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Division of Occupational Licensure
Board of Registration of Home Inspectors

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REGULATION

SARAH R. WILKINSON
COMMISSIONER, DIVISION OF
OCCUPATIONAL LICENSURE

Minutes of Wednesday April 12, 2023

Tele-Meeting via Microsoft Teams

Time: 10:00 a.m.

Members Present:

Michael Healy, *Industry Member*
Ronald Rocha, *Industry Member*
Carmen Garcia, *Public Member*

Administrative Staff Present:

Keith Gleason, *Executive Director*
Tamara Smith, *Program Coordinator*
Milla Lewis, *Administrative Assistant*
Jenna Hentoff, *Board Counsel*

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 – Chair M. Healy opened the meeting at 10:01 A.M.

- 1) **Vote on Minutes of February 8, 2023** – Motion was made by C. Garcia, seconded by R. Rocha and the Board unanimously voted to approve the minutes as presented.
- 2) **Executive Director report** – K. Gleason notified the Board members that the remote meeting provision was extended through March 2025 and added that agency wide website improvements are underway. Members and the public are encouraged to contact the Board staff email with their experiences using the website.
- 3) **Legal Counsel Report** – Counsel report deferred her report to later in the meeting.
- 4) **Review/Discuss Applications for licensure by Endorsement**
 - a) Josh LeBeau
 - Upon review of additional documentation provided by the applicant, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to approve Mr. LeBeau's application for licensure by Endorsement.
 - b) John Brewster
 - After discussion, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to deny Mr. Brewster's application for licensure by endorsement as his education for licensure was not substantially equivalent to the Board's requirements for pre-licensure education.

5) Review/Discuss Application for CE Provider Approval

a) Cornerstone Home Inspector Education Center, LLC

- Upon review of the application and discussion, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to deny the application for CE Provider approval as the delivery method appeared to be online, self-paced and non-interactive.

b) ASHI NE

- Upon review, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to approve the application for CE Provider approval.

6) Reviewed/Discussed Approved Education Provider Lists for 75hr Course & Continuing Education

- The Executive Director discussed with the Board their previous vote to audit education providers in April of 2021. As he was unsure as to whether the audit took place, he asked for guidance from the Board as to how the members would like to move forward.
- Counsel reminded the Board that Providers must submit an application and course information as required by Board regulations for review and approval of the course along with the Provider.
- The Executive Director stated he would like to audit the current list of Providers to clarify whether they are continuing to offer courses in compliance with Board requirements and republish the list.
- After discussion, the Board suggested that staff obtain links to approved Provider's Board approved course offerings to post via the Board's website. Updated application and related documents will be provided for the Board's review at the next scheduled meeting.

7) Reviewed/Discussed regulations and amendments

- Counsel provided the draft amendments to the Board's regulations at 266 CMR 2.00, 3.00, 4.00 and 6.00. After a brief discussion, M. Healy made a motion, R. Rocha seconded, and it was unanimously voted to approve the draft regulations.

8) Discussed other matters not reasonable anticipated 48 hours in advance of the Board meeting.

- R. Rocha raised a matter that was brought to his attention regarding a real estate company advertising a partnership with a home inspection company. M. Healy stated that the Board of Registration of Real Estate Brokers and Salesperson prohibits such partnering and/or recommendations by a broker or salesperson. Counsel agreed to forward the matter to the Real Estate Board.

9) Adjournment - C. Garcia made a motion, M. Healy seconded, and it was unanimously voted to adjourn the meeting at 11:08 A.M.

List of Documents:

1. *Agenda*
2. *Draft Minutes of the meeting February 8, 2023*
3. *Licensure application documents*
4. *Education provider application documents*
5. *Approved Provider lists*
6. *Draft regulations, 266 CMR 2.00, 3.00, 4.00 and 6.00*