

**State Board of Appraisers, Abstracters, and Home Inspectors
Department of Labor and Licensing
Board Meeting
January 11, 2024**

The regular meeting of the State Board of Appraisers, Abstracters, and Home Inspectors was held on January 11, 2024, at 10:00 a.m. at the offices of the Arkansas Department of Labor and Licensing, 900 W. Capitol Avenue, 4th 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: No guests

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

Board Members present: Sara Hawkins, Brian Hester, Wally Loveless, Scott McKennon, Daniel Storlie, Sara Stephens, Julie Matthews, and Michael Griffino.

Board Members absent: Laney Briggs and Jim Pender.

Assistant Attorney General: Lacie Kirchner, present.

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. Julie Matthews moved to adopt the meeting agenda. 2nd by Scott McKennon. The motion was carried.

V. Approval of the Minutes of the Board Meeting

Brian Hester introduced the Board Minutes for November 9, 2023, for review and approval by the Board. Scott McKennon moved to approve the board minutes. 2nd by Sara Stephens. The motion was carried.

VI. Chairman's Report – Brian Hester, Chairman

Chairman Brian Hester welcomed Michael Griffino of Fayetteville. He is the most recent appointment to the Board and fills a home inspector board member position. Currently, there is one Home Inspector position unfilled.

VII. Attorney Report – AAG Lacie Kirchner

Lacie reminded the board members that two board members discussing board business constitutes a board meeting and is a violation of the Freedom of Information Act if the meeting is not properly posted and recorded. She also reminded board members to be mindful of the “reply all” option when responding to emails.

VIII. Appraiser Education Course Approval Report - presented by Sara Stephens, Vice-Chair;

1. Appraisal Institute

- a. Class/Synch: AI113 - Case Studies in Appraising Green Residential Buildings – 7 CE; 8 CE; Instructor(s): Sandra Adomatis

2. Appraisal Institute - Arkansas Chapter

- a. Class: AIA03 - Becoming Proficient in Fractional Interest Valuation – 7 CE Instructor: Dennis Webb;
- b. Class: AIA04 - The Cost Approach: Unnecessary or Vital to a Healthy Practice – 7 CE; Instructor(s): Larry Disney

Sara Stephens moved to approve the education presented above. 2nd by Scott McKennon. The motion carried.

3. Appraiser eLearning LLC

- a. Online: AE041 - Appraiser's Guide to Appraisal Inspections - 7 CE; Instructor(s): Bryan Reynolds; IDECC Exp: 7/22/2025.
- b. Class/Synch: AE042 - Believe It or Not: Creating Credible and Supported Adjustments - 4 CE Instructor(s): Steve Kahane.
- c. Class/Synch: AE043 - Manufactured Housing - 7 CE Instructor(s): Cathy Putegnat.
- d. Class/Synch: AE044 - Supporting Land Value - 4 CE Instructor(s): Martin Wagar.
- e. Class/Synch: AE045 - The Past, Present, and Future of the Mortgage Appraisal - 7 CE Instructor(s): Martin Wagar.
- f. Class: AE046 - 2024 Appraiser's Conference and Trade Show (ACTS) - Day 1 (April 22, 2024) - 7 CE Instructor(s): Brian Barnes, Rachael Beam, Brent Bowen, Bri Bridges, Craig Capilla, Bill Craighead, Scott Cullen, Lisa Desmarais, Scott DiBlasio, John Dingeman, Malinda Griffin, James Heaslet, Kevin Hecht, Hal Humphreys, Jim Park, Issac Peck, Lyle Radke, Scott Reuter, Bryan Reynolds, Heather Sullivan, Joshua Wallitt.

g. Class: AE047 - 2024 Appraiser's Conference and Trade Show (ACTS) - Day 2 (April 22, 2024) - CE Instructor(s): same as Day 1.

Sara Stephens moved to approve the education presented above. 2nd by Julie Matthews. The motion carried.

3. Melissa Bond

a. Class/Synch: MB009 - 2024-2025 7-Hour National USPAP Update Course - 7 CE Instructor(s): Tim Andersen, Amelia Lovorn, Pamela Teel

b. Class/Synch: MB010 - Restricted Appraisal Reports - 4 CE Instructor(s): Melissa Bond

Sara Stephens moved to approve the education presented above. 2nd by Scott McKennon. The motion carried.

4. Individual credit

a. Mary Beth Miller (CG 3770) is requesting seven (7) hours credit for AI's Marketability Studies: Advanced Considerations & Applications, a synchronous livestream course taken November 13, 2023.

Sara Stephens moved to approve the individual education credit above. 2nd by Scott McKennon. The motion carried.

