

State Board of Appraisers, Abstracters, and Home Inspectors  
Department of Labor and Licensing  
Board Meeting  
November 9, 2023

The regular meeting of the State Board of Appraisers, Abstracters, and Home Inspectors was held on November 9, 2023, at 10:00 a.m. at the offices of the Arkansas Department of Labor and Licensing, 900 W. Capitol Avenue, 4<sup>th</sup> Floor Board Room, Little Rock, Arkansas. This meeting was also available through ZOOM.

**I. Called to Order.**

Brian Hester called the meeting to order at 10:00 a.m.

**II. Introduction of Guests:** Ben Trotter, Colton Jeans, Savannah Owens and **attending by ZOOM:** Adam Rogers, Andrew Kuszak and Daniel Burkhead

**III. Roll Call – Declaration of a quorum by Susan Miller**

**Board Members present:** Laney Briggs, Sara Hawkins, Brian Hester, Wally Loveless, Scott McKennon and Daniel Storlie

**Board Members absent:** Sara Stephens, Julie Matthews, and Jim Pender

**Staff present:** Diana Piechocki, Director; Susan Miller, Business Operations Manager; Suzie Puckett, Executive Assistant to the Director; Devin Parker, Administrative Analyst; and Armistead Reasoner, Administrative Specialist III.

**IV. Adoption of Meeting Agenda**

Brian Hester asked for a motion to adopt the meeting agenda. Laney Briggs moved to adopt the meeting agenda. 2<sup>nd</sup> by Scott McKennon. The motion was carried.

**V. Approval of the Minutes of the Board Meeting**

Brian Hester introduced the Board Minutes for September 7, 2023, for review and approval by the Board.

**Scott McKennon moved to approve the board minutes. 2<sup>nd</sup> by Wally Loveless. The motion was carried.**

**VI. Chairman's Report**

1. Appointment of Julie Matthews to the Board, two Home Inspector positions remain unfilled at this time.

2. During the fall Association of Appraiser Regulatory Officials Conference, discussion of the changes by Fannie Mae and Freddie Mac, regarding the guidelines of language used in appraisal

reports and URAR form that will be coming January 1, 2026. Appraisers renewing or upgrading their license must have a 7- hour equity training class. The equity training class will be required once every two years. This will be in line with the 7-hour USPAP update training that is already required once every two years for an appraiser credential.

## **VII. Opening Comments by Daryl Bassett, Secretary**

Secretary Bassett thanked the board members for volunteering their service to this new board that consists of three divisions. He invited them to the weekly, Thursday Department meetings they can be attended in person or by ZOOM. He requested the Board make a mission statement so that he would be able to present this to the Governor along with the Chairman of the Board.

There was a Discussion by the board on the process of submitting mission statement ideas to Diana. The mission statement discussion will continue at the next board meeting.

**VIII. Financial reports** - Brian Hester asked Susan Miller to present the Financial Reports for each division; Susan reviewed the AASIS Reports for each division with the Board.

**Sara Hawkins moved to accept the reports. 2nd by Scott McKennon. The motion carried.**

## **IX. Suzie Puckett presented the Education Reports Agenda for Appraisers**

### **A. Appraisers Course Approvals:**

#### **1. American Society of Farm Managers and Rural Appraisers**

a. Class/Synch: AS047 - Appraisal Through the Eyes of the Reviewer (Feb 6, 2024) - 7 CE  
Instructor: Scott Seely.

b. Class/Synch: AS046 - ASFMRA Annual Meeting 2023 (11/16/23) - 6 CE Instructors: Katie Avant, Arthur Clapp, Otto Cuyler, Cesar Escalante, Mark Elder, Robert Gore, Howard Halderman, Brian Hefty, Douglas Hodge, Michael Langemeier, Steven Maulberger, Chris Morris, Brett Stuart, Mykel Taylor, Wendong Zhang.

c. Class/Synch: AS045 - Rapid Fire Case Studies 2023 (11/15/23) - 5 CE; Instructors: Otto Cuyler, Lisa Desmarais, Tanner Ehmke, Shannon Ferrell, Zachary Uter

#### **2. Appraisal Institute**

a. Class: AI109 - Uniform Appraisal Standards for Federal Land Acquisitions Practical Applications 14 CE; 15 CEE - Instructor: John Underwood.

b. Class/Synch: AI108 - Case Studies in Appraising Green Commercial Buildings – 14 CE; 15 CEE Instructor: Sandra Adomatis.

c. Class/Synch: AI004 - Practical Applications in Appraising Green Commercial Properties – 14 CE; 15 CEE Instructor: Sandra Adomati.

### **3. Appraiser eLearning LLC**

- a. Online: AE001 - ANSI, Home Measurements & the Power of Price-Per-Square-Foot - 7 CE; Instructor: Bryan Reynolds; IDECC Exp: 10/8/2024
- b. Online: AE002 - Appraiser's Guide to CYA (Covering Your Appraisals) - 4 CE  
Instructor: Bryan Reynolds; IDECC Exp: 7/9/2025
- c. Online: AE003 - Appraising 2-4 Unit MF Properties - 7 CE; Instructor: Bryan Reynolds;  
IDECC Exp: 6/18/2024
- d. Online: AE004 - Commercial Property Valuation - 7 CE; Instructor: Bryan Reynolds;  
IDECC Exp: 7/24/2026
- e. Online: AE008 - Depreciated Replacement Cost - 7 CE; Instructor: Bryan Reynolds  
IDECC Exp: 8/13/2025
- f. Online: AE005 - Public Records, Square Footage, and the Real Estate information Crisis  
- 7 CE Instructor: Bryan Reynolds; IDECC Exp: 4/14/2025
- g. Online: AE006 - Sales Comparison Approach: A Course on Analysis and Reporting - 7  
CE; Instructor: Bryan Reynolds; IDECC Exp: 8/29/2026
- h. Online: AE007 - Selecting & Supporting Market Adjustments - 3 CE; Instructor: Bryan  
Reynolds; IDECC Exp: 11/22/2025.

**Laney Briggs moved to approve the courses. 2<sup>nd</sup> by Scott McKennon. The motion carried.**

### **B. Instructor Approval**

- 1. Appraisal Institute - Claire Feuling  
Class/Synch: AI110 – Fundamentals of Appraising Affordable Housing

**Scott McKennon moved to approve the instructor. 2<sup>nd</sup> by Sara Hawkins. The motion carried.**

### **C. Proctor Approval**

- 1. McKissock
  - a. Victoria France - University of Arkansas Community College Batesville
  - b. Billy Stidham - University of Arkansas Community College Batesville
  - C. Melissa McArthur - Star City Branch Library

**Wally Loveless moved to approve the proctors. 2<sup>nd</sup> by Sara Hawkins. The motion carried.**

**D. Individual Credit**

1. Sara Stephens (CG 0447) is requesting sixteen (16) hours credit for International Right of Way Association's Course 900: Principles of Real Estate Engineering, a classroom educational offering taken September 20 - 21, 2023.

**Scott McKennon moved to approve the individual credit. 2nd by Wally Loveless. The motion carried.**

**X. Home Inspector Course Approvals:**

**A. Pre-Registration Course Approval - Renewal**

1. AmeriSpec LLC - AmeriSpec Technical Academy (previous approval number PR-2022-01, exp 1/15/24) - 90 PR; Instructors: Mike Hughes; Proposed Location & Dates: AmeriSpec Training Center, 1650 N Shelby Oaks Dr, Memphis TN; Every Other Month.

**Sara Hawkins moved to approve the courses. 2nd by Scott McKennon. The motion carried.**

**B. Pre-Registration Course Approval:**

1. AHII - Arkansas Home Inspection Institute - 80 Hour Pre-Registration Class - 80 PR; Instructors: Daniel Burkhead and Scott Lamb; Proposed Location & Dates: Bryant AR; First two weeks of March, June, Sept, and Nov (\*\*One year application).
2. AHIT - American Home Inspectors Training - Arkansas Home Inspection Professional Course - 80 PR; Instructors: Chris Kjeldsen, David Knox, Steven O'Donnell, Frank Pino, Hank Sander, James Schumacher; Proposed Location & Dates: Little Rock & Fayetteville; Dec 9-16, 2023; March 2-9, 2024; June 22-29, 2024; Q3-Q4 dates TBD;

(Denied in Sep because class was offered as a Webinar; they have resubmitted as Classroom.)

**Sara Hawkins moved to approve the courses. 2nd by Daniel Storlie. The motion carried.**

**C. Continuing Education Course Approval - Renewal**

**1. McKissock:**

- a. OL Correspondence: Phased Inspections from the Ground Up - 2 CE - Other; exp 1/19/24 Instructor: Michael Gelsick;
- b. Online: Phased Inspections from the Ground Up - 2 CE - Other; exp 1/19/24 Instructor: Michael Gelsick.

**Scott McKennon moved to approve the courses. 2nd by Daniel Storlie. The motion carried.**

**2. ASHI - American Society of Home Inspectors**

- a. Online: Electrical Wiring Methods and Receptacles - 4 CE - Electrical Instructor: Michael Casey.
- b. Online: Inspecting Drain, Waste, and Vent Systems - 4 CE - Plumbing Instructors: Michael Casey.
- c. Online: Inspecting Wall Systems, Roofs, and Ceilings - 5 CE - Structure Instructor: Michael Casey.
- d. Online: Introduction to Insulation and Ventilation - 5 CE - Ventilation and Insulation Instructors: Michael Casey.
- e. Online: Introduction to Report Writing and ASHI SOP - 4 CE - Report Writing Instructors: Michael Casey.

**Sara Hawkins moved to approve the courses. 2nd by Daniel Storlie. The motion carried.**

**D. Continuing Education Course Approval Ratification:  
(These were add'l courses for the 2023 Pro Inspectors Convention, Atlantic City NJ - Oct 12-14, 2023.)**

- 1. InterNACHI - International Association of Certified Home Inspectors
  - a. Class: 8 Hour Sewer Scope Training - 8 CE - Plumbing Instructor James Krumm
  - b. Class: Advanced Exterior Window and Door Inspection - 2 CE - Exterior Instructor: Ray Kline
  - c. Class: Advanced Water Heater Inspections - 2 CE - Plumbing Instructor: Taylor Vreeken
  - d. Class: Home Inspections and U.S. Building Codes - 2 CE - Other Instructor: Glenn Mathewson
  - e. Class: How to Increase Revenue with Radon - 2 CE - Other Instructor: Julie Erck
  - f. Inspecting Stairways According to Residential Building Standards - 2 CE - Other Instructor: Glenn Mathewson
  - g. Class: The Ins and Outs of Fireplaces and Chimneys - 4 CE - Fireplaces & Solid Fuel Burning Appliances Instructor: Keith Vreeken
  - h. Class: Thermal Imaging Applications for Home Inspectors - 4 CE - Other Instructor: Bill Fabian

**Scott McKinnon moved to approve the courses. 2nd by Sara Hawkins. The motion carried.**

**E. Individual Credit**

1. Inspection Certification Associates - PR-2023-01 (12/14/22 - 12/14/24) The following students took ICA's 90-hour pre-registration course via Live Webinar July 28 - Aug 4, 2023. The application for the course listed the locations as Little Rock and Fayetteville. Live webinars were accepted through the pandemic, so the course providers assumed that applied to this course, although they did not list Live Webinar as a delivery method on the application.

Kirk Allen  
Joseph Blanchard  
Jason Burton  
David Garner  
Joel Hayes  
Leslie Lambeth  
Nick Lamore  
Stefano Loffredo  
John Morse  
Tanner Myers  
Andrew Rogers  
Philip Ruetz  
M. Rufus White  
Monte Whitson

**Scott McKennon moved to approve the course. 2nd by Daniel Storlie. The motion carried.**

2. AHIT - American Home Inspectors Training -PR-2021-04 (Expired 7/13/2023)  
The following students took AHIT's 80-hour pre-registration course via Live Webinar after the course had expired. Live webinars were accepted through the pandemic so the course providers assumed that would continue. A renewal had been sent and was pending Board approval but was denied Sept 7 due to it not being classroom.

Cameron Bush  
Ethan Carroll  
Joseph Clark  
Paul Olsen  
Ken Primm\*  
Chandler Rice  
Cody Stearns  
Stephen Smith  
Jared Walker  
James Wright  
John Hunter Young

\*Previously requested and received an executive waiver and was licensed 8-3-23.

**Scott McKennon moved to approve the course. 2nd by Sara Hawkins. The motion carried.**

**XI. Attorney's Report – AAG Lacie Kirchner**

- A. Lacie Kirchner reported that she has received a dismissal notice for appeal filed by a home inspector in June of 2021. The dismissal was from the Pulaski County Circuit Court.

**No motion was needed for the attorney's report.**

**XII. Election of Officers – Treasurer**

Requested by Laney Briggs to move the election of the treasurer, with no objection from the Board members. A brief discussion led by Laney Briggs. **Scott McKennon nominated Sara Hawkins as Treasurer. 2<sup>nd</sup> by Laney Briggs.** No other nominations were made. Sara Hawkins was elected unanimously. She graciously accepted the position as Treasurer.

**XIII. Staff Reports**

- A. Investigator's report-presented by Diana Piechocki

- 1. Appraiser's report

Since the last board meeting, we have held eleven Jurisdiction Committee meetings and 6 Probable Cause Hearings. Thanks so much for the hard work by Board members Brian Hester, Sara Stephens, AAG Lacie Kirchner and Investigator Larry Disney who participated in the hearings.

**Summary of Jurisdiction Committee meetings**

<b><u>Date</u></b>	<b><u>Case #</u></b>	<b><u>Basis/Allegations</u></b>	<b><u>Recommendation</u></b>
09/26/2023	23-1108	Violations of USPAP	Jurisdiction
09/26/2023	23-1109	Errors and Omissions	No Jurisdiction
09/26/2023	23-1110	Violations of USPAP	Jurisdiction
09/26/2023	23-1111	Errors and Omissions	No Jurisdiction
09/26/2023	23-1112	Errors and Omissions	No Jurisdiction
09/26/2023	23-1113	Errors and Omissions	No Jurisdiction
09/26/2023	23-1114	Violations of USPAP	Jurisdiction
09/26/2023	23-1115	Errors and Omissions	No Jurisdiction
09/26/2023	23-1116	Errors and Omissions	No Jurisdiction
09/26/2023	23-1117	Violations of USPAP	Jurisdiction

09/26/2023 23-1118

Errors and Omissions

No Jurisdiction

**Scott McKennon moved to accept the investigator's report. 2<sup>nd</sup> by Wally Loveless. The motion carried.**

2. Home Inspector's report presented by Diana Piechocki.

Since the last board meeting, two Disciplinary Committee meetings were held on October 4, 2023, and October 24, 2023. Participating in the meetings were AAG Lacie Kirchner, Diana Piechocki, and Devin Parker. Sara Hawkins assisted with answering questions. The cases listed below have been reviewed in conclusion there are six (6) complaints that lack evidence of a violation(s) by the licensed Home Inspector and one (1) case is being referred to the Real Estate Commission because the complaint is against a real estate agent and therefore jurisdiction for the complaint is with the Real Estate Commission.

