

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

Department of Labor & Licensing
Wednesday – June 8, 2022 @ 9:30 a.m.

I. CALL TO ORDER / ROLL CALL

Mr. Burkhead called the meeting to order at 9:32 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:

Lacie Kirchner

New Applicants:

Others Present:

Gayathri Arunachalam, ADLL Software Support Analyst
Tyler Cain, CFO
Miles Morgan, Associate Counsel

II. APPROVAL OF June 8, 2022 MEETING AGENDA

1. Mr. McBride made a motion to approve the agenda. Mr. Rodgers seconded the motion. Mr. Burkhead requested that New Business, Item #4 be moved up to Item #3. The motion was amended to include this discussion in the agenda. All Board members voted aye in favor of the motion.
2. Mr. Morgan explained that throughout the statute he changed the language from “Registration Board” to “Licensing Board” and the definition of “applicant” means “a person who is applying for a licensing or renewal of a license”.
3. Hearing that was scheduled for today has been postponed for next month, per the home inspector.

III. APPROVAL OF MINUTES

1. March 2, 2022 – Incomplete
2. April 6, 2022 – Incomplete
3. May 4, 2022 – Incomplete

A motion was made by Mr. Erwin and seconded by Mr. Rodgers to table the Minutes. All Board members voted aye in favor of the motion.

IV. FINANCIALS

1. November 2020 – Incomplete
2. December 2020 – Incomplete

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3. January through December 2021 – Incomplete
4. January 2022 – Incomplete

A motion was made by Mr. Rodgers and seconded by Mr. Perry to table the approval of the Financials until ELP is started and they are caught up at that point and kept up to date moving forward. All Board members voted aye in favor of the motion.

V. STATUS OF COMPLAINTS / APPEALS / HEARINGS

A. Old Complaints

None

B. New Complaints

None

C. Hearings

202110-22 – Hearing Scheduled for June 8, 2022. – Rescheduled to next month by the licensee due to medical issues.

VI. REVIEW OF NEW APPLICANTS

A. New Applicants

- | | | |
|----------------------|-----------------------|---------------------|
| 1. David Afferton | 6. Christopher Harper | 11. Bryce Rusco |
| 2. Edward Bonnedillo | 7. Frank Magniff | 12. Evan Wolfe |
| 3. William Cloud | 8. Keith Miller | 13. Benjamin Reavis |
| 4. Stephen Comer | 9. Matthew Nichols | |
| 5. Alfred Dugas | 10. Deryk Pritchard | |

1. Mr. McBride made a motion to approve applicants **#1-David Afferton, #2-Edward Bonnedillo, #3-William Cloud, #6-Christopher Harper, #7-Frank Magniff, #8-Keth Miller, #9-Matthew Nichols, #11-Bryce Rusco**. The motion was seconded by Mr. Perry. All Board members then voted aye in favor of the motion.
2. Mr. McBride made a motion to approve applicant **#4-Stephen Comer**. The motion was seconded by Mr. Erwin. Out of state applicant with background check pending. Good standing in Virginia. Mr. McBride made motion and Mr. Rodgers seconded that when Mr. Comer's background check clears, his application will be administratively approved. All Board members then voted aye in favor of the motion.

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3. Mr. McBride made a motion to approve applicant **#5-Alfred Dugas**. The motion was seconded by Mr. Rodgers. Good standing. All Board members then voted aye in favor of the motion.
4. Mr. McBride made a motion to approve applicant **#10-Deryk Pritchard**. The motion was seconded by Mr. Rodgers. All Board members voted aye in favor of the motion.
5. Mr. McBride made a motion to approve applicant **#12-Evan Wolfe**. The motion was seconded by Mr. Rodgers. Mr. Burkhead asked that Ms. London note with the letter to the licensee that even though Mr. Wolfe is licensed to inspect, his wife is not currently licensed to perform home inspections in the state of Arkansas. All Board members then voted aye in favor of the motion.
6. Mr. McBride made a motion to approve applicant **#13-Benjamin Reavis**. The motion was seconded by Mr. Rodgers. Mr. Reavis' application was pending approval last month until he passed his exam, which he now has. All Board members voted aye in favor of the motion.

VII. CONTINUING EDUCATION / PRE-REGISTRATION COURSES

A. CONTINUING EDUCATION

COURSE NAME	CREDIT HOURS
ABC	4 CE Courses
ATI Home Inspector Training	1 Online Course
American Home Inspectors	12 Online Courses
McKissick	A&B – Approved for 2 hours/ea. C&D – Approved

1. Mr. McBride made a motion to approve ABC for 4 CE Courses. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
2. Mr. McBride made a motion to approve ATI Home Inspector Training for renewal of one (1) online course. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
3. Mr. McBride made motion to approve American Home Inspectors for twelve (12) online courses to be reapproved. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
4. Mr. McBride made motion to approve McKissick for courses C&D. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
5. Mr. McBride made motion to approve McKissick Complete Roof Inspection and Complete Roof Inspection Correspondence Online courses for two (2) hours for each course. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.

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6. Mr. McBride made motion to approve A, B, C, D, E, F & G. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.
7. Mr. McBride made motion to table H, I, J, & K until there is description of course provided by instructor. Mr. Erwin seconded the motion. All Board members voted aye in favor of the motion.