X. Home Inspector Course Approvals – presented by Sara Stephens, Vice Chair:

1. ATI Home Inspector Training – Diana presented the circumstances where the attached students completed the 80-hour preregistration class online from ATI Home Inspector Training. At the beginning of the COVID pandemic and until this board was constituted, the board approved the acceptance of online offerings of the 80-hour preregistration class training. During the first meeting of this board, it voted to discontinue the online preregistration class offerings, as our Rules do not allow online acceptance of the required 80-hour preregistration classes. The provider, ATI Home Inspector Training, misunderstood that approval of the preregistration 80-hour online classes had ended. The Board is being asked to allow approval for the class for the students who completed the course from September to November 2023. Diana also reported that all the education providers were notified by certified mail that the board will no longer accept online preregistration education and that no additional waivers will be granted.

Sara Stephens moved to approve the student's preregistration education presented above. 2nd by Daniel Storlie. The motion carried.

2. Pre-registration Approval:

a. PHII – Professional Home Inspection Institute

Class: Residential Home Inspection Basics (previous approval number PR-2022-04, exp 1/15/24) - 80 PR; Instructor(s): Robb Graham, Mark Wingert; Proposed Location & Dates: PHII, 101 N Egan

Ave, Madison SD 57042; 10-day Classes beginning: 2/19/24, 4/15/24, 6/17/24, 8/19/24, 10/21/24, 12/9/24.

Sara Stephens moved to approve the education presented above. 2nd by Daniel Storlie. The motion carried.

1. Continuing Education Course Approval:

a. AHIT - American Home Inspectors Training - Online: AC, Heat Pumps, and Furnaces - What's the Difference? - 3 CE – HVAC Instructor(s): Michael Casey

Sara Stephens moved to accept the education as presented. 2nd by Scott McKennon. The motion carried.

b. InterNACHI - International Association of Certified Home Inspectors

i. TPREIA-InterNACHI Texas Inspectors Convention 2024 (Jan 18, 2024; 5827 Leonard Rd, Bryant TX);

ii. Class: Inspecting Electrical Systems - 8 CE – Electrical Instructor(s): Shannon Gatewood;

iii. Class: Inspecting Stucco and WRB Systems - 8 CE – Exterior Instructor(s): Jeff Adams;

iv. Class: Pool and Spa 8-Hours Certification Class - 8 CE – Plumbing; Instructor(s): Michael Casey;

v. Class: Inspection of Commercial HVAC, Plumbing, and Electrical Systems - 8 CE – COMMERCIAL; Instructor(s): Rob Claus

The board discussed the classes submitted by InterNACHI. The 8-hour classes requested (ii, iii and iv above) are approved for 7-hours each. The class presented in (v) is denied. The denial is because a registered home inspector in Arkansas is not registered to inspect commercial property.

Sara Stephens moved to accept the education as presented above. 2nd by Julie Matthews. The motion carried.

XI. Financial Committee Reports presented by Sara Hawkins, Treasurer;

a. Sara Hawkins reported the Treasury balances from AASIS reports for Appraisers, Abstracters and Home Inspectors.

b. A brief discussion was held at staff's request to discontinue the \$15 fee for a home inspector to update his or her contact information and address.

Sara Stephens moved to discontinue the \$15 fee. 2nd by Scott McKennon. The motion carried.

c. Scott McKennon mentioned that since we are one board now shouldn't the appropriations and funds be combined to one, as well. A brief discussion was held.

Scott McKennon moved for Diana to discuss with Secretary Bassett and the approval of combining of the appropriations and funds of the appraisers, abstracters, and home inspectors to one appropriation and one fund. 2nd by Julie Matthews. The motion carried unanimously.

Scott McKennon moved to accept the financial reports. 2nd by Daniel Storlie. The motion carried.

XII. Staff Reports:

a. Investigator's Appraiser Report presented by Diana Piechocki, Director;

1. Appraiser Report: We have received a number of Fannie Mae complaints; Diana has asked Brian Hester and Scott McKennon to meet on January 24, 2024, and another day to be determined in February for a day of hearings regarding appraiser complaints.

b. Home Inspector Report presented by, Devin Parker, Administrative Analyst;

1. Requesting the Board accept a Non-Resident Home Inspector's Louisiana's Standards of Practice and Ethics exam in lieu of the ASHI Standards of Practice and Ethics exam to receive a reciprocal registration. The standards of practice criteria in Louisiana are the same or more stringent than required in Arkansas.

Brian Hester moved to accept the exam and reciprocal registration. 2nd by Julie Matthews. The motion carried.

