



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

SARAH R. WILKINSON
COMMISSIONER, DIVISION OF
OCCUPATIONAL LICENSURE

Minutes of Wednesday January 8, 2025

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*
Charles Kilb, *Senior Counsel*
Nirit Eriksson, *incoming 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 10:00 A.M.

- 1) **Vote on Minutes of October 9, 2024** – Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the minutes as presented.
- 2) **Board Elections**
Motion was made by R. Rocha, seconded by C. Garcia and the Board unanimously voted to elect M. Healey as Board chair.
Motion was made by C. Garcia, seconded by M. Healey and the Board unanimously voted to elect R. Rocha as Vice chair.
- 3) **Executive Director report**
– The Executive Director stated that allowing renewal of the Associate Home Inspector license logistically would streamline the administrative process and cut down on the number of license numbers and the renewal fee would be the same as the application fee. He also informed the Board that the agency plans to move to 1 Federal Street, Boston by end of March.
- 4) **Legal Counsel Report** – Counsel C. Kilb introduced incoming counsel Nirit Eriksson who then briefly addressed the Board. The Board members welcomed Nirit.
- 5) **Review Continuing Education Provider/Course application**
 - WIN Home Inspection – tabled pending additional documentation

- 6) **Discussed** other matters not reasonably anticipated 48 hours in advance of the Board meeting.
No Matters reported
- 7) **Executive Session**- Closed session to comply with the public records law pursuant to G.L. c. 66, § 10 and G.L. c. 4, § 7, ¶ 26(c) to protect highly personal information relating to a named individual (M.G.L. c. 30A, § 21(a)(7)) – No matters considered
- 8) **Complaints / Investigative Conference**, Closed Session per M.G.L. c. 112, s. 65C. No Matters considered
- 9) **Quasi-Judicial**: Closed Session under MGL Ch. 30A, Section 18 – no matters presented.
- 10) **Adjournment** - M. Healey made a motion, R. Rocha seconded, and it was unanimously voted to adjourn the meeting at 10:21 A.M.

List of Documents:

1. *Agenda*
2. *Draft Minutes of the meeting October 9, 2024*
3. *Application to be education Provider- WIN Home Inspection*