**Disciplinary Committee meetings**

<b><u>Date</u></b>	<b><u>Case #</u></b>	<b><u>Basis/Allegations</u></b>	<b><u>Recommendation</u></b>
10/04/2023	22-0027	Errors and Omissions	Dismiss
10/04/2023	22-0028	Errors and Omissions	Dismiss
10/04/2023	22-0029	Errors and Omissions	Dismiss
10/04/2023	22-0030	Errors and Omissions	Dismiss
10/04/2023	22-0032	Involved Realtor	Refer to RE Commission
10/04/2023	22-0035	Errors and Omissions	Dismiss
10/04/2023	22-0037	Errors and Omissions	Dismiss

**Scott McKennon moved to accept the investigators report. 2<sup>nd</sup> by Daniel Storlie. The motion carried.**

**Home Inspector complaint #23-0052**

This case was presented to the Board during the last board meeting and a consent agreement was offered to the expired licensee. The consent agreement was for the expired licensee to pay \$500.00 civil money penalty for the false answer on his application submitted to the board and a civil money penalty in the amount of \$4,500.00 for working with when his Home Inspector Registration License was expired for approximately eight (8) months, generating 166 reports. The expired licensee has made a counteroffer to the Board's consent agreement with

paying the \$500 for his false answer on the application and paying \$1,000 for the eight (8) months of working without a license.

**Sara Hawkins made a motion to move the case to a Board Hearing. 2<sup>nd</sup> by Wally Loveless. The motion carried.**

#### **Home Inspector complaint #23-0055**

This case was self-reported by a licensee who received his Home Inspector Registration License. He admitted to cheating on the test by using his cell phone to find answers to the questions on the exam. The licensee willingly surrendered his license. The board discussed the matter and concluded the licensee will wait three (3) months from the date he surrendered his license before he can reapply to the Board, retake the 80 hours of pre-registration classes, and retake the two exams.

**Laney Briggs made the motion for the licensee to wait 3 months before he can reapply, retake the 80 hours of pre-registration classes, and then retake the two exams. 2<sup>nd</sup> by Daniel Storlie. The motion carried.**

**Abstracter:** There was not a case number issued because it is a licensing question, not a complaint. The abstracter allowed her license to expire in 2016. She wants to come back as a licensed abstracter but does not want to retake the exam. The Rules require she must retake the exam.

**Scott McKennon made the motion for the expired licensee to take the exam and cease and desist any reference to being a current licensed abstracter until such time she has taken the exam, and her license is current. 2<sup>nd</sup> by Wally Loveless. The motion carried.**

### **3. Ratify Investigator's reports.**

**Scott McKennon moved to ratify the investigator's reports. 2<sup>nd</sup> by Daniel Storlie. The motion carried.**

#### **B. Director's Report – Diana Piechocki**

- 1. Postponement of appraiser migration to the Electronic Licensing Platform (ELP)**
- 2. Proposed Rule changes for all three divisions**
- 3. Practical Applications of Real Estate Appraisal (PAREA) Rule change**
- 4. December 2023 renewals**
- 5. FY22 Audit Results and Statement of Financial Interest (Diana presented a request to accept the audit results, Wally Loveless moved to accept the results, 2<sup>nd</sup> by Daniel Storlie. The motion carried.) Diana reminded the Board Members to send us his or her Statement of Financial Interests so that we can hand deliver to the Secretary of State's office and receive a date-stamped copy confirming the date it was filed.**
- 6. Ratify Director's report**

Scott McKennon moved to ratify the Director's report. 2<sup>nd</sup> by Daniel Storlie. The motion carried.

**XIII. New Business**

**A. Home Inspector Apprenticeship Program**

Lacie Kirchner and Diana Piechocki reported to the Board that it does not have statutory authority for the apprenticeship program. A motion is needed to suspend the program and waive the requirement.

Scott McKennon moved to suspend the program. 2<sup>nd</sup> by Wally Loveless. The motion carried.

**B. Brian Hester, Chairman announced the committee appointments for 2023:**

- i. Finance Committee: Laney Briggs, Chairman; Wally Loveless, Sara Hawkins and Daniel Storlie
- ii. Education Committee: Sara Stephens, Chair; Jim Pender, Julie Matthews, and Home Inspector
- iii. Rules Committee: Sara Hawkins, Chair; Scott McKennon, Jim Pender, and Home Inspector
- iv. Officers: Brian Hester, Chairman; Sara Stephens, Vice-Chair; Sara Hawkins, Treasurer

**XVI. Old Business** – There was no old business.

**XV. Other Business**

A. Next Board Meeting Date – January 11, 2024, at 10:00 a.m.

**XVI. Adjournment**

Brian Hester asked for a motion to adjourn the meeting.

Motion by Sara Hawkins. 2<sup>nd</sup> by Wally Loveless. The motion carried unanimously.

  
\_\_\_\_\_  
Brian Hester, Chairman



**State Board of Appraisers, Abstractors and Home Inspectors**

BOARD MEETING – NOVEMBER 9, 2023

Laney Briggs \_\_\_\_\_  
Sara Hawkins \_\_\_\_\_  
Brian Hester \_\_\_\_\_  
Wally Loveless \_\_\_\_\_  
July Matthews \_\_\_\_\_  
Scott McKennon \_\_\_\_\_  
Jim Pender \_\_\_\_\_  
Sara Stephens \_\_\_\_\_  
Daniel Storlie \_\_\_\_\_

**State Board of Appraisers, Abstracters, and Home Inspectors**  
**Department of Labor and Licensing**  
**Board Meeting**  
**900 West Capitol Avenue, Suite 400, Little Rock, AR 72201**  
**Thursday, November 9, 2023**  
**10:00 a.m.**

**AGENDA**

- I. Start recording of the meeting
- II. Call to order
- III. Introduction of guests
- IV. Opening Comments by Daryl Bassett, Secretary
- V. Roll Call – Declaration of a quorum
  - a. Roll call – Susan Miller
- VI. Adoption of meeting agenda
- VII. Approval of board minutes for 09/07/2023
- VIII. Chairman's Report
  - a. Appointment of Julie Matthews to the Board
  - b. Fall Association of Appraiser Regulatory Officials Conference
- IX. Board Member and Committee Reports
  - a. Financial report – Susan Miller
    - i. Appraisers report
    - ii. Abstracters report
    - iii. Home Inspectors report
    - iv. Ratify Financial report
  - b. Education report – Suzie Puckett
    - i. Appraiser's Agenda
    - ii. Home Inspector's Agenda
- X. Attorney's Report – AAG Lacie Kirchner
  - a. Dismissal notice for appeal filed by a home inspector in June of 2021

- XI. Staff Reports**
  - a. Investigator's report – Diana Piechocki**
    - i. Appraiser's report**
    - ii. Home Inspector's report**
    - iii. Ratify Investigator's report**
  - b. Director's report – Diana Piechocki**
    - i. Postponement of appraiser migration to the Electronic Licensing Platform (ELP)**
    - ii. Proposed Rule changes for all three divisions**
    - iii. Practical Applications of Real Estate Appraisal (PAREA) Rule change**
    - iv. December 2023 renewals**
    - v. FY22 Audit Results and Statement of Financial Interest**
    - vi. Other topics**
    - vii. Ratify Director's report**
  
- XII. New Business**
  - a. Home Inspector Apprenticeship Program**
  - b. 2023 Committee Members**
  
- XIII. Old Business**
  - a. Election of Officers -- Treasurer**
  
- XIV. Other Business**
  - a. Next Board Meeting Date – January 11, 2024**

**State Board of Appraisers, Abstracters, and Home Inspectors**  
**Department of Labor and Licensing**  
**Board Meeting**  
**September 7, 2023**

At 9:00 a.m., prior to the board meeting, Kevin Neihaus, Deputy Secretary of State at the Arkansas Secretary of State's Office administered the Official Oath of Office to Brian Hester, Scott McKennon, Sara Stephens, Daniel Storlie, Jim Pender, Sara Hawkins, Wally Loveless, and Laney Briggs. Mr. Neihaus filed the necessary paperwork with the Secretary of State's Office for each board member. The ceremony was witnessed by several members of the Department of Labor and Licensing, including Steve Guntharp, Chief of Staff, and Diana Piechocki, Director.

The first meeting of the State Board of Appraisers, Abstracters, and Home Inspectors was held on September 7, 2023, at 9:30 a.m. at the offices of the Arkansas Department of Labor and Licensing, 900 W. Capitol Avenue, 4<sup>th</sup> Floor Board Room, Little Rock, Arkansas. This meeting was also available through ZOOM.

**I. Called to Order.**

Diana Piechocki called the meeting to order at 9:30 a.m.

**II. Introduction of Board Members, Staff and Guests**

Diana asked each of the eight board members to introduce themselves and provide a brief biography. Board and staff members introduced themselves. Two guests, Ben Trotter and Michael Starr, were in attendance.

**III. Roll Call and Declaration of a Quorum**

Susan Miller called roll and declared a quorum of members.

Board Members present: Sara Hawkins, Scott McKennon, Jim Pender, Laney Briggs, Danny Storlie, Wally Loveless, Brian Hester and Sara Stephens.

Board Member absent: None

Staff present: Diana Piechocki, Director; Susan Miller, Business Operations Manager; Suzie Puckett, Executive Assistant to the Director; Devin Parker, Administrative Analyst; and Armistead Reasoner, Administrative Specialist III.

**IV. Adoption of Meeting Agenda**

Diana asked for a motion to adopt the meeting agenda. Sara Stephens moved to adopt the meeting agenda. 2<sup>nd</sup> by Scott McKennon. The motion carried.

**V. Approval of Appraiser Board Meeting minutes for June 30, 2023**

Diana asked for a motion to approve the Appraiser Licensing and Certification Board minutes for June 30, 2023. Scott McKennon moved to approve the minutes of June 30, 2023. 2<sup>nd</sup> by Sara Stephens. The motion carried.

**VI. Diana reported to the Board that Secretary Bassett was unable to attend the meeting today.**

**VII. Brief History of the Appraiser, Abstracter, and Home Inspector Boards.**

Diana gave a brief history of the Appraiser, Abstracter, and Home Inspector Boards and the passage of Act 628 of 2023 creating the State Board of Appraisers, Abstracters and Home Inspectors.

**VIII. Election of Officers**

Diana asked for nominations for the election of a chairman. Scott McKennon nominated Brian Hester as chairman and Sara Stephens as vice-chair. His nomination included that the election of a Treasurer be tabled until a later board meeting. No other nominations were made. Brian Hester and Sara Stephens were elected as Chair and Vice-Chair unanimously. The Treasurer will be elected at a later meeting. At this point, Diana turned the meeting over to Chair Brian Hester.

**IX. Attorney's Report**

Brian asked Assistant Attorney General Lacie Kirchner to present the Attorney's Report. Lacie introduced herself and explained to the new board members the important points of FOIA, that two board members discussing board business constitutes a board meeting that must be properly posted on the State's calendar and recorded, board member roles in executive session, financial disclosure forms, upholding Statutes and Rules for each division of licensees, the need for a Rules committee, being mindful of conflicts of interest, attending board meetings regularly and not accepting gifts. Lacie also explained the difference between a public meeting and a public forum. Our Board meeting are public meetings not a public forum.

**X. Staff Reports**

**Education**—Brian asked Suzie Puckett to present the Education Agenda for both the Appraisers and Home Inspectors. After a short discussion, Scott moved to allow the Board Staff to approve all new and renewal appraisal courses that have been approved through the Appraisal Foundation's Course Approval Program (CAP). 2<sup>nd</sup> by Sara Stephens. The motion carried unanimously. Sara Hawkins moved to keep home inspector education requirements as they currently stand. 2<sup>nd</sup> by Sara Stephens. The motion carried unanimously.

**Education Agenda - Appraisers**

**I. Course Approval**

**a. American Society of Appraisers (ASA)**

1. Class/Synch: AA001 - 2023 ASA International Conference, New Orleans, Oct 2-3, 2023 - 14 CE  
Instructors: Charles Blau, Vanessa Clairborne, Barry Cunningham, Casey Karlsen, Byron Miller, Isaac Peck, Jeffrey Rauland, Robert Schlegel, Mark Shirley, William Temple, Jason Tillema, Seth Webber

**b. American Society of Farm Managers and Rural Appraisers (ASFMRA)**

1. Class/Synch: AS042 - National Best Practices for Rural Appraisers, Sep 13, 2023 - 8 CE  
Instructor: Jeff Berg

**c. Appraisal Institute (AI)**

1. Class/Synch: AI098 - Advanced Spreadsheet Modeling for Valuation Applications – 14 CE  
Instructor: Mark Smeltzer
2. Class/Synch: AI103 - Condemnation Appraising Principles and Applications – 21 CE; 22 CEE  
Instructor: Rick Carlisle
3. Class/Synch: AI100 - Introduction to Green Buildings Principles & Concepts – 7 CE; 8 CEE  
Instructor: Sandra Adomatis
4. Class/Synch: AI099 - Residential and Commercial Valuation of Solar – 14 CE; 15 CEE  
Instructor: Sandra Adomatis

**d. Appraiser eLearning LLC**

1. Class/Synch: AE039 - Creating Formulas That Work - 7 CE  
Instructor: C. Brent Bowen
3. Class/Synch: AE037 - The Life of an Appraisal - What Happens Next? - 4 CE  
Instructor: Pamela Teel
4. Class/Synch: AE036 - Top 15 Takeaways from Your Colleagues' Misfortunes - 3 CE  
Instructor: Peter Christensen
2. Online: AE038 - Measuring Square Footage with ANSI Z765-2021 - 4 CE  
Instructor: David "Hamp" Thomas  
IDECC Exp: 7/30/2026

**e. Calypso**

1. Online: CC004 - Construction Details, Concept to Completion - 7 CE; 7.15 CEE  
Instructor: Francis Finigan  
IDECC Exp: 6/26/2026

Scott moved to approve all courses as presented. 2<sup>nd</sup> by Sara Stephens. The motion carried.

