

Andy Beshear
Governor

Jacqueline Coleman
Lieutenant Governor



Ray A. Perry
Secretary

D.J. Wasson
Deputy Secretary

PUBLIC PROTECTION CABINET
Kentucky Division of Real Property Boards
Kentucky Board of Home Inspectors
500 Mero Street, 2NE09
Frankfort, KY 40601
Phone: (502) 782-0563

March 26, 2025
10:00 A.M. EST

Kentucky Board of Home Inspectors
Board Meeting Minutes

A meeting of the Kentucky Board of Home Inspectors was held on March 26, 2025 at the Mayo-Underwood Building, 500 Mero Street, Frankfort, KY 40601, PPC Conference Room 256 SW, and by videoconference.

Members Present

Mark Hiten
James A Chandler
Laura Disney
Ralph Halcomb
Joshua Crepps

Staff Present

Patrick Riley, General Counsel
Rene Rogers, Staff Attorney III
Tracy Carroll, Executive Director
Gerald Florence, Deputy Executive Director
Leah Redden, Board Administer
Seth Branson, Procedures Development Specialist I

Call to Order

Member Hiten called the meeting of the Kentucky Board of Home Inspectors to order at 10:00 a.m. EST.



Approval of Minutes

Member Chandler moved to approve the February 25, 2025 regular meeting minutes and March 5, 2025 special meeting minutes. Member Disney seconded the motion. Having all in favor, the motion carried.

Licensure Report

Leah Redden reported that the Board currently has 471 active licensees and 21 inactive licensees.

Division of Real Property Boards Update

Executive Director Tracy Carroll thank all board members and staff for attending the board training. Deputy Executive Director Gerald Florence advised that Investigator Tim Nehring is actively investigating a case, and that we will be advertising a new administrator position soon.

Financial Report

Deputy Executive Director informed the board the financial report was provided in the board packet for review.

Legal Update

General Counsel Patrick Riley reported the following additions to the agenda to be discussed during closed session: 24-KBHI-007; 2024-CA-0938; and the renewal application of J.F.

Application Committee Report

Member Chandler made the following recommendations to the Board: to approve the applications of D.W., D.T., G.W., and A.B. (with the caveat that G.W. should be instructed via follow-up phone call that citations to reference codes in home inspections are not necessary). Member Disney seconded motion. Having all in favor, the motion carried.

Member Chandler recommended the deferral of M.J., Z.J., D.R., B.E., and M.O. until it could be verified the classes taken by these applicants were “in-person” through AHIT. This matter was added to closed session for discussion.

Education Committee Report

Member Halcomb made the following recommendation to the Board: move to approve the application for McKissock courses. Member Hiten seconded motion. Having all in favor, the motion carried.

Member Halcomb made the following recommendation to the Board: move to approve the application for American Home Inspector Training courses. Member Chandler seconded motion. Having all in favor, the motion carried.

Member Halcomb made the following recommendation to the Board: move to approve the

application for Advanced Professional Learning Institute as a course provider. No Member seconded the motion and it therefore failed for lack of a second.

Member Halcomb made the following recommendation to the Board: to defer the Advanced Professional Learning Institute course submissions until the April 2025 Board meeting and allow General Counsel to draft a letter regarding these course submissions. No Member seconded the motion and it therefore failed for lack of a second.

Complaint Committee Report

No Complaint Committee Report (no Complaint Review Committee meeting this month).

Closed Session

Member Chandler made a motion to enter closed session pursuant to KRS 61.815 and KRS 61.810(1)(c) and (j), with board staff and counsel, to discuss proposed or pending litigation and deliberate on individual adjudications. The motion was seconded by Member Disney. Having all in favor, the motion carried. The Board entered closed session at 10:14 a.m. EST.

Reconvene in Open Session

Member Disney made a motion to come back to open session. The motion was seconded by Member Chandler. Having all in favor, the motion carried. The Board reconvened in open session at 10:48 a.m. EST.

Motions

Member Chandler moved to approve the renewal of J.F. The motion was seconded by Member Disney. Having all in favor, the motion carried.

Member Disney moved to defer the course provider application and courses applications for Advanced Professional Learning Institute until correctly submitted. The motion was seconded by Member Chandler. Having all in favor, the motion carried.

Member Chandler moved to approve initial applications for M.J., Z.J., D.R., B.E., and M.O. The motion was seconded by Member Disney. Having all in favor, the motion carried.

New Business

General Counsel Patrick Riley provided updates on the education review processes being pursued by the Division of Real Property Boards and staff.

Leah Redden updated the board about cost for in-person retreat. Rene Rogers provided possible dates for the retreat to take place.

Member Chandler made a motion to approve an \$1800.00 budget for an in-person retreat. The



motion was seconded by Member Disney. Having all in favor, the motion carried.

Member Disney made a motion to hold the in-person retreat on May 21 and 22, 2025. The motion was seconded by Member Chandler. Having all in favor, the motion carried.

Member Chandler made a motion to have all KBHI meetings (committee meetings and the full Board meeting) on April 22, 2025, starting at 9:00 a.m. EST. The motion was seconded by Member Disney. Having all in favor, the motion carried.

General Counsel Riley discussed the propriety of an education subcommittee. The Board determined that this material could be reviewed during the in-person retreat.

Gerald Florence updates about new opportunities for Board collaboration on several Housing initiatives and specifically with the IBHS through connecting with the Insurance Program Manager of Strengthen Kentucky Homes Program, Mr. Brad Wilson.

Member Chandler voiced his concern about the cancellation of the Complaints Review Committee for this month and the short notice provided. General Counsel Riley advised that per diem could still be offered, if approved by the Board, if travel was conducted for the committee meeting before cancellation of the meeting.

Approval Per Diem

1. Member Chandler made a motion to approve the per diem and travel expenses for the ARC meeting on March 26, 2025. Member Halcomb seconded the motion. Having all in favor, the motion carried.
2. Member Halcomb made a motion to approve the per diem and travel expenses for the CRC meeting on March 24, 2025, that had to be cancelled. Member Disney seconded the motion. Having all in favor, the motion carried.
3. Member Disney made a motion to approve the per diem and travel expenses for the ERC meeting on March 26, 2025. Member Chandler seconded the motion. Having all in favor, the motion carried.
4. Member Disney made a motion to approve the per diem and travel expenses for the main Board meeting on March 26, 2025. Member Halcomb seconded the motion. Having all in favor, the motion carried.

Meeting Adjournment

Member Chandler moved to adjourn the meeting at 11:16 a.m. EST. Member Disney seconded the motion. Having all in favor, the meeting adjourned.

The next Board meeting will be held April 22, 2025.

Pursuant to KRS 324B.060, I, Tracy Carroll, Executive Director for the Kentucky Real Estate Authority (KREA) and Division of Real Property Boards have reviewed and Approved the expenditures for the meeting of the Kentucky Board of Home Inspectors (the Board) held on March 26, 2025. 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 Commission at this meeting related to individual disciplinary matters, investigations, or applicant reviews.

The Commission approved the minutes of its meeting at its meeting held on April 22, 2025

Tracy Carroll

Date: 6/27/2025