

# MINUTES

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

## HOME INSPECTOR RULES AND STANDARDS COMMITTEE

**January 11, 2018 – 9:30 a.m.**

1. **CALL TO ORDER** – 9:33am
2. **ROLL CALL** –David Swartz, Jason Madison, Andrew Everroad, Peter Leeds  
**Staff:** Melissa Cornelius, Patrice Pritzl, Douglas Parlin, Kurt Winter

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 November 2017 minutes.

Mr. Madison moved and Mr. Leeds seconded to approve the minutes; motion carried.  
Mr. Everroad abstained.

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

- A. Legislative updates

Ms. Cornelius reported that Senate Bill 1045 had dropped, which would allow Home Inspectors to apply for registration and submit a copy of a six-year fingerprint clearance card instead of an initial fingerprint card and extend the renewal period from every year to every two years for Home Inspectors. Mr. Swartz asked if the agency had a process to deal with registrants flagged for felony offenses. Ms. Cornelius explained staff's background checking process and the consequences of a registrant lying on their renewal. Mr. Leeds expressed his concern that home inspectors may find the fingerprint process burdensome. Staff explained the process was both simple and fast. Mr. Swartz asked if staff or the Board immediately dismiss any application/renewal that indicated a felony had been committed. Mr. Madison answered no, further stating that the Board reviewed each case on an individual basis.

Ms. Cornelius reported on the Governor's State of the State address.

B. Rules Updates

Mr. Leeds asked if staff could correct a typographical error in the proposed rule changes before GRRC finalized the rules. Ms. Pritzl answered yes. Committee members asked Staff to explain the rule proposal process to them. Ms. Cornelius obliged.

C. Revision to EAC severity ratings

Mr. Leeds presented his ideas for a revised EAC severity rating system. The committee discussed the proposed revision in detail. After discussion, the Committee asked Mr. Leeds to make further revisions and present the amended document at the next meeting.

Mr. Swartz asked staff if the staff-run EAC meetings were successful. Staff answered yes. Ms. Cornelius asked Mr. Madison if the new EAC method and template were easier to understand when presented during Board Meetings. Mr. Madison stated the new method and template had simplified reviewing EAC matters. Ms. Cornelius asked Mr. Leeds for his opinion regarding staff run EAC meetings. Mr. Leeds stated it allowed him to better focus on the materials and matter at hand now that he did not have to run the meeting.

D. Possible Replacement of Committee Member Randy West

Ms. Cornelius stated that the HIRSC was required to have three home inspectors on the committee; the home inspector members, one of which must reside in a county with a population less than 400,000, must be appointed by the Board from a list of names any home inspector organization provides, with some additional criteria. Mr. Swartz stated that all three candidates fulfilled the criteria. Mr. Madison inquired if a current or prospective home inspector member resided in a county with a population less than 400,000. Mr. Swartz stated that he resided in Coconino County, which fulfilled the criteria. The committee discussed the three candidates.

Mr. Leeds moved and Mr. Everroad seconded to accept the letter of intent from Paul Staron and appoint him as a member the HIRSC; motion carried.

Mr. Leeds moved and Mr. Everroad seconded to recognize Mr. Swartz as the committee member representative residing in a county with a population of 400,000 or less; motion carried.

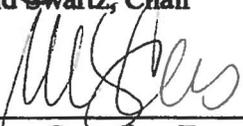
**6. DIRECTOR'S REPORT**

Ms. Cornelius reported that the home inspector application process was faster now that there was a larger pool of evaluators. Mr. Swartz asked if the Board could hire a temporary worker as an evaluator in the immediate future. Ms. Cornelius answered yes because she had the authority to do so as Executive Director.

Ms. Cornelius reported that the Board would pay GL Solutions on a monthly basis as opposed to annually and she hoped GL Solutions would provide more work that is consistent as a result; she also reported that a control group of registrants will renew online. Mr. Swartz asked for an eta regarding complete profiles on the Professional Register Search. Ms. Cornelius answered that it would not occur in the near future since online renewals was the current priority.

- 7. COMMITTEE CHAIRMAN'S REPORT** – Mr. Swartz stated that fellow registrants have indicated to him that they have not been receiving delinquency notices. Ms. Pritzl explained that the staff member responsible for mailing out delinquency notices failed to do so, but the issue had been resolved and another staff member was now responsible. Mr. Swartz asked if staff send out delinquency notices to firms. Staff answered no, since firms do not renew and therefore cannot be delinquent. Mr. Swartz asked if staff could explain how staff decided on the amounts a respondent owed in a disciplinary action. Ms. Cornelius stated that enforcement staff was willing to speak to ASHI and other professional groups to explain the complaint process.
- 8. FUTURE AGENDA ITEMS** – 5a, 5b, 5c, qualifications and compensation for a possible temporary worker to review applications, financial insurance grace period
- 9. FUTURE MEETINGS** – February 13, 2018 9:30am
- 10. ADJOURNMENT** – 11:17am

  
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David Swartz, Chair

  
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Melissa Cornelius, Executive Director