



Matthew G. Bevin
Governor

K. Gail Russell, Secretary
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H.E. Corder II, Director
Kentucky Real Estate Authority

Kentucky Board of Home Inspectors
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VOTING MEMBERS
Welford "Bud" Wenk, Chair
Mitch Buchanan, Vice Chair
Steven Cunningham
Larry Joe Walden
Paul Ogden

STAFF
Nathan L. Burton, Board Administrator
Marc Manley, Acting General Counsel

Special Meeting Minutes
August 19th, 2019
10:00 A.M PPC Large Conference Room
656 Chamberlin Ave. Suite B
Frankfort, KY 40601

BOARD MEETING MINUTES

A special meeting of the Board of Home Inspectors was held at 656 Chamberlin Avenue, Suite B in Frankfort, Kentucky on August 19th, 2019.

MEMBERS PRESENT

Welford "Bud" Wenk, Chair
Mitch Buchanan, Vice Chair
Larry Joe Walden
Paul Ogden
Steve Cunningham

KENTUCKY REAL ESTATE AUTHORITY

Heather L. Becker, General Counsel
Marc Manley- Acting General Counsel
Nathan L. Burton, Board Administrator

GUESTS

Shannon Keene- Legal Aide for Office of Legal Services
Chaz English- Legal Aide for Office of Legal Services
Anthony Pedicini- Initial Applicant

CALL TO ORDER AND GUEST WELCOME

Board Chair Wenk called a special meeting of the Kentucky Board of Home Inspectors to order at 10:05 a.m. All members were present and a quorum was established. Introductions were made, and guests in attendance were welcomed.

Review and Approval of Meeting Minutes

A motion was made by Member Ogden and seconded by member Cunningham to approve the regular July 16th, 2019 meeting minutes. All in favor, the motion carried.



Review Financial Report

The board reviewed the financial report on the current status of the fiscal claims for the board. There was no action necessary to approve.

Counsel Becker provided an update regarding the status of the Board absorbing credit card fees associated with online renewal applications.

Licensure Report

Board Administrator Nathan Burton gave the licensure report. As of August 19th, 2019 there are 518 Active Licensees, five (5) active pending renewal. In addition, there are ten (10) inactive licensees, and ten (10) pending initial applications. Six (6) licensees are Inactive for Non-Renewal. The total licensure report being 549 licensees.

Applications Committee Report

Chair Wenk, of the Applications Committee, reported the following committee recommendations:

Four (4) Renewal applications were reviewed. All are recommended for approval.

Ten (10) Initial License applications were reviewed. Eight (8) of the ten (10) were recommended for approval, and one (1) of the ten (10) deferred for administrative approval after necessary documentation was supplied. The final application was recommended to defer to the legal staff.

Chair Wenk made a motion to accept the recommendations of the Applications Committee, and Member Buchanan seconded. All in favor, the motion carried.

Education Committee Report

Member Walden, of the Education Committee, reported the following committee recommendations

InterNACHI

- **Advanced Residential Roof Inspection:** recommended to defer application until receipt of all the documentation required

KREIA

- Moisture Intrusion- 3 hours
- Report Writing- 3 hours
- Electrical Theory and Application- 3 hours
- Septic Inspections- 3 hours
- Peer Review- 2 hours
- Electrical Systems and Grounding and Bonding- 2 hours
- Advanced Exterior I- 3 hours
- Advanced Exterior II- 3 hours

Member Walden moved to approve the KREIA Courses for the hours allotted. The motion was seconded by Chair Wenk. All in favor, the motion carried.

Monroe Infrared Technology

- Certified Residential Thermographer- 6 hours

Member Walden moved to approve Monroe Infrared Technology as a provider, and approve the course for the hours allotted. Chair Wenk seconded the motion. All in favor, the motion carried.

