



Arkansas Home Inspector Registration Board

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Governor

Asa Hutchison

Board Members

James Metzger

Chairman

R. Lee Stephens

Vice Chairman

Wayne Pace

Secretary/Treasurer

Anthony Utsey

Education Chairman

Robert Downum

Mitchell Erwin

Robert Neal

Executive Director

Sam Wherry

Email:

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Minutes of the Meeting of the Arkansas Home Inspector Registration Board

323 S Center St, Little Rock, AR

November 18, 2015

Vice Chairman R. Lee Stephens called the meeting to order at approximately 9:30 am on November 11, 2015 in the Attorney General's office conference room at 323 S Center Street, Little Rock, Arkansas. Board members James Metzger, Chairman, Wayne Pace, Secretary/Treasurer, Robert Neal, Anthony Utsey, and Mitch Erwin, were in attendance. Sam Wherry, Executive Director was present, as was Julie Chavis, Assistant Attorney General.

Agenda Item B: Approval of Minutes: Meeting of October 14, 2015

Chairman Metzger opened the meeting by presenting the minutes from the board meeting on October 14, 2015. A motion to adopt the minutes was made by Robert Downum. Seconded by Robert Neal. Motion passed.

Agenda Item C: New Applicant Approvals

Application presented

Nicholas Price

A motion was made by Mitch Erwin to approve new applicant. Seconded by Robert Downum. Motion passed.

Agenda Item D: AHIB Administrator's Report

Sam Wherry, Executive Director, reported it has been a good month so far and thanked DFA for their hard work. Melanie Hazeslip reported that renewal letters had been sent to all good standing licensees and that renewal packets were coming in. There have been four licensees request to go Inactive as of now.

Melanie reported that there have been issues with insurance companies submitting certificates of liability. Some insurance companies will not issue new certificates until the actual insurance expiration date.

Melanie reported that AAMSCO is still the best price on licensee ID cards. Cost being approximately \$1.00 per card plus \$10.00 set up fee. There are approximately 240 licensees that will need cards.

A letter was provided to the board concerning office space and possible position (see attachment).

- Melanie recommends per Paul Louthian moving to 1515 Building. Robert Downum questioned the need for movement. Sam Wherry stated that there was an issue with privacy at current location. DFA offered the new office space located at 1515 W 7th St., Ste. 305 for \$7,500.00 per year beginning July 1, 2016. For fiscal year 2016, DFA will recoup any monies available based upon appropriation as of June 30, 2016 to cover space rental. Robert Neal asked if it wouldn't be hard to beat the price of \$7,500.00. Melanie stated that \$7,500.00 is not covered by current appropriation but based upon fees collected the agency does have sufficient incoming cash to cover. Lee Stephens stated that he wanted to discuss with Larry Walther, DFA Director, prior to any decisions.
- Melanie stated that additional funds would be needed to cover a new position, if necessary.

Current Revenues	65,000
Current Salaries	36,000
Current Matching	12,000
Operating expenses	12,000

Sam recommended not raising registration fees.

The board is currently spending approximately \$700.00 – \$800.00 per month on board meeting travel. Melanie recommended moving to bi-monthly meetings or teleconference to save appropriation.

Lee Stephens stated that the Board needs to do future financial planning. Sam would like to take \$25,000.00 from the advertising and move \$22,000.00 to operating and leave \$3,000.00 for advertising. Robert Neal stated that the board should have booths at real estate and banking conventions using the \$25,000.00 to make the public aware of the home inspector board. Robert Downum asked if the Board website could be considered as advertising, to which Melanie responded no. Melanie stated to the board that the \$25,000.00 is not cash but is appropriation which would be paid from the same money as all other board expenses.

Sam Wherry would like to have a board committee to build budget and look for facilities in the Little Rock area. He recommends that the committee be made up of select board members. One of the objectives would be looking for grant monies. Lee Stephens stated that secretarial duties should be completed by the administrator.

Wayne Pace stated that the board still needs an investigator.

Agenda Item E: Financial Report

Financial Reports were presented to the Board by Melanie Hazeslip, DFA Office of Accounting, Accounting Manager. Current cash balance \$347,784.30. Current available appropriation is \$35,633.30

in salaries, \$11,335.91 in matching and \$7,900.26 in operating. The board also still have \$25,000 in appropriate targeted for promoting the board. A list of all expenditures was provided to the board members for their review.

