. Hill responded “no”. All Board members voted aye in favor of the motion.
3. Mr. McBride made a motion to approve applicant **#3-Beau Hutchinson**. The motion was seconded by Mr. Erwin. All Board members voted aye in favor of the motion.

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4. Mr. McBride made a motion to approve applicant **#4-Joseph Jackson**. The motion was seconded by Mr. Erwin. All Board members voted aye in favor of the motion.
5. Mr. McBride made a motion to approve applicant **#5-Heath Maddox**. The motion was seconded by Mr. Rodgers. The certificate of insurance needs to be updated with Mr. Maddox listed as insured and AHIRB as holder at the bottom. Ms. London presented and updated form. All Board members voted aye in favor of the motion.
6. Mr. McBride made a motion to approve applicant **#6-Ben Martin**. The motion was seconded by Mr. Erwin. All Board members voted aye in favor of the motion.
7. Mr. McBride made a motion to approve applicant **#7-David Smith**. The motion was seconded by Mr. Rodgers. All Board members voted aye in favor of the motion.
8. Mr. McBride made a motion to approve applicant **#8-Daniel Taylor**. The motion was seconded by Mr. Rodgers. Mr. Erwin advised there was no certificate of insurance on Mr. Taylor's ELP application online. Motion was modified to approve administratively until certificate of insurance is received. All Board members voted aye in favor of the motion.
9. Ryan Laws did not have his paperwork and will be pushed to the following month.

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

**A. CONTINUING EDUCATION**

None

**B. PRE-REGISTRATION**

1. 80-hour renewal course. Mr. McBride made a motion to approve this renewal. The motion was seconded by Mr. Rodgers. All Board members voted aye in favor of the motion.

**VIII. NEW BUSINESS**

1. Ms. Katie ??? – Ms. ??? addressed the board about getting a waiver for a home inspector, her spouse, with someone else in her brokerage instead of her. Mr. Burkhead advised that the rule is a blanket rule to avoid preferential treatment. Ms. Chavis advised that she represents the Arkansas Real Estate Commission, and she has analyzed this issue from both sides and there is no waiver that this Board can grant. Another issue that may arise is the liability that might fall back on the real estate agent who employed someone who is in any way connected to the listing agent or anyone in that firm. This measure is in place to protect the public, and the public is not protected when there is the appearance of the conflict or an actual conflict of interest. The Home Inspector Board has adopted the ASHI rules which includes the Code of Ethics rule 402.

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2. Mr. Adam Taylor addressed the Board about visiting real estate offices and bringing coffee and donuts and whether that would be considered compensation. Mr. Burkhead referred this to Ms. Chavis. Ms. Chavis advised this would absolutely be viewed as compensation. She advised you may bring your business cards and visit an office, but anything that could be perceived as a “gift” is not allowed.
3. Ken Anderson and Justin Kinchen addressed the Board about ELP. Mr. Anderson thanked the Board members present and Ms. London for all their hard work and perseverance during this launch. He asks that the Board keep a list of bug items and they will be addressed during the roll-out. Mr. Kinchen asked that when someone is reporting something to you that they perceive as a problem, ask them how they got there, have them walk you through it, have them send you screenshots. Mr. Kinchen and Mr. Anderson walked the Board members through a detailed ELP training for one hour.
4. Mr. Burkhead advised there were several applicants who had issue with the ELP process and contacted the Board about late fees prior to the deadline. Mr. McBride made a motion not to refund the \$50.00 late fee, stating that the Board had been doing it since 2002 and if you cannot renew your license in time, Mr. McBride suggests you get into another business. Mr. Erwin seconded the motion. All Board members voted aye in favor of the motion.
5. Mr. Tyler Cain, CFO, sent an email to the Board regarding how much indirect transfers would be increasing for FY2024. Mr. Erwin asked about the rates for raises for ADLL. Ms. Larissa Liddell said that the rates are fixed federally and will increase on July 1, 2023, but she does not have the specific amounts yet. Mr. Burkhead asked if the numbers they were seeing are the percentage of increase they were getting of raise and Ms. Liddell advised that was not correct. There are different rates, depending on which agency/tier you are in.
6. October & November MOUs are due – Mr. Erwin made a motion to approve the MOUs. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.

**IX. OLD BUSINESS**

1. Tom Allen was supposed to be here to address the Board about the revolving door issue. He is not present.
2. Apprenticeship Program – Effective January 1, 2023. One mentor called the Board and inquired about what is required of them. The Board never created a form for the home inspector to fill out upon completing training of an apprentice. Mr. McBride advised rules and regulations need to be formed and put in place for this program. Mr. McBride suggested that there exists a form that the mentor will download, fill out, and return to the Board stating who they mentored and what home(s) they inspected and the details of the inspection(s): physical street address, waiver of liability, what kind of foundation the home has, signature lines for mentor and trainee, etc.

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Mr. Burkhead is going to draft the form. Mr. Burkhead confirmed that, unless waived by the Board, as of January 1, 2023, the Apprenticeship Program is mandatory.

