



**MAURA HEALEY**  
GOVERNOR

**KIM DRISCOLL**  
LIEUTENANT GOVERNOR

**YVONNE HAO**  
SECRETARY OF HOUSING AND  
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, November 15, 2023**

**Tele-Meeting via Microsoft Teams**

**Time: 11:00 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 11:06 A.M.

- 1) Vote on Minutes of September 13, 2023** – Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the minutes as presented.
- 2) Executive Director report**
  - K. Gleason reported that the education provider audit is almost complete and the provider list will be posted accordingly as well as the CE audit is also close to completion.
- 3) Legal Counsel Report** – No matters reported.
- 4) Review/Discuss Applications for licensure by Endorsement**
  - a) Rafael Cordero
    - Mr. Cordero addressed the Board to provide information on the education he completed with Pillar to Post while he was a franchisee. The Board indicated that the education did not meet the education requirements for licensure in Massachusetts. After a brief discussion, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to conditionally approve the application upon submission of completion of a Board approved 75 hour course.
- 5) Reviewed/Discussed Application for Provider Approval**
  - a) Aberdeen Building Consulting

- A Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to approve the application as presented.

**6) Discussed other matters not reasonably anticipated 48 hours in advance of the Board meeting –**  
no matters discussed.

**7) Complaints / Investigative Conference, Closed Session per M.G.L. c. 112, § 65C:**

At 11:19 A.M., a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to enter closed Investigative conference.

The Board met on November 8, 2023 in closed Investigative Conference pursuant to M.G.L. c. 112, § 65C to discuss the cases referred to below. The Board reviewed and accepted the below determinations during the November 15, 2023 meeting during closed Investigative Conference.

**Docket**

2023-000295-IT-ENF

2023-000364-IT-ENF

2023-204744-FI-ENF

**Board Decision**

Refer to prosecutions

Refer to prosecutions

Refer to prosecutions

**8) Adjournment** - M. Healy made a motion, C. Garcia seconded, and it was unanimously voted to adjourn the meeting at 11:22 A.M.

**List of Documents:**

1. *Agenda*
2. *Draft Minutes of the meeting September 13, 2023*
3. *Rafael Cordero Application documents*
4. *Aberdeen Building Consulting CE provider application documents*