

Minutes

Arizona State Board of Technical Registration
1110 W. Washington Street, Suite 240
Phoenix, Arizona 85007

HOME INSPECTOR RULES AND STANDARDS COMMITTEE

November 5, 2015 - 9:30 a.m.

1. **CALL TO ORDER - 9:30 a.m.**
2. **ROLL CALL - Committee Members in Attendance:** Peter Leeds, Jason Madison, David Swartz, and Randy West. **Staff:** Executive Director Melissa Cornelius, Deputy Director Patrice Pritzl, Enforcement Manager Douglas Parlin, Assistant Enforcement Manager Douglas Kraemer, Licensing Manager Michelle Fleming, and Julie Armour **Absent:** Douglas Folk.
3. **CALL TO THE PUBLIC –** No one addressed the Committee.

4. ADOPTION OF MINUTES

Review, Consideration and Possible Action on the following:

- A. Approve, modify and/or reject September 10, 2015 minutes.

Mr. Schwartz proposed the addition of a sentence in the Chairman's report for clarification. Mr. Leeds moved to approve the minutes as amended. Mr. West seconded the motion. No further discussion; motion carried.

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

- A. Dialog with Keith Smith and Inspection Training of Arizona regarding criteria for home inspector reports and the Board's review process of the reports submitted by applicants during the licensing process.

Mr. Smith appeared to address the Committee regarding criteria for home inspector reports and the Board's review process of the reports. He inquired about applicants with a criminal history, the background check process, home inspection report standards, report evaluation procedures, the requirements for parallel inspections, designated staff responsibilities, and the phased out 100 inspections standard. The Committee members answered his questions and asked Mr. Smith to provide examples of reports he has concerns about. Mr. Smith agreed and will bring sample reports at the next meeting so the Committee can address specific concerns.

B. Report Checklist Supplement.

Mr. Leeds moved to go into executive session to seek legal advice. Mr. West seconded the motion. No further discussion; motion carried. The Committee went into executive session at 9:36 a.m. The Committee resumed open session at 9:52 a.m.

Mr. Swartz proposed several modifications to the report checklist supplement. Mr. Leeds moved to accept the changes to the report checklist supplement and revise the date to reflect the date of adoption by the Board. Mr. West seconded the motion. No further discussion; motion carried.

C. Whether to propose any revisions to A.A.C. R4-30-247.
No action taken.

D. Whether Allied Schools' Professional Home Inspection Program is qualified to educate home inspector applicants pursuant to the standards required in A.A.C. R4-30-247.

Mr. Swartz gave clarification on the rule which states that all education providers must go to through Arizona's Postsecondary Board. Mr. Leeds will contact Allied Schools in order to take the exam. He will report to the Committee with feedback.

E. The Appropriate Disciplinary Action to Recommend that the Board take against Home Inspectors found to be in violation of the Practice Act, including but not limited to, peer review, or remedial education.

Mr. Swartz read a substantive policy statement that provides the definition of a Professional Peer Review for a home inspector and the qualifications for peer reviewers. The peer reviewer would be required to sign an affidavit stating they meet the qualifications.

F. Review and Approval of Potential Home Inspector EAC Members.

There were no potential members to review at this time. Action on this item was deferred until the February 2016 meeting.

6. DIRECTOR'S REPORT

Ms. Cornelius reported that 11 applications were received in October. Of those applications, seven were granted and four were closed. There are currently 24 pending applications.

This past month, there were 60 home inspector renewals. Ms. Cornelius reported that there are now 547 registered home inspection firms in Arizona.

Presently, there are 20 home inspector complaints, the majority of which are from 2015.

Ms. Cornelius also reported that she has been meeting with legislators who are on the Committee of Reference. A sunset committee meeting is tentatively scheduled for December 3, 2015.

Ms. Cornelius also reported that Mr. West was reappointed as a Committee member for another 3 year term.

Ms. Cornelius reported that Board Investigator Vernon Lewis retired last month.

7. COMMITTEE CHAIRMAN'S REPORT

Mr. Swartz received a request that full access be made to the results of EAC hearings. Ms. Cornelius stated that anyone interested is able to submit a public information request to obtain all information on closed cases.

Mr. Swartz suggested that the direction of newsletter articles should be primarily oriented toward Board-related topics and decisions rather than technical aspects of the home inspection field. Mr. West will write a newsletter article about peer reviewers for the next issue.

8. FUTURE AGENDA ITEMS


- A. Review and Approval of Potential Home Inspector EAC Members.
- B. Review Possible Rule Changes
- C. Mr. Leeds' Report on the Allied Schools Online Course
- D. Mr. Smith's Examples

9. FUTURE MEETINGS – Thursday, February 11, 2016 at 9:30 a.m.

10. ADJOURNMENT – 11:48 a.m.



David Swartz, Chair



Melissa Cornelius, Executive Director