

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Attorney General's Building, Little Rock
June 7, 2017**

Board Members participating:

Robert Neal, Chairman	Wayne Pace	Joe Kanopsic
Tom Allen	Cheryl Payne-Nesuda	Bob Downum (<i>Phone participant</i>)
Allen Trammell (<i>Phone participant</i>)		

Board Administrator: Charlotte London

Others Present: AAREI Lobbyist: Bob Balhorn
ABC: Joe Maxwell

Applicants: David Benedetto, Christopher Burton, John Brandon Dillard, Charles Huffman, Gary Shields

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

Meeting called to order at 9:34 a.m.

Roll call by Mr. Neal - All Board members present with Mr. Downum and Mr. Trammell calling in to participate.

II. Agenda Item II: Approval of June 7, 2017 Meeting Agenda

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

III. Agenda Item III: Approval of Minutes

May 3, 2017 Minutes: Mr. Kanopsic motioned to approve the May minutes, Ms. Payne-Nesuda seconded. All Board members voted in favor of motion with aye.

IV. Agenda Item IV: Financials

The Board reviewed the Financials for May.

May Available Cash	\$413,416.19
Revenue	\$1,670.00
Salary Expense	(\$3,927.77)
Postage/Office Phone	(\$74.68)
Utilities & Rent	\$0.00
Board Member Travel	\$0.00
Background Checks	(\$132.00)
Office Supplies	\$0.00
Professional Services	\$0.00
Total of Expense	(\$206.68)
Burn Rate of	(\$1,342.57)

Mr. Kanopsic made a motion to approve the May Financials, Ms. Payne-Nesuda seconded and all Board members voted in favor of the motion with aye. Mr. Pace asked Ms. London about the discrepancy in her salary for March when compared to the other months. Ms. London told him that there were three pay periods in March instead of the normal two and that would account for the extra pay. She added that she would provide the Board members with documentation to confirm the additional pay period.

V. Agenda Item V: Review of New Applicants

The Board reviewed ten new applicants and two registration renewals.

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|----------------------------|--------------------------|
| 1. David Jay Benedetto | 6. John Brandon Dillard |
| 2. David Andrew Bennett | 7. Charles E. Huffman |
| 3. Kevin Scott Blakely | 8. Derek Jason Latimer |
| 4. Christopher Lynn Burton | 9. Julio Aguero Marchena |
| 5. Jared Roy Coan | 10. Curtis John Stuck |

3, 5 & 9 -Ms. Payne-Nesuda motioned to approve the applications of Mr. Blakely, Mr. Coan and Mr. Marchena; Mr. Kanopsic seconded and all Board members voted in favor of the motion to approve the three applicants with aye.

1. Mr. Benedetto –Mr. Pace made a motion to approve with further discussion, Mr. Trammell seconded and all approved. Mr. Neal asked Mr. Benedetto about his past conviction and he said he had a knife on him. Mr. Kanopsic asked Mr. Benedetto about the other charges that he had and he said he had a public intoxication charge three years ago. After consideration of the circumstances, all Board members then voted to approve Mr. Benedetto’s application.
2. Mr. Bennett –Mr. Allen made a motion to approve his application, Mr. Kanopsic seconded and all Board members voted in favor of the motion with aye pending the applicant submits his insurance agent’s name.
3. Mr. Blakely - *(See decision directly below the list of new applicants)*
4. Mr. Burton –Mr. Pace made a motion to approve his application, Mr. Trammell seconded. Mr. Neal asked Mr. Burton about his military clearance and he explained his extensive background check. Mr. Neal asked the Board to waive the normal request for a background check from each state the applicant was stationed in and accept the military background check that he submitted. All Board members voted in favor of the motion to approve with aye.
5. Mr. Coan – *(See decision directly below the list of new applicants)*
6. Mr. Dillard - Mr. Pace made a motion to approve his application, Mr. Allen seconded and all Board members voted in favor of the motion with aye.
7. Mr. Huffman –Mr. Allen made a motion to approve his application, Mr. Kanopsic seconded and all Board members voted in favor of the motion with aye. Mr. Downum asked Mr. Huffman about the third degree battery charge on his background check and he said it was a long time ago and he is in the process of having the charge removed from his record.
8. Mr. Latimer - Mr. Allen had questions about the applicant’s Real Estate License. Mr. Pace and Mr. Neal explained that the Rules and Procedures of the Arkansas Home Inspector Registration Board state that Home Inspectors cannot sell real estate and perform home inspections. Mr. Trammell said that it is a conflict of interest in doing both jobs. Mr. Allen said he wanted to discuss this conflict of interest further in a future meeting. All of the Board members voted to approve Mr. Latimer’s application with aye.

