

**Minutes of the Meeting of the  
Arkansas Home Inspector Registration Board  
Attorney General Building, Little Rock  
May 18, 2016**

Board members Wayne Pace, Bob Downum, Joe Kanopsic, Robert Neal, Cheryl Payne-Nesuda, and Allen Trammell were present. Also present was Assistant Attorney General Julie Chavis, DFA-Office of Accounting staff Melanie Hazeslip and Melina Campbell.

**Agenda Item A – Call to Order**

Meeting called to order at 9:33 am.

Mr. Pace asked for any recommended changes to agenda or the motion to accept. Mr. Neal moved to approve the agenda, Mr. Kanopsic seconded. All board members – yes.

Mr. Pace reported for the record that a quorum was present for the AHIB meeting.

**Agenda Item B – Approval of prior meeting minutes: August 25, 2015, March 30, 2016, & April 27, 2016**

Mr. Pace asked for any changes to the minutes. Mr. Neal suggested a spelling change be made in the April minutes. Mr. Kanopsic moved to approve the minutes, Mr. Downum seconds. All board members – yes.

*\*Mrs. Hazeslip will make the spelling correction.*

**Agenda Item C – Financial Report (Melanie Hazeslip)**

Mr. Pace reported to the Board members present that the budget changes they requested were approved in the fiscal session. Mrs. Hazeslip stated the “Bill” included in the packet shows the current budget is now \$44,400.00, and the additional appropriation can be used for any expense except salary and that no other changes were made in this bill. Mr. Neal added the new budget is effective July 1, 2016.

Mrs. Hazeslip reads the financial reports to the board.

**March available cash** \$389,362.38

Revenue \$ 2,810.00

Salary expense \$ 2,946.73

AETN expense \$ 1,666.66

Postage/Cell phone \$ 276.39 – this will go down in coming months since the cell phone has been turned off, however there will be one more bill from AT&T. AT&T is adjusting the bill and will submit it with the disconnect fee.

Board member travel	\$ 108.36
Background checks	\$ 418.00 – this is higher than it should be because there were some background checks run on applicants duplicate times by previous executive director.
Office supplies	\$ 19.39 – this is for paper and card holders, etc.
Total of expense	\$ 822.14
Burn rate of	\$ 1,001.01

<b>April available cash</b>	\$388,032.03
Revenue	\$ 1,345.00
Salary expense	\$ 1,347.40
AETN expense	\$ 833.33
Postage/Cell phone	\$ 56.33
Board member travel	\$ 47.29
Background checks	\$ 220.00
Office supplies	\$ 135.69
Total of expense	\$ 459.31
Burn rate of	\$ 946.84

Mrs. Hazeslip reported at the end of April the board had \$2,337.83 left in appropriation for May and June expenses.

The warrant list (check list) attached to the financial reports needed to be reviewed and approved by the board for March and April expenses. Mr. Downum questioned an expense of \$125.36 paid to Department of Corrections on April's report. Mrs. Hazeslip stated that the payment was for business cards that were ordered for the executive director. Mr. Neal moved to approve the reported expenses on the March and April Warrant list, Ms. Payne-Nesuda seconds. All board members – yes.

**Agenda Item D – Review of New Applicants (6)**

1. There are six new applicants ready for the boards review, Ron Hubbard, Ryan Plunkett, Tony Harris, Jordan Fila, Charles Broomfield, and Bryan Edward Pfluger.
2. Mr. Hubbard's application had an arraignment order included with his paperwork. Mrs. Chavis reviewed the paperwork and stated to the board that the applicant can be approved because the findings on the background check have been dropped. Mr. Neal reported that the applicant is going into business with his father and the current website for the business does not have the father's home inspector license number listed. This will need to be brought to Mr. Hubbard's attention. Mr. Neal moved to approve the applicant, Mr. Trammell seconds. All board members – yes.  
*\*Mrs. Hazeslip will contact the applicant about the website HI number.*
3. Mr. Plunkett also had a finding on his background check that Mrs. Chavis reviewed. Since the applicant submitted a letter from the prosecuting attorney stating that they

would not proceed with charges this applicant can be approved. Mr. Kanopsic moves to approve the applicant, Ms. Payne-Nesuda seconds. All board members – yes.

