

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General's Building, Little Rock
May 16, 2018**

Board Members participating:

Robert Neal, Chairman	Wayne Pace	Bob Downum
Tom Allen, Vice Chairman	Allen Trammell (9:36 Arrival)	Marliese Kerr
WC McBride		

Board Administrator: Charlotte London

Assistant Attorney General: Julie Chavis

Others Present: AAREI Lobbyist: Bob Balhorn
 ABC Home Inspection Institute: Joe Maxwell
 Jewels Pelletier

New Applicants: Douglas Fisher

I. Agenda Item I: Call to Order/Roll Call

Mr. Neal called the meeting to order at 9:30 a.m.
 Roll call - All Board members are present except Mr. Trammell who arrived later during the meeting.

II. Agenda Item II: Approval of May 16, 2018 Meeting Agenda

Motion was made by Mr. Allen to approve the agenda and seconded by Mr. Pace.
 All Board members voted in favor of the motion with aye.

III. Agenda Item III: Approval of Minutes

1. **March 12, 2018:** Mr. Pace made a motion to approve the March 12th minutes, Ms. Kerr seconded and all Board members voted in favor of the motion with aye.
2. **March 28, 2018:** Mr. Downum made a motion to approve the March 28th minutes, Mr. Trammell seconded and all Board members voted in favor of the motion with aye.
3. **April 4, 2018:** Mr. Downum made a motion to approve the April 4th minutes, Mr. Allen seconded and all Board members voted in favor of the motion with aye.

IV. Agenda Item IV: Financials

The Board reviewed the Financials for April.

April Available Cash	\$440,011.21
Revenue	\$2,920.00
Expense - Salary	(\$3,984.96)
US Bank Rebate	\$10.36
Utilities & Rent	(\$625.00)
Board Member Travel	(\$390.54)
Background Checks	(\$220.00)
Office Supplies	(\$36.95)
Postage/Office Phone	(\$150.78)
Refunds	\$0.00
Total of Expense	(\$1,423.27)
Burn Rate of	(\$142.33)

Mr. Trammell made a motion to approve the April Financials, Mr. McBride seconded and all Board members voted in favor of the motion with aye.

V. Agenda Item V: Review of New Applicants / Registration Renewals

The Board reviewed twelve (12) new applicants.

1. Cathy L. Davis
2. Douglas Fisher
3. Marcus Greene
4. Mason Greene
5. Sara Hawkins
6. Scott Heard
7. Christopher Lens
8. Evan Long
9. Andy Neal
10. Justin Self
11. Aaron Tripp
12. Justin Hall

Applicant #1: Mr. Pace made a motion to approve Ms. Davis, Mr. Downum seconded and all Board members voted in favor of the motion to approve Ms. Davis with aye.

Applicant #2: Mr. Allen made a motion to approve Mr. Fisher, Mr. Downum seconded and all Board members voted in favor of the motion to approve Mr. Fisher with aye.

Applicant #3: Mr. Pace made a motion to approve Mr. Marcus Greene, Mr. Trammell seconded and all Board members voted in favor of the motion to approve Mr. Marcus Greene with aye.

Applicant #4: Mr. Pace made a motion to approve Mr. Mason Greene, Ms. Kerr seconded and all Board members voted in favor of the motion to approve Mr. Mason Greene with aye.

Applicant #5: Mr. Downum made a motion to approve Ms. Hawkins, Mr. Pace seconded and all Board members voted in favor of the motion to approve Ms. Hawkins with aye.

Applicant #6: Mr. Downum made a motion to approve Mr. Heard, Mr. Trammell seconded and all Board members voted in favor of the motion to approve Mr. Heard with aye.

Applicant #7: Mr. Downum made a motion to deny approval for Mr. Lens due to his taking an online training course and not an AHIB Approved 80 hour Pre-Registration training course, Mr. Pace seconded and all Board members voted in favor of the motion to deny approval for Mr. Lens with aye.

Applicant #8: Mr. Trammell made a motion to approve Mr. Long, Mr. Allen seconded and all Board members voted in favor of the motion to approve Mr. Long with aye.

Applicant #9: Mr. Downum made a motion to approve Mr. Neal, Mr. Pace seconded and all Board members voted in favor of the motion to approve Mr. Neal with aye.

Applicant #10: Mr. Pace made a motion to deny approval for Mr. Self due to his taking an online training course and not an AHIB Approved 80 hour Pre-Registration training course, Mr. Trammell seconded and all Board members voted in favor of the motion to deny approval for Mr. Self with aye.

Applicant #11: Mr. Allen made a motion to approve Mr. Tripp, Mr. Downum seconded and all Board members voted in favor of the motion to approve Mr. Tripp with aye.

Applicant #12: Mr. Hall requested a waiver of the Board's Pre-Registration requirements and grant him a license based on his having a Professional Engineer's license. Mr. Downum made a motion to deny approval for Mr. Hall based on his not completing the AHIB approved Pre-Registration training as required by the Board. Mr. Pace seconded and all Board members voted in favor of the motion to deny approval for Mr. Hall with aye.

BREAK 10:35 – 10:45

VI. Agenda Item VI Status of Complaints

1. OLD COMPLAINTS

- a. **Robert Neal (AHIRB) vs Justin Hall**-Not registered as a HI in Arkansas Complaint Filed March 2018. Notification sent by Certified Mail on 3/26/2018. It was signed for and accepted on April 12, 2018. No response to complaint as of 5/16/2018.
- b. **Deborah Starr vs Curtis Gordon** (Not Registered) (June, 2017) Notification to Mr. Gordon mailed 9/22/2017, 2nd Notification sent by Certified Mail on 11/20/2017, it was signed for and accepted on 11/22/2017. Ms. Chavis is working on scheduling a hearing for Mr. Gordon.
- c. **Vicki Stephenson vs Nate Wilson, HI-1798** (June, 2017) Notification to HI mailed 6/19/2017, Response from HI received 6/28/2017
- d. **Cindy Conrade vs Grant Colclasure** (Not Registered) (July, 2017) Notification to Mr. Colclasure mailed 8/15/2017, Letter was returned, 2nd Notification mailed 8/31/2017, 3rd Notification sent by Certified Mail on 11/20/2017 and it was returned on 11/29/2017 as 'Not Deliverable'. 4th Notification sent by Certified Mail on 2/5/2018.
- e. **Richard Kaegi vs Tim Hennelly, HI-1179** (August, 2017) Notification to HI mailed 9/19/2017, Response from HI received by email dated 9/26/2017
- f. **Brian McGee vs Archie Van Gorder** (Not Registered) (September, 2017) 1st Notification to Mr. Van Gorder mailed 9/19/2017, Letter was returned, 2nd Notification mailed 9/22/2017, 3rd Notification sent by Certified Mail on 10/30/2017, Letter was returned 'Unclaimed & Unable to Forward' on 11/20/2017. 4th Notification sent by Certified Mail on March 6, 2018. Letter was signed for and accepted on March 16, 2018. Consent Agreement sent by Certified Mail on April 11, 2018 was returned as 'Unclaimed-Unable to Forward' on 5/9/2018. Ms. Chavis is working on scheduling a hearing for Mr. Van Gorder.
- g. **Charles L. Campbell, Jr. vs David Many, HI-1566** (November, 2017) Notification to HI mailed 11/21/2017, Response from HI received 11/29/2017.
- h. **Peter Roe vs Clyde Betnar** (Not Registered) (January 2018) 1st Notification mailed 2/15/2018 (Certified and Regular Mail). Mr. Betnar has hired an attorney who requested a copy of the home inspection report mentioned in the complaint. The report was emailed to the attorney on 3/27/2018. Letter disputing complaint faxed from attorney 4/2/2018. Ms. Chavis is working on scheduling a hearing for Mr. Betnar.
- i. **Kristy Philbrook vs Jeff Gaston**(Not Registered) (March, 2018) Notification to Mr. Gaston sent by Certified Letter on 3/20/2018. Letter returned on 4/11/2018 as 'Vacant-Unable to Forward'.
- j. **Alton Darty, HI-1496 vs James Ewald** (Not Registered) (March, 2018) Notification to Mr. Ewald mailed 3/20/2018. Certified Letter was signed for & received on 3/23/2018.

- k. **Isaiah Thompson vs Clint Ledbetter, HI-1863** (March 2018) Notification to Mr. Ledbetter mailed 3/20/2018. Response from Mr. Ledbetter received 3/27/2018.

2. NEW COMPLAINTS

VII. Agenda Item VII Continuing Education/Pre-Registration Courses

1. **Pillar to Post** - Pre-Registration Training – 102.5 Hrs
Mr. Allen recommended approval of the course. Mr. Pace made a motion to approve the Pre-Registration Training course, Mr. Downum seconded and all Board members voted in favor of the motion with aye.

All other Education Offerings were tabled until the next Board meeting.

VIII. Agenda Item VIII New Business

1. Mr. Neal said he will write a letter in response to a letter received from Representative Richard Womack.
2. Discussion and vote on acceptance of Control Self-Assessment report. Ms. London informed the Board that the Control Self-Assessment Report was complete and each member had been emailed a copy on May 8, 2018 for review. Mr. McBride made a motion for the Board to approve and accept the CSA Report, Mr. Downum seconded and all Board members voted in favor of the motion with aye.
3. Discuss contacting statistics department at UALR about compiling data on home inspectors. Mr. Allen told the Board that he would find out if someone in UALR's statistics department could work with the Board to compile data on Home Inspectors. The data would be used to help address why the high turnover rate of Home Inspectors.
4. Apprenticeship Training – Mr. Pace said that in getting an apprenticeship program underway, the Board would need to know who would be qualified to train new licensees and if there would be enough Home Inspectors willing to do it.
5. Database Retrieval for Report Review – Mr. Pace said the Board would need the form that the subcontractor is currently using to enter information from the home inspection reports.
6. Mr. Allen said he has not received any home inspection reports from Mr. Jay Webster and asked Ms. London if any had been sent to her. Ms. London said she had not received any reports. Mr. Allen said he would contact Mr. Webster about the reports.

BREAK 12:05 – 12:15

IX. Agenda Item IX Old Business

X. Agenda Item X ELECTION OF OFFICERS FOR AHIRB

1. Mr. Pace nominated Mr. McBride for Secretary/Treasurer. There were no other nominees, Mr. McBride accepted the nomination. There were no objections to the nominee and no vote was necessary. Mr. WC McBride is Secretary/Treasurer for AHIRB.
2. Mr. Neal nominated Mr. Allen for Vice Chairman. There were no other nominees, Mr. Allen accepted the nomination. There were no objections to the nominee and no vote was necessary. Mr. Allen is the Vice Chairman for AHIRB.

3. Mr. Downum nominated Mr. Pace for Chairman. There were no other nominees, Mr. Pace accepted the nomination. There were no objections to the nominee and no vote was necessary. Mr. Pace is the Chairman for AHIRB.

XI. Agenda Item XI Schedule Next Meeting

1. The next Board meeting will be Wednesday, July 11, 2018 at 9:30 a.m.

XII. Agenda Item XII Adjournment

The meeting adjourned at 12:50 p.m.