Bluegrass Inspection Institute

- Appliance Inspections for Home Inspectors- 1 hour
- Environmental Hazards- 1 hour
- Inspecting Foundation Walls and Piers- 3 hours
- The House as a System- 2 hours
- 25 Standards Every Inspector Should Know- 3 hours

Member Walden moved to approve the Bluegrass Inspection Institute Courses for the hours allotted. The motion was seconded by Chair Wenk. All in favor, the motion carried.

Complaint Committee Report

Member Cunningham, of the Complaint Review Committee, gave the Committee's recommendation to the Board as to two (2) pending complaints.

- 19 KBHI 001- Member Cunningham recommended this for dismissal for exceeding the statute of limitations
- 19-KBHI-002- Member Cunningham recommended this to send out for a response and investigation

Member Cunningham moved to accept the recommendation of the Complaint review committee, and member Buchanan seconded. All in favor, the motion carried.

Legal Report

- Counsel Becker stated that the Board's legislation was forwarded to the Cabinets Legislative Liaison, and that there is a process of getting the legislation on the agenda. Acting Counsel Manley will keep the Board updated on the progress of the legislation.

Board Administrator Report

Board Administrator Nathan Burton gave the Board Administrator report:

- Old KBHI Forms- as the Board had established new forms in April of 2019, there were still old formatted forms being sent in by providers/licensees. As such, Counsel advised the Board that they need to vote to no longer accept the old KBHI forms.
 - Member Buchanan made a motion to no longer accept any old KBHI forms, except what is currently on our website. Member Cunningham seconded the motion. All in favor, the motion carried.
- Online Renewals- Board Administrator Burton gave the report that since the last Board meeting (in July) there had been ten (10) online renewals.
- Newsletter- Burton presented a mock-up of the newsletter that the Board is wanting to circulate. When Burton receives all necessary information still outstanding he will finish the Newsletter and submit it for Cabinet review. Once approved, it will be emailed to all licensees.
- Burton reminded the Board members that there is a KREA collaborative meeting regarding the Real Estate Industry in Kentucky. This meeting will be held on August 27th in Lexington.
- Education
 - 831 KAR 2:040(11)(4)- Burton asked for clarification on this regulation that states a licensee can use a pre-licensing course for the 14 hours of initial education. The Board clarified that this was to be interpreted as covering the hours of education that was for licensees who were licensed less than a year at the time of renewal. The Board decided to clarify the regulation text during the next round of regulatory reform. The Board determined that licensees possessing a license in excess of 12 months at the time of their first renewal are prohibited from submitting pre-licensing course credit in lieu of continuing education credit. Burton asked the Board if they are wanting to establish a renewal procedure for Education Providers and courses. The Board agreed they would like to do so, and recognize it would be a change in both the forms and regulations.
 - Burton reported issues with a pre-licensing provider regarding the timing and effect of regulatory changes and the provider's curriculum. The Board stated that they will accept the licensees who had taken the course from March 21st to May 28th, 2019

Chair Wenk Called for a 10 minute recess at 11:36 a.m.

Chair Wenk called the meeting to order back from recess at 11:46 a.m.

- Education Oversight- Burton requested additional oversight of education courses and providers and offered several suggestions.
- Curriculum- Burton requested clarity from the Board regarding the type and scope of curriculum providers are required to submit for review. Member Ogden made a motion to define curriculum as any and all material used to teach the course, and Chair Wenk seconded. All in favor, the motion carried.

Real Estate Authority Executive Director Comments

Director Corder commended the Board for doing an exemplary job in moving forward and helping the Real Estate industry in Kentucky do so as well. Director Corder expressed support for the Board's focus on education.

Board Chair Comments

Chair Wenk had no further comments at this time

Open Forum- Public Comments

There were no public comments at this time.

Travel and Per Diem

Member Buchanan made a motion to accept the travel and the per diem of the board, and Member Ogden seconded. The motion carried.

Meeting Adjournment

As there was no further business to discuss, Chair Wenk moved to adjourn at 12:13 p.m. The motion was seconded by Member Walden, and the motion carried.