

**Minutes of the Meeting of the
Arkansas Home Inspector Registration Board
Arkansas Attorney General's Office
323 Center St, Ste. 200, Little Rock, AR, 72201
August 25, 2015**

Meeting called to order at 9:30AM by Jim Metzger, Chairman. Board members present – Jim Metzger (Chairman), R Lee Stephens (Vice Chairman), Wayne Pace (Home Inspector), Mitch Erwin (Home Inspector), Robert Downum (Real Estate Professional), and Robert Neal (Home Inspector).

Call to Order

1. Mr. Metzger reports Mr. Stephens called him yesterday to say that Appraiser's Licensing Board met last Thursday and the proposed merge was turned down. They did not see it being a benefit because the funds were not there to support a merge.
2. Mr. Metzger says that at this time Mrs. Hazeslip is handling the board business.

New Applicants (4) – Vanderpluym, Helmer, LaFleur, Norton

1. Mr. Neal says he noticed that Vanderpluym does not list AHIB as the insurance holder on their insurance form. That will need corrected. Mr. Vanderpluym is present in the meeting and says he will have the insurance company send a new form.
2. Only one of the four applicants has a green copy of for the home inspecting exam. Mr. Neal states that only the green copies can be approved because only they are original. Mr. Downum moves to approve today and once the green copy is received a HI number can be assigned. Mr. Stephens says they have approved white copies before and that not only green are original. Mr. Neal reads the law regarding the Home Inspector exam requirements and it is unclear whether it has to be an original in green. Mr. Downum withdraws his motion.
3. Shane Helmer will need to send a letter because he is a contractor and there is an additional requirement of a letter from contractors. Mr. Neal moves to approve Mr. Helmer's application pending the receipt of the contractor letter Mr. Downum seconds. All board members – yes.
4. Duane Vanderpluym needs AHIB as insurance holder and Alan LaFleur needs to submit insurance form. Mr. Stephens moves to approve these two applicants once their insurance is correct Mr. Neal seconds the motion. All board members – yes.

5. One additional new applicant to mention is David Norton. Mr. Stephens says all his material looks good we are just waiting on his background check. Mr. Downum moves to approve the applicant Mr. Stephens seconds. All board members – yes.
*If the background of the applicant does not come back clear then Mrs. Hazeslip will bring the applicant back before the board.
6. Mrs. Hazeslip will assign the next four numbers for the new Home Inspectors.

Complaints

1. Mr. Pace reports he has investigated the McCormick complaint regarding an inspection that was done for a possible buyer and the utilities were shut off. Mr. Pace has created a letter with recommendations and sent it to the Attorney General's office but has not yet received their completed version.
2. The Attorney General Representative states she has drafted a letter to Mr. McCormick stating that the inspection does not meet ASHI standards and he must comply with those standards and be present at a hearing with the board to discuss this inspection. If the board agrees she will send this draft to Mr. Hazeslip and she can put it on the AHIB letterhead and get Mr. Metzger's signature and send it out certified mail.
3. Mr. Neal states there is another complaint and shows Mr. Pace an email asking if he recognizes whether or not the complaint has been reviewed. Mr. Neal's concern is the complaint of the home inspector was originally reported September 4, 2014 and they have not yet heard on this and it's almost a year old. Mr. Pace has not seen the complaint before but he was not on the board in September of 2014. Mr. Downum asked if there is a time limit on complaints and Mr. Neal says there is not. Mr. Neal states there are several he found in his FOIA request that have not been investigated. Mr. Utsey adds that the subcommittee was not made aware of these complaints from the previous Assistant Administrator. Mr. Pace is currently working complaints and Mr. Neal will assist per the board's request.

Old Business

1. Website restoration -
Mr. Neal says the website is working but he needs minutes from the last couple of meetings. He is missing those minutes. He also needs to look at the list of home inspectors because some overlap and there are some gaps in HI numbers. Mrs. Hazeslip has been good about getting the data on the database updated but there are some inconsistencies because the data given was not complete. Mr. Neal needs the minutes because there were some home inspectors approved and he does not have those names and numbers assigned. Mr. Metzger states there may be some skipped HI numbers because when he assigned the first new home inspectors he jumped a few numbers to allow for any approved applicants that had not yet been assigned.