Agenda Item F: Status of Complaints

Wayne stated complaint committee met on November 4, 2015 to discuss current complaints. The committee with guidance from Assistant Attorney General, Nga Mahfouz, decided to send letters to each complainant asking if they would like to pursue their original complaint. Sam stated that they had received four responses who wanted to pursue complaints (HI-1443, HI-1581, HI-1062 and HI-1347). These complaints will go to the complaint subcommittee for a decision on the validity of the complaints.

Wayne asked about the complaint against HI-1443 being included in December hearing since the board would already have a court reporter present. Julie stated it would need to be January or later.

Agenda G: Old Business

1. Course Approvals (Anthony Utsey)

Anthony made a motion for approval of nine courses.

- 1) Inspecting Electrical and Electrical Safety
- 2) Plumbing and Code including Water Heaters
- 3) Inspecting Hardcoat Stucco
- 4) Basic Residential Heating and Cooling Systems
- 5) Causes, Symptoms and Solutions to Common Foundation Problems
- 6) Uncontrolled Air Flow in Homes
- 7) Water Intrusion into Buildings Forensic Investigations
- 8) Inspection of AMSV
- 9) 2016 Advanced Electrical Single Phase

Robert Neal seconded the motion. Motion passed.

2) James Campbell – Appeal of License Denial

James Campbell appeared at the meeting per board request to discuss denial of his application. Assistant Attorney General Julie Chavis stated that all procedures had not been followed for a hearing to occur. She stated that he would need to be notified of a formal hearing which could possibly occur at the December board meeting if the board could get a court reporter. She stated that if the license was denied in the hearing that Mr. Campbell could take the denial to the circuit court in his area. She told Mr. Campbell that he could bring witnesses and letters as official record.

3) Other

Sam Wherry asked Anthony Utsey about certificates from AAREI that inspectors were missing. Anthony asked if there was an AAREI representative in the meeting. Joseph Kanopski with AAREI stated that all certificates had been issued but that if people needed them that they could contact Johnny

Dill to have new certificates issued. Mr. Dill's contact information was obtained by board staff after the meeting.

Sam Wherry stated that Legislative Audit has begun the audit and that they would be auditing fiscal years 2014 and 2015. He stated that the board needed meeting minutes from March 2015 thru June 2015. Sam recommended board members meeting the auditor. Sam stated that the password provided by previous executive director, Randy Martinsen, for the hard drive used by the board did not work.

Agency H: New Business

Discussion of Evaluation Procedures and Guidelines

Motion by Robert Neal to go into executive session. Seconded by Robert Downum. Motion passed

When Board resumed public board meeting, the board reported that they had discussed the job description of the Executive Director.

Robert Neal made a motion to review the job description at the December board meeting. Robert Downum seconded. Motion passed.

Wayne Pace stated that he had received a question from a licensee concerning current renewal. He stated that the licensee did not have all required continuing education hours and he knows he will be fined but asked for what he needed to do in the meantime. Jim Metzger recommended the licensee go inactive until such time that he is able to get his continuing education hours completed.

Robert Neal asked if any mail was received by the board requesting rules and procedures on going to inactive status as of December 1, 2015 instead of January 1, 2016. Board members stated that he would need to pay \$25.00 for 2015 and \$25.00 for 2016 [per the Rules and Procedures].

Robert Neal brought up an issue with Rural Development. He stated that they are requiring home inspectors to sign off on things the home inspectors aren't supposed to sign off on. Possible need for a letter from board to rural development. Assistant Attorney General Julie Chavis to review and discuss at the December board meeting.

Robert Neal also brought up an issue with Health Department HVAC rules. The rules state that no one can remove the cover except HVAC licensee but home inspectors do it all the time. The board will need to discuss with Health Department to determine how to inspect HVAC without violating HVAC rules.

Robert Neal stated that continuing education still needed to added to the board website. Anthony and Sam will work together to get a good list of approved continuing education hours.

Agency Item I: Schedule Dec. Meeting

Upon discussion the decision was made to have the next board meeting on December 17, 2015 at 9:00 am at the Attorney General's Office, 323 Center St, Little Rock, AR 72203.

Meeting adjourned by R Lee Stephens, Vice Chairman

Sam Wherry Executive Director AHIB