



**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, CONSUMER  
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REGULATION

**SARAH R. WILKINSON**  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**Minutes of Wednesday September 13, 2023**

**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*  
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 10:08 A.M.

- 1) Vote on Minutes of June 14, 2023** – 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**
  - K. Gleason stated the education provider audit will be completed by the end of the month.
  - K. Gleason notified the Board that the agency through the Office of Investigations is conducting a randomized continuing education audit across all boards with such a requirement for license renewal, including a small percentage of randomly selected Home Inspector licensees.
  - K. Gleason proposed amending the Board's meeting schedule to every three months as per M.G.L. c. 13, § 96, the Board is required to meet at least once every three months. He proposed to present a projection of dates into 2024 at the next meeting. After a brief discussion by the Board, Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to schedule meetings the second Wednesday of November 2023 and February, May, August and November 2024.
- 3) Legal Counsel Report** – No matters reported.
- 4) Review/Discuss Applications for licensure by Endorsement**

a) John Brewster Appeal

- Counsel reviewed with the Board the history of Mr. Brewster’s application for licensure which was based on a license held in New Hampshire. In connection with his application for licensure, he submitted documentation of completion of a training program for licensure which was conducted online and on demand or “go at your own pace.” The Board reviewed Mr. Brewster’s application several times, including on August 10, 2022; October 12, 2022; February 8, 2022, and April 12, 2022 at which time they voted to deny the application. The Board determined that the application for licensure did not meet the Board’s standards set by statute for licensure as the education he completed was not substantially equivalent to the Board’s standards since the Board has not approved licensure training programs which are held online and on demand. Counsel noted that the Board had been provided with all communications between Board staff and Mr. Brewster as well as additional documentation provided by Mr. Brewster in appeal of the Board’s denial.
- In addition to the written statement provided, Mr. Brewster addressed the Board regarding the denial of his application for licensure. He stated that the licensure education course he completed was “equal to” the Board’s requirements, noting the different ways that individuals learn. The Board noted that based on the Board’s standards at this time, their training courses are only approved to be live and in classroom. After review of the documentation provided and further discussion, a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to deny the application for licensure as the training program completed by Mr. Brewster did not meet the standards of the Board regarding training programs for licensure.

5) **Reviewed/Discussed Application for Provider Approval**

a) Keystone Home Inspections (75hr. Pre-licensure Course)

After discussion, a Motion was made by M. Healy, seconded by C. Garcia and the Board unanimously voted to approve the application as presented.

b) Mbiton LLC dba American Home Inspector Training (CE Course-asynchronous online)

After discussion, a Motion was made by M. Healy, seconded by R. Rocha and the Board unanimously voted to deny the application as presented due to the asynchronous nature of the course.

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

7) **Adjournment** - M. Healy made a motion, C. Garcia seconded, and it was unanimously voted to adjourn the meeting at 10:54 A.M.

**List of Documents:**

1. *Agenda*
2. *Draft Minutes of the meeting June 14, 2023*
3. *John Brewster Application documents*
4. *Pre-licensure course application documents from Keystone Home Inspection*
5. *CE provider application documents from Mbiton LLC dba America Home Inspector Training*