

**Minutes of the Meeting of the  
Arkansas Home Inspector Registration Board  
Tower Building – Little Rock, AR  
September 23, 2015**

Chairman Jim Metzger called the meeting to order at approximately 9:30 AM. Board members Jim Metzger, Chairman, Lee Stephens, Vice Chairman, Wayne Pace, Secretary/Treasurer, Mitchell Erwin, Bob Downum, Anthony Utsey and Robert Neal were present. Also present was incoming Executive Director, Sam Wherry, and Ed Armstrong, Assistant Attorney General.

**Agenda Item A – Call to Order –**

Chairman Metzger called the meeting to order at approximately 9:30 AM.

**Agenda Item B – Approval of Meeting Minutes: Meeting September 9, 2015**

Chairman Metzger opened the meeting by presenting the minutes from the board meeting on September 9, 2015. Minutes were received by acclamation.

**Agenda Item C – Introduction of new Administrator for AHIB**

Chairman Metzger introduced Mr. Sam Wherry as the new Administrator for AHIB. Mr. Wherry's official start date was Monday, September 28, 2015. The Department of Finance and Administration has an office for Mr. Wherry's use located at 1509 W 7<sup>th</sup> St, Ste. 100, Little Rock, AR 72201. DFA-OA is working with the Department of Information Systems to have the phone number transferred to that location. This location is permanent until another location is found and/or until the board has sufficient appropriation to cover the cost of a lease. DFA-OA will assist Mr. Wherry in getting the records from the storage building to the new office location so that the storage building will no longer be needed. It is anticipated that Mr. Wherry will in time take over all day to day operations of the agency.

**Agenda Item D – Review of Two New Applicants**

There were three applicants instead of two.

Michael Butts  
David Norton  
Norwood Leo Finch

Two of the applicants either currently live out of state or lived out of state previously. The board discussed the need to either get background checks from other states or to get FBI background checks on all applicants. Currently the board only does Arkansas background checks. Mr. Pace made a motion to do a FBI background check, if possible, on all applicants instead of the Arkansas background check and to provisionally approve the applicants based upon the FBI background check. He included in his

motion that Norwood Leo Finch needed a correction on his insurance form because of his name being different on the insurance form from his application. Seconded by Mr. Utsey. Motion passed.

Mr. Armstrong stated that the board could be doing FBI background checks on all new applicants but that they could not go back to people who were already licensed. Although they could make the FBI background checks a requirement for renewals.

The board agreed to give the three applicants 30 days to get fingerprints submitted to the board office.

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

#### **1. William McCormick hearing has been postponed**

Original letter to Mr. McCormick did not include all necessary information so the hearing was postponed until Mr. Pace could work with Ms. Nga Mahfouz, Assistant Attorney General, to get a corrected letter issued.

#### **2. Others**

The board discussed the fact that there are additional complaint files that will need to be reviewed and asked that Mr. Wherry provide a summary of all complaint files and the current status on each at the next board meeting. Mr. Pace will begin working with Mr. Wherry to teach Mr. Wherry the correct procedure that should be followed for the complaints that are currently on hand and any future complaints received.

### **Agenda Item F – Old Business**

#### **1. Website Transfer (Robert)**

Mr. Neal updated the board on the current website. The website is currently being hosted on Mr. Neal's server but it will need to be moved. Mrs. Hazeslip has spoken with INA which is a possibility. INA will be in contact once they determine what is or is not possible.

#### **2. AAREI or other course approvals (Anthony)**

Mr. Utsey received three courses for approval from Internachi:

- 1) Home Inspectors Legal Forum
- 2) How to Cheat at Marketing
- 3) Thermal Imaging Inspections

The first two do not meet current AHIB requirements for training. The third one is questionable due to content. Mr. Neal made a motion to disapprove Home Inspectors Legal Forum and How to Cheat at Marketing and to request more information for the Thermal Imaging Inspections class before approval or disapproval. Seconded by Mr. Erwin. Motion passed.

### **3. Other**

The financials were presented by Melanie Hazeslip, DFA – Office of Accounting, Accounting Manager. The board's current cash available balance is \$351,377.39. The current operation is; salaries – \$38,505.00, matching – \$12,812.00 and operating - \$10,010.91. There is an additional appropriation balance of \$25,000.00 that can be used to promote the board for public awareness.

The board also discussed that license renewals packets should be mailed the first week of November and that they are due back in the office by December 1. The board discussed that in the past the renewal packets had been sent via certified mail in order to have documentation that the packet was received. This year the board discussed the option of emailing renewal packets to licensees in order to cut costs. Mr. Neal made a motion to send out renewals packets digitally with follow-up contact to verify receipt and for any that do not receive the email or do not have email to send those out via mail. Seconded by Mr. Stephens. Mr. Pace asked if the follow-up would be made via phone call and Mr. Neal answered yes. Motion passed.

There was also discussion as to possibly automating this process at some point in the future.

### **Agenda Item F – New Business**

#### **1. Discussion of Evaluation Procedures and Guidelines (Lee)**

Mr. Stephens discussed with the board the need to have standards and job duties in place for Mr. Wherry. Mr. Metzger recommended that board members bring some suggestions to the next board meeting to be discussed. Mr. Wherry asked that the board perform a 90 day review and after that on a regular basis so that they can provide feedback to him on his performance.

### **Agenda Item G – Schedule Oct. Meeting (Oct. 13, 14, or 21 suggested)**

The next board meeting will be held November 14, 2015 at 9:30 a.m., location to be determined.

### **Agenda Item H – Adjournment**

Mr. Stephens made a motion to adjourn. Seconded by Mr. Neal. Motion passed.