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LAYLA R. D'EMILIA
COMMISSIONER, DIVISION OF
PROFESSIONAL LICENSURE

Commonwealth of Massachusetts
Division of Occupational Licensure
BOARD OF REGISTRATION OF HOME INSPECTORS
1000 Washington Street • Boston • Massachusetts • 02118

Minutes of November 10, 2021
Tele-Meeting via Microsoft Teams
Time: 10:00 a.m.

Members Present: Elizabeth Martin, <i>Industry Member</i> Michael Healy, <i>Industry Member</i> Frederick Rausa, <i>Public Member</i>	Administrative Staff Present: Esther Laine, <i>Deputy Commissioner</i> Tamara Smith, <i>Program Coordinator</i> Milla Lewis, <i>Administrator</i> Jenna Hentoff, <i>Board Counsel</i>
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INFORMATIONAL NOTE: All votes were taken by roll call. Where a motion is noted to pass unanimously, each member voted in favor.

Call to Order – Deputy Commissioner Laine opened the meeting at 10:00 a.m.

- Vote on Minutes of September 29, 2021** – Motion was made by Michael Healy, seconded by Elizabeth Martin and the Board unanimously voted to approve the minutes as presented.

- Director Report to the Board** – The Board agreed to the following 2022 Board meeting schedule at 10 AM

January 12	May 11	September 14
February 9	June 8	October 12
March 9	July 13	November 9
April 13	August 10	December 7

- Board consideration of the endorsement/reciprocity policy** – The Board members discussed the process of issuing licenses by endorsement and/or reciprocity to applicants who hold a license in another state which has standards substantially equivalent to or exceeding those of the Board to be determined by the Board on a case by case basis. The Board directed staff to collect the following additional information to review such applications:

- ~ Originating state license verification.
- ~ Originating state license requirements
- ~ Documentation of 100 inspections (25 supervised)
- ~ Documentation of education
- ~ Documented passage of the state recognized examination

4. Review/Discuss Online Education for Primary Training programs and Continuing Education Policies –

The Board reviewed the posted policy on distance learning for CE. A motion was made by E. Martin, seconded by M. Healy, to clarify that the reference to “staff” in Paragraph 2 referred to “Board staff.” The motion passed unanimously.

5. Education Program Review

Provider	Course Name	Type	Hours	Online
New England Chapter American Society of Home Inspectors	ASHI Inspection world	CE	2 each	No
New England Chapter American Society of Home Inspectors	Deck stair codes and bldg. details	CE	3	Zoom
New England Pest Management Assoc	Registry recertification		3	No

Board provided guidance for reviewing eligible CE content. Staff to follow up with the Providers.

6. Review/Discuss Pre-Offer Inspection Advisory –Counsel provided an update to the Board regarding the drafting of this advisory.

7. Review/Discuss Limited Liability Clause – The Board tabled discussion for the next meeting.

8. CMR review - Requirements to be a Supervisor 266 CMR 4.06 - The Board reviewed the draft amendments. M. Healy made a MOTION, E. Martin seconded and the Board unanimously voted to accept the drafted amendments in their entirety.

9. Discuss other matters not reasonable anticipated 48 hours in Advance of meeting –Deputy Commissioner Laine provided an update regarding the Executive Director hiring.

At 11:27 A.M. M. Healy made a motion, F. Rausa seconded and it was unanimously voted to exit the public session and enter Investigative Conference. While the Board reserved the right to re-enter open session at any time the Board did not anticipate returning to open session except to adjourn.

10. Complaints / Investigative Conference, Closed Session per M.G.L. c. 112, s. 65C:

a. Discussion of complaints prior to the issuance of an order to show cause

Docket	Board Review
2018-000601-IT-ENF	Dismiss w/o prejudice
2018-000382-IT-ENF	Dismiss w/o prejudice

b. Discussion of the terms of a negotiated settlement of a complaint. – no matters presented.

11. **Executive Session – Closed Session under MGL ch. 30A, Section 21 - Good Moral Character – No matters presented.**
12. **Quasi-Judicial: Closed Session under MGL ch. 30A, Section 18 – No matters presented.**
13. E. Martin made a motion, M. Healy seconded and it was unanimously voted to adjourn the meeting at 11:59 A.M.

List of Documents:

1. *Agenda*
2. *Draft Minutes of the meeting September 29, 2021*
3. *Board Guidelines Regarding the Use of Distance/Online/Correspondence Tools for CEs*
4. *Draft Regulation*
5. *Education Provider Requests*