

**Minutes of the Teleconference Meeting of the  
ARKANSAS HOME INSPECTOR REGISTRATION BOARD**

Wednesday – April 7, 2021 @7:30 a.m.

**Board Members:**

Robert Neal, Chairman	Bob Downum ( <i>absent</i> )	WC McBride
Tom Allen, Vice Chairman	Daniel Burkhead	Marliese Kerr ( <i>absent</i> )
Allen Trammell, Secretary/Treasurer		

**Board Administrator:**

Charlotte London

**Assistant Attorney General:**

Julie Chavis

**Others Present via Zoom:**

David Apple, Les Cowan, Robert DuBois, Mark Fuller,  
Kerry Miller, Tim Morley, Jeremy Pope, Mark Rundel,  
Roy White, Jackie Vincent (*McKissock*)

**I. Agenda Item I: CALL TO ORDER / ROLL CALL**

Mr. Neal called the meeting to order at 7:36 a.m.

Roll call - All Board members are present except Mr. Downum and Ms. Kerr.

**II. Agenda Item II: APPROVAL OF April 7, 2021 MEETING AGENDA**

Mr. McBride made a motion to approve the Agenda and Mr. Trammell seconded. Mr. Allen amended the motion to add the office security issue to the agenda. All Board members voted aye to approve the motion.

**III. Agenda Item III: REVIEW OF NEW APPLICANTS**

**A. New Applicants**

- |                    |                   |                  |
|--------------------|-------------------|------------------|
| 1. David Apple     | 6. Rickey Graves  | 11. Jeremy Pope  |
| 2. Matthew Barnett | 7. Mattye Melson  | 12. Mark Rundel  |
| 3. Les Cowan       | 8. Kerry Miller   | 13. William Sims |
| 4. Robert DuBois   | 9. Tim Morley     | 14. Roy White    |
| 5. Mark Fuller     | 10. Adam Peterson |                  |

- 1) Mr. McBride made a motion to approve Applicants #3 and #5 through #13. Mr. Burkhead seconded and all Board members voted aye to approve licensing for the applicants.
- 2) Mr. McBride made a motion to approve Applicant #1-David Apple. Mr. Trammell seconded. Mr. Burkhead told the Board that Mr. Apple's wife is a licensed realtor and that is an issue that should be addressed. Mr. Neal explained to Mr. Apple the conflicts of interest that could occur if he were to perform home inspections for homes that she or the company she works for has an interest in. He said the Board's rule on this would be explained in the approval letter when he receives his license. All Board members then voted aye to approve licensing Mr. Apple.
- 3) Mr. McBride made a motion to approve Applicant #2-Matthew Barnett. Mr. Trammell seconded and said there was no phone number for his agent listed on his insurance. Other members said the phone number was on the form, but in a different location. All Board members voted aye to approve licensing for Mr. Barnett.
- 4) Mr. McBride made a motion to approve Applicant #4-Robert DuBois. Mr. Trammell seconded. Mr. Neal said the applicant's training was not from an AHIB approved school, but it was comparable to Arkansas' training. Mr. Neal asked Mr. DuBois if he was moving to Arkansas and if he had completed any CE courses. Mr. DuBois answered yes to the questions. Mr. McBride

amended his motion to include the Board reviewing his CE courses and submitting three (3) fee-paid home inspection reports. Mr. Trammell asked if the applicant could just complete 8 hours of AHIB approved classroom CE. Other members agreed to the applicant providing proof of his completion of 8 hours of CE. Mr. Neal asked Mr. Burkhead if he would review the applicants CE once he completes it and Mr. Burkhead said that he would. Mr. Neal told Mr. DuBois that once he submits his certificate of completion, his home inspectors license will be issued to him. All Board members then voted aye to approve Mr. DuBois for licensing once he has completed 8 hours of an AHIB Approved CE course.

- 5) Mr. McBride made a motion to approve Applicant #14-Roy White. Mr. Trammell seconded. Mr. Neal asked Mr. White about the number of hours his training was in-classroom and the number of hours completed online. Mr. White told the Board the number of training hours he had completed and 64 hours were in-classroom. Mr. Allen said it should not be left up to the Board to go through Mr. White's courses to determine if the courses he has taken are comparable to Arkansas' training. He said the applicant should complete an AHIB approved 80- hour classroom course. Mr. Burkhead said he should take an additional 16 hours in-classroom to bring his total classroom hours up to 80. All Board members voted nay to deny approval of a license to Mr. White.

