



MAURA HEALEY
GOVERNOR

KIM DRISCOLL
LIEUTENANT GOVERNOR

YVONNE HAO
SECRETARY, EXECUTIVE OFFICE OF
ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts
Division of Occupational Licensure
Board of Registration of Home Inspectors
1000 Washington Street, Suite 710
Boston, Massachusetts 02118

LAYLA R. D'EMILIA
UNDERSECRETARY, CONSUMER
AFFAIRS AND BUSINESS
REGULATION

SARAH R. WILKINSON
COMMISSIONER, DIVISION OF
OCCUPATIONAL LICENSURE

Minutes of Wednesday June 14, 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 April 12, 2023** – Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to approve the minutes as presented.
- 2) Executive Director report** – K. Gleason notified the Board members that the HI Board website was updated to address many consumer questions and concerns including enhancing document viewing. Members and the public are encouraged to contact the Board staff email with their experiences.
- 3) Legal Counsel Report** – Counsel deferred her report to later in the meeting.
- 4) Reviewed/Discussed Applications for licensure by Endorsement**
 - a) Shane Marren
 - Upon review of application documentation and a brief discussion, a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to deny the application for licensure as not meeting the requirements for substantial equivalency given his documentation of education for licensure by Endorsement.
- 5) Reviewed/Discussed Applications for CE Provider Approval**
 - a) Cornerstone Home Inspector Education Center, LLC

- Upon review and presentation by representatives of Cornerstone, a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the application to provide CE.
- b) Home Inspection University
- Upon review, a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the subjects as submitted for application to provide CE with the exception of “*Infrared Applications for Home Inspections*”.
- c) Inspection Certification Associates
- Upon review, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to deny the application to provide CE based on its asynchronous delivery method.
- 6) Reviewed/Discussed correspondence**
- a) William Drosehn appeared before the Board on behalf of Massasoit Community College to discuss his correspondence regarding the school’s plans to make some minor changes to continuing education courses in compliance with the Board’s CE requirements. The Board took no action.
- 7) Reviewed/Discussed Revised CORI Policy**
- Counsel stated that the Board’s CORI policy was updated by the Division of Occupational Licensure’s CORI Counsel and reviewed the changes with the Board. M. Healy made a motion, C. Garcia seconded, and the Board unanimously voted to approve the updated CORI policy.
- 8) Reviewed/Discussed Provider Programs & Processes**
- a) The Board reviewed an audit letter and form to be sent out to continuing education providers in an effort to update the Board’s list of approved continuing education courses as well as updated applications for course approval. KG also notified the Board as to how the approved courses would be published on the Board’s website going forward. M. Healy made a motion, R. Rocha seconded, and the Board unanimously voted to approve all discussed changes and updates.
- 9) Adjournment** - M. Healy made a motion, R. Rocha seconded, and it was unanimously voted to adjourn the meeting at 11:03 A.M.

List of Documents:

1. *Agenda*
2. *Draft Minutes of the meeting April 12, 2023*
3. *Application documents for Shane Marren*
4. *CE provider application documents from Cornerstone, HIU and ICA*
5. *Correspondence from William Drosehn*
6. *Current and revised Board CORI Policies*
7. *Updated provider applications and audit documents*