3. Website updates/issues/comments: Mr. Erwin stated the Board should get the form completed and then reassess.

**X. ADMINISTRATOR’S UPDATE to BOARD MEMBERS**

1. Weekly Reports to Dept. of Labor are being completed.
2. Insurance expiration letters: more than half of them are done, but they have not been completed.
3. Ms. London called Amsco, the company that prints the plastic cards and there is no price change. She will likely need to order in two batches, and she will hopefully put that order in for the first part of January. In the meantime, the inspectors can print their cards off from ELP.

**XI. 2022-2023 REGISTRATION RENEWALS**

1. Greg Hurst – 2022: Late fee & renewal fee of \$250.00. Mr. McBride made a motion to renew Mr. Hurst for 2022: Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
2. David Scott – 2023: Mr. Burkhead made a motion to table Mr. Scott’s renewal until next month to see if his paperwork comes in the mail. Mr. McBride seconded the motion. All Board members voted aye in favor of the motion.
3. Bill Biggers (HI-1670) – 2023: Late fee & renewal fee of \$250.00. Mr. Burkhead made a motion to approve Mr. Biggers’ for 2023. All Board members voted aye in favor of the motion.
4. Don Birch (HI-1927) – 2023: Ms. London entered his in ELP. His will be put off until next month.
5. Steve Swinson – 2023: Mr. McBride made a motion to approve Mr. Swinson pending correction of the date on Mr. Swinson’s application. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
6. ELP Renewals: 1002, 1018, 1022, 1026, 1048, 1095, 1096, 1108, 1132, 1146, 1179, 1211, 1214, 1221, 1261, 1265, 1277, 1285, 1286, 1339, 1341, 1371, 1393, 1405, 1406, 1431, 1440, 1441, 1450, 1460, 1464, 1496, 1497, 1500, 1507, 1529, 1535, 1536, 1551, 1556, 1557, 1556, 1566, 1570, 1572, 1576, 1589, 1596, 1598, 1630, 1651, 1657, 1666, 1667, 1691, 1704, 1705, 1715, 1721, 1725, 1726, 1730, 1731, 1733, 1741, 1752, 1753, 1759, 1760, 1770, 1773, 1774, 1776, 1779, 1781, 1783, 1786, 1791, 1792, 1793, 1796, 1797, 1802, 1806, 1809, 1811, 1815, 1820, 1822, 1823, 1824, 1827, 1829, 1831, 1832, 1835, 1836, 1839, 1848, 1859, 1865, 1869, 1877, 1878, 1881, 1886, 1896, 1897, 1900, 1901, 1902, 1908, 1910, 1916, 1922, 1925, 1927, 1931, 1935, 1936, 1937, 1948, 1950, 1951, 1964,

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1969, 1972, 1976, 1985, 1986, 1989, 1992, 1993, 1994, 1997, 2002, 2004, 2016, 2025, 2028, 2031, 2038, 2042, 2050, 2059, 2060, 2063, 2074, 2076, 2082, 2086, 2087, 2088, 2092, 2094, 2095, 2096, 2106, 2109, 2110, 2112, 2114, 2116, 2118, 2123, 2135, 2136, 2140, 2148, 2160, 2162, 2168, 2171, 2184, 2186, 2190, 2193, 2194, 2196, 2200, 2201, 2203, 2207, 2208, 2209, 2215, 2217, 2218, 2219, 2223, 2224, 2232, 2236, 2240, 2243, 2247, 2248, 2251, 2255, 2257, 2262, 2268, 2272, 2276, 2277, 2278, 2280, 2281, 2282, 2288, 2293, 2300, 2302, 2308, 2309, 2314, 2315, 2317, 2320, 2325, 2326, 2328. All Board members voted aye in favor of renewing all ELP renewals listed above.

7. Mr. Burkhead had another list of home inspectors to be approved. Mr. McBride made a motion to read the names of the renewals and approve them without numbers. Renewals are as follows: Bonnie Earleywine (HI-2129), Neal Hoppe (HI-2296), Keith Miller (HI-2323), Timothy Moore (HI-1929), Lonnie Beeman (HI-1724), James Cummings (HI-1549), Matt Cole (HI-1679), Jason Price (HI-2307), Heath Jones (HI-2117), Matt Nichols (HI-2324), Paul Kelso (HI-1417), Larry Rose (HI-1965), Ronnie Tate (HI-1298), David Linn (HI-1040), David Garrett (HI-2295), Jake King (HI-1912), Lowell Coomer (HI-1003), Logan Spry (HI-2233), Jeremy Coomer (HI-1967), Greg Harp (HI-1984), Robert Hamrin (HI-1919), James Johnson (HI-2222), Scott Campbell (HI-1913), Greg Ketzer (HI-1941), Stephen Johnson (HI-1604), Mark Jumper (HI-1445), Craig O'Brien (HI-2122), Kyle Franzen (HI-1871). All Board members voted aye in favor of approving all renewals listed above.
8. Mr. Erwin and all other Board members present, presented Ms. London with the Lifetime Workhorse Award.

**XII. SCHEDULE NEXT MEETING**

1. The next Board meeting is scheduled for Wednesday, January 4, 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 13:00 p.m. on a motion by Mr. Burkhead and seconded by Mr. McBride. All Board members voted aye in favor of adjournment.