9. Mr. Marchena (*See decision directly below the list of new applicants*)
10. Mr. Stuck –Mr. Pace made a motion to approve his application, Mr. Allen seconded and all Board members voted in favor of the motion with aye.

VI. Agenda Item VI Status of Complaints

1. OLD COMPLAINTS

- a. Kyndal & John Wiles vs Ron Allen, HI-1583 (*2/2/2017-Notification letter mailed to Home Inspector, Mr. Allen responded by email dated 2/11/2017*) Mr. Neal is working on this complaint.
- b. Margaret Washburn vs Jerry Hoffman, HI-1500 (*2/2/2017-Notification letter mailed to Home Inspector, Mr. Hoffman responded by email dated 2/27/2017*) Mr. Neal said that he will write letters to the complainant and Home Inspector about his decision and send them to Ms. London to be printed on AHIRB letterhead.
- c. James Williams vs Richard Mobley, HI-1497 (*2/2/2017-Notification letter mailed to Home Inspector, Mr. Mobley responded by email on 2/10/2017*) No further discussion. The complaint has been dismissed as unfounded.
- d. Bevill – (*Gubanski vs State of Arkansas*) Mr. Pace has signed the letter from Mr. Montgomery and it will be forwarded to Ms. Chavis.
- e. Justin Hall (*The Engineer who has been performing home inspections without being registered with the state*) –Mr. Kanopsic said Mr. Hall should be sent a Consent Agreement to stop performing home inspections and after the signed agreement is received by the Board, his name will be removed from the website. Mr. Pace made a motion that Mr. Hall should either get a license to become a Home Inspector or sign a Consent Agreement to stop doing home inspections. Mr. Allen seconded and all Board members voted in favor of the motion with aye.
- f. John Williams, HI-1581 –No Update.

2. NEW COMPLAINTS

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

1. Arkansas Chapter of ASHI -2 Hr CE Course –Electrical Wiring Inspection-Structural Requirements. Mr. Kanopsic made a motion to approve the CE course, Mr. Allen seconded and all Board members voted Nay to deny approval of the course. Board members discussed that the application submitted did not meet all of the requirements before being submitted. Mr. Neal said a letter should be mailed to them detailing the additional information needed and letting them know that the course can be re-submitted with the proper documentation.

BREAK 10:50 – 11:00

2. InterNACHI -Mr. Kanopsic said the Board does not accept online training courses for the 80 hour Pre-Registration training. The training has to be on-site, classroom training with an instructor.

11:12 a.m. Ms. Payne-Nesuda left the meeting.

Mr. Kanopsic made a motion to approve the Pre-Registration course, Mr. Pace seconded and all Board members voted Nay to deny approval of the course.

3. National Property Inspections, Inc. (*120 Classroom Hours-Pre-Registration Course - Renewal Request*) NPI submitted the additional information requested during the April Board meeting. The information was given to Mr. Allen to review. Further discussion is being tabled until the July meeting.