2. Mr. Neal says that according to their rules the meeting minutes should be sent out 7 days after the meeting for the board to have plenty of time to review. Mr. Neal does not have a recording of the last meeting and no one has notes. It is discussed that the secretary should take the minutes and send them to the board members. Since Mr. Pace is the secretary at this time he will start taking the minutes for the board in the absence of an Assistant Administrator. Mr. Neal says he does not mind trying to get the board caught up and keeping them up because he knows that at this time Mr. Pace is already doing more of the work than others on the board. Mr. Neal and Mr. Pace decide Mr. Neal will do today's minutes and going forward.

AARIE and Other Course Approvals

1. Mr. Metzger asked Mr. Utsey for his report regarding courses and he states he has nothing for today's meeting.
2. Mr. Pace says he received a call from someone regarding the 2015 Southeast Home Inspector Conference. Mr. Utsey says he knows what he is referring to but we will have to find the minutes from the previous meetings because he cannot remember specific courses that have been approved. Mr. Pace asked Mr. Utsey if he had any documentation for what he's approved and Mr. Utsey responds that is typically kept in the minutes he does not have that information. Up until May that information was documented by the Assistant Administrator. Mr. Pace asked Mr. Neal to please investigate the records and see if he can find where the course has been approved.

Assistant Administrator's position

1. Mr. Neal wants to talk about the interview that was done by two of the board member's, he feels that no interviews should be done until the position for rehire is unfrozen by the Governor's Office. He also is concerned that proper protocol was not followed when the interview was done. There were only two board members and not enough notification time for all board members to be present.
2. Mr. Downum says they have a committee to interview applicants at this time. The Attorney General Representative states that two board members cannot do an interview together because any time two or more members meet it is considered a board meeting. She also points out that when an interview is done in order to hire they must have a quorum vote to hire someone so it is not advised for two board members to interview since they cannot vote on hiring. The Attorney General Representative says that one board member can do an interview and then come to the board meeting with recommendations if the board is not interviewing as a whole.
3. Mr. Neal states that board meeting/interview notice should be 10 days and in this instance it was only two days. Mr. Metzger responds that two days is acceptable notice.

4. The by-law needs changed from the 10 day notice to two days so future meetings such as an interview can be held.
5. Mr. Neal moves to not have any other discussion to hire a new assistant administrator until the position is unfrozen from the Governor's office Mr. Pace seconds the motion. The rest of the board members vote nay, the motion does not pass.
6. Mr. Stephens recommends we decide on one member of the board to form the committee to do the interviews so the process can move forward. Mr. Utsey says we can always have the person being interviewed to come before the board in a board meeting. Mr. Downum states that the Governor's Office requested the interview that was done by Mr. Stephens and Mr. Metzger.
7. The Attorney General Representative tells the board that Mrs. Hazeslip can receive applications and can scan and send it to the board member designated as hiring committee or to each individual board member's for review. Mrs. Hazeslip says she will scan and send individually and allow for responses to her so she can schedule possible applicants for the next board meeting.
8. Mrs. Hazeslip reports she has been handling the phone calls that she can and otherwise sending them to Mr. Pace and course questions to Mr. Utsey.
9. Mrs. Hazeslip states that she has gone to the Home Inspectors storage space and verified that the four fixed assets listed for the agency are there and accounted for (laptop, server, tower, printer). She says everything is in the storage unit except the laptop which she has on her desk.

Schedule September Board Meeting

1. Meetings have been on Tuesday but there is a request to not be on Tuesday or Thursday. Mr. Downum feels it should be the same for example the 4th Wednesday of every month. Mr. Stephens suggest Wednesday September 23, 2015.
2. The AG representative adds that will also be the date of the hearing for Mr. McCormick.
3. Mr. Metzger asked if there are any financial process' that will need to be done for the fiscal session coming up next spring. Mrs. Hazeslip says AHIB budget is done every odd year and they should not need to do anything but they can bring something up if they need to.

Adjournment

1. With no further business Mr. Stephens states this meeting is adjourned.