**II. CAP Approval**

**a. American Society of Farm Managers and Rural Appraisers (ASFMRA)**

1. Class/Synch: AS009 - Basic Appraisal Principles (A101) - 28 CE; 30 QE  
Instructors: Cindy Best, Brian Gatzke, Jaxon Love, Jake Minton, Dave Nebel, Scott Seely, JoAnn Wall, Mark Williams  
CAP Exp: 4/10/2024
2. Class/Synch: AS007 - Basic Appraisal Procedures (A102) - 28 CE; 30 QE  
Instructors: Travis Anderson, Cindy Best, Brian Gatzke, Randall Kyles, Mark Lewis, Jaxon Love, Jake Minton, David Nebel, Scott Seely, Rebecca Stone, JoAnn Wall, Wayne Young  
CAP Exp: 12/3/2023
3. Class/Synch: AS043 - Cost Approach for General Appraisers (A301) - 27 CE; 30 QE  
Instructors: David Bartlett, Cindy Best, Justin Bierschwale, Doug Hodge, Randall Kyles, Mark Lewis, Scott Seely, Brent Stanger, Rebecca Stone, Nathan Tonne, JoAnn Wall, Wayne Young  
CAP Exp: 4/16/2025
4. Class/Synch: AS044 - Income Approach for General Appraisers Part 1 (A303) - 27 CE; 30 QE  
Instructors: Justin Bierschwale, Terry Kestner, Mark Lewis, Brent Stanger, Nathan Tonne  
CAP Exp: 3/11/2025
5. Class/Synch: AS008 - Integrated Approaches to Value (A304) - 27 CE; 30 QE

Instructors: Jeff Berg, Justin Bierschwale, Randall Kyles, Mark Lewis, LeeAnn Moss, Lee Smith, Carolyn Haygood, Scott Seely, Brent Stanger, Rebecca Stone, Nathan Tonne, JoAnn Wall, John Widdoss, Wayne Young

CAP Exp: 9-20-26

6. Online: AS041 - Basic Appraisal Principles (A101) - 30 QE

Instructors: Jaxson Love, Jake Minton, Rebecca Stone

CAP Exp: 12/22/2025

**b. Appraisal Institute (AI)**

1. Class/Synch: AI107 - Artificial Intelligence, Blockchain, and the Metaverse Implications for Value - 7 CE

Instructor: Mark Linne (CGN 4630)

CAP Exp: 8/23/2026

2. Class/Synch: AI102 - Desktop Appraisals (Bifurcated, Hybrid) and Evaluations - 7 CE

Instructor: Mark Smeltzer

CAP Exp: 4/17/2026

3. Class/Synch: AI106 - Getting it Right from the Start: A Workout Plan for Your Scope of Work - 7 CE

Instructor: Mark Smeltzer

CAP Exp: 8/24/2026

4. Class/Synch: AI105 - Litigation Appraising Specialized Topics and Applications - 21 CE; 22 CEE; 22 QE

Instructor: Rick Carlile

CAP Exp: 6/12/2025

5. Class/Synch: AI083 - Residential Report Writing and Case Studies - 7 CE

Instructor: Mark Smeltzer

CAP Exp: 4/28/2024

6. Class/Synch: AI104 - Review Case Studies-General – 30 CE; 32 CEE

Instructor: Paula Konikoff

Cap Exp: 7/20/2024

7. Online: AI095 - Appraising Automobile Dealerships – 7 CE

Instructor: Bradley Carter

CAP Exp: 11/27/2023; IDECC Exp: 11/27/2023

8. Online: AI096 - Case Studies in Appraising Green Residential Buildings - 7 CE; 8 CEE

Instructor: Sandra Adomatis

CAP Exp: 7/6/2024; IDECC Exp: 7/6/2024

9. Online: AI087 - Cool Tools: New Technology for Real Estate Appraisers - 7 CE

Instructor: Ken Foltz

CAP Exp: 11/28/2024; IDECC Exp: 11/28/2024

10. Online: AI088 - Comparative Analysis – 7 CE

Instructor: Alan Simmons

CAP Exp: 5/4/2026; IDECC Exp: 5/4/2026

11. Online: AI089 - Eminent Domain and Condemnation – 7 CE

Instructor: John Underwood

CAP Exp: 10/1/2024; IDECC Exp: 10/1/2024

12. Online: AI090 - FHA Appraising - Principles and Procedures - 7 CE

Instructor: Craig Harrington

CAP Exp: 4/9/2025; IDECC Exp: 4/9/2025

**13. Online: AI091 - Fundamentals of Apartment Appraising - 7 CE**

**Instructor: Ken Foltz**

**CAP Exp: 4/2/2025; IDECC Exp: 4/2/2025**

**14. Online: AI092 - Fundamentals of the Uniform Appraisal Standards for Federal Land Acquisitions - 4 CE**

**Instructor: John Underwood**

**CAP Exp: 6/18/2025; IDECC Exp: 6/18/2025**

**15. Online: AI101 - Introduction to Green Buildings Principles & Concepts – 7 CE; 8 CEE**

**Instructor: Alan Simmons**

**CAP Exp: 7/6/24; IDECC Exp: 7/6/2024**

**16. Online: AI097 - Rates and Ratios: Making Sense of GIMs, OARs, and DCF – 7 CE**

**Instructor: Kenneth Lusht**

**CAP Exp: 6/22/2026; IDECC Exp: 8/4/2026**

**17. Online: AI093 - Thinking Outside the Form: Tools, Techniques, and Opportunities for Residential Appraising - 4 CE**

**Instructor: Alan Simmons**

**CAP Exp: 4/24/2024; IDECC Exp: 4/24/2024**

**18. Online: AI094 - Understanding and Appraising Residential REOs - 4 CE**

**Instructor: Larry Wright**

**CAP Exp: 6/24/2025; IDECC Exp 6/24/2025**

**c. Dynasty School**

**1. Online: DS001 - Advanced Residential Applications and Case Studies – 14 CE; 15 QE.**

**Instructor: Dr. Robert Abelson**

**CAP Exp: 10/26/2026; IDECC Exp: 10/26/2026**

**2. Online: DS004 - Statistics, Modeling and Finance – 14 CE; 15 QE**

**Instructor: Dr. Robert Abelson**

**CAP Exp: 12/22/2025; IDECC Exp: 12/22/2025**

**d. McKissock LP**

**1. Live Web: MC017 - Appraising Small Apartment Properties – 4 CE**

**Instructor: Dan Bradley**

**CAP Exp: 10/31/2026; IDECC Exp: 10/31/2026**

**2. Online: MC115 - Commercial Land Valuation – 4 CE**

**Instructor: Dan Bradley**

**CAP Exp: 6/17/2025; IDECC Exp: 6/17/2025**

**e. State Board of Appraisers, Abstracters, and Home Inspectors**

**1. Class: Day With Appraisers (9/25/2023) - Appraisal Institute's Getting it Right from the Start: A Workout Plan for Your Scope of Work - 7 CE**

**Instructor: Larry Disney**

**CAP Exp: 8/24/2026**

**f. The CE Shop, LLC**

**1. Online: CE005 - Appraisal Ethics and Valuation Bias - 3 CE**

**Instructors: Rebecca Jones, Sam Martin**

**CAP Exp: 8/3/2026; IDECC Exp: 2/15/2026**

**2. Online: CE006 - Characteristics Influencing Appraisals - 6 CE**

**Instructors: Rebecca Jones, Sam Martin**

CAP Exp: 8/3/2026; IDECC Exp: 2/23/2026

3. Online: CE008 - Reviewing Appraisal Valuation Procedures - 4 CE

Instructors: Rebecca Jones, Sam Martin

CAP Exp: 8/23/26; IDECC Exp: 2/21/26

4. Online: CE007 - Reviewing Property Ownership and Real Estate Markets - 7 CE

Instructors: Rebecca Jones, Sam Martin

CAP Exp: 8/15/26; IDECC Exp: 3/30/26

Scott moved to approve all CAP approved courses as presented. 2<sup>nd</sup> by Sara Stephens. The motion carried.

### III. Instructor Approval

#### a. McKissock LP

1. Kevin Hecht - Mr. Hecht is listed as an approved instructor on the IDECC approvals.

Courses are also CAP approved.

Live Webinar: Appraising Complex and Stigmatized Residential Properties

Live Webinar: Appraising Condominium Units

Live Webinar: Appraising Small Apartment Properties

Live Webinar: Diversify Your Appraisal Practice with Estate Appraisals

Live Webinar: Diversify Your Practice with Assessment Appeals

Live Webinar: Fundamentals of Expert Witness Testimony

Live Webinar: Land and Site Valuation

Live Webinar: Measuring 1-4 Unit Residential Properties-with ANSI Z765 Standard

Live Webinar: New Construction Essentials: Luxury Homes

Live Webinar: REO Appraisal Guidelines and Best Practices

Live Webinar: Supporting Adjustments: The Journey from Analysis To Adjusting

Live Webinar: The Appraiser's Guide to HUD Handbook 4000.1

Live Webinar: The Fundamentals of Appraising Luxury Homes

Live Webinar: Valuation of Residential Solar

Scott moved to approve all Instructors. 2<sup>nd</sup> by Sara Stephens. The motion carried:

### Education Agenda - Home Inspectors

#### I. Pre-Registration Course Approval - Renewal

##### AHIT - American Home Inspectors

#### a. Training

1. Arkansas Home Inspection Professional Course - 80 PR

Instructors: Christopher Chirafisi, Joe Chitwood, Michael Diehl, Steven O'Donnell

Proposed Location & Dates: Webinar + Field Training in Little Rock & Fayetteville (may add Jonesboro in 2024); Ongoing

#### b. The ASHI School

1. Class: 120-Hour Inspector Foundations Course - 120 PR

Instructors: Ray Baird, Michael Conley, John Cranor, Ken Harrington, Scott Johnson, George Meegan, John Wenger, John Wessling

Proposed Locations & Dates: Des Plaines IA 8/14-25/23, 11/6-17/23, 3/4-15/24, 6/10-21/24; Alpharetta GA 2/26-3/8/24, 6/17-28/24;  
Columbus OH 8/21-9/1-23, 2/19-3/1/24, 6/3-14/24;  
Tampa FL 8/21-9/1/23, 2/19-3/1/24, 6/3-14/24;  
Baltimore MD 10/16-27/23, 4/8-19/24

c. ATI Home Inspector Training

1. Class: 80-Hour Home Inspection Training - 80 PR  
Instructors: Frank Corbett, Tom Langley, Scott Newcomer  
Proposed Location & Dates: Arlington TX; TBD

d. NPI - National Property Inspections, Inc.

1. Class: Property Inspection & Business - 120 PR  
Instructor: John McCreath  
Proposed Location & Dates: Omaha, NE; Monthly

Motion by Sara Hawkins to approve all classes in Section I. 2<sup>nd</sup> by Sara Stephens.  
The motion carried.

II. **Continuing Education Course Approval - Renewal**

a. ATI Home Inspector Training

1. Online: Report Writing - 4 CE - Report Writing  
Instructors: Frank Corbett, Tom Langley, Scott Newcomer

Motion by Laney to approve classes in Section II. 2<sup>nd</sup> by Sara Stephens. The motion carried.

III. **Continuing Education Course Approval**

AHIT - American Home Inspectors

a. Training

1. Online: Electrical Basics - Panels, Wiring, and Defects - 3 CE - Electrical  
Instructor: Steven O'Donnell
2. Online: Electrical Bonding - 3 CE - Electrical  
Instructors: Steven O'Donnell

b. ATI Home Inspector Training

1. Online: Inspecting Masonry - 3 CE - Structural  
Instructor: Frank Corbett, Tom Langley, Scott Newcomer
2. Online: Roof Installation - 3 CE - Roofing  
Instructors: Frank Corbett, Tom Langley, Scott Newcomer

- c. **ICA - Inspection Certification Associates**
1. **LiveWeb: A Focus on Plumbing Systems - 5 CE - Plumbing**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  2. **LiveWeb: Advanced Heating Systems Inspection - 6 CE - Heating**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  3. **LiveWeb: Alternative Homes - 2 CE - Other**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  4. **LiveWeb: Business Finance Basics and Planning for Growth - 2 CE - Other**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero  
**LiveWeb: HVAC: Advanced Ventilation and Insulation Inspection - 5 CE - Ventilation & Insulation**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  5. **LiveWeb: Inspecting Electrical - 8 CE - Electrical**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  6. **LiveWeb: Inspecting the Exterior - 4 CE - Exterior**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  7. **LiveWeb: Inspecting Roof Components - 4 CE - Roofing**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  8. **LiveWeb: Inspecting Structural Components - 4 CE - Structure**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  9. **LiveWeb: Pool, Spa, and Sprinkler System Inspections - 2 CE - Other**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  10. **LiveWeb: Professional Responsibilities and Ethics - 2 CE - Standards**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  11. **LiveWeb: Reviewing Report Writing - 2 CE - Report Writing**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  12. **LiveWeb: Smart Homes - 2 CE - Other**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  13. **LiveWeb: Well and Septic Inspections - 2 CE - Plumbing**
  15. **Online: A Focus on Plumbing Systems - 5 CE - Plumbing**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  16. **Online: Advanced Heating Systems Inspection - 6 CE - Heating**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  17. **Online: Alternative Homes - 2 CE - Other**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  18. **Online: Business Finance Basics and Planning for Growth - 2 CE - Other**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  19. **Online: HVAC: Advanced Ventilation and Insulation Inspection - 5 CE - Ventilation & Insulation**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  20. **Online: Inspecting Electrical - 8 CE - Electrical**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  21. **Online: Inspecting the Exterior - 4 CE - Exterior**  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  22. **Online: Inspecting Roof Components - 4 CE - Roofing**

- Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
23. Online: Inspecting Structural Components - 4 CE - Structure  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  24. Online: Pool, Spa, and Sprinkler System Inspections - 2 CE - Other  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  25. Online: Professional Responsibilities and Ethics - 2 CE - Standards  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  26. Online: Reviewing Report Writing - 2 CE - Report Writing  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  27. Online: Smart Homes - 2 CE - Other  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero
  28. Online: Well and Septic Inspections - 2 CE - Plumbing  
Instructors: Clinet Laney, Floyd Gibbs, Patrick Hardy, Rob Ruggiero

d. InterNACHI - International Association of Certified Home Inspectors

1. Online: Introduction to Home Inspections Course - 25 CE - Other  
Instructor: Benjamin Gromicko

2023 Pro Inspectors Convention, Atlantic City NJ - 10/12-14/23

Class: Common Defects of Chimneys & Fireplaces - 2 CE - Fireplaces & Solid Fuel Burning

1. Appliances  
Instructor: Jerry Isenhour
2. Class: Drone Training for Home Inspectors - 2 CE - Other  
Instructor: Evan Elliot
3. Class: EIFS, Stucco, MSV & Water Intrusion - 2 CE - Exterior  
Instructor: Ron Huffman
4. Class: Electricity Simplified for Home Inspectors - 2 CE - Electrical  
Instructor: Lou Henderson
5. Class: Introduction to Sewer Scopes - 2 CE - Plumbing  
Instructor: Jim Krumm
6. Class: Solar Basics - 2 CE - Electrical  
Instructor: Thomas Valosin
7. Class: How to Inspect a Commercial Kitchen - 2 CE  
Instructor: Britt Treece
8. Class: Introduction to Cost-to-Cure Reports and Estimating Useful Life of Commercial Systems - 2 CE  
Instructor: Lance Coffman
9. Class: Moving from Residential to Commercial Inspections - 2 CE  
Instructor: Rob Claus
10. Class: Understanding the Commercial Standards of Practice - 2 CE  
Instructor: Rob Claus

e. McKissock

1. OL Correspondence: Home System, Appliance, and Peripheral Inspection - 2 CE - Other  
Instructor: Michael Gelsick

2. **OL Correspondence: Mold Overview for Home Inspections - 3 CE - Other**  
Instructor: Peter Hawley
3. **OL Correspondence: Residential Properties and Radon Inspections - 3 CE - Other**  
Instructor: Michael Leighty
4. **Online: Home System, Appliance, and Peripheral Inspection - 2 CE - Other**  
Instructor: Peter Hawley
5. **Online: Mold Overview for Home Inspections - 3 CE - Other**  
Instructor: Peter Hawley
6. **Online: Residential Properties and Radon Inspections - 3 CE Other**  
Instructor: Michael Leighty

f. **Vector Solutions**

1. **Online: Decks, Stairs, Rails for Home Inspectors (RV-10597) - 2 CE - Exterior**  
Instructor: Michael D. Conley
2. **Online: Green Building Technology for Home Inspectors (RV-10598AW) - 2 CE - Structure**  
Instructor: Michael D. Conley
3. **Online: Inspecting for & Filling Out the 4-Point Form (RV-10529 ) - 1 CE - Report Writing**  
Instructor: Michael D. Conley
4. **Online: Introduction to Sustainable Roof Technologies (RV-10352AW) - 2 CE - Roofing**  
Instructor: Rumanda Young
5. **Online: Report Writing for Home Inspectors (RV-10535) - 1 CE - Report Writing**  
Instructor: William Siegel
6. **Online: Stucco in Home Building for Home Inspectors (RV-10596AW) - 2 CE - Exterior**  
Instructor: Michael D. Conley

Motion by Sara Hawkins to approve all classes in Section III, with the exception of InterNACHI d. 7, d. 8, d. 9, and d. 10. 2<sup>nd</sup> by Scott. The motion carried.

Motion by Sara Hawkins to deny approval of InterNACHI d. 7, d. 8, d. 9, and d. 10. 2<sup>nd</sup> by Scott. The motion carried.

**III. Continuing Education Course Approval Ratification**

a. **ABC Home Inspection Institute - 2023 Continuing Education Training**

Conway - 8/24-25/23; Cave City - 9/7-8/23; Zoom - 9/21-22/23, 10/12-13/23, 10/26-27/23, 11/9-10/23, 11/30-12/1/23

1. **Class/Zoom: How to Inspect Structural Systems of a Home** CE-2023-115  
Instructors: Alton Darty, Joe Maxwell, Joshua Perry
2. **Class/Zoom: Standards of Practice** CE-2023-116  
Instructors: Alton Darty, Joe Maxwell, Joshua Perry
3. **Class/Zoom: 2020 National Electrical Code Changes** CE-2023-117  
Instructors: Alton Darty, Joe Maxwell, Joshua Perry

b. **ICA - Inspection Certification Associates**

Fayetteville - 9/29 and 10/8/23; Little Rock - 11/10 and 11/19/23

1. **Class: History of Homes - 8 CE - Other**  
**Instructor: Floyd Gibbs**

CE-2023-118

**Motion by Laney to ratify staff's approval of all classes listed in Section III. 2<sup>nd</sup> by Scott. The motion carried.**

**Finance—**Brian asked Susan Miller to present the Financial Report. Susan then reviewed the AASIS Reports for each division with the Board. Scott moved to accept the report. 2<sup>nd</sup> by Laney. The motion carried.

**Complaints—**Brian asked Diana to present the Investigator's Report. She reported a brief update on the status of complaints. Currently, there are approximately 70 open appraiser complaints and 35 open home inspector complaints. A brief discussion was held pointing out the benefits of a third party ruling on complaints.

At this time, Diana mentioned two home inspector Cases. Case 23-0052 and Case 23-0053. Both cases involve home inspectors who work together. In Case 23-0052, the home inspector answered a question on his initial application regarding his criminal history incorrectly. He also completed approximately 166 home inspection reports from 01/13/2023 to 08/18/2023, without an active home inspector registration. In Case 23-0053, the home inspector answered a question on her initial application incorrectly regarding her criminal history. Her home inspector registration is inactive; however, she signed an attestation that she has not completed any home inspection reports during the calendar year 2023. A lengthy discussion followed.

Laney moved that in Case 23-0052 the board offer a consent agreement with the following requirements. Six months' probation with a monthly log submitted each month. A \$500 civil penalty due by December 1, 2023. If the civil penalty is not paid in full by this date, the respondent will not be allowed to renew his home inspection registration. In addition, all other renewal requirements must be completed by December 1, 2023. The respondent must also pay a \$4,500 civil penalty for practicing without a valid registration. This penalty is due by December 1, 2023. If not paid in full by this date, respondent will be not allowed to renew his home inspector registration. In addition, all other renewal requirements must be completed by December 1, 2023. 2<sup>nd</sup> by Scott. The motion carried unanimously.

Laney moved that in Case 23-0053 the board offer a consent agreement with the following requirements. Six months' probation with a monthly log submitted each month. A \$500 civil penalty due by December 1, 2023. If the civil penalty is not paid in full by this date, the respondent will not be allowed to renew her home inspection registration. In addition, all other renewal requirements must be completed by December 1, 2023. 2<sup>nd</sup> by Scott. The motion carried unanimously.

At 11:45 am, Mr. Pender left the meeting.

**Director's Report—**Brian asked Diana to present the Director's Report Diana presented two small items. First, that the State Registered and Registered Apprentice appraiser's renewals will begin on November 1, 2023. We will migrate to the Electronic Licensing Platform at that time. Also, the first week of March 2024, the Appraisal Subcommittee should be here to complete our compliance review. Please save the date for the Board meeting. Brian asked for a motioned to approve the Director's report. Scott moved to approve the report. 2<sup>nd</sup> by Wally Loveless. The motion carried.

**XI. New Business**

1. Scott moved to approve board member expense reimbursements, board member stipends and food purchases for board meetings and hearings for 2023. 2<sup>nd</sup> by Laney. The motion carried.
2. Diana reminded the board members that the Statement of Financial Interest must be filed with the Secretary of States' office as soon as possible. If you would like for us to hand deliver a copy for you, please let us know.
3. Sara Stephens moved to adopt the 2020-2021 USPAP edition for 2023. 2<sup>nd</sup> by Scott. The motion carried unanimously.
4. Diana reminded the board members of the board meeting dates for the remainder of 2023 and the year of 2024.
5. Diana explained that this is a State owned, smoke and tobacco free building.
6. Chair Brian Hester mentioned that he will have a list of committee member appointments at the November meeting.

## **XII. Old Business**

There was no old business for discussion.

## **XIV. Other Business**

The next board meeting is November 9, 2023, at 10:00 am.

## **XV. Adjournment**

Brian Hester asked for a motion to adjourn the meeting. Sara Stephens made the motion. 2<sup>nd</sup> by Wally. The motion carried unanimously.

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Brian Hester, Chairman

# Monthly Service Bureau Report

Print Date: 11/08/2023

1205 AR ST BD OF APR, ABSTR, HM INS

**IAR0000 Appraiser Licensing & Cert Bd - Treasury**

Months: 1 - 4

FY July - June, 4 special periods 2024  
NAR0000

	July	August	September	October	November	December	January	February	March	April	May	June
<b>Cash / Investments</b>												
<b>Cash Beginning Balance</b>	1,432,892.63	1,434,133.34	1,432,398.43	1,418,679.30	1,396,443.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cash/Investments Beginning Balance</b>	1,432,892.63	1,434,133.34	1,432,398.43	1,418,679.30	1,396,443.58	1,370,995.17	1,345,546.77	1,320,098.36	1,294,649.95	1,269,201.54	1,243,753.14	1,218,304.73
<b>Revenue</b>												
<b>88 AR Appraiser Licensing Board Operations</b>												
4041028000 OTHER FEES	3,400.00	7,700.00	10,100.00	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4043002000 LICENSES	17,755.00	16,500.00	9,375.00	16,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4049003000 INTEREST DISTRIBUTION	3,934.17	4,021.40	3,929.88	3,951.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4050003000 OTHER REFUNDS/REIMBURSEMENTS §19-6-701	2,200.00	1,760.00	960.00	1,320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>27,289.17</b>	<b>29,981.40</b>	<b>24,364.88</b>	<b>22,621.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditure</b>												
<b>88 AR Appraiser Licensing Board Operations</b>												
5010000 Regular Salaries	18,501.04	18,679.60	20,257.19	18,757.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5010003 Personal Serv Match	6,412.89	6,490.68	6,853.09	6,508.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5020002 Operating Expenses	1,134.53	5,498.44	2,832.77	7,536.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050009 Travel-Conferences	0.00	0.00	0.00	9,620.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>26,048.46</b>	<b>30,668.72</b>	<b>29,943.05</b>	<b>42,422.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Transfers and Other Cash Activities</b>												
<b>88 AR Appraiser Licensing Board Operations</b>												
6050003100 INTERAGENCY TRANSFER-IN - REBATES(60000000)	0.00	214.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6060004200 Inter-Agency Federal Revenue Transfers In(60000000)	0.00	1,170.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6061003000 INTER-AGENCY TRANSFERS OUT(60000000)	0.00	(2,432.84)	(8,140.96)	(2,434.61)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Transfers and Other Cash Activities</b>	<b>0.00</b>	<b>(1,047.59)</b>	<b>(8,140.96)</b>	<b>(2,434.61)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Cash/Investments Ending Balance</b>	<b>1,434,133.34</b>	<b>1,432,398.43</b>	<b>1,418,679.30</b>	<b>1,396,443.58</b>	<b>1,370,995.17</b>	<b>1,345,546.77</b>	<b>1,320,098.36</b>	<b>1,294,649.95</b>	<b>1,269,201.54</b>	<b>1,243,753.14</b>	<b>1,218,304.73</b>	<b>1,192,856.32</b>
<b>Commitments</b>												
<b>Adjusted Appropriation</b>	<b>Ending Total Available/Projected Appropriation by Month</b>											

# Monthly Service Bureau Report

Print Date: 11/08/2023

1205 AR ST BD OF APR, ABSTR, HM INS

IAR0000 Appraiser Licensing & Cert Bd - Treasury

Months: 1 - 4

FY July - June, 4 special periods 2024  
NAR0000

	July	August	September	October	November	December	January	February	March	April	May	June	
<b>Appropriation</b>													
<b>88 AR Appraiser Licensing Board Operations</b>													
5010000 Regular Salaries	235,812.00	217,310.96	198,631.36	178,374.17	159,617.01	140,568.26	121,519.52	102,470.77	83,422.02	64,373.27	45,324.53	26,275.78	7,227.03
5010003 Personal Serv Match	81,886.00	75,473.11	68,982.43	62,129.34	55,620.86	49,054.58	42,488.29	35,922.01	29,355.72	22,789.44	16,223.15	9,656.87	3,090.58
5020002 Operating Expenses	188,288.00	187,153.47	181,655.03	178,822.26	171,285.38	167,116.29	162,947.20	158,778.10	154,609.01	150,439.92	146,270.83	142,101.73	137,932.64
5050009 Travel-Conferences	18,153.00	18,153.00	18,153.00	18,153.00	8,532.95	6,127.94	3,722.93	1,317.91	(1,087.10)	(3,492.11)	(5,897.13)	(8,302.14)	(10,707.15)
5060010 Prof. Fees & Serv.	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00	1,727.00
<b>Month-End Remaining Appropriation</b>	<b>525,866.00</b>	<b>499,817.54</b>	<b>469,148.82</b>	<b>439,205.77</b>	<b>396,783.20</b>	<b>364,594.06</b>	<b>332,404.93</b>	<b>300,215.79</b>	<b>268,026.65</b>	<b>235,837.51</b>	<b>203,648.38</b>	<b>171,459.24</b>	<b>139,270.10</b>

## Salaries

Regular Salaries

88 AR Appraiser Licensing Board Operations

010000 Regular Salaries

5010001000 00 REGULAR SALARIES

22095731 ADMINISTRATIVE SPECIALIST III:153081 153081	2,737.00	2,737.00	2,737.01	2,737.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22095732 DLL BD OF APPRAISER EXECUTIVE DIRECTOR:92605 92605	7,618.33	7,804.14	7,804.14	7,804.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22124709 BUSINESS OPERATIONS MANAGER:23732 23732	4,802.64	4,802.64	6,302.64	4,802.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22145246 EXECUTIVE ASSISTANT TO THE DIRECTOR:149264 149264	3,103.07	3,335.82	3,413.40	3,413.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>5010001900 00 STIPENDS</b>													
22134177 NON STATE EMPLOYEE BOARD MEMBER:142517 142517	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22134178 NON STATE EMPLOYEE BOARD MEMBER:120409 120409	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22134181 NON STATE EMPLOYEE BOARD MEMBER:136747 136747	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22134183 NON STATE EMPLOYEE BOARD MEMBER:146662 146662	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Regular Salaries</b>	<b>18,591.04</b>	<b>18,679.60</b>	<b>20,257.19</b>	<b>18,757.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Personal Services Matching

