



MAURA HEALEY
GOVERNOR

KIM DRISCOLL
LIEUTENANT GOVERNOR

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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 July 10, 2024

Tele-Meeting via Microsoft Teams

Time: 10:00 a.m.

Members Present: Michael Healy, <i>Board 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 May 8, 2024** – 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**
 - The Executive Director reported that Board staff successfully reviewed a few Continuing Education course submissions from approved Providers and renewals appear to be at an end.
- 3) **Legal Counsel Report** – No matters reported.
- 4) **Discussed** other matters not reasonably anticipated 48 hours in advance of the Board meeting.
 - M. Healey inquired regarding Associate Home Inspector's as to whether changing the business process to allow renewal of said licenses would require a statutory amendment.
 - The Executive Director agreed to review and research with Board Counsel and report to the Board.
- 5) **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))

At 10:06 A.M. A Motion was made by R. Rocha, seconded by C. Garcia and the Board unanimously voted to enter Executive Session.

- 6) **Quasi**-Judicial: Closed Session under MGL Ch. 30A, Section 18 – no matters presented.
- 7) **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 May 8, 2024*