



MAURA HEALEY
GOVERNOR

KIM DRISCOLL
LIEUTENANT GOVERNOR

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Commonwealth of Massachusetts
Division of Occupational Licensure
Board of Registration of Home Inspectors

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OCCUPATIONAL LICENSURE

Minutes of Wednesday May 8, 2024

Tele-Meeting via Microsoft Teams

Time: 10:00 a.m.

Members Present: Michael Healy, <i>Chair</i> Ronald Rocha, <i>Vice-Chair</i> Carmen Garcia, <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 – Chair M. Healy opened the meeting at 10:00 A.M.

- 1) **Vote on Minutes of February 14, 2024** – 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 Board's license renewal period is wrapping up.
- 3) **Legal Counsel Report** – No matters reported.
- 4) **Review Continuing Education Provider/Course application**
 - Building Inspector of America (Michael McDowell)A Motion was made by M. Healy, seconded by C. Garcia, and the Board unanimously voted to approve the application.
- 5) **Review Applications for Licensure Reinstatement**
 - Scott HuntThe Board was presented with Mr. Scott Hunt's license reinstatement request and further reviewed the Final Decision and Order by Default in Docket No. 2021-000100-IT-ENF against Mr. Scott Hunt as due to a clerical error, it became apparent that Mr. Hunt did not receive proper notice of the case, including the Order to Show Cause and the Prosecuting Counsel's Motion for Default. After a brief discussion, a Motion was made by M. Healy, seconded by C. Garcia and the

Board unanimously voted to rescind the Final Decision and Order by Default in Docket No. 2021-000100-IT-ENF. The matter will be referred back to the Office of Prosecutions.

- 6) **Discussed** other matters not reasonably anticipated 48 hours in advance of the Board meeting
- The Executive Director presented a communication from M.C. requesting an extension to complete continuing education requirements. M.C. requested an extension due to the timing of the offering of the ethics course required for licensure renewal. The Chair noted that he is aware of many individuals who are confronted with the same issue regarding the ethics course. The Board discussed delegating authority to Board staff to approve extension requests for good cause shown.
 - After discussion, a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to grant an extension to M.C. to June 9, 2024.
 - A second Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to delegate to Board staff the ability to resolve requests for extension of continuing education.
 - The Executive Director also notified the Board that K.H.'s application for licensure by endorsement was approved. His application was conditionally approved by the Board during its February meeting pending review of an updated list of inspections.

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

At 10:24 A.M., a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to enter Investigative conference.

- a) Discussion of complaints prior to the issuance of an order to show cause.

Docket	Board Decision
2021-000100-IT-ENF	Refer back for prosecution

- 8) **Adjournment** - R. Rocha made a motion, C. Garcia seconded, and it was unanimously voted to adjourn the meeting at 10:38 A.M.

List of Documents:

1. *Agenda*
2. *Draft Minutes of the meeting February 14, 2024*
3. *Building Inspector of America (Michael McDowell) Provider Application*
4. *Scott Hunt reinstatement request and related documents to Docket No. 2021-000100-IT-ENF*
5. *Correspondence from M.C.*