88 AR Appraiser Licensing Board Operations

010003 Personal Serv Match

010005000 03 FICA & MEDICARE EXPENSE													
23732 SUSAN L MILLER	354.25	354.24	469.00	354.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
92605 DJANA C. PIECHOCKI	567.29	581.52	581.51	581.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120409 RANDY MINTON	4.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
136747 SARA W. STEPHENS	4.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
142517 JULIE M MATTHEWS	4.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
146662 AMBER M. GIBBONS	4.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Monthly Service Bureau Report

Print Date: 11/08/2023

1205 AR ST BD OF APR, ABSTR, HM INS

IAR0000 Appraiser Licensing & Cert Bd - Treasury

Months: 1 - 4

FY July - June, 4 special periods 2024 NAR0000	July	August	September	October	November	December	January	February	March	April	May	June
149264 JIMMIE SUE PUCKETT	221.87	239.68	245.62	245.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
153081 ARMISTEAD H REASONER	209.38	194.01	194.03	194.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010006500 03 AGENCY COST OF ARCAP												
23732 SUSAN L MILLER	13.16	13.16	13.16	13.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
92605 DIANA C. PIECHOCKI	15.50	15.50	15.50	15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
149264 JIMMIE SUE PUCKETT	15.50	15.50	15.50	15.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
153081 ARMISTEAD H REASONER	0.00	15.36	15.36	15.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010007000 03 RETIREMENT EXPENSE												
23732 SUSAN L MILLER	735.76	735.76	965.56	735.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
92605 DIANA C. PIECHOCKI	1,167.13	1,195.60	1,195.60	1,195.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
149264 JIMMIE SUE PUCKETT	475.39	511.05	522.94	522.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
153081 ARMISTEAD H REASONER	419.30	419.30	419.31	419.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>ayroll Related Expenses</b>												
110006000 03 BENEFITS INSURANCE EXPENSE HEALTH ACC & LIFE	2,200.00	2,260.00	2,200.00	2,260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Detail Of Expenditures**

**Detail of Amounts**

88 AR Appraiser Licensing Board Operations

020002 Operating Expenses

020001000 02 POSTAGE												
100241076 USPS FO 0451430016	0.00	145.91	0.00	43.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500001254 UNITED STATES POSTAL SERVICE	8.73	0.00	0.00	4.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
020002000 02 TELECOMMUNICATIONS WIRED												
9904700001 DEPT OF INFORMATION SYSTEMS	64.52	0.00	139.85	69.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
020004000 02 NETWORK SERVICES EXPENSE												
9904700001 DEPT OF INFORMATION SYSTEMS	225.19	0.00	579.78	275.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
070001000 02 SURETY & PERFORMANCE BONDS												
# INTER-FUND TRANSFER	15.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
070003000 02 BUILDING & CONTENTS INSURANCE												
9904250002 STATE INSURANCE DEPARTMENT	72.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
070007000 02 OTHER INSURANCE												
9904250002 STATE INSURANCE DEPARTMENT	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
080006000 02 ASSOCIATION & MEMBERSHIP DUES												
100067168 FFIEC APPRAISAL SUBCOMMITTEE	0.00	3,600.00	1,680.00	2,260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0800015050 02 MISC TECHNICAL SERVICES - IT RELATED												

## Monthly Service Bureau Report

Print Date: 11/08/2023

1205 AR ST BD OF APR, ABSTR, HM INS

IAR0000 Appraiser Licensing & Cert Bd - Treasury

Months: 1 - 4

FY July - June, 4 special periods 2024 NAR0000	July	August	September	October	November	December	January	February	March	April	May	June
100181918 MCGONIGAL CONSULTING LLC	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100226417 MCMAN STATE SOLUTIONS LLC	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1080020500 02 NONEMPLOYEE BACKGROUND CHECKS												
100157816 ARKANSAS INFORMATION CONSORTIUM LLC	326.25	761.25	(326.25)	833.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1090006000 02 OFFICE SUPPLIES												
100081492 REYNOLDS RUBBER STAMP CO INC	0.00	0.00	0.00	57.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100241076 COAST TO COAST COMPUTE	221.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100241076 DISCOUNT TROPHIES OF A	0.00	0.00	0.00	172.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100241076 KROGER	0.00	0.00	69.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100241076 ODP BUS SOL LLC	0.00	991.28	0.00	200.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100241076 OFFICE DEPOT	0.00	0.00	64.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1080019000 02 FOOD PURCHASES												
100241076 RX CATERING	0.00	0.00	226.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>total Operating Expenses</b>	<b>1,134.53</b>	<b>5,498.44</b>	<b>2,832.77</b>	<b>7,536.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1050009 Travel-Conferences												
1050027000 09 AGENCY SPONSORED CONFERENCE EXPENSES												
100033406 FF HOTELS INC	0.00	0.00	0.00	9,620.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>total Travel-Conference Fees and Related Expen</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,620.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Monthly Service Bureau Report

Print Date: 11/09/2023

1205 AR ST BD OF APR, ABSTR, HM INS

**XA0200 Abstracters' Operations 19-6-415**

Months: 1 - 4

FY July - June, 4 special periods 2024  
SXA0200

	July	August	September	October	November	December	January	February	March	April	May	June
<b>Cash / Investments</b>												
Cash Beginning Balance	0.00	130,324.85	131,113.79	130,410.13	129,747.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash/Investments Beginning Balance	0.00	130,324.85	131,113.79	130,410.13	129,747.37	129,910.63	130,073.90	130,237.16	130,400.42	130,563.68	130,726.95	130,890.21
<b>Revenue</b>												
<b>H4 AR Abstracter's Board - Operations</b>												
4033013000 ABSTRACT FIRM LICENSES	2,200.00	870.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4033023000 INDIVIDUAL ABSTRACTOR LICENSES	950.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4041002000 APPLICATION FEES	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4090020000 1.5% SPECIAL REVENUE FEES §19-5-205(E)	(47.25)	(21.30)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4090030000 ADD'L SPECIAL REVENUE FEES §19-5-205(E)	(1.58)	(0.71)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>3,126.17</b>	<b>1,397.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditure</b>												
<b>H4 AR Abstracter's Board - Operations</b>												
5010003 Personal Serv Match	550.00	550.00	550.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5020002 Operating Expenses	125.46	0.00	94.61	53.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>675.46</b>	<b>550.00</b>	<b>644.61</b>	<b>603.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Transfers and Other Cash Activities</b>												
<b>H4 AR Abstracter's Board - Operations</b>												
6060003000 Inter-Agency Transfers In(60000000)	127,874.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6061003000 INTER-AGENCY TRANSFERS OUT(60000000)	0.00	(59.05)	(59.05)	(59.71)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Transfers and Other Cash Activities</b>	<b>127,874.14</b>	<b>(59.05)</b>	<b>(59.05)</b>	<b>(59.71)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Cash/Investments Ending Balance</b>	<b>130,324.85</b>	<b>131,113.79</b>	<b>130,410.13</b>	<b>129,747.37</b>	<b>129,910.63</b>	<b>130,073.90</b>	<b>130,237.16</b>	<b>130,400.42</b>	<b>130,563.68</b>	<b>130,726.95</b>	<b>130,890.21</b>	<b>131,053.47</b>
<b>Commitments</b>												
<b>Adjusted Appropriation</b>	<b>Ending Total Available/Projected Appropriation by Month</b>											

Appropriation

H4 AR Abstracter's Board - Operations

# Monthly Service Bureau Report

Print Date: 11/08/2023

1205 AR ST BD OF APR, ABSTR, HM INS

XA0200 Abstracters' Operations 19-6-415

Months: 1 - 4

FY July - June, 4 special periods 2024 SXA0200	July	August	September	October	November	December	January	February	March	April	May	June
5010000 Regular Salaries	23,335.00	23,335.00	23,335.00	23,335.00	23,335.00	23,335.00	23,335.00	23,335.00	23,335.00	23,335.00	23,335.00	23,335.00
5010003 Personal Serv Match	12,290.00	11,740.00	11,190.00	10,640.00	10,090.00	9,540.00	8,990.00	8,440.00	7,890.00	7,340.00	6,790.00	6,240.00
5020002 Operating Expenses	5,000.00	4,874.54	4,874.54	4,779.93	4,726.88	4,658.60	4,590.32	4,522.04	4,453.76	4,385.48	4,317.20	4,248.92
5050010 Prof. Fees & Serv.	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
<b>Month-End Remaining Appropriation</b>	<b>65,625.00</b>	<b>64,949.54</b>	<b>64,399.54</b>	<b>63,754.93</b>	<b>63,151.88</b>	<b>62,533.60</b>	<b>61,915.32</b>	<b>61,297.04</b>	<b>60,678.76</b>	<b>60,060.48</b>	<b>59,442.20</b>	<b>58,823.92</b>

**Payroll Related Expenses**

110006000 03 BENEFITS INSURANCE EXPENSE HEALTH ACC & LIFE	550.00	550.00	550.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Detail Of Expenditures
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**Detail of Amounts**

**H4 AR Abstracter's Board - Operations**

**020002 Operating Expenses**

1020001000 02 POSTAGE												
500001254 UNITED STATES POSTAL SERVICE	3.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1020004000 02 NETWORK SERVICES EXPENSE												
9904700001 DEPT OF INFORMATION SYSTEMS	41.56	0.00	94.61	53.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1070001000 02 SURETY & PERFORMANCE BONDS												
# INTER-FUND TRANSFER	3.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1070007000 02 OTHER INSURANCE												
9904250002 STATE INSURANCE DEPARTMENT	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1110002000 02 - Other Refunds/Cost Reimbursement												
W020501 AR APPRAISER LIC AND CERT BD	26.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Expenses</b>	<b>125.46</b>	<b>0.00</b>	<b>94.61</b>	<b>53.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Monthly Service Bureau Report

Print Date: 11/08/2023

1205 AR ST BD OF APR, ABSTR, HM INS

**IHR0200 Home Inspectors Operations 17-52-312**

Months: 1 - 4

FY July - June, 4 special periods 2024  
MHR0200

	July	August	September	October	November	December	January	February	March	April	May	June
<b>Cash / Investments</b>												
<b>Cash Beginning Balance</b>	0.00	645,527.28	638,822.15	633,842.29	632,856.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cash/Investments Beginning Balance</b>	0.00	645,527.28	638,822.15	633,842.29	632,856.03	628,056.05	623,256.08	618,456.10	613,656.12	608,856.14	604,056.17	599,256.19
<b>Revenue</b>												
<b>H5 AR Home Inspector Registration-Operation</b>												
4041008000 HOME INSPECTION FEES §19-5-1090	1,775.00	1,500.00	4,165.00	2,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4041028000 OTHER FEES	495.00	0.00	1,145.00	1,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4042001000 FINES	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>2,270.00</b>	<b>1,500.00</b>	<b>5,310.00</b>	<b>4,195.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditure</b>												
<b>H5 AR Home Inspector Registration-Operation</b>												
5010000 Regular Salaries	3,126.47	3,126.47	3,126.46	3,126.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5010003 Personal Serv Match	1,268.15	1,268.15	1,268.15	1,268.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>4,394.62</b>	<b>4,394.62</b>	<b>4,394.61</b>	<b>4,394.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>H5E Various Maint &amp; Operation Expenses</b>												
5020002 Operating Expenses	383.73	3,216.15	139.21	152.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>383.73</b>	<b>3,216.15</b>	<b>139.21</b>	<b>152.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Transfers and Other Cash Activities</b>												
<b>H5 AR Home Inspector Registration-Operation</b>												
6060003000 Inter-Agency Transfers In(60000000)	648,035.63	0.00	21.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6061003000 INTER-AGENCY TRANSFERS OUT(60000000)	0.00	(594.36)	(5,777.17)	(634.29)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Transfers and Other Cash Activities</b>	<b>648,035.63</b>	<b>(594.36)</b>	<b>(5,756.04)</b>	<b>(634.29)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Cash/Investments Ending Balance</b>	<b>645,527.28</b>	<b>638,822.15</b>	<b>633,842.29</b>	<b>632,856.03</b>	<b>628,056.05</b>	<b>623,256.08</b>	<b>618,456.10</b>	<b>613,656.12</b>	<b>608,856.14</b>	<b>604,056.17</b>	<b>599,256.19</b>	<b>594,456.21</b>
<b>Commitments</b>												
<b>Adjusted Appropriation</b>	<b>Ending Total Available/Projected Appropriation by Month</b>											

Appropriation

# Monthly Service Bureau Report

Print Date: 11/08/2023

1205 AR ST BD OF APR, ABSTR, HM INS

1HR0200 Home Inspectors Operations 17-52-312

Months: 1 - 4

FY July - June, 4 special periods 2024 MHR0200	July	August	September	October	November	December	January	February	March	April	May	June	
<b>H5 AR Home Inspector Registration-Operation</b>													
5010000 Regular Salaries	45,940.00	42,813.53	39,687.06	36,560.60	33,434.13	30,307.66	27,181.20	24,054.73	20,928.26	17,801.79	14,675.33	11,540.86	8,422.39
5010003 Personal Serv Match	17,482.00	16,213.65	14,945.70	13,677.55	12,409.40	11,141.25	9,873.10	8,604.95	7,336.80	6,068.65	4,800.50	3,532.35	2,264.20
<b>Month-End Remaining Appropriation</b>	<b>63,422.00</b>	<b>59,027.38</b>	<b>54,632.76</b>	<b>50,238.15</b>	<b>45,843.53</b>	<b>41,448.91</b>	<b>37,054.30</b>	<b>32,659.68</b>	<b>28,265.06</b>	<b>23,870.44</b>	<b>19,475.83</b>	<b>15,081.21</b>	<b>10,666.59</b>
<b>H5E Various Maint &amp; Operation Expenses</b>													
5020002 Operating Expenses	13,100.00	12,716.27	9,500.12	9,360.91	9,208.56	8,241.20	7,273.84	6,306.48	5,339.12	4,371.76	3,404.40	2,437.04	1,469.68
<b>Month-End Remaining Appropriation</b>	<b>13,100.00</b>	<b>12,716.27</b>	<b>9,500.12</b>	<b>9,360.91</b>	<b>9,208.56</b>	<b>8,241.20</b>	<b>7,273.84</b>	<b>6,306.48</b>	<b>5,339.12</b>	<b>4,371.76</b>	<b>3,404.40</b>	<b>2,437.04</b>	<b>1,469.68</b>
<b>H6 AR Home Inspector-Pub Awareness Campaign</b>													
5900046 Char 46-Don't Asg GL	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<b>Month-End Remaining Appropriation</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>

