



## PUBLIC PROTECTION CABINET

Kentucky Division of Real Property Boards  
Board of Home Inspectors

500 Mero Street, 2NE09  
Frankfort, KY 40601  
Phone: (502) 564-7760

**Andy Beshear**  
GOVERNOR

**Jacqueline Coleman**  
LIEUTENANT GOVERNOR

**Ray A. Perry**  
SECRETARY

**DJ Wasson**  
DEPUTY SECRETARY

**August 27, 2024**  
**10:00 A.M. Eastern**

### **BOARD MEETING MINUTES**

#### **MEMBERS PRESENT**

James Chandler  
Paul Ogden  
Joshua Crepps  
Ralph Halcomb  
Mark Hiten

#### **KENTUCKY REAL ESTATE AUTHORITY**

Seth Branson, Procedural Development Specialist I  
Gerald Florence, Deputy Executive Director  
René Rogers, Staff Attorney III  
Patrick Riley, General Counsel

#### **Call to Order**

Member Chandler called a meeting of the Kentucky Board of Home Inspectors ("Board") to order at 10:01 a.m. EST. Introductions were made, and guests in attendance were welcomed.

#### **Approval of Minutes**

Member Hiten made a motion to approve meeting minutes from the July 23, 2024, meeting. Member Crepps seconded the motion. Having all in favor, the motion carried.

#### **KREA Executive Director Comments**

Executive Director, Tracy Carroll, provided an update that the authority is moving in the right direction with the Kentucky Board of Home Inspectors. Deputy Executive Director, Gerald Florence advised the board that the Kentucky Real Estate Authority has hired a new paralegal named Andrea Helton.

#### **Licensure Report**

Mr. Seth Branson reported that the board currently has 517 active licensees and 26 inactive licensees.

### **Financial Report**

Gerald Florence informed the board the Financial report was provided in the board packet for review.

### **Break**

Member Hiten made a motion to take a 10-minute break during the meeting. The motion was seconded by Member Halcomb, and having all in favor, the motion carried.

Member Hiten made motion to reconvene the board meeting. The motion was seconded by Member Crepps, and having all in favor, the motion carried. The meeting resumed at 10:10 a.m. EST.

### **Legal Update**

General Counsel, Patrick Riley gave an update to the board that all the 2023 & 2024 cases were reviewed with the Complaints Review Committee that consisted of Jim Chandler & Paul Ogden. Mr. Riley also advised that the board that our Deputy Executive Director, Gerald Florence, has located some of the regulations in our file system. KBHI to consider determining a date of when the Board will want to review the regulations. Mr. Riley suggested that a consideration of a committee to review regulation drafts. House Bill 403 is now in effect as KRS 324B.045 which will set up the Division of Real Property Boards. Executive Director, Tracy Carroll, is serving as the Acting Director in a dual role over Kentucky Real Estate Authority & the Division of Real Property Boards. The authority will be soliciting recommendations for staffing.

### **Application Committee Report**

Member Hiten made a motion for the approval of the initial applications for R.W., T.H, C.M., K.K., R.E., J.L., H.L., T.Z, & M.R. The motion was seconded by Member Chandler, and having all in favor, the motion carried.

Member Hiten made a motion for the approval of the renewal applications for J.D., W.H., J.C., J.P, C.S., C.A., G.M., M.H., G.C., J.M., J.C., D.S., J.D., N.W., P.O., S.G., R.D., B.N., B.M., K.C., J.K., J.W., K.F., & R.B. The motion was seconded by Member Crepps, having all in favor, the motion carried.

Member Hiten made a motion to defer the renewal application of R.P. to next months meeting. The motion was seconded by Member Crepps, having all in favor, the motion carried.

### **Education Committee Report**

Member Halcomb made a motion to approve the course application of KREIA. The motion was seconded by Member Crepps, and having all in favor, the motion carried.

Member Halcomb made a motion to approve the course applications of AmeriSpec Technical Academy Technical Academy. The motion was seconded by Member Crepps, having all in favor, the motion carried.

Member Halcomb made a motion to ask Advanced Professional Learning Institute for clarification on the course material that was submitted and defer any action until the next Board Meeting. The motion was seconded by Member Crepps, having all in favor, the motion carried.

#### **Complaint Committee Report**

Member Chandler made a motion to refer 23-KBHI-005 for investigation. The motion was seconded by Member Ogden, having all in favor, the motion carried.

Member Chandler made a motion for the legal staff to send a letter of reprimand for 24-KBHI-001. The motion was seconded by Member Ogden, having all in favor the motion carried.

Member Chandler made a motion to request a response from the licenses for 24-KBHI-003, 24-KBHI-004, & 24-KBHI-005. The motion was seconded by Member Ogden, having all in favor, the motion carried.

#### **Closed Session**

Member Ogden makes a motion to enter closed session at 10:25 a.m. EST. Member Chandler seconded the motion. Having all in favor, the motion carried.

#### **Reconvene in Open Session**

Member Ogden motions to reconvene in open session at 10:32 am. Member Crepps seconded. Having all in favor, the motion carried.

#### **New Business**

Member Ogden made a motion to send up to 3 members to the Pro Inspector Conference in Orlando, Florida. The motion was seconded by Member Hiten, having all in favor, the motion carried.

Member Ogden made some recommendations for the Kentucky Realtors Institute 2024 Annual Convention & Expo & will give the recommendations in writing to staff member, Seth Branson. Member Chandler will create a schedule for times that board members will be managing the Kentucky Board of Home Inspectors booth for the convention.

Member Ogden made a motion to move the Complaints Review Committee at 8:30 a.m., the Education Review Committee at 9:00 a.m., the Applicant Review Committee at 10:00 a.m. & the Board Meeting to 11:00 a.m. EST on September 30, 2024. The motion was seconded by Crepps, having all in favor, the motion carried.

#### **Public Comments**

No Public Comments.

### **Motion to Approve Timesheets**

Member Hiten made a motion to approve travel expenditures and per diem for the August 26, 2024, Kentucky Board of Home Inspectors ARC & CRC, for Member Chandler, Member Hiten & Member Ogden. Member Ogden seconded. Having all in favor, the motion carried.

Member Hiten made a motion to approve travel expenditures and per diem for the August 27, 2024, Kentucky Board of Home Inspectors Education Review Committee & full board meeting. Member Ogden seconded the motion. Having all in favor, the motion carried.

### **Meeting Adjournment**

With no further business to discuss, Member Hiten made a motion to adjourn at 11:00. Member Ogden seconded the motion. Having all in favor, the meeting adjourned.

Pursuant to KRS 324B.060, I, \_\_\_\_\_,

\_\_\_\_\_ 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 August 27, 2024. 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 August 27, 2024 meeting, at its meeting held on September 30, 2024.

*Tracy Carroll*  
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