

**KENTUCKY BOARD OF HOME INSPECTORS  
MEETING MINUTES  
February 12, 2013**

A meeting of the Kentucky Board of Home Inspectors was held at the Frankfort office on February 12, 2013.

**MEMBERS PRESENT**

Kevin Farris, Chairman  
Mitch D. Buchanan, Vice Chairman  
Ken Fister  
J.R. Bone  
James A. Chandler  
Mark Schmidt  
Robert P. Johnson  
Mark G. Oerther

**OCCUPATIONS AND PROFESSIONS STAFF**

Lindsey Lane, Board Administrator

**OTHERS**

Brian Judy, Office of the Attorney General  
Betty Whitaker, KY Manufactured Housing Institute

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**CALL TO ORDER**

Kevin Farris, Board Chairman, called the meeting to order at 10:09 a.m.

**MINUTES**

A motion was made by Mr. Bone to approve the minutes of the January 8, 2013 meeting. Motion, seconded by Mr. Fister, carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for the month ending January 31, 2013 was presented to the Board for review. Mr. Schmidt requested the remaining allotment balance. There was also a returned check from a licensee's application. The Board would like to follow up on this matter to see how this matter can be resolved.

**O&P REPORT**

O&P is currently interviewing individuals for the vacant Board Administrator position. Ms. Lane is currently working with the Board of Home Inspectors but will hand the Board over to the new employee when they arrive. The Board expressed their concern in training a new person and feels they haven't had the opportunity to gain any continuity in the last few years. Executive Director Courtney Bourne understood the Boards concerns and informed them that she would handle the situation in the best way possible and continue to make Board assignments fair to all Administrators. The office is also in the process of advertising the vacant Web Administrator position. Mr. Johnson expressed some concerns over the layout of the Boards current website. Mr. Johnson informed the Board that he didn't feel it was very user friendly and suggested the Board consider creating a Blog where licensees and Board members could communicate daily and go over important issues pertaining to the Board and current Laws and Regulations. Ms. Lane explained that when the new

Web Administrator is hired the Board should discuss their concerns and give some suggestions on how they may work together to create a better and more informative web site.

### **LICENSURE STATUS REPORT**

No status report in February.

### **BOARD CHAIRMAN'S REPORT**

Mr. Farris informed the Board that the March meeting will be at Kentucky Dam Village. If any members have a suggestion or topic that they would like added to the agenda please give those items to Ms. Lane no later than March 7, 2013. Ms. Lane will work with Mr. Farris to create the agenda for the Special Meetings that will be held the evening of Wednesday, March 13, 2013, and all day on Thursday, March 14, 2013. The Board will hold their regular monthly meeting on Friday, March 15, 2013 at the state park.

### **BOARD COUNSEL REPORT**

Assistant Attorney General Brian Judy presented the Board with draft regulations for their Renewal Deadline Regulation. Mr. Judy asked the Board what the deadline would be for accepting renewal applications past the expiration date and they requested it be set at sixty days. There will also be a one hundred dollar penalty for any renewals received after the expiration date. Mr. Oerther made a motion to add or install the sixty day deadline to the regulations. Mr. Johnson seconded that motion and it carried.

The Board continues to receive updates on the case involving a gentleman in Danville offering inspections without a license. At this time Board Counsel does not have an update. Ms. Lane and Mr. Judy will work to provide a report on this matter in the March meeting. Mr. Chandler offered to check with the Boyle County Sheriffs Office to see if they could provide some information regarding the summons that was supposed to be issued several months ago. Mr. Chandler will also provide an update at the March meeting.

### **OLD BUSINESS**

The Board discussed holding their retreat in Western Kentucky at Kentucky Dam Village State Park. Ms. Lane will work with the Operations Section on making room arrangements and setting up meeting arrangements. Mr. Schmidt made a motion to approve the retreat expenses for the Board Administrator and the Board Counsel. Mr. Bone seconded that motion and it carried.

Ms. Lane informed the Board that she has still not received anything from the Indiana Home Inspectors Board regarding reciprocity for licensees. Mr. Chandler made a motion for board counsel to send a letter asking for something in writing from Indiana stating that they will accept Kentucky licensees and Kentucky will accept Indiana licensees. Mr. Bone seconded that motion. Mr. Judy explained that there are several factors in adopting a reciprocal agreement. Mr. Buchanan worries that this will be very time consuming and very costly with legal fees. Mr. Chandler and Mr. Bone decided to withdraw their motion. The motion died with no vote. Ms. Lane will let Indiana know that there will be no reciprocal agreement. The Board will refund the application fees paid by the Indiana residents seeking reciprocity.

In January Ms. Lane received a question regarding current rules and criteria for Instructors that planned to teach courses on Manufactured Housing. Betty Whitaker with Kentucky Manufactured Housing Institute came and spoke with the Board over current requirements for Instructors. In the past there was a Train the Trainer where several Instructors took a course and that gave them the required hours needed to go out and teach the course. Currently there is a fifteen credit hour course online. This allows for Instructors to take the course on their own time and receive the required hours. Ms. Whitaker explained that if the Board has any questions or would like to see a classroom Instructor course offered that they could attempt to offer that in the future.

### **EDUCATION COMMITTEE REPORT**

Mr. Fister made a motion to defer the Continuing Education application submitted by Professional Home Inspection Institute. Mr. Fister requested Ms. Lane send the application back to the school and ask for more details regarding the practical portion of the course. Mr. Bone seconded that motion and it carried.

Mr. Fister presented an application to the Board from INTERNachi where they were requesting approval to offer a course on ladders. Mr. Buchanan stated maybe they should consider placing that topic with a safety course that could be offered. Mr. Buchanan made a motion to deny the application. Mr. Chandler seconded that motion and it carried.

### **APPLICATIONS COMMITTEE**

The applications committee reviewed several renewal applications. Mr. Buchanan reported that there was one renewal that didn't have the correct CEU's, wasn't using a Standard of Practice, and didn't include a Background Check. He's asked that a letter be sent to that individual asking them to come in and speak with the committee at their April meeting. The following were approved for renewal:

- Ben Jurhs
- Robert Barton
- John Kline
- Johnathon Hensler
- Robert Jarrell
- Larry McCaslin
- Gary McCracken

### **COMPLAINTS COMMITTEE**

The committee received complaint #2102-04 back in the mail as the licensee has moved. Ms. Lane will begin the complaint process over and re send the information for their response. Mr. Schmidt discussed complaint #2012-01 that is being referred to the Attorney General's Office for a Hearing Officer. Mr. Bone will serve as the Board Representative in this case. Mr. Judy explained the process in "Findings of Facts." Mr. Schmidt made a motion to hire a Hearing Officer from the Attorney General's Office. Mr. Oerther seconded that motion and it carried.

### **TRAVEL AND PER DIEM**

Mr. Bone made a motion to approve the travel and per diem for members attending today's meeting. The motion, seconded by Mr. Buchanan, carried.

**NEXT MEETING**

The next meeting is scheduled for Wednesday, March 13, 2013 at Kentucky Dam Village at 5:00 p.m.

**ADJOURN**

Mr. Bone made a motion to adjourn at 12:41 p.m., having no further items of discussion. The motion, seconded by Mr. Oerther, carried.

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Kevin Farris, Chairman