## Salaries

Regular Salaries

H5 AR Home Inspector Registration-Operation

010000 Regular Salaries

5010001000 00 REGULAR SALARIES													
22189469 ADMINISTRATIVE ANALYST:141557 141557	3,126.47	3,126.47	3,126.46	3,126.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Regular Salaries</b>	<b>3,126.47</b>	<b>3,126.47</b>	<b>3,126.46</b>	<b>3,126.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Personal Services Matching

H5 AR Home Inspector Registration-Operation

010003 Personal Serv Match

010005000 03 FICA & MEDICARE EXPENSE													
141557 DEVIN V PARKER	223.81	223.81	223.81	223.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010006500 03 AGENCY COST OF ARCAP													
141557 DEVIN V PARKER	15.36	15.36	15.36	15.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010007000 03 RETIREMENT EXPENSE													
141557 DEVIN V PARKER	478.98	478.98	478.98	478.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Payroll Related Expenses

110006000 03 BENEFITS INSURANCE EXPENSE HEALTH ACC & LIFE	550.00	550.00	550.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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## Detail Of Expenditures

Detail of Amounts

## Monthly Service Bureau Report

Print Date: 11/08/2023

1205 AR ST BD OF APR, ABSTR, HM INS

1HR0200 Home Inspectors Operations 17-52-312

Months: 1 - 4

FY July - June, 4 special periods 2024  
MHR0200

H5E Various Maint & Operation Expenses

020002 Operating Expenses

	July	August	September	October	November	December	January	February	March	April	May	June
1990160000 02 LOW VALUE ASSETS (MODIFIED)												
100060859 COMPLETE COMPUTING INC	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1111001000 GOODS RECEIPT/INVOICE RECEIPT CLEARING												
100060859 COMPLETE COMPUTING INC	0.00	3,150.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200001000 02 POSTAGE												
500001254 UNITED STATES POSTAL SERVICE	3.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200002000 02 TELECOMMUNICATIONS WIRED												
9904700001 DEPT OF INFORMATION SYSTEMS	26.75	0.00	58.00	37.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200004000 02 NETWORK SERVICES EXPENSE												
9904700001 DEPT OF INFORMATION SYSTEMS	45.86	0.00	103.21	48.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200001000 02 SURETY & PERFORMANCE BONDS												
# INTER-FUND TRANSFER	3.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200007000 02 OTHER INSURANCE												
9904250002 STATE INSURANCE DEPARTMENT	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200002000 02 NONEMPLOYEE BACKGROUND CHECKS												
100157816 ARKANSAS INFORMATION CONSORTIUM LLC	22.00	66.00	(22.00)	66.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200002000 02 OTHER EXPENSES & SERVICES												
100060859 COMPLETE COMPUTING INC	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200006000 02 OFFICE SUPPLIES												
100241076 COAST TO COAST COMPUTE	232.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Expenses</b>	<b>383.73</b>	<b>3,216.15</b>	<b>139.21</b>	<b>152.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Department of Labor and Licensing**  
**State Board of Appraisers, Abstracters, and Home Inspectors**  
**Education Agenda - Appraisers**  
**November 9, 2023**

**I. Course Approval**

**a. American Society of Farm Managers and Rural Appraisers**

1. **Class/Synch: AS047 - Appraisal Through the Eyes of the Reviewer (Feb 6, 2024) - 7 CE**  
Instructor: Scott Seely
2. **Class/Synch: AS046 - ASFMRA Annual Meeting 2023 (11/16/23) - 6 CE**  
Instructors: Katie Avant, Arthur Clapp, Otto Cuyler, Cesar Escalante, Mark Elder, Robert Gore, Howard Halderman, Brian Hefty, Douglas Hodge, Michael Langemeier, Steven Maulberger, Chris Morris, Brett Stuart, Mykel Taylor, Wendong Zhang
3. **Class/Synch: AS045 - Rapid Fire Case Studies 2023 (11/15/23) - 5 CE**  
Instructors: Otto Cuyler, Lisa Desmarais, Tanner Ehmke, Shannon Ferrell, Zachary Uter

**b. Appraisal Institute**

1. **Class: AI109 - Uniform Appraisal Standards for Federal Land Acquisitions Practical Applications – 14 CE; 15 CEE**  
Instructor: John Underwood
2. **Class/Synch: AI108 - Case Studies in Appraising Green Commercial Buildings – 14 CE; 15 CEE**  
Instructor: Sandra Adomatis
3. **Class/Synch: AI004 - Practical Applications in Appraising Green Commercial Properties – 14 CE; 15 Cee**  
Instructor: Sandra Adomatis

**c. Appraiser eLearning LLC**

1. **Online: AE001 - ANSI, Home Measurements & the Power of Price-Per-Square-Foot - 7 CE**  
Instructor: Bryan Reynolds  
IDECC Exp: 10/8/2024
2. **Online: AE002 - Appraiser's Guide to CYA (Covering Your Appraisals) - 4 CE**  
Instructor: Bryan Reynolds  
IDECC Exp: 7/9/2025
3. **Online: AE003 - Appraising 2-4 Unit MF Properties - 7 CE**  
Instructor: Bryan Reynolds  
IDECC Exp: 6/18/2024
4. **Online: AE004 - Commercial Property Valuation - 7 CE**  
Instructor: Bryan Reynolds  
IDECC Exp: 7/24/2026
5. **Online: AE008 - Depreciated Replacement Cost - 7 CE**  
Instructor: Bryan Reynolds  
IDECC Exp: 8/13/2025
6. **Online: AE005 - Public Records, Square Footage and the Real Estate Information Crisis - 7 CE**  
Instructor: Bryan Reynolds  
IDECC Exp: 4/14/2025
7. **Online: AE006 - Sales Comparison Approach: A Course on Analysis and Reporting - 7 CE**  
Instructor: Bryan Reynolds  
IDECC Exp: 8/29/2026
8. **Online: AE007 - Selecting & Supporting Market Adjustments - 3 CE**  
Instructor: Bryan Reynolds  
IDECC Exp: 11/22/2025

**Department of Labor and Licensing**  
**State Board of Appraisers, Abstracters, and Home Inspectors**  
**Education Agenda - Appraisers**  
**November 9, 2023**

**II. Instructor Approval**

**a. Appraisal Institute**

**1. Claire Feuling**

**Class/Synch: AI110 – Fundamentals of Appraising Affordable Housing**

**III. Proctor Approval**

**a. McKissock**

**1. Victoria France - University of Arkansas Community College Batesville**

**2. Billy Stidham - University of Arkansas Community College Batesville**

**3. Melissa McArthur - Star City Branch Library**

**IV. Individual Credit**

- a. Sara Stephens (CG 0447) is requesting sixteen (16) hours credit for International Right of Way Association's Course 900: Principles of Real Estate Engineering, a classroom educational offering taken September 20 - 21, 2023.**

**Department of Labor and Licensing**  
**State Board of Appraisers, Abstracters, and Home Inspectors**  
**Education Agenda - Home Inspectors**  
**November 9, 2023**

**I. Pre-Registration Course Approval - Renewal**

**a. AmeriSpec LLC**

1. AmeriSpec Technical Academy (previous approval number PR-2022-01, exp 1/15/24) -90 PR  
Instructors: Mike Hughes  
Proposed Location & Dates: AmeriSpec Training Center, 1650 N Shelby Oaks Dr, Memphis TN;  
Every Other Month

**II. Pre-Registration Course Approval**

**a. AHII - Arkansas Home Inspection Institute**

1. 80 Hour Pre-Registration Class - 80 PR  
Instructors: Daniel Burkhead and Scott Lamb  
Proposed Location & Dates: Bryant AR; First two weeks of March, June, Sept, and Nov  
(*\*\*\*One year application*)

**b. AHIT - American Home Inspectors Training**

1. Arkansas Home Inspection Professional Course - 80 PR  
Instructors: Chris Kjeldsen, David Knox, Steven O'Donnell, Frank Pino, Hank Sander, James Schumacher  
Proposed Location & Dates: Little Rock & Fayetteville; Dec 9-16, 2023; March 2-9, 2024;  
June 22-29, 2024; Q3-Q4 dates TBD  
(*Denied in Sep because class was offered as a Webinar; they have resubmitted as Classroom.*)

**III. Continuing Education Course Approval - Renewal**

**a. McKissock**

1. OL Correspondence: Phased Inspections from the Ground Up - 2 CE - Other; exp 1/19/24  
Instructor: Michael Gelsick
2. Online: Phased Inspections from the Ground Up - 2 CE - Other; exp 1/19/24  
Instructor: Michael Gelsick

**IV. Continuing Education Course Approval**

**a. ASHI - American Society of Home Inspectors**

1. Online: Electrical Wiring Methods and Receptacles - 4 CE - Electrical  
Instructor: Michael Casey
2. Online: Inspecting Drain, Waste, and Vent Systems - 4 CE - Plumbing  
Instructors: Michael Casey
3. Online: Inspecting Wall Systems, Roofs, and Ceilings - 5 CE - Structure  
Instructor: Michael Casey
4. Online: Introduction to Insulation and Ventilation - 5 CE - Ventilation and Insulation  
Instructors: Michael Casey
5. Online: Introduction to Report Writing and ASHI SoP - 4 CE - Report Writing  
Instructors: Michael Casey

**Department of Labor and Licensing**  
**State Board of Appraisers, Abstracters, and Home Inspectors**  
**Education Agenda - Home Inspectors**  
**November 9, 2023**

**V. Continuing Education Course Approval Ratification**

**(These were add'l courses for the 2023 Pro Inspectors Convention, Atlantic City NJ - Oct 12-14, 2023.)**

- a. **InterNACHI - International Association of Certified Home Inspectors**
  - 1. **Class: 8 Hour Sewer Scope Training - 8 CE - Plumbing**  
**Instructor: James Krumm**
  - 2. **Class: Advanced Exterior Window and Door Inspection - 2 CE - Exterior**  
**Instructor: Ray Kline**
  - 3. **Class: Advanced Water Heater Inspections - 2 CE - Plumbing**  
**Instructor: Taylor Vreeken**
  - 4. **Class: Home Inspections and U.S. Building Codes - 2 CE - Other**  
**Instructor: Glenn Mathewson**
  - 5. **Class: How to Increase Revenue with Radon - 2 CE - Other**  
**Instructor: Julie Erck**
  - 6. **Class: Inspecting Stairways According to Residential Building Standards - 2 CE - Other**  
**Instructor: Glenn Mathewson**
  - 7. **Class: The Ins and Outs of Fireplaces and Chimneys - 4 CE - Fireplaces & Solid Fuel Burning Appliances**  
**Instructor: Keith Vreeken**
  - 8. **Class: Thermal Imaging Applications for Home Inspectors - 4 CE - Other**  
**Instructor: Bill Fabian**

**VI. Individual Credit**

- a. **ICA - Inspection Certification Associates - PR-2023-01 (12/14/22 - 12/14/24)**

The following students took ICA's 90-hour pre-registration course via Live Webinar July 28 - Aug 4, 2023. The application for the course listed the locations as Little Rock and Fayetteville. Live webinars were accepted through the pandemic so the course providers assumed that applied to this course, although they did not list Live Webinar as a delivery method on the application.

- 1. **Kirk Allen**
- 2. **Joseph Blanchard**
- 3. **Jason Burton**
- 4. **David Garner**
- 5. **Joel Hayes**
- 6. **Leslie Lambeth**
- 7. **Nick Lamore**
- 8. **Stefano Loffredo**
- 9. **John Morse**
- 10. **Tanner Myers**
- 11. **Andrew Rogers**
- 12. **Philip Ruetz**
- 13. **Rufus White**
- 14. **Monte Whitson**

**Department of Labor and Licensing  
State Board of Appraisers, Abstracters, and Home Inspectors  
Education Agenda - Home Inspectors  
November 9, 2023**

**b. AHIT - American Home Inspectors Training -PR-2021-04 (Expired 7/13/2023)**

The following students took AHIT's 80-hour pre-registration course via LiveWebinar after the course had expired. Live webinars were accepted through the pandemic so the course providers assumed that would continue. A renewal had been sent and was pending Board approval but was denied Sept 7 due to it not being classroom.

- 1. Cameron Bush**
- 2. Ethan Carroll**
- 3. Joseph Clark**
- 4. Paul Olsen**
- 5. Ken Primm\***
- 6. Chandler Rice**
- 7. Cody Stearns**
- 8. Stephen Smith**
- 9. Jared Walker**
- 10. James Wright**
- 11. John Hunter Young**

**\*Previously requested and received an executive waiver and was licensed 8-3-23.**

**IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS  
FIFTH DIVISION**

**RULE 41 NOTICE**

There has been no action shown on the record in this matter for the past twelve (12) months. You are hereby notified that the case will be dismissed pursuant to Rule 41 of the Arkansas Rules of Civil Procedure for want of prosecution unless, **within ten (10) days** from the filing date of this notice, application is made upon a showing of good cause to continue this case on the Court's docket.



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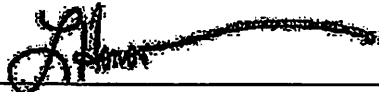
HON. LATONYA HONORABLE  
FIFTH DIVISION CIRCUIT JUDGE

**IN THE CIRCUIT COURT OF PULASKI COUNTY, ARKANSAS**  
**FIFTH DIVISION**

**RULE 41 ORDER OF DISMISSAL**

Pursuant to Arkansas Rule of Civil Procedure 41(a), the Court hereby  
dismisses this action without prejudice against the Defendant(s).

IT IS SO ORDERED.



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CIRCUIT JUDGE

**State Board of Appraisers, Abstracters, and Home Inspectors  
 Department of Labor and Licensing  
 Investigator's Report for Appraisers  
 November 9, 2023, Board Meeting**

Since the last board meeting, we have held eleven Jurisdiction Committee meetings and 16 Probable Cause Hearings. Thanks so much for the hard work from Board members Brian Hester, Sara Stephens, AAG Lacie Kirchner and Investigator Larry Disney who participated in the hearings.

