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BUSINESS REGULATION

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

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

Minutes of April 13, 2022
Tele-Meeting via Microsoft Teams
Time: 10:00 a.m.

Members Present: Elizabeth Martin, <i>Industry Member</i> Michael Healy, <i>Industry Member</i> Ronald Rocha, <i>Industry Member</i> Fred Rausa, <i>Public Member</i>	Administrative Staff Present: Keith Gleason, <i>Executive Director</i> Tamara Smith, <i>Program Coordinator</i> Milla Lewis, <i>Administrative Assistant</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 – Executive Director Gleason opened the meeting at 10:06 A.M.

- 1. Vote on Minutes of March 9, 2022** – Motion was made by M. Healy, seconded by E. Martin and the Board unanimously voted to approve the minutes as presented.
- 2. Report on Board and administration activities** –
 - Executive Director Keith Gleason reported on administrative activities and website updates.
 - Board Counsel reported that while in the process of working on preparing the recent CMR amendments for filing, she discovered some other necessary edits so she will bring those back to the Board in the near future for review and approval.
 - E. Martin inquired as to the reason why the Board members do not receive emails that are sent from the public to the Board office. The Executive Director responded that the Board administrative staff are there for that reason as communications need to be formulated in a timely fashion so having the Board review all email correspondence would not be logistically practical. Counsel added that since the topics for the Board agenda must be posted 72 hours in advance, emails sent to the Board have to be triaged and vetted by staff as not all email inquiries warrant consideration by the full Board.
 - M. Healy asked about the turn around time for reported e-licensing issues. The Executive Director stated that it varies depending on their priorities. Staff tries to assist where they can if resolutions involve simple user interface issues but rely on ePlace for more technical problems.

3. **Reviewed/Discussed Applications for licensure by Endorsement** –The Board reviewed applications for licensure pursuant to G.L. c. 112, § 224 under which the Board may issue a license to an individual who holds a license issued by another jurisdiction if the Board finds that their standards are substantially equivalent to the Board’s licensure standards. After discussion, the Board determined the following:
 - (a) **Mark P. Grimaldi -**
Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the applicant for licensure.
 - (b) **Matthew L. Carey-Morley -**
Motion was made by M. Healy, seconded by E. Martin and the Board unanimously voted to approve the applicant for licensure.
4. **Discuss reciprocity qualifications by state**
 - Counsel provided background that the Board decided years ago, without having written reciprocity agreements, that applicants from Connecticut and Washington State would be accepted for licensure based on the determination that their education requirements were substantially equivalent, but the applicants would still need to document the required inspections. The current Board members discussed whether to continue that practice or review all applications for endorsement on a case by case basis going forward.
 - A motion was made by M. Healy, seconded by F. Rausa and the Board unanimously voted to review all applications by endorsement on a case by case basis going forward and update the application instructions accordingly.
5. **Review/Discuss Education Program proposals and CE** – no matters presented
6. **Discuss other matters not reasonable anticipated 48 hours in Advance of meeting**
 - The Board Chair recognized a public attendee identified as Dave who asked for clarity and reconsideration of the denial of licensure to Adam Anderson, an applicant who was presented at the Board at the March meeting. Counsel stated that as the Board already issued its decision on the application during the March meeting, the matter could not be discussed at that time, but the applicant is welcome to review his application and resubmit when he meets the Board’s requirements. He was further notified that if the applicant has any questions, he can email the Board office.
7. **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 – no matters presented
 - b) Discussion of the terms of a negotiated settlement of a complaint – no matters presented.
8. **Executive Session – Closed Session under MGL ch. 30A, Section 21 - Good Moral Character** – no matters presented.

9. **Quasi-Judicial: Closed Session under MGL ch. 30A, Section 18** – no matters presented.
10. **Adjournment** - M. Healey made a motion, F. Rausa seconded, and it was unanimously voted to adjourn the meeting at 10:47 A.M.

List of Documents:

1. *Agenda*
2. *Draft Minutes of the meeting March 9, 2022*
3. *Application documents*