2. Requesting the Board offer a proposed Consent Agreement to a home inspector who worked during the year of 2023 with an expired registration completing 301 reports. The proposal is for a civil penalty in the amount of \$8,200 and six (6) months of probation.

Scott McKennon moved to approve the proposed consent agreement. 2nd by Julie Matthews. The motion carried. Motion amended by Scott McKennon to include full payment of the civil money penalty before the registration is reinstated. Motion 2nd by Julie Matthews. Motion carried.

3. Accepting an initial applicant's preregistration eighty (80) hours of education that was completed more than twelve months ago. The aspiring home inspector was unable to locate a supervisor to complete apprenticeship inspections. He was unaware of the board waiving apprenticeship requirement for new applicants.

Michael Griffino moved to accept the preregistration education. 2nd by Scott McKennon. The motion carried.

XIII. Director's Report, presented by, Diana Piechocki, Director

- a. February 15, 2024, Occupational License Subcommittee Meeting. Chairman Brian Hester will be in attendance;
- b. 2024 meeting dates (1/11/2024; 3/7/2024; 5/9/2024; 7/11/2024; 9/12/2024; 11/7/2024)
- c. Board members whose terms expire 04/15/2024 need to reapply. This includes Scott McKennon, Daniel Storlie, Jim Pender, Michael Griffino, Sara Hawkins, and Laney Briggs.
- d. The Appraiser rule change for the adoption of the Practical Applications of Real Estate Appraisal (PAREA) is on the ALC Rules Subcommittee agenda for 01/18/2024.
- e. The Board is offering four Supervisory Appraiser/Trainee Appraiser classes in Little Rock in 2024.
- f. Update on the proposed Rules combining all three divisions.
- g. December 2023 renewals for RA/SR appraisers (73%) and Home Inspectors (81%)

Scott McKennon moved to approve the director's report. 2nd by Wally Loveless. The motion carried.

XI. New Business:

- a. Approval of Board Member Expense Reimbursement for 2024 (A.C.A. § 25-16-902)

Scott McKennon moved to approve payment of board member expense reimbursements for 2024. 2nd by Wally Loveless. The motion carried.

- b. Approval of Board Member Stipend for 2024 (A.C.A. § 25-16-903(5))

Julle Matthews moved to approve payment of the board member stipends for 2024. 2nd by Scott McKennon. The motion carried.

- c. Approval of Food Purchases for board meetings and hearings;

Wally Loveless moved to approve payment of food purchases for board meetings and hearings for 2024. 2nd by Scott McKennon. The motion carried.

- d. Statement of Financial Interest are due by January 31, 2024. You may send your SFI to the Board office. We will hand deliver and get a date stamped file copy from the Secretary of State's Office;

- e. Adoption of 2024-2025 USPAP for 2024.

Sara Stephens moved to adopt the 2024 USPAP for 2024. 2nd by Scott McKennon. The motion carried.

- f. Appraiser fee \$225.00 plus pass-through fee of \$40.00 for 2024; Home Inspector fee \$185.00 for 2024; Abstracter fee \$50.00 for 2024.

Scott McKennon moved to approve fees for 2024. 2nd by Sara Stephens. The motion carried.

g. Appointment of Committees for 2024 (Education/Finance/Rules/Executive) are included in your packet.

h. Home Inspector – Review of late fee charges and give the Director and Lacie the authority and permission to review that the appropriate amounts were collected.

Sara Stephens moved to approve the review of home inspector late fees. 2nd by Daniel Storlie. The motion carried.

XII. Old Business

Proposed Mission Statement – Diana requested permission from the Board for she and Lacie to merge the mission statements submitted by the board members into one mission statement to be presented at the next board meeting.

Sara Stephens moved to approve the merger of the mission statements by Lacie and Diana. 2nd by Julie Matthews. The motion carried.

XIII. Other Business

Next Board meeting date – March 7, 2024, at 9:00 a.m. The Appraisal Subcommittee may be in attendance.

XIII. Adjournment

Brian Hester asked for a motion to adjourn the meeting.

Scott McKennon moved to adjourn the meeting. 2nd by Wally Loveless. The motion carried unanimously.



Brian Hester, Chairman



State Board of Appraisers, Abstracters and Home Inspectors

BOARD MEETING – JANUARY 11, 2024

Laney Briggs _____
Michael Griffino Michael Griffino
Sara Hawkins Sara Hawkins
Brian Hester Brian Hester
Wally Loveless Wally Loveless
Julie Matthews Julie Matthews
Scott McKennon Scott McKennon
Jim Pender _____
Sara Stephens Sara Stephens
Daniel Storlie Daniel Storlie