**Summary of Jurisdiction Committee meetings**

<b><u>Date</u></b>	<b><u>Case #</u></b>	<b><u>Basis/Allegations</u></b>	<b><u>Recommendation</u></b>
09/26/2023	23-1108	Violations of USPAP	Jurisdiction
09/26/2023	23-1109	Errors and Omissions	No Jurisdiction
09/26/2023	23-1110	Violations of USPAP	Jurisdiction
09/26/2023	23-1111	Errors and Omissions	No Jurisdiction
09/26/2023	23-1112	Errors and Omissions	No Jurisdiction
09/26/2023	23-1113	Errors and Omissions	No Jurisdiction
09/26/2023	23-1114	Violations of USPAP	Jurisdiction
09/26/2023	23-1115	Errors and Omissions	No Jurisdiction
09/26/2023	23-1116	Errors and Omissions	No Jurisdiction
09/26/2023	23-1117	Violations of USPAP	Jurisdiction
09/26/2023	23-1118	Errors and Omissions	No Jurisdiction

**Summary of Probable Cause Panel**

<b><u>Date</u></b>	<b><u>Case #</u></b>	<b><u>Basis/Allegations</u></b>	<b><u>Recommendation</u></b>
09/27/2023	23-1096	Errors and Omissions	Dismiss
09/27/2023	23-1098	Violations of USPAP	Consent Agreement <sup>1</sup>

<sup>1</sup>Completion of a 4-hour Appraiser Self-Protection: Documentation and Record Keeping class, 4-hour Scope of Work: Appraisal and Inspections class, and a 4-hour Sales Comparison Approach Reconciliation class through the Appraisal Foundation's Corrective

Education Program. Each class requires the passing of a comprehensive exam. These classes do not qualify for continuing education credit.

09/27/2023 23-1101,  
21-1046, and 21-1048 Violations of USPAP Consent Agreement<sup>2</sup>  
<sup>2</sup>Completion of a 30-hour Residential Sales Comparison and Income Approach Course by  
September 30, 2024. The exam for the course must be successfully completed.

09/27/2023 23-1104 Errors and Omissions Dismiss

So far in 2023 we have received 33 complaints, with five since the last board meeting.

**State Board of Appraisers, Abstracters, and Home Inspectors  
 Department of Labor and Licensing  
 Investigator's Report for Home Inspectors  
 November 9, 2023, Board Meeting**

Since the last board meeting, two Disciplinary Committee meetings. Participating in the meetings were AAG Lacie Kirchner, Diana Piechocki, and Devin Parker. Sara Hawkins assisted with answering questions.

**Disciplinary Committee meetings**

<b><u>Date</u></b>	<b><u>Case #</u></b>	<b><u>Basis/Allegations</u></b>	<b><u>Recommendation</u></b>
10/04/2023	22-0027	Errors and Omissions	Dismiss
10/04/2023	22-0028	Errors and Omissions	Dismiss
10/04/2023	22-0029	Errors and Omissions	Dismiss
10/04/2023	22-0030	Errors and Omissions	Dismiss
10/04/2023	22-0032	Involved Realtor	Refer to RE Commission
10/04/2023	22-0035	Errors and Omissions	Dismiss
10/04/2023	22-0037	Errors and Omissions	Dismiss

The Board currently has 20 open complaints, with one received since the last board meeting.

# Internal Control and Compliance Assessment

## Arkansas Legislative Audit

### Department of Labor and Licensing

For the Year Ended June 30, 2022



## INTRODUCTION

This report is issued to inform the Legislative Joint Auditing Committee of compliance with state fiscal laws and regulations as well as deficiencies in internal controls for the Department of Labor and Licensing. As discussed in the Results of Assessment section below, our procedures disclosed that the Agency failed to review travel reimbursements for accuracy (Finding 1), complete required statements of financial interest (Finding 2), accurately record and approve compensatory time (Finding 3), and properly calculate lump sum payments (Finding 4).

## SCOPE AND METHODOLOGY

We performed an internal control and compliance assessment of the Department of Labor and Licensing, a department of Arkansas state government, as of and for the year ended June 30, 2022, and have issued our report dated July 24, 2023. Management of the Agency is responsible for establishing and maintaining internal controls and complying with applicable laws and regulations.

The assessment included cash on deposit, cash receipts, accounts receivable, investments, expenditures, liabilities, capital assets, and data entry to the Arkansas Administrative Statewide Information System (AASIS). The assessment consisted principally of inquiries, observations, analytical procedures, and selected tests of internal control policies and procedures, accounting records, and other relevant documents. We relied on financial data in AASIS recorded by the Agency and audit work conducted in the fiscal year 2022 Annual Comprehensive Financial Reports (ACFR) and Single Audit Reports.

## RESULTS OF ASSESSMENT

Assessment procedures disclosed the following internal control or compliance matters that were discussed with Agency officials during the assessment and at the exit conference:

**Finding 1:** In accordance with R1-19-4-903 of the State Financial Management Guide, travel reimbursements, including private vehicle mileage, are allowable for official business. The shortest major highway route between destinations determines the maximum mileage allowed.

During our analysis of mileage reimbursements, we noted one employee with reimbursements totaling \$5,736, an increase of \$4,640 compared to fiscal year 2021. Upon review of the employee's TR-1 forms for fiscal year 2022, we discovered that the mileage between destinations was calculated incorrectly on several forms, resulting in overpayments totaling \$441.

Additional review revealed another employee was overpaid for mileage reimbursements, totaling \$39, because of a formula error.

We recommend the Agency review all TR-1 forms for accuracy prior to approval and issuance of payment.

ARKANSAS LEGISLATIVE AUDIT  
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Report ID: SAC991022

Report Date: July 24, 2023



**Department of Labor and Licensing**

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**Management response:** The division employee will prepare and submit their TR-1's subject to approval by the employee's supervisor. Agency travel supervisors will review and approve these TR-1's to ensure that travel expenses comply with State travel laws and rules. In addition, the finance section of the Agency will provide training for all travel supervisors approved by the Secretary during fiscal year 2024.

**Finding 2:** Ark. Code Ann. § 21-8-701(4-5) requires an agency head, department director, or division director of state government; a chief of staff or chief deputy of a constitutional officer; and a public appointee to a state board or commission to file a written statement of financial interest with the Secretary of State by January 31 of each year for the previous year.

Our review revealed that, of 185 individuals required to file a statement, 69 failed to do so, as summarized below:

Agency	Tested	Exceptions
Department of Labor and Licensing	11	6
Division of Labor	20	11
Abstractors' Board	5	4
State Board of Public Accountancy	7	1
Appraiser Licensing and Certification Board	10	3
State Board of Architects, Landscape Architects, and Interior Designers	9	4
State Athletic Commission	8	8
Auctioneer's Licensing Board	7	1
Professional Bail Bond Company and Professional Bail Bondsman Licensing Board	8	2
State Board of Barber Examiners	5	0
State Board of Collection Agencies	6	2
Contractors Licensing Board	15	1
State Board of Licensure for Professional Engineers and Professional Surveyors	10	3
State Board of Registration for Professional Geologists	8	2
Real Estate Commission	6	2
Home Inspector Registration Board	7	1
Towing and Recovery Board	10	5
Fire Protection Licensing Board	12	3
Manufactured Home Commission	7	4
Motor Vehicle Commission	10	5
Workers' Compensation Commission	4	1
<b>Totals</b>	<b>185</b>	<b>69</b>

We recommend the Agency implement procedures to ensure statements of financial interest are filed as required by state law.

**Management response:** The Department is currently working on a comprehensive and consistent procedure to remind all required employees to timely file their Statements of Financial Interest. Please note, however, that further review of the Secretary of State's website revealed eleven Statements of Financial Interest that were, in fact, filed.

**Finding 3:** Seven business areas had 53 employees who earned 1,336 hours of compensatory time for fiscal year 2022 as shown below:

Agency	# of Employees	Hours Earned
State Board of Public Accountancy	1	2
State Athletic Commission	1	8
Professional Bail Bonds Company and Professional Bail Bondsmen Licensing Board	1	8
State Board of Collection Agencies	1	47
Real Estate Commission	10	77
Division of Labor and Licensing	29	803
Department of Labor and Licensing	10	391
<b>Total</b>	<b>53</b>	<b>1,336</b>

Office of Personnel Management (OPM) policy 28 and the Agency's internal policies state that compensatory time may only be earned with prior approval from the employee's supervisor for a legitimate business purpose.

Our review revealed the following deficiencies:

- Department of Labor and Licensing (BA 9910) – Prior documented approval could not be provided for the compensatory time accrued by two employees:
  - > *HVACR Mechanical Inspector* – One employee earned compensatory time in two weekly periods, but documented prior approval was only obtained for one of those periods. Unauthorized compensatory time totaled 9 hours.
  - > *Fiscal Support Supervisor* – One employee earned compensatory time in 17 weekly periods, but documented prior approval was not obtained. Unauthorized compensatory time totaled 150 hours.
- Division of Labor (BA 0800) – Prior documented approval could not be provided for the compensatory time accrued by three employees:
  - > *Elevator Division/Code Enforcement* – One employee earned compensatory time in eight weekly periods, but documented prior approval was only obtained for two of those periods. Unauthorized compensatory time totaled 46 hours.
  - > *Labor Mediator* – One employee earned compensatory time in six weekly periods, but documented prior approval was not obtained. Unauthorized compensatory time totaled 76 hours.
  - > *Arkansas Occupational Safety and Health (AOSH)* – One employee earned compensatory time in eight weekly periods but documented prior approval was not obtained. Unauthorized compensatory time totaled 79 hours.
- Board of Collection Agencies (BA 0221) – One employee earned 47 hours of compensatory time, but the Agency could provide documented approval for only 5 hours.

OPM policy 28 also requires Agencies to maintain complete and accurate records in AASIS regarding compensatory time earned and used. Our review revealed the following:

## Department of Labor and Licensing

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- Department of Labor and Licensing (BA 9910) – In two weekly periods, one employee recorded time worked in 5-minute increments instead of 15-minute increments, causing an incorrect accrual of .76 hours of unearned compensatory time.
- Athletic Commission (BA 0209) – One employee with an 8-hour workday recorded annual leave of 16 hours on the same day, resulting in the incorrect accrual of 8 hours of compensatory time. On April 25, 2023, prior to the end of fieldwork, the Agency corrected the accrual.
- Professional Bail Bondsman Licensing Board (BA 0211) – One employee with an 8-hour workday recorded 8 hours of sick leave and 8 hours of annual leave on the same day, resulting in the incorrect accrual of 8 hours of compensatory time. As of the end of fieldwork, the Agency had not corrected the accrual of compensatory time in AASIS. (Note: The compensatory time had not been used by the employee.)
- Real Estate Commission (BA 0248) – One employee with an 8-hour workday recorded 7.25 hours of attendance and 1.25 hours of authorized leave on the same day, resulting in the incorrect accrual of .5 hours of compensatory time.

We recommend the Agency implement procedures to ensure prior written approval is obtained before compensatory time is worked by employees. In addition, procedures should also ensure that employee time worked is accurately recorded, reviewed, and approved to prevent the accrual of unearned compensatory time.

*Management response: The Department has implemented an overtime and compensatory time policy that determines the process for earning and using compensatory time. It specifically states that employees should have written approval from their supervisor in advance of earning compensatory time and that failure to do so may result in disciplinary action. Furthermore, this policy states that accrued compensatory time shall be used prior to the use of any accrued annual leave hours.*

**Finding 4:** Office of Personnel Management (OPM) Policy 54 outlines the requirements for leave payouts for state employees at separation of employment. Our review of payouts revealed the following deficiencies:

- Division of Labor (BA 0800) – One employee was overpaid \$210 in annual leave payout.
- Workers Compensation Commission (BA 0390)
  - > One employee submitted paperwork to take two weeks of annual leave prior to the actual retirement date. Because the Agency incorrectly entered the retirement date, the employee was not paid for the 88 hours of annual leave taken between the last day of work and the actual retirement date. As a result, the employee is due \$2,886 (gross). In addition, because this employee was not compensated for an additional 39.5 hours of annual leave and 8 hours of birthday leave, an additional \$1,558 (gross) is due to the employee.
  - > Annual leave payouts, totaling \$435 and \$137, respectively, were not paid for two additional employees.

We recommend the Agency review and strengthen its procedures regarding lump sum payments to ensure calculations are accurate prior to issuing payment. In addition, the Agency should contact OPM to initiate payment to the three employees noted above.

*Management response: The Department is currently exploring the manner and method of making former employees whole in consultation with OPM. Regarding the overpayment of \$210 on the former employee's annual leave payout, the Department will consult with DFA on appropriate action to recover the loss. The Department's Chief Human Resource Officer is developing a standard operating procedure regarding lump sum payouts that will be followed by all human resource employees within the Department in order to keep these errors from occurring in the future.*

## ENABLING LEGISLATION AND ORGANIZATIONAL STRUCTURE

The Arkansas Department of Labor and Licensing is a cabinet-level department established by The Transformation and Efficiencies Act of 2019 (Act 910 of 2019). Under the Act, the administrative functions of the following state entities were transferred to the Department:

- The Department of Labor, now known as the Division of Labor.
- Abstractors' Board.
- State Board of Public Accountancy.
- Appraiser Licensing and Certification Board.
- State Board of Architects, Landscape Architects, and Interior Designers.
- State Athletic Commission.
- Auctioneer's Licensing Board.
- Professional Bail Bond Company and Professional Bail Bondsman Licensing Board.
- State Board of Barber Examiners.
- State Board of Collection Agencies.
- Contractors Licensing Board.
- Board of Electrical Examiners.
- Elevator Safety Board.
- State Board of Licensure for Professional Engineers and Professional Surveyors.
- Fire Protection Licensing Board.
- State Board of Registration for Professional Geologists.
- Home Inspector Registration Board.
- HVACR Licensing Board.
- Manufactured Home Commission.
- Motor Vehicle Commission.
- Real Estate Commission.
- Towing and Recovery Board.
- Workers' Compensation Commission.

