



**Andy Beshear**  
Governor

**Kerry B. Harvey, Secretary**  
Public Protection Cabinet

**Robert Astorino**  
Kentucky Real Estate Authority

**Kentucky Board of Home Inspectors**  
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**VOTING MEMBERS**  
Mitch Buchanan, Chair  
Paul Ogden, Vice Chair  
James (Jim) Chandler  
Mark Hiten  
Ralph Halcomb

**GENERAL COUNSEL**  
John L. Hardesty

**December 22, 2020**  
**10:00 A.M.**

### **SPECIAL BOARD MEETING MINUTES**

A special meeting of the Board of Home Inspectors was held via video teleconferencing on Tuesday, December 22, 2020 under the special meetings provisions as set forth in KRS 61.823 in response to the Covid-19 pandemic.

#### **MEMBERS PRESENT**

Mitch Buchanan, Chair  
Paul Ogden, Vice Chair  
James (Jim) Chandler  
Mark Hiten  
Ralph Halcomb

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

Tatum A. Herrington, Board Administrator  
John L. Hardesty, General Counsel  
Robert Astorino, Executive Director  
Brian Travis, Investigator

#### **GUESTS**

Steve Keeney  
Robert Zolnowski  
Donovan Simmons  
John Willoughby

#### **CALL TO ORDER AND GUEST WELCOME**

Board Chair Buchanan called a special meeting of the Kentucky Board of Home Inspectors to order at 10:01 a.m. All members were present and a quorum was established. Introductions were made, and guests in attendance were welcomed.

#### **Approval of November Minutes**

Member Hiten made a motion to approve the November Board meeting minutes. The motion was seconded by member Chandler. With all in favor, the motion carried.

#### **Licensure Report**

Board Administrator Tatum Herrington gave the licensure report. As of December 22, 2020 there are 604 active licensees, twenty-four (24) inactive licensees, and eight (8) inactive non-renewal licensees, with a total of 636 licensees.

## **Application Committee Report**

Board Chair Buchanan, of the application committee stated member Chandler, member Hiten, and himself had reviewed applications.

Member Chandler reviewed ten (10) applications. Of these applications, member Chandler recommended approval for two (2), and deferral for eight (8). Board Chair Buchanan seconded the recommendation. All in favor, the motion passed.

Board Chair Buchanan reviewed nine (9) applications. Of these applications, Board Chair Buchanan recommended approval for six (6), and deferral for three (3). Member Chandler seconded the recommendation. All in favor, the motion passed.

Member Hiten reviewed nine (9) applications. Of these applications, member Hiten recommended approval for five (5) and deferral for (4). Member Chandler seconded the recommendation. All in favor, the motion passed.

## **Complaint Committee Report**

Member Hiten, of the complaint committee, reported and made the following recommendations:

### **20-KBHI-001**

Member Hiten made a motion to dismiss the complaint. Member Chandler seconded. All in favor, the motion passed.

### **20-KBHI-006**

Member Hiten made a motion to dismiss the complaint. Board Chair Buchanan seconded. All in favor, the motion passed.

Member Ogden abstained from the vote.

## **Apprenticeship Program Discussion**

KBHI General Counsel John Hardesty stated we are waiting for more information to further the apprenticeship program discussion.

## **Legal Update**

KBHI General Counsel John Hardesty gave the following updates:

### **Regulation update**

Mr. Hardesty stated Board Administrator Tatum Herrington has drafted the forms for the regulations, and Licensing/Education Coordinator Hannah Carlin needs to review them. His goal is to have these ready for review at the January meeting.

### **Education Provider issue**

Mr. Hardesty stated the Board would enter executive session to discuss the education provider issue, and suggested the Board go into executive session after the Executive Director's comments and Board Administrator report.

## **KREA Executive Director Comments**

KREA Director Robert Astorino addressed the Board and stated the Board is moving in the right direction. He feels positive about what the Board is hoping to accomplish, and is proud of what the Board has accomplished in the unexpected circumstances of 2020.

### **Board Administrator Report**

Board Administrator Tatum Herrington gave the following report:

- When licensees renew through their eservices account, they are charged a processing fee by Kentucky Interactive. Board Chair Buchanan stated the Board has done this in the past, and that the Board would like to continue with this in the future.
- In December 2019, the Board went digital with licensing cards. As of then, all licensees can print out their licensing cards through their eservices account. At previous meetings, Board members had discussed distributing plastic license cards. Ms. Herrington stated she would have to manually make and mail out the cards. Board Chair Buchanan believes this would be time consuming for Ms. Herrington, and the Board will continue to keep licensing cards digital.
- Starting in 2021, the Board hopes to create a newsletter to distribute to all licensees either quarterly or biannually. Board Chair Buchanan believes this is a good goal for the Board, and suggests Ms. Herrington answers Board members most frequent questions in the newsletter.

### **Executive Session**

At 10:43 a.m. member Ogden moved to go into Executive Session to discuss the potential education provider disciplinary issue and complaint 20-KBHI-006 pursuant to KRS 61.878(1)(k) and to KRS 61.810 (1)(c), 1(j), and 1(k), to deliberate on individual adjudications, proposed or pending litigation, and to review records exempt from public disclosure. The motion was seconded by Board Chair Buchanan. All in favor, the motion passed.

At 11:52 a.m. member Ogden moved to come out of Executive Session. Member Chandler seconded the motion. All in favor, the motion passed.

Member Ogden accepted the motion to dismiss case 20-KBHI-006.

Member Halcomb made a motion to send a cease and desist letter to the discussed education provider, and have KREA Investigator, Brian Travis, file a formal complaint against this education provider pursuant to KRS 198B.706(4) and 831 KAR 2:030 Section 6. Member Chandler seconded the motion. All in favor, the motion passed.

### **Motion to Approve Timesheets**

Member Ogden made a motion to approve timesheets. Board Chair Buchanan seconded the motion. All in favor, the motion passed.

### **Meeting Adjournment**

With no further business to discuss, member Hiten made a motion to adjourn. Member Chandler seconded this, and with all in favor the meeting adjourned.