**IV. Agenda Item IV: 2021 REGISTRATION RENEWALS**

1. Mark Callahan
  2. Jeff Daniel
  3. Roy Goodwin, Jr.
  4. Michael Pirnique
- 1) Mr. McBride made a motion to approve renewal of Mr. Callahan's license. Mr. Trammell seconded. All Board members voted nay to deny renewal of the license because Mr. Callahan had not completed any CE courses.

- 2) Jeff Daniel
- 3) Roy Goodwin, Jr.
- 4) Michael Pirnique

Mr. McBride made a motion to approve renewal of licenses for Mr. Daniel, Mr. Goodwin and Mr. Pirnique. Mr. Trammell seconded and all Board members voted aye to approve the license renewals.

**V. Agenda Item V: CONTINUING EDUCATION / PRE-REGISTRATION COURSES**

**A. CONTINUING EDUCATION**

1. **McKissock 100% Education** – (38) CE Courses – #1 through #20 are online CE courses and #21 through #38 are online correspondence CE courses.

Ms. Jackie Vincent, from McKissock participated in the meeting to answer any questions the Board had about their CE courses.

Mr. McBride made a motion to approve all of the CE courses except #13-Metes and Bounds. Mr. Burkhead seconded. Mr. Neal asked Ms. Vincent if the correspondence courses were given online and she said they are. He asked her to explain the difference between regular online courses and online correspondence courses. She said the main difference is that the course materials for correspondence courses can be read online or printed and read offline. The student can log into their account when they are ready to take the exam. For online courses, the exam and all of the course materials must be read online while logged on.

All of the Board members voted aye to approve all of McKissock's CE courses except for #13- Metes and Bounds.

No.	McKissock 100% Education ONLINE CE COURSE NAME	CREDIT HOURS
1	Conventional Heating & Cooling Inspections	6
2	Exterior Inspections: Siding, Garages and Carports	3
3	Fireplace Inspections	2
4	Framing Inspections: Floors, Walls and Roof	3
5	Home Inspection: Getting Started & Creating an Inspection Report	1.5
6	Inspecting Water Heaters	2
7	Inspection of Foundations	2
8	Inspection of Plumbing Systems	2
9	Interior Inspections	1
10	Introduction to Inspecting Built-In Appliances	1
11	Introduction to Inspecting Cooling Systems	1
12	Introduction to Inspecting Heating Systems	2
13	Metes and Bounds	2
14	Pests and Environmental Hazards	1
15	Pool, Spa and Sauna Inspections	1
16	Structural Home Inspections	2
17	The Components of Electrical Systems	2
18	The Importance of Insulation	1
19	Understanding the Anatomy of Construction Defects	2
20	Water Management: Proper Grading & Drainage Slopes of Foundations	1
21	Interior Inspections	1
22	Introduction to Inspecting Built-In Appliances	1
23	Pests and Environmental Hazards	1
24	Home Inspection: Getting Started and Creating an Inspection Report	1
25	The Importance of Insulation	1
26	Inspection of Foundations	2
27	Inspection of Plumbing Systems	2
28	The Components of Electrical Systems	2
29	Fireplace Inspections	2
30	Framing Inspections: Floors, Walls and Roof	3
31	Conventional Heating and Cooling Inspections	6
32	Exterior Inspections: Siding, Garages and Carports	3
33	Inspecting Water Heaters	2
34	Introduction to Inspecting Cooling Systems	1
35	Introduction to Inspecting Heating Systems	2
36	Pool, Spa and Sauna Inspections	1
37	Structural Home Inspections	2
38	Water Management: Proper Grading and Drainage Slopes from Foundations	1

**VI. Agenda Item VI: OLD BUSINESS**

1. Office Security - Mr. Allen asked Ms. London if her office, in the Dept. of Labor and Licensing building, had a working lock on the door yet. Ms. London told him that the door still did not have a working lock. Mr. Neal asked that the email about the lock that was sent to Mr. Steve Guntharp, Chief of Staff, should be forwarded to Mr. Allen. Mr. Allen said this was not appropriate office security due to the personal and confidential information that is kept in the office.

**VII. Agenda Item VII: SCHEDULE NEXT MEETING**

The next meeting is scheduled for May 5, 2021 @ 9:30 a.m.

Location: Arkansas Dept. of Labor & Licensing  
900 W. Capitol Avenue  
Training Room on 3<sup>rd</sup> Floor  
Little Rock, AR 72201

*(Meeting date and time are subject to change at the discretion of the Board)*

**VIII. ADJOURNMENT**

The Teleconference adjourned at 8:45 a.m.