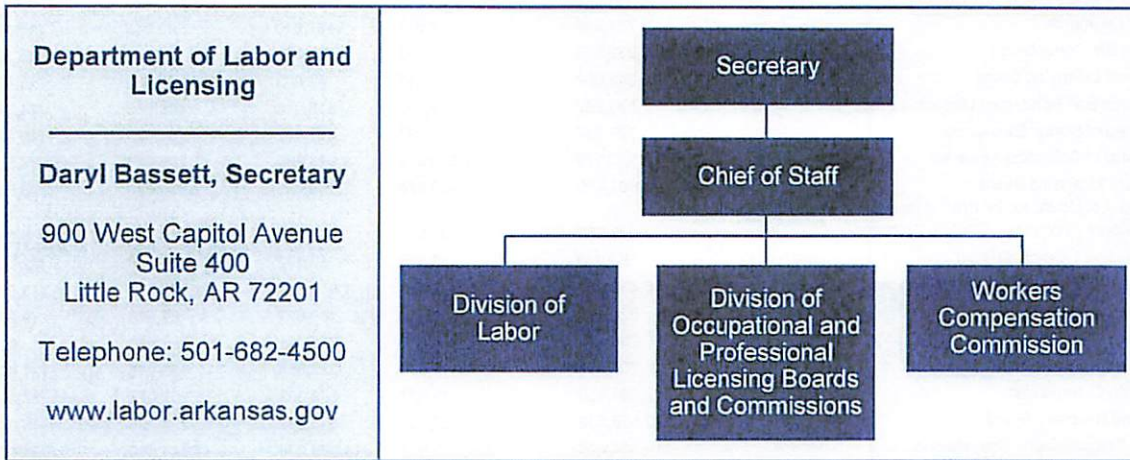
As shown in Exhibit I on page 6, the Department has three divisions:

1. The Division of Labor has the responsibility of enforcing labor laws of the State. Its mission is to foster, promote, and develop the health, safety, and welfare of the wage earners of Arkansas by providing services and enforcing laws to improve working conditions and enhance their opportunities for safe and profitable employments.
2. The Division of Occupational and Professional Licensing Boards and Commissions was established for the purpose of organizing licensing boards.

3. The **Workers' Compensation Commission** administers and enforces Arkansas workers' compensation law and is directed to the moral, social, and economic benefits of protecting employers, employees, and their dependents from financial burdens imposed by job-related injury and disease.

**Exhibit I**

**Department of Labor and Licensing  
Organizational Chart**



*Source: Department of Labor and Licensing*

## FISCAL ANALYSIS

As previously mentioned, in accordance with Act 910 of 2019, effective July 1, 2019, multiple entities were consolidated to form the Arkansas Department of Labor and Licensing. Summary financial information for each business area is presented in **Exhibit II** on page 7.

### Revenues, Expenditures, and Transfers

Revenues, expenditures, and transfers for the Department for fiscal years 2018 through 2022 are presented in **Exhibit III** on page 7.

The Department reported \$29.2 million in total revenues for fiscal year 2022. Of the \$27 million in licenses and fees, premium tax fees totaled \$15 million, and the remaining \$12 million consisted of special revenues related to issuance of licenses.

Department expenditures totaled \$13.9 million for the fiscal year ended June 30, 2022. Expenditures were mainly comprised of salaries totaling \$15 million.

The Department reported net transfers of \$2.5 million, which represent general revenue distributions.

## Exhibit II

**Arkansas Department of Labor and Licensing  
Summary of Financial Information by Business Area  
For the Year Ended June 30, 2022**

Board/Commission/Division	Assets and		Liabilities and		Revenues	Expenditures	Net Transfers In (Out)			
	Deferred	Outflows	Deferred	Inflows						
Department of Labor and Licensing	\$	2,203,529	\$	1,107,657	\$	826,321	\$	3,766,691	\$	2,881,095
Division of Labor		5,610,261		418,593		3,984,075		4,204,832		1,476,158
Abstractors' Board		130,374		10,165		18,303		4,601		0
State Board of Public Accountancy		1,835,015		326,325		1,006,441		905,364		(11,850)
Appraiser Licensing and Certification Board		1,479,453		311,442		491,848		425,479		(11,937)
State Board of Architects, Landscape Architects, and Interior Designers		3,737,839		117,534		487,010		200,940		(15,434)
State Athletic Commission		332,640		33		66,979		119,023		325,390
Auctioneers Licensing Board		242,056		617		87,003		72,830		(5,421)
Professional Bail Bondsman Licensing Board		2,535,797		113,852		518,044		408,568		(24,811)
State Board of Barber Examiners		328,437		6,297		271,032		206,885		(16,999)
State Board of Collection Agencies		5,687,119		2,540,572		1,683,284		236,918		(1,438,393)
Contractors Licensing Board		4,681,266		1,250,278		1,468,890		1,390,528		(179,688)
State Board of Licensure for Professional Engineers and Professional Surveyors		3,043,752		537,593		738,909		598,204		5,286
Fire Protection Licensing Board		84,920		20,576		52,302		17,858		(32,368)
State Board of Registration for Professional Geologists		5,435,081		718,421		1,646,959		1,374,592		(13,559)
Home Inspectors Registration Board		620,172		56,114		139,672		67,964		(9,280)
Manufactured Home Commission		253,599		128,040		255,061		291,498		914
Motor Vehicle Commission		707,478		111,816		227,558		139,215		(21,862)
Real Estate Commission		2,264,120		35,627		363,397		227,077		(27,350)
Towing and Recovery Board		2,559,552		27,106		513,293		274,225		(45,049)
Workers' Compensation Commission		118,838,608		200,382,507		14,309,236		(1,041,590)		(308,825)
<b>Totals</b>	<b>\$</b>	<b>162,611,068</b>	<b>\$</b>	<b>208,221,165</b>	<b>\$</b>	<b>29,155,617</b>	<b>\$</b>	<b>13,889,702</b>	<b>\$</b>	<b>2,526,007</b>

Source: Arkansas Administrative Statewide Information System Trial Balance (unaudited by Arkansas Legislative Audit)

## Exhibit III

**Arkansas Department of Labor and Licensing  
Revenues, Expenditures, and Transfers  
For the Years Ended June 30, 2018 through 2022**

	Fiscal Year				
	2022	2021	2020	2019	2018
<b>Revenues</b>					
Licenses and fees	\$ 26,967,289	\$ 27,636,206	\$ 26,864,972	\$ 27,961,584	\$ 29,366,769
Fines and penalties	1,260,537	843,579	1,266,725	1,484,711	1,285,246
Investment revenues	(1,318,806)	(522,245)	2,086,529	4,456,118	1,319,274
Other income	2,246,597	1,815,943	1,412,468	1,707,007	1,280,428
<b>Total Revenues</b>	<b>\$ 29,155,617</b>	<b>\$ 29,773,483</b>	<b>\$ 31,630,694</b>	<b>\$ 35,609,420</b>	<b>\$ 33,251,717</b>
<b>Expenditures</b>					
Salaries	\$ 15,019,151	\$ 18,172,978	\$ 18,926,871	\$ 17,231,030	\$ 17,357,950
Utilities and rent	908,292	917,512	915,632	923,777	939,556
Refunds, taxes, and claims	(5,510,066)	702,637	3,976,605	11,426,055	9,645,494
Other expenses	3,472,325	3,085,341	2,849,336	3,519,879	6,109,461
<b>Total Expenditures</b>	<b>\$ 13,889,702</b>	<b>\$ 22,878,468</b>	<b>\$ 26,668,444</b>	<b>\$ 33,100,741</b>	<b>\$ 34,052,461</b>
<b>Net Transfers In (Out)</b>	<b>\$ 2,526,007</b>	<b>\$ 1,557,550</b>	<b>\$ 2,049,693</b>	<b>\$ 1,563,317</b>	<b>\$ 1,572,316</b>

Source: Arkansas Administrative Statewide Information System Trial Balance (unaudited by Arkansas Legislative Audit)

**Assets, Liabilities, and Deferred Inflows and Outflows of Resources**

Assets, liabilities, and deferred inflows/outflows of resources for fiscal years 2018 through 2022 are presented in Exhibit IV.

The Department's assets totaled \$161 million for the year ended June 30, 2022, with cash and cash equivalents comprising 73% and investments comprising 10%. Liabilities totaled \$200.2 million at June 30, 2022, with claims payable representing the largest component totaling \$177.6 million or 89%.

Deferred inflows and outflows of resources for fiscal year 2022 totaled \$8 million and \$1.7 million, respectively.

**License Activity**

A summary of license activity is presented in Exhibit V on page 9. The information represents licenses issued and revenue collected for individuals and firms that were issued licenses for the two years ended June 30, 2021 and June 30, 2022.

**Exhibit IV**  
**Arkansas Department of Labor and Licensing**  
**Assets, Liabilities, and Deferred Inflows and Outflows of Resources**  
**For the Years Ended June 30, 2018 through 2022**

	Fiscal Year				
	2022	2021	2020	2019	2018
<b>Assets</b>					
Cash and cash equivalents	\$ 117,210,566	\$ 105,088,073	\$ 90,081,553	\$ 104,330,681	\$ 94,058,604
Investments	16,738,820	33,916,216	51,952,662	38,713,806	47,273,441
Fixed assets	8,566,883	8,075,056	8,122,353	7,722,415	7,549,641
Other assets	18,443,897	17,577,227	20,422,919	20,512,793	24,752,614
<b>Total Assets</b>	<b>\$ 160,960,166</b>	<b>\$ 164,656,572</b>	<b>\$ 170,579,487</b>	<b>\$ 171,279,695</b>	<b>\$ 173,634,300</b>
<b>Deferred Outflows of Resources</b>					
Related to pension expense	\$ 1,650,901	\$ 3,151,377	\$ 3,059,355	\$ 1,680,630	\$ 2,462,009
<b>Liabilities</b>					
Claims payable	\$ 177,625,603	\$ 196,598,430	\$ 209,428,879	\$ 219,366,357	\$ 222,216,620
Long-term liabilities	14,253,051	24,195,635	23,289,119	20,749,015	25,555,661
Unearned revenues	4,230,583	4,659,292	4,329,211	4,160,971	4,264,013
Other liabilities	4,117,065	4,248,011	4,994,209	4,730,557	4,802,196
<b>Total Liabilities</b>	<b>\$ 200,226,302</b>	<b>\$ 229,701,368</b>	<b>\$ 242,041,418</b>	<b>\$ 249,006,900</b>	<b>\$ 256,838,490</b>
<b>Deferred Inflows of Resources</b>					
Related to revenues	\$ 7,994,863	\$ 2,021,859	\$ 4,002,810	\$ 3,858,320	\$ 3,496,947

Source: Arkansas Administrative Statewide Information System Trial Balance (unaudited by Arkansas Legislative Audit)

## Exhibit V

**Arkansas Department of Labor and Licensing  
Summary of License Activity  
For the Year Ended June 30, 2022**

Board Name	License Type	Fiscal Year 2022		Fiscal Year 2021	
		# Issued	Revenues	# Issued	Revenues
Department of Labor and Licensing					
• HVACR Licensing Board	Individual licenses	8,792	\$ 645,300	8,849	\$ 671,660
Division of Labor					
• Board of Electrical Examiners	Individual licenses	12,726	404,125	13,554	519,630
• Boiler Inspection	Individual licenses	6,113	141,607	5,785	137,735
• Elevator Safety Board	Individual licenses	260	21,355	262	22,225
• Elevator Safety Board	Firm licenses	22	5,040	21	5,020
Abstractors' Board	Individual licenses	145	7,520	62	3,225
	Firm licenses	93	13,755	33	5,220
State Board of Public Accountancy	Individual licenses	5,818	532,785	5,828	531,905
	Firm licenses	759	83,490	746	81,990
Appraiser Licensing and Certification Board	Individual licenses	1,018	162,514	1,300	244,933
	Firm licenses	128	61,500	122	59,500
State Board of Architects, Landscape Architects, and Interior Designers					
• Landscape Architects	Individual licenses	256	28,350	225	25,640
• Interior Designers	Individual licenses	67	7,800	65	7,600
• Architects	Individual licenses	2,012	228,910	1,868	213,420
• Architects	Firm licenses	694	162,590	614	152,500
State Athletic Commission	Individual licenses	1,031	27,665	765	13,985
Auctioneer's Licensing Board	Individual licenses	749	78,555	775	81,235
Professional Bail Bond Company and Professional Bail Bondsman Licensing Board	Individual licenses	466	46,420	493	49,380
	Firm licenses	43	43,000	42	42,000
State Board of Barber Examiners	Individual licenses	3,301	171,337	3,580	191,529
	Firm licenses	1,058	65,290	1,055	65,285
State Board of Collection Agencies	Individual licenses	64,022	1,280,440	70,407	1,405,220
	Firm licenses	1,569	196,125	1,540	192,500
Contractors Licensing Board	Firm licenses	17,543	814,700	17,757	802,275
State Board of Licensure for Professional Engineers and Professional Surveyors					
• Engineers	Individual licenses	6,205	547,910	6,048	527,850
• Surveyors	Individual licenses	436	29,735	401	25,160
• Engineers and Surveyors	Firm licenses	1,431	148,600	1,428	149,500
Fire Protection Licensing Board	Individual licenses	2,419	151,850	1,967	111,830
	Firm licenses	288	109,264	317	92,796
State Board of Registration for Professional Geologists	Individual licenses	553	32,890	370	21,920
Home Inspector Registration Board	Individual licenses	598	140,220	486	114,475
Manufactured Home Commission	Individual licenses	232	11,600	226	11,270
	Firm licenses	161	59,175	164	59,000
Motor Vehicle Commission	Individual licenses	765	255,940	5,390	322,060
	Firm licenses	768	227,125	776	220,550
Real Estate Commission	Individual licenses	19,420	1,207,525	18,925	1,170,385
	Firm licenses	105	32,250	115	39,550
Towing and Recovery Board	Individual licenses	1,975	136,926	1,924	132,879
	Firm licenses	692	101,863	707	105,725

Source: Agency revenue records (unaudited by Arkansas Legislative Audit)

## 2023 Committees and Officers

<b>Finance Committee:</b>
Laney Briggs, Chairman
Wally Loveless
Sara Hawkins
Daniel Storlie

<b>Education Committee:</b>
Sara Stephens, Chair
Jim Pender
Julie Matthews
Home Inspector

<b>Rules Committee:</b>
Sara Hawkins, Chair
Scott McKennon
Jim Pender
Home Inspector

<b>Officers</b>
Brian Hester, Chairman
Sara Stephens, Vice-Chairman
Treasurer