B. PRE-REGISTRATION

??? Inaudible.

1. Mr. McBride made a motion to approve ??? pre-registration training course for the original 102.5 hours. Mr. Rodgers seconded the motion. All Board members voted aye in favor of the motion.

VIII. NEW BUSINESS

1. ELP Implementation – Should be up and running by August 1, 2022; at least a month or two prior to renewal period.
2. April memorandum is due. Mr. McBride indicated that the Board asked for a breakdown that even a layperson could understand of what the \$522.63 consisted of. Mr. Burkhead explained that the amounts on the MOU Agreement are a fixed amount. Mr. McBride made a motion to approve the April memorandum. Mr. Rodgers seconded the motion. All Board members then voted aye in favor of the motion. Mr. Burkhead then requested Ms. London make the payment.
3. Effective July 1, 2022, rent increases for the office space at 900 West Capitol Avenue.
4. Nic Cartee contacted Mr. Burkhead concerning whether or not a licensed Home Inspector may accept compensation from a referral or third party for performing additional services and/or repairs at the same property. Mr. McBride offered to the Board members and others present that this was strictly against the Rules of the Board and Mr. Burkhead deferred to Ms. Kirchner for clarification. Ms. Kirchner cited AHIRB Rule 402(1)(E). Mr. Cartee then asked if he could then perform the work himself instead of referring to a third party, to which Mr. Burkhead responded, according to the Rules, no. Mr. Burkhead also stated to Mr. Cartee that if he were aware of other licensed Home Inspectors who were doing this, he would be obligated to notify the Board and file a complaint.

IX. OLD BUSINESS

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1. Sean Wexell completed his renewal requirements as the Board requested. Ms. London confirmed that he had sent in a check which was returned to him via certified mail with instructions to complete his renewal requirements and a cease & desist letter which was returned to the Board. He was also sent a copy of the check with the same instructions and letter via regular mail, which was not returned. Mr. Burkhead suggested that Ms. London go ahead and deposit the check for his license that he had not renewed since 2019, which she did. Mr. Burkhead says he called Mr. Wexell's boss, Andy, and confirmed that Mr. Wexell is no longer performing inspections and has moved on to other endeavors.
2. Mr. Erwin inquired about the effective date of the website name changes for legislature. Ms. Kirchner advised that Legislature is not in session until January of 2023 and if the changes are approved, then it will not be effective until close to August of 2023. Mr. Burkhead advised Mrs. G that he wanted to be able to search by County for registered Home Inspectors. Mrs. G advised Mr. Burkhead to contact Ken Anderson about this issue and he said he would do so via email.
3. Governor's Approval of Proposed Rules – Public Comment Phase ended June 1, 2022. Ms. Kirchner advised the next step is to request that they be pushed through to the Legislative Rules Subcommittee's agenda before the 15th of the month so it will be on the calendar for July.

X. ADMINISTRATOR'S UPDATE to BOARD MEMBERS

1. Weekly Reports to Dept. of Labor are being completed.
2. Insurance expiration letters for June were mailed out on May 15th, 2022.
3. Ms. London advised she will be working on reports for the rest of the month to prepare for the large agency report that will be due later in the month.

XI. 2022 REGISTRATION RENEWALS

1. Mr. Burkhead advised Barrett Moon and Bart Tucker would be calling in for renewal on their Statements of Abstinence, but neither were present. Mr. Burkhead advised that both inspectors had performed inspections in between their licensure renewal time. Mr. McBride made a motion that anyone who has not renewed after the expiration of their license that continues to perform inspections, be sent a cease-and-desist letter by the Board, shall come before the Board with all necessary materials to renew their license or stop performing home inspections. Mr. Burkhead, Ms. Kirchner and Mr. McBride discussed at length, the details of this issue. Mr. McBride made a motion to deny Barrett Moon's renewal until a letter of abstinence is received or a list of all inspections performed while unlicensed. Mr. Rodgers seconded the motion. All Board members then voted aye in favor of the motion.

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2. Mr. McBride made a motion to deny Sid Carlean's renewal until a letter of abstinence is received or a list of all inspections performed while unlicensed. Mr. Rodgers seconded the motion. All Board members then voted aye in favor of the motion.
3. Mr. McBride made a motion to deny Barrett Moon's renewal until a list of all inspections performed from the date his license expired up to the date he realized he was unlicensed (January 1, 2022 through May 16, 2022) has been provided to the Board. Mr. Rodgers seconded the motion. All Board members then voted aye in favor of the motion.
4. Ms. London expressed concern that she was not receiving the mail on the same day that ADLL Finance Department personnel was receiving it at the front desk, and this was causing an issue in processing it in a timely manner prior to the Board meetings. Mr. Burkhead took a five (5) minute recess and after returning, brought back Mr. Tyler Cain, CFO. Mr. Cain advised that the mail should be stamped and delivered to each department on the same day it is received by the agency. Mr. Cain apologized and said that he would investigate the matter and advised Ms. London and Mr. Burkhead to please let him know if the issue persisted.

XII. SCHEDULE NEXT MEETING

1. The next Board meeting is scheduled for Wednesday, July 6, 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 11:55 a.m. on a motion by Mr. McBride and seconded by Mr. Rodgers. All Board members voted aye in favor of adjournment.