

**ARIZONA STATE BOARD OF TECHNICAL REGISTRATION  
MINUTES FOR  
HOME INSPECTOR RULES AND STANDARDS COMMITTEE SESSION MEETING**

Tuesday, May 4, 2021, beginning at 9:30 a.m.  
1110 W. Washington, Conference Room #240  
Phoenix, AZ 85007

1. **CALL TO ORDER** – 9:40am
2. **ROLL CALL** –

**Appeared Telephonically:** David Swartz, Paul Staron, Peter Leeds. Andrew Everroad joined the meeting at 9:52am

One Vacancy

**Staff** – Melissa Cornelius, Judith Stapley, Erin Correll, Douglas Parlin, Julie Pham, Kurt Winter

**AAG-** Scott Donald

3. **CALL TO THE PUBLIC**

No one appeared before the Committee.

4. **ADOPTION OF MINUTES**

Review, Consideration and Possible Action on the following:

- A. Approve, modify and/or reject August 5, 2020 minutes.

Mr. Leeds moved and Mr. Staron seconded to approve the minutes; motion carried unanimously.

5. **REVIEW, DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**

- A. Board member composition changes
  - a. New Land Surveyor Board Member Helmuth Hack

Ms. Cornelius reported that the Board has a new land surveyor Board Member, Helmuth Hack.

- B. Board Staff Update
  - a. Farewell to Patrice Pritzl, Melissa Cornelius and Robert Stam

Ms. Cornelius reported that Ms. Pritzl retired in October 2020, that she retired at the beginning of March but was staying to help the new director transition, and that deputy director Robert Stam left State employment on April 30, 2021.

- b. New Executive Director Judith Stapley, New Licensing Manager Julie Pham

Judith Stapley and Julie Pham introduced themselves to the Committee.

C. BTR Rules package status

Mr. Winter reported that the rule changes to R4-30-247 regarding the requirement of home inspectors to retain proof of financial assurance at least two years after they place their certification on inactive status went into effect March 8, 2021. Committee members thanked Board staff for their efforts.

D. Pending Legislation: SB1062, SB1063, SB1151, SB1218, SB1272, SB1304, HB2037, HB 2014, HB2128, HB2242, HB2243, HB2267, HB2433

Ms. Cornelius updated the Committee on SB1304, SB1062 and SB1063, and how they could affect home inspectors.

E. NHIE exam updates

Mr. Staron informed the Committee that the five-year RDS review of the NHI exam would take place in the near future. Committee members asked if Mr. Staron would be participating. He answered that he may participate and asked if anyone else was interested. Mr. Leeds indicated that he was interested in participating.

F. Home Inspector Standards of Professional Practice Revision

Committee members began discussing revisions to the professional standards they had worked on using google docs. Mr. Donald asked if all Committee members had access to the google doc. Mr. Winter answered 'yes.' Mr. Donald explained that the Committee needed to consider open meeting law, and suggested the Committee not use any shared document in which communication between members could constitute a quorum, or serial quorum. Committee members asked if they could create a task force made up of Committee members, but not enough to constitute a quorum, and community members to discuss revisions. Mr. Donald answered 'yes' but stipulated that the task force needed to bar the other Committee members access to the materials until added to a Committee packet for discussion in open session. Ms. Stapley expressed her concern that Mr. Winter, and therefore the Board, was the owner of the google doc. Mr. Donald suggested that the task force retain their own document and Mr. Winter take down the google doc. Mr. Winter agreed.

Mr. Leeds moved and Mr. Staron seconded that Mr. Leeds and Mr. Staron go out into the community to research changes to the professional standards as necessary and present those standards to the committee for discussion; motion carried unanimously.

**6. DIRECTOR'S REPORT**

**A. Statistics Review**

Ms. Cornelius reported that the Board received more than an average number of home inspector applicants in March 2021 and that the Board was granting home inspector certifications, on average, in ten days.

Mr. Swartz asked that staff provide statistics for year to date grants for both traditional and universal applications at future meetings.

**B. Previous Meeting Follow-up**

Ms. Cornelius reported that the Board was recruiting application evaluators to help reduce application grant time, but staff were not focusing on home inspector evaluators since staff were granting home inspector certifications quickly and timely.

**C. Director's Meetings and Correspondence**

Nothing discussed

**7. COMMITTEE CHAIRMAN'S REPORT**

Nothing to Consider

**8. FUTURE AGENDA ITEMS**

5F standards revision, what constitutes similar licensing standards among states (universal licensure), committee member elections, new board members

**9. FUTURE MEETINGS**

September 14, 2021 at 9:30am

**10. ADJOURNMENT – 11:07am**