



PUBLIC PROTECTION CABINET

Andy Beshear
GOVERNOR

Jacqueline Coleman
LIEUTENANT GOVERNOR

Kentucky Real Estate Authority
Board of Home Inspectors
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Ray A. Perry
SECRETARY

Natalie W. Brawner
EXECUTIVE DIRECTOR

March 28, 2023
10:00 A.M.

BOARD MEETING MINUTES

MEMBERS PRESENT

Mark Hiten, Chair
Joshua Crepps
Ralph Halcomb
Paul Ogden
James Chandler

KENTUCKY REAL ESTATE AUTHORITY

Leah Redden, Board Administrator
Hannah Carlin, Deputy Executive Director
Natalie Brawner, Executive Director
René Rogers, Staff Attorney III
August Pozgay, General Counsel

CALL TO ORDER AND GUEST WELCOME

Board Chair Hiten called a meeting of the Kentucky Board of Home Inspectors (the “board”) to order at 10:04 a.m. All members were present. Introductions were made, and guests in attendance were welcomed.

Approval of Minutes

Member Ogden made a motion to approve the February 28, 2023, meeting minutes as presented. The motion was seconded by Member Halcomb. With all in favor, the motion carried.

KREA Executive Director Comments

Kentucky Real Estate Authority (“KREA”) Executive Director Natalie Brawner gave a comprehensive update on several items. She advised board members that all electronic correspondence will be sent to their state government emails, and she requested they check their state email account regularly. She also advised that timesheets, travel vouchers, or any other document that requires their signature must be approved for electronic signature or signed each time they are prepared. Director Brawner discussed the status of an off-site board meeting. Due to lack of interest, KREA and the board will not further pursue hosting a meeting outside of Frankfort at this time. Director Brawner also explained research was occurring to find a more sustainable option for issuing licensee cards, and IT is researching the possibility of implementing a digital license card.

Licensure Report

Leah Redden reported that the board currently has 526 active licensees and 30 inactive licensees.

Legal Report

Board Chair Hiten moved the Legal Report to after Committee Reports.

Application Committee Report

Member Chandler presented the recommendation of the Application Committee to approve the initial or renewal applications for A.M., T.B., N.S., M.S., K.M., D.N., S.Z.; and to defer the application of N.M. until all outstanding required application materials are received by the Board from N.M.. Member Ogden so moved. Member Hiten seconded the motion. All in favor, the motion carried.

Education Committee Report

Member Halcomb presented the recommendation of the Education Review Committee to the board to approve all McKissock and InterNACHI course applications. Member Ogden motioned to accept the recommendation, but then withdrew his motion. Education questions will be discussed in closed Session.

Complaint Committee Report

No report.

Closed Session

General Counsel August Pozgay provided a brief summary of the items to be addressed in the Legal Report and provided advice on the use of closed session. Member Hiten moved to enter closed session pursuant to KRS 61.810(1)(k) and KRE 503, for the Board to receive legal advice regarding education provider communication; education provider renewal; and renewal of licenses and database; KRS 61.810(1)(j) for the following: 20-KBHI-005, application of D.G., application of S.K., and education committee report. Member Chandler seconded the motion. The motion carried at 10:26 a.m. and the Board moved into closed session.

Member Hiten recused himself from discussion of the education provider communication and was not present during discussion of that item. Member Crepps recused himself from discussion of the education provider communication and was not present during discussion of that item after the item was identified to Member Crepps.

Reconvene in Open Session

At 12:14 p.m., Member Ogden made a motion to reconvene in open session. Member Chandler seconded the motion. Having all in favor, the motion carried.

Motion for a recess by Member Chandler. Motion seconded by Member Crepps. The motion carried.

Board Chair Hiten called meeting back to order at 12:28 p.m. will all Members present.

Motion by Member Ogden to approve updated minutes of the February 28, 2023, meeting, with clerical corrections and times. Motion seconded by Member Chandler. Having all in favor, the motion carried.

Member Ogden made a motion to approve InterNachi class for three (3) hours of general continuing education, but not approved to fulfill the report writing continuing education requirement. Further, the course completion certificate must state the course does not fulfill the mandatory report writing requirement. Motion seconded by Member Crepps. Having all in favor, the motion carried.

Member Ogden made a motion to confirm the Board's reversal of its March 2022 decision to allow online-only education to continue after the State of Emergency ended, and that education providers must follow current regulations. Motion seconded by Member Crepps. Having all in favor, the motion carried.

Member Ogden moved to defer consideration of the education provider communication until the next meeting. Member Chandler seconded the motion. Having all in favor, the motion carried.

Member Ogden made a motion to inform licensees currently set to renew in 2023 in error, of the administrative error, grant those licensees until their current expiration dates to renew, and notify them of the renewal deadline in 2024. Motion seconded by Member Chandler. Having all in favor, the motion carried.

Member Ogden moved that applicant D.G. may reapply but will not be required to pay the application fee upon reapplication. Motion seconded by Member Chandler. Having all in favor, the motion carried.

Member Ogden moved to approve the renewal application of S.K. on condition of payment of the maximal late fee. Motion seconded by Member Crepps. Having all in favor, the motion carried.

Member Crepps moved to approve continuing education courses as presented, not including the online only course already addressed. Motion seconded by Member Chandler. Having all in favor, the motion carried.

Motion to Approve Timesheets

Member Crepps made a motion to approve timesheets. Member Chandler seconded the motion. All in favor, the motion carried.

Public Comments

Chris Curtis identified himself and asked the board to entertain adding to the agenda for the next regularly scheduled meeting the law class going virtually.

A member of the public inquired about a specific pre-licensing course. The member of the public was requested to submit a request in writing.

Meeting Adjournment

With no further business to discuss, Member Ogden made a motion to adjourn. Member Chandler seconded the motion. Having all in favor, the meeting adjourned at 12:39 p.m.

Pursuant to KRS 324B.060, I, Natalie W. Brawner,
Executive Director of the Kentucky Real Estate Authority
(KREA), have reviewed and Approved the expenditures for the meeting
of the Kentucky Board of Home Inspectors (the Board) held on
March 28, 2023. This Approval is based upon my review of the expenditures as
described in the minutes and in greater detail as on file with the KREA. I did not
review, nor did I participate in discussions, deliberations, or decisions regarding
the actions taken by the Board at this meeting related to individual disciplinary
matters, investigations, or applicant reviews. The Board approved the minutes of
its March 28, 2023 meeting at its meeting held on
April 25, 2023.

Natalie W. Brawner 5/12/2023
KREA Executive Director/Date