

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

February 25, 2025
10:00 AM EST

Kentucky Board of Home Inspectors
Board Meeting Minutes

A meeting of the Board of Home Inspectors Board meeting was held on February 25, 2025, at the Mayo-Underwood Building, 500 Mero Street, Frankfort, KY 40601, Conference Room 229, and by videoconference.

Members Present

James Chandler, Chairperson
Mark Hiten
Josh Crepps
Laura Disney
Ralph Halcomb

Staff Present

Patrick Riley, General Counsel
Rene Rogers, Staff Attorney III
Tracy Carroll, Executive Director
Gerald Florence, Deputy Executive Director
Seth Branson, Education Director
Leah Redden, Board Administrator
Randy Kloss, Investigator
Drea Helton, Paralegal

Call to Order

Chairperson Chandler called the meeting of the Kentucky Board of Home Inspectors ("Board") to order at 10:19 a.m. EST. Chairperson Chandler then took nominations for the election of a new



chairperson. Member Chandler nominated Mark Hiten as new Board Chair. Member Crepps nominated himself for Board Chair. A vote was conducted, and Member Hiten was voted as new Board Chair, with a vote of 3-2. New Chairperson Hiten then took nominations for the election of a new Vice Chair. Chairperson Hiten nominated Ralph Holcomb as new Vice Chair. A vote was conducted, and Member Halcomb was elected 5-0 as the new Vice Chair.

Approval of Minutes

Member Disney moved to approve the January 25, 2025, meeting minutes as presented. Member Chandler seconded the motion. Having all in favor, the motion carried.

Special Presentation

Member Chandler made a special presentation to honor former Member Paul Ogden. Everyone joined in a round of applause and thanked former Member Ogden for his outstanding service to the Board.

Licensure Report

Board Administrator Leah Redden reported that the board currently has 428 active licensees and 22 inactive licensees.

Division of Real Property Boards Update

Director Tracy Carroll reported updates about the new Kentucky Board Training course and shared about KBHI retreat plans.

Financial Report

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

Legal Update

General Counsel Patrick Riley explained that all updates would be given in closed session and he would reserve such comments until that time. General Counsel Riley echoed previous comments and thanked former Member Ogden for his service to the Board.

Application Committee Report

Member Hiten made a motion to approve the initial applications of **W.A., S.A., S.A., J.B., K.B., K.G., B.H., A.M., J.M., A.S., R.W. and C.Y.** The motion was seconded by Member Disney. Having all in favor, the motion carried. Member Chandler abstained from the vote.

Education Committee Report

Member Halcomb made a motion to defer Advanced Professional Learning Institute's Provider application and courses as listed until the March 2025 Meeting. The motion was seconded by Member Hiten. Having all in favor, the motion carried.



Complaint Committee Report

Member Chandler shared the recommendation of the Complaint Committee to dismiss matter no. 24-KBHI-006.

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 as listed in the committee reports and the agenda at 10:35 a.m. EST. The motion was seconded by Member Disney. Having all in favor, the motion carried.

Reconvene in Open Session

Member Halcomb made a motion to come back to open session at 10:52 a.m. EST. The motion was seconded by Member Hiten. Having all in favor, the motion carried.

Motions following Closed Session

Member Disney made a motion to the Board for further investigation in 24-KBHI-007. Member Halcomb seconded the motion. Having all in favor, motion carried.

Member Chandler made a motion to the board that 24-KBHI-006 be dismissed. Member Disney seconded the motion. Having all in favor, motion carried.

New Business

General Counsel Patrick Riley discussed with the Board the status of the Board funds over the course of the budgeting biennium per earlier questions from Board members regarding the same. Member Crepps thanked the board for the opportunity to attend the conference in Orlando. Member Crepps and Member Chandler spoke about changing the requirements for CE and pre-licensing to allow for a more robust and rigorous training and education as per other states. Member Crepps also spoke about several education committee suggestions regarding submission standardizations for courses and providers. General Counsel Riley stated that these suggestions about education would be added to next month's agenda. Board Administrator Leah Redden advised that all committee meetings and board meetings could possibly be held on the same day for efficiency as the Application Review Committee would see fewer renewals during this year of the renewal biennium cycle. Member Chandler requested one month to consider the consolidation of the monthly meetings. Member Crepps also asked about adding more board members. General Counsel Riley and Attorney Rene Rogers stated that this suggestion would be reviewed by Legal prior to next month's meeting.

Public Comments

No Public Comments.

Approval Per Diem

1. Member Chandler made a motion to approve the per diem and travel expenses for the February 24, 2025, CRC Meeting and ARC Meeting. Member Disney seconded the motion. Having all in favor, the motion carried.
2. Member Chandler made a motion to approve the per diem and travel expenses for the February 25, 2025, ERC Meeting and Main Board Meeting. Member Disney seconded the motion. Having all in favor, the motion carried.

Meeting Adjournment

Member Chandler moved to adjourn the meeting at 11:28 a.m. EST. Member Halcomb seconded the motion. Having all in favor, the meeting adjourned.

Next KBHI meeting will be held on Tuesday, March 25, 2025, at 10:00 a.m. EST.

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 February 25, 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 March 26, 2025

Tracy Carroll

Date: 6/27/2025