VIII. Agenda Item VIII New Business

1. Apprenticeship Training - June 2, 2017 meeting with Mr. Neal and Mr. Allen. Mr. Neal and Mr. Allen discussed their meeting to gather information about the reasons why there is so much turnover among Home Inspectors. (*For more information on the details of their meeting, please read the June 2nd minutes attached*) Mr. Kanopsic said that economic reasons are why most Home Inspectors leave. Mr. Pace said an apprenticeship program would be helpful to new registrants, so they could see an actual inspection being done and experience the interactions with clients. He said that when a client is looking for a Home Inspector, they want a knowledgeable, well educated person to perform the inspection. Mr. Pace added that for a current Home Inspector to become a Mentor for new registrants, he would have to have a certain number of years experience and have completed a certain number of home inspections. Mr. Neal said there will be more discussion about Apprenticeship Training at the next Board meeting.
2. Test Scores for Pre-Registration Exams –No Discussion
3. AHIRB Advertising –Mr. Kanopsic brought some Real Estate magazines and said the Board would have to know the circulation number of magazines around the state, who to contact and the cost of advertising. Mr. Downum said the Arkansas Democrat-Gazette would be a good source for advertising since they have employees who would do the art work as part of the fee for advertising. Mr. Allen asked about the purpose of the advertising and if it was necessary to do it. Mr. Pace said there is a certain amount of money that the Board has that is earmarked for advertising only. Mr. Kanopsic said the Board needs to advertise to educate the public about Home Inspectors. Mr. Neal and Mr. Kanopsic agreed that the Board should earmark \$100.00 from the Public Awareness Fund to print advertising. Mr. Kanopsic made a motion to develop new ideas for advertising, Mr. Pace seconded and all Board members voted in favor of the motion with aye.
4. Gary Shields, HI-1554 attended the meeting to get information from the Board about the requirements for him to re-activate his license after being on Inactive Status since 2015. Mr. Neal told him that he would have to submit his renewal application along with a notarized Attestation of Abstinence form and a Certificate of Completion of 21 Continuing Education hours of which 12 hours could be taken online and 9 hours in a classroom.

IX. Agenda Item IX Old Business

X. Agenda Item X Administrator’s Update to Board Members

1. Ms. London told the Board that the insurance renewal letters had been mailed and informed them about a caller with a complaint about an unlicensed person who had inspected her house.

XI. Agenda Item XI Schedule Next Meeting

1. The next Board meeting will be Friday July 14, 2017 at 9:30 a.m.

XII. Agenda Item XII Executive Session
12:45 – 12:50 Board Members were in Executive Session to discuss personnel matters.

XIII. Agenda Item XII Adjournment
The meeting adjourned at 12:51 p.m.

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
1515 W. 7th St., Ste. 305, Little Rock
June 2, 2017**

Board members participating: Robert Neal
Tom Allen

Note: Quorum NOT present. Meeting was for information gathering and no Board action was taken during meeting.

- I. Agenda Item I: Call to order
 1. Meeting called to order at approximately 11:07 AM
- II. Agenda Item II: Adoption of agenda
 1. No quorum present
- III. Agenda Item III: Reading and adopting minutes of past meetings
 1. No quorum present, item tabled until next meeting
- IV. Agenda Item IV Discussion of “Revolving Door” of home inspectors
 1. Items to look at to retain inspector retention and to improve overall inspector quality:
 - A. Examine average experience of inspector (how long registered) by year
 - B. Discussion of registration requirements
 - i. Investigate raising of NHIE entry test score for Arkansas License
 - ii. Apprenticeship/Probation Period
 - iii. Possibility of future 2/4 year program
 - a. Not immediate priority, discussion of possibility as inspection industry matures (still a relatively new industry) and need arises
 2. Potential Hurdles
 1. Inspector Distribution
 - A. Create map showing inspector distribution vs home sales.
 - i. Home sale data from Arkansas Realtors Association
 3. Database
 1. Date of birth as well as filling in data in database will be performed starting around the third week of June to make sure the data that is needed can be pulled from the database. It appears that we have most of the data needed, but in order to more effectively evaluate the numbers we need to place it in the database. Board Administrator has agreed to start on this and will report back with progress. Mr. Allen and Mr. Neal have agreed to help with this if help is needed.
- V. Agenda Item IV: Adjournment