

**KENTUCKY BOARD OF HOME INSPECTORS  
MEETING MINUTES  
November 10, 2015**

A regular meeting of the Kentucky Board of Home Inspectors was held at the Office of Occupations and Professions in Frankfort, KY on November 10, 2015.

**MEMBERS PRESENT**

James A. Chandler, Chairman (dismissed early)  
Mark G. Oerther, Vice Chairman  
Kevin Farris  
Edward “Neal” Tong  
Mitch D. Buchanan  
Ken Fister  
Robert P. Johnson

**OCCUPATIONS AND PROFESSIONS STAFF**

Megan Woodson, Board Administrator

**OFFICE OF THE ATTORNEY GENERAL**

Brian Judy, Office of the Attorney General

**GUESTS**

Steve Keeney, PLI  
Tom Willinger

**MEMBERS ABSENT**

Mariah Gratz  
Welford “Bud” Wenk

---

**CALL TO ORDER**

Mr. Chandler called the meeting to order at 10:08a.m.

**MINUTES**

A motion was made by Mr. Tong to approve the meeting minutes from October 13, 2015. Mr. Johnson seconded that motion and it carried.

**MONTHLY FINANCIAL REPORT**

The financial statements for September and October 2015 were reviewed by the Board.

**LICENSURE STATUS REPORT**

There are currently 382 licensed Home Inspectors.

**BOARD COUNSEL REPORT**

Mr. Judy he will file the amended version of 815 KAR 6:090 within the week.

**OCCUPATIONS AND PROFESSIONS REPORT**

Mrs. Woodson informed the board of the current events of O&P including the Governor’s Office of Boards and Commissions has asked that board members let the office know of any changes in contact information so their database can be updated for the next Administration. Susan Ellis continues to work on budget drafts FY 17 and 18 and will notify any boards that may need to make adjustments to their fee structure. The office will be closed December 8<sup>th</sup> for the Governor Inauguration as well as December 24<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup> for Christmas and New Year’s holidays. Mrs. Woodson reminded the Board of the procedures used for out of state travel reimbursement and that Mr. Slone asks that board members make this process a priority.

## **OLD BUSINESS**

Mr. Chandler is still in communication regarding the Board's goal to move back to HBC.

The Board will continue to discuss the 2016 Kentucky State Fair Booth Budget in December.

## **NEW BUSINESS**

The board reviewed the proposed 2016 meeting schedule as follows:

- January 12<sup>th</sup>
- February 9<sup>th</sup>
- March 8<sup>th</sup>
- April 12<sup>th</sup>
- May 10<sup>th</sup>
- June 14<sup>th</sup>
- July 12<sup>th</sup>
- August 9<sup>th</sup>
- September 13<sup>th</sup>
- October 11<sup>th</sup>
- November 15<sup>th</sup>
- December 13<sup>th</sup>

Mr. Fister made a motion to set the 2016 board meeting schedule as proposed. Mr. Oerther seconded the motion and the motion carried.

The board reviewed an inquiry from Laura Peek with AHIT (American Home Inspectors Training Institute) regarding proctoring exams for their pre-licensing course. The Board advises that the pre-licensing exams can be proctored separately from the live class sessions. However, the Board wishes to clarify that the pre-licensing exams are different from the National exams cited in 815 KAR 6:010 Section 1 (2). Mrs. Woodson will respond to Ms. Peek's inquiry.

Mr. Farris made a motion to update 815 KAR 6:010 Section 1 (1) b to require a *current* passport photo with applications for licensure. Mr. Fister seconded the motion and it carried. Mr. Chandler and Mr. Johnson were not present for this motion.

Mr. Oerther made a motion to change the required hours of manufactured housing from three (3) to two (2) hours for pre-licensing and continuing education requirements in 815 KAR 6:010. Mr. Buchanan seconded the motion and it carried. Mr. Chandler and Mr. Johnson were not present for this motion.

Mr. Buchanan made a motion to change the required hours of manufactured housing from three (3) to two (2) hours for Licensees returning from an inactive status. Mr. Fister seconded the motion and it carried. Mr. Chandler and Mr. Johnson were not present for this motion.

## **NEWSLETTER COMMITTEE REPORT**

The Newsletter Committee advised they are continuing to develop the upcoming quarterly newsletter for the board to review.

### **EDUCATION COMMITTEE REPORT**

The Education Committee made the following recommendations:

- National Association of Home Inspectors (NAHI) Training Institute *approved* as a pre-licensing provider

Mr. Farris seconded the Committee's recommendation and the motion carried.

### **APPLICATIONS COMMITTEE**

The Applications Committee recommended the following:

- Initial licensure applications to be *approved* – Alexander Folk, Lee Hill, Mark Klein, Stepan Leskiv, Dale Miller, Mark Ross, and Thomas Willinger
- Renewal applications to be *approved* – William Beasey and Steven Clark

Mr. Farris seconded the motion and the motion carried.

### **COMPLAINTS COMMITTEE**

The Complaints Committee reported no new complaints have been received and the following cases are ongoing:

- Rumancik
- 2015-03
- 2015-06

### **TRAVEL AND PER DIEM**

Mr. Farris made a motion to approve the travel and per diem for members attending today's meeting. The motion, seconded by Mr. Fister, carried.

### **NEXT MEETING**

The next meeting is scheduled for Tuesday, December 15, 2015 at 10:00am at the Office of Occupations and Professions in Frankfort, KY.

### **ADJOURNMENT**

Mr. Fister made a motion to adjourn at 11:39 a.m. The motion was seconded by Mr. Johnson and carried.

Minutes prepared by Megan Woodson on November 10, 2015