4. Mr. Harris had a background check that contained a misdemeanor. Mr. Neal stated that the applicant stated in his section of the application the series of events for this charge. Mrs. Chavis reported that this applicant can be approved. Mr. Kanopsic moves to approve the applicant, Mr. Downum seconds. All board members – yes.
5. Mr. Fila and Mr. Broomfield had nothing to report on their background check and all paperwork is in order. Mr. Neal stated that Mr. Fila's father has a website up that does not list a home inspection number at this time and that Mr. Fila is going into business with his father. Mr. Kanopsic moved to approve the applicants, Mr. Downum seconds. All board members – yes.

*\*Mrs. Hazeslip will notify Fila that a HI number must be listed on the website.*

6. Pfluger's application had a Texas national exam certificate. Mrs. Hazeslip called the National Home Inspector Exam company and reported that the exam is the same the difference is in Texas they do not list the score only that the applicant passes or fails. She attached supporting paperwork to the application. She also stated that the applicant did submit a Texas background check as requested on the application. Ms. Payne-Nesuda moved to approve the applicant, Mr. Kanopsic seconds. All board members – yes.

### **Agenda Item E – Status of Complaints**

Julie Chavis, Attorney General Deputy, reports there are updates to the complaints.

1. OLD
  - a. Mr. Neal reported he gave one complaint to Mrs. Chavis last week (Primm). Mrs. Chavis has not yet had a chance to review this complaint but will need to before she can discuss with the board.
  - b. Mrs. Chavis stated that a complainant has filed a judicial review against Bevill. When the board previously reviewed this complaint it was decided the complaints list of concerns were unfounded. Mr. Bevill reimbursed the home owner the cost of the inspection. Mrs. Chavis stated the complainant has now hired an attorney but there is no summons yet, she added that the board will be served. Mrs. Chavis added that the board can have a hearing regarding this complaint in July if necessary because she does feel this will need to happen before the complainant can go to court.
  - c. Hall has already had a hearing with the board and Ms. Chavis reported that she must now have a motion for injunctive relief from the board then she will be able to file a law suit. She is waiting for approval from her superiors.
  - d. Stouffer and McCormick are still in process. No changes to report.
  - e. John Williams' box of complaints will need to be reviewed but had not at this time.

2. NEW

- a. Mr. Neal told the board that he received a phone call from an individual regarding a home inspector being in a home at the request of the real estate agent. The home owner is unsure if the home inspector had a license and the real estate agent would not give the name of the home inspector. Mrs. Chavis stated the complaint should go through the Real Estate Commission against the real estate agent she also added that home owners can file a consumer protection complaint with the Attorney General's Office.

**Agenda Item F - Continuing Education/Pre-Registration Courses**

Mr. Utsey was not present in the meeting. There were some courses for approval that Mr. Utsey took to review from the March board meeting. Also there was a course that a more detailed outline was needed to be approved and Mrs. Hazeslip did email the outline to Mr. Utsey but has not heard back therefore the course is still not approved.

Mr. Pace asked if there is another board member who would like to review the course materials in the current meeting. Mr. Kanopsic said that he can get the material to Mr. Utsey for him to review before the next board meeting.

Mrs. Hazeslip and Mr. Pace agree that would be best and they can have a teleconference to approve the course materials once Mr. Utsey has received them and had time to review.

**Agenda Item G – New Business**

1. Mr. Pace reported that he has spoken to Alicia Curtis in the Governor's Office and they have no plans to consolidate the board and no recommendations on the hire of executive director. He suggested the board list the job position on the state website and hire an individual or pursue merging with another agency and proceeding that way.
2. Mr. Pace stated that Mr. Kanopsic had come up with a job description for the AHIB employee. Mr. Neal would like to see the job duties include the rules and procedure process of home inspector course category tracking completed by December 1, 2018 for 48 months previous. He also read the course contents required as listed in the rules and procedures section 305 C 3 and asked that they be added. There should be a line that says other administrative duties as assigned to cover jobs like minutes and website updates.

The board further discussed that the position holder will not be able to accept any payment as a home inspector (if licensed) during the time of employment by the board. The line "plus two years of inspection experience" should be removed

because the board does not want to limit applicants to home inspectors only. The line “plus two years of office administration” will be added since that better suites the job duties needed. “Except for Certification or Licensure Requirements” will be removed and the sections for Preferred Qualifications and Certificate, Licenses and Registrations will be removed.

