

**Minutes of the Meeting of the
ARKANSAS HOME INSPECTOR REGISTRATION BOARD**
Department of Labor & Licensing
Wednesday – July 6, 2022 @ 9:30 a.m.

I. CALL TO ORDER / ROLL CALL

Mr. Burkhead called the meeting to order at 9:31 a.m.

Board Members Present:

Daniel Burkhead, Chairman	Chris Perry	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
Adam Jackson, Hearing Officer
Court Reporter

II. APPROVAL OF July 6, 2022 MEETING AGENDA

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

III. HEARING – *Arkansas Home Inspector Registration Board vs. Mike Smith*

1. All findings of fact and allegations of the Hearing being found true and Mr. Smith being found guilty of all three charges, Mr. McBride made a motion and Mr. Perry seconded the motion to place Mr. Smith on probation for twelve months upon receipt or reinstatement of his current insurance, in addition to the standard 14 hours of continuing education courses, including at least 2 hours of a Board approved report writing course, and a fine of \$500.00 be paid to the Board within sixty (60) days of the hearing. All Board members then voted aye in favor of the motion.

IV. APPROVAL OF MINUTES

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

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V. FINANCIALS

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

A motion was made by Mr. McBride and seconded by Mr. Perry to table the approval of the Financials until they are completed. All Board members voted aye in favor of the motion.

VI. STATUS OF COMPLAINTS / APPEALS / HEARINGS

A. Old Complaints

1. 202110-22; Ruled on at Hearing – July 6, 2022. Mr. West will prepare the Order and send to Mr. Burkhead for signature so Ms. London can have it served.
2. Dismissed by the Board.

B. New Complaints

1. 2022 Complaints still need to be sent out. Mr. West did not see anything on those.

C. Hearings

202110-22 – Hearing held July 6, 2022. – Order will be drafted and sent to Mr. Burkhead.

VII. REVIEW OF NEW APPLICANTS

A. New Applicants

- | | |
|--------------------|---------------------|
| 1. David Barling | 6. Billy Ray Norton |
| 2. Andrew Carroll | 7. Brian Schaefer |
| 3. William Collins | 8. James Schaefer |
| 4. David Kent | |
| 5. Nelson Legowski | |

1. Mr. McBride made a motion to approve **David Barling**. The motion was seconded by Mr. Rodgers. Mr. Burkhead noted that Mr. Barling's insurance form will need to be updated with a physical address instead of the P.O. Box he currently has listed. All Board members then voted aye in favor of the motion.
2. Mr. McBride made a motion to approve **Andrew Carroll**. The motion was seconded by Mr. Rodgers. Mr. Burkhead noted that Mr. Carroll's insurance form will need to be updated with a physical address

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instead of the P.O. Box he currently has listed. All Board members then voted aye in favor of the motion.

3. Mr. McBride made a motion to approve **William Collins**. The motion was seconded by Mr. Perry. All Board members then voted aye in favor of the motion.
4. Mr. McBride made a motion to approve **David Kent**. The motion was seconded by Mr. Perry. Mr. Erwin made mention that only the business name was listed on the certificate of insurance and Mr. Kent would need to be listed on the certificate as well. Ms. London said she received an updated copy of the certificate of insurance that listed Mr. Kent as an insured. All Board members voted aye in favor of the motion.
5. Mr. McBride made a motion to approve **Nelson Legowski**. The motion was seconded by Mr. Rodgers. Mr. Erwin made mention that only the business name was listed on the certificate of insurance and Mr. Legowski would need to be listed on the certificate as well. Mr. Burkhead found that Mr. Legowski was listed at the bottom of the certificate of insurance as an insured. All Board members then voted aye in favor of the motion.
6. Mr. McBride made a motion to approve **Billy Ray Norton**. The motion was seconded by Mr. Perry. Mr. McBride inquired whether he was licensed in Texas. Mr. Burkhead advised that he took his exam in Texas but that was the only mention of Texas he saw in his packet. Mr. Norton was on the call and Mr. McBride inquired whether he was licensed in Texas. Mr. Norton advised he had applied to Arkansas and Texas at the same time but had not heard back from the Texas Board yet. All Board members voted aye in favor of the motion.
7. Mr. McBride made a motion to approve **Brian Schaefer**. The motion was seconded by Mr. Perry. Mr. Erwin noted that he appreciated the letter sent by Mr. Schaefer. All Board members voted aye in favor of the motion.
8. Mr. McBride made a motion to approve **James Schaefer**. The motion was seconded by Mr. Perry. Mr. Schaefer did not provide a copy of his GED, but did furnish a copy of his college diploma, which supersedes the GED/High School Diploma requirement. All Board members voted aye in favor of the motion.

VIII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION

COURSE NAME	CREDIT HOURS
Red Vector	CE Courses

1. Mr. McBride made a motion to renew Red Vector for CE Course renewals. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.

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B. PRE-REGISTRATION

None

IX. NEW BUSINESS

1. Benjamin Reavis called in with questions for the Board. Mr. Reavis asked whether he would be barred from doing inspections for all Century 21 locations, or only the Century 21 location where his wife is currently employed as a real estate agent. Mr. McBride asked if his wife was a broker for Century 21, and Mr. Reavis stated she was not. Mr. Burkhead advised that it only applies to Century 21 offices under which the broker his wife is currently employed works for, which, at present, would be the Century 21 office in Camden, Arkansas. Mr. Reavis advised he is also currently licensed, but not currently practicing in Indiana. He says there they have a form they can place in their pre-inspection documentation that notifies the client of the possible relationship between real estate broker and inspector and he wanted to know if this Board would possible put something like that in place here. Mr. West interjected and stated that would go beyond simply answering questions about Board statutes and rules and it would be like the Board giving Mr. Reavis legal advice and he is advising the Board against that. Mr. Reavis said he understood that.
2. May MOU Due – Mr. McBride made a motion to pay the June 8, 2022 bill statement to the ADLL. The motion was seconded by Mr. Perry. All Board members voted aye in favor of the motion and Mr. Burkhead directed Ms. London to make the payment.
3. Effective July 1, 2022, rent increases for the office space at 900 West Capitol Avenue.

X. OLD BUSINESS

1. Mr. Rodgers made mention that he went to the AHIRB website to search for an inspector, and it was a mess. Mr. Burkhead noted that now it is no longer listed alphabetically, and that is one step closer to where it needs to be.
2. ELP should be up and running by August 1st, 2022.

XI. ADMINISTRATOR'S UPDATE to BOARD MEMBERS

1. Weekly Reports to Dept. of Labor are being completed.
2. Insurance expiration letters for July were mailed out on June 15th, 2022.
3. Fiscal year end reports: The I.T. plan was completed on June 22nd and turned in. Report on Boards & Commissions is due Friday, July 8th, 2022, and Ms. London will be working on that until the end of the week until it is completed. The Fiscal Year End information is just information and questions she must answer. The closing books will be started on at the beginning of next week and will be done in segments because of its size.

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XII. 2022 REGISTRATION RENEWALS

None

XIII. SCHEDULE NEXT MEETING

1. The next Board meeting is scheduled for Wednesday, August 3, 2022 @ 9:30 a.m.
(Meeting date and time are subject to change at the discretion of the Board)

XIV. ADJOURNMENT

The meeting adjourned at 12:04 p.m. on a motion by Mr. Rodgers and seconded by Mr. McBride. All Board members voted aye in favor of adjournment.