

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

May 20, 2025
10:30 A.M.

Kentucky Board of Home Inspectors
Meeting Minutes

A meeting of the Board of Home Inspectors Board meeting was held on May 20, 2025, at the Mayo-Underwood Building, Frankfort, KY 40601, PPC Conference Room 229 NE, and by videoconference.

Members Present

Mark Hiten
James Chandler
Joshua Crepps
Ralph Halcomb
Laura Disney

Staff Present

Patrick Riley, General Counsel
Tracy Carroll, Executive Director
Gerald Florence, Deputy Executive Director
René Rogers, Staff Attorney
Leah Redden, Board Administrator
Dréa Helton, Paralegal
Randy Kloss, Investigator
Seth Branson, Procedures Development Specialist I



Call to Order

Member Hiten called the meeting of the Kentucky Board of Home Inspectors to order at 10:30 a.m. ET.

Approval of Minutes

Member Crepps moved to approve the April 22, 2025 meeting minutes as presented. Member Hiten seconded the motion. Having all in favor, the motion carried.

Licensure Report

Leah Redden reported that the board currently has 494 active licensees and 21 inactive licensees.

Division of Real Property Boards Update

Executive Director Tracy Carroll introduced new staff members. Deputy Executive Director Gerald Florence also gave an update about staffing.

Financial Report

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

Legal Update

General Counsel Patrick Riley gave updates about the upcoming KBHI Retreat and will provide more information in closed session about legal matters.

Application Committee Report

Member Chandler made a recommendation to the full board to approve initial applications of P.H., J.A., D.H., D.I., J.H., J.S., A.A., K.A., and the renewal of S.D. The motion was seconded by Member Crepps. Having all in favor, the motion carried.

Education Committee Report

Member Halcomb made a recommendation to the full board to approve the course for American Society of Home Inspectors. The motion was seconded by Member Crepps. Having all in favor, the motion carried.

Member Halcomb made a recommendation to approve the courses for Advance Professional Learning Institute with an effective date of May 1, 2025. The motion was seconded by Member Crepps. Having all in favor, the motion carried.

Complaint Committee Report

Member Disney made a recommendation to request a sworn answer and further investigation into 25-KBHI-001. The motion was seconded by Member Crepps. Having all in favor, the motion carried.



Member Disney made a motion to enter the settlement agreement in the matter of 24-KBHI-007. The motion was seconded by Member Crepps. Having all in favor, the motion carried.

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 at 10:39 a.m. ET. The motion was seconded by Member Crepps. Having all in favor, the motion carried.

Reconvene in Open Session

Member Chandler made a motion to come back to open session at 10:46 a.m. ET. The motion was seconded by Member Crepps. Having all in favor, the motion carried.

New Business

Member Crepps made a motion to review the practice of restricting appropriate access prior to inspecting a house especially regarding big box builders. The motion was seconded by Member Halcomb. Having all in favor, the motion was carried.

Approval Per Diem

1. Member Disney made a motion to approve the per diem and travel expenses for the May 20, 2025, ARC Meeting for Member Chandler and Member Hiten. Member Chandler seconded the motion. Having all in favor, the motion carried.
2. Member Disney made a motion to approve the per diem and travel expenses for the May 20, 2025, CRC Meeting for Member Disney and Member Chandler. Member Chandler 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 May 20, 2025, ERC Meeting for Member Crepps and Member Halcomb. 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 May 20, 2025, KBHI Main Meeting. Member Chandler seconded the motion. Having all in favor, the motion carried.

Meeting Adjournment

Member Chandler moved to adjourn the meeting at 11:02 a.m. ET. Member Disney seconded the motion. Having all in favor, the meeting adjourned.

Next KBHI meeting will be held 10:30 a.m. EST on June 24, 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 May 20, 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 June 24, 2025

Tracy Carroll

Date: 6/27/2025