Mrs. Hazeslip stated the starting salary for a new hire in a C120 position is \$37,332.00. Mrs. Payne-Nesuda asked if the board can also state in the job description that there are state benefits with this job such as insurance and retirement and paid holidays and vacation.

Mr. Downum reminded Mrs. Hazeslip that the board would like to change the title of the position from executive director to something more defined as an office manager. Mrs. Hazeslip replied that she would check into cross grading the position so another job title can be used.

Mr. Neal nominated Mrs. Hazeslip to make the suggested changes to the job description discussed in today’s meeting and then send to all board members in an email and request no reply. Mr. Kanopsic moved to approve Mrs. Hazeslip making required changes, Mr. Downum seconds. All board members – Yes.

Mrs. Hazeslip will run the job opening on the state website for two weeks and once the applications are all approved the Office of Accounting will scan and email to the board members. The board members agree to discuss and narrow the applicants down in the June Board meeting so interviews can be set up for early July.

3. Mrs. Hazeslip told the board that the PO Box set up for the agency will expire May 31, 2016. The current PO Box is under the individuals names that are no longer associated with the board (Randy & Jim). The PO Box will need to be closed and she recommended reopening one with the board’s name and two current board members. Mr. Pace agreed that two board members should be on the new PO Box and it should consist of the board Chair and Vice Chair.
4. Mr. Pace reported to the board that he went to Cabot earlier this month to represent the AHIB board in a Real Estate Commission meeting. He stated that he spoke to around fifty realtors and explained the intent of the board and answered questions. He stated it was very productive and the board should continue to make board representatives available for such meetings to educate others of the board existence.
5. Mr. Neal would like to see the board/legislative rules changed in some areas.
  - a. Current code enforcement
  - b. Shorter board meeting notice
  - c. Currently only board members can review complaints and it should say an inspector can also review complaints

## **Agenda Item H – Old Business**

1. AETN

- a. TV Advertisement – Mrs. Hazeslip stated that the ad on AETN looks good she has seen it.
- b. Magazine Advertisement – Mrs. Hazeslip reported that she sent a picture of the magazine advertisement to the board member so they could see what it looked like.
- c. Article for Magazine – Mrs. Hazeslip told the board they needed to decide who would write the article for the magazine sooner rather than later because it may take a few months before it can be put in the magazine. The article should be a paragraph or two explaining the purpose of the board to the public. Mr. Pace asked if anyone would like to volunteer for this task, Mr. Downum nominated Mr. Kanopsic to prepare something for the boards review in the next meeting.

Mr. Neal stated the magazine add should say Home Inspector and not Inspection.

*\*Mrs. Hazeslip will contact AETN to change the ad to reflect the correct title.*

### **Agenda Item I – Election of Board Officers**

Mr. Pace stated there will need to be elections of officers.

#### **1. Chairman – Wayne Pace**

Mr. Neal opened the nominations for Chairman of the board. Mr. Downum nominated Wayne Pace for Chairman of the Board position, Mr. Neal seconds the motion. Mr. Pace accepted the nomination. Mr. Neal closed the nomination for Chairman. All board members voted yes for Wayne Pace to be Chairman of the board.

#### **2. Vice-Chairman – Robert Neal**

Mr. Neal opened the nominations for Vice-Chairman of the board. Mr. Pace nominated Robert Neal for Vice-Chairman of the Board, Mr. Downum seconds the motion. Mr. Neal accepted the nomination. Mr. Kanopsic nominated Anthony Utsey for Vice-Chairman, Mr. Utsey was not present to accept the nomination. Mr. Neal closed the nomination for Vice-Chairman. All board members voted yes for Robert Neal to be Vice-Chairman of the board.

#### **3. Secretary/Treasurer – Bob Downum**

Mr. Neal opened for the nominations for Secretary/Treasurer of the board. Mr. Kanopsic nominated Bob Downum for the Secretary/Treasurer of the Board, Mr. Neal seconds. Mr. Downum accepted the nomination. Mr. Pace closed the nomination for Secretary/Treasurer. All board members voted yes for Bob Downum, Secretary/Treas.

*\*Mrs. Hazeslip will update the website and letterhead with the new officers.*

**Agenda Item J – Schedule Next Meeting**

The meeting is set for **Wednesday, June 22<sup>nd</sup> at 9:30am** at the **Attorney General Office**.

**Agenda Item K – Adjournment**

Mr. Pace adjourned the meeting at 12:20pm.