

HOME INSPECTION LICENSING BOARD

MARCH 22, 2019

MINUTES

The Connecticut Home Inspection Licensing Board held a meeting on Wednesday, March 22, 2019 in Hearing Room J, 450 Columbus Boulevard, North Building, Hartford, Connecticut 06103.

Board Members Present: Richard J. Kobylenski (Home Inspector)
Lawrence R. Willette (Home Inspector)
William Stanley, Jr. (Home Inspector)

Board Members Not Present: Bruce D. Schaefer (Home Inspector)

Board Member Vacancies: Three (Public Members)
One (Home Inspector)

DCP Staff Present: Richard M. Hurlburt, Director, Occupational Licensing
Division
Karen Layman, License & Applications Analyst

Others Present: Pamela Brown, Director, Investigations Division
Janita Hamel, Supervisor, Investigations Division

Note: The administrative functions of the Boards, Commissions, and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information, contact Richard M. Hurlburt, Director, at (860) 713-6135 or Fax (860)-706-1202.

Agency Website: www.ct.gov/dcp **Division E-Mail:** dcp.occupationalprofessional@ct.gov

1. CALL TO ORDER:

William Stanley, Jr. called the meeting to order at 9:35 AM.

2. REVIEW OF MINUTES OF THE NOVEMBER 28, 2018 MEETING:

The Board voted to approve the minutes as submitted. (Kobylenski/Willette)

3. COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:

None

4. DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT:

Pamela Brown and Janita Hamel were in attendance and discussed the following topics relating to home inspection complaints:

- Review of complaint report for the dates of January 1, 2019 to February 28, 2019.
- Procedures being developed within the Investigations Division on an ongoing basis in order to move cases forward.
- Overview of the general nature of complaints for home inspection and procedures being utilized by the Investigations Division for addressing and processing such complaints. Pamela Brown will submit a report at the next meeting which will include the most common types of complaints for home inspection.

5. OLD BUSINESS

None

6. NEW BUSINESS

1. 2018 Content Areas of Examination for Home Inspectors

Board so noted.

2. 2018 School Summary for Home Inspectors

Board so noted.

3. 2019 Examination Review Scheduled for Thursday, April 18, 2019

Board members in attendance confirmed that they will be attending this exam review.

7. CORRESPONDENCE:

None

8. COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:

Board member Richard Kobylenski addressed the Board with concerns regarding home inspector interns and their supervisors, such as supervisors having the interns solicit jobs, and supervisors not willing to sign off on jobs performed by interns with their license number. The Board determined that an email sent to home inspector supervisors to clarify their obligations as a supervisor would be helpful in addressing these concerns. Board member William Stanley, Jr. will draft a letter for the Board and DCP's review at the next meeting.

The meeting adjourned at 10:18 AM.

Respectfully submitted,

Karen Layman,
License and Applications Analyst

2019 Home Inspection Licensing Board Schedule:

- June 21
- September 20
- December 13

Meetings take place at the Department of Consumer Protection, 450 Columbus Boulevard, North Building, Hearing Room J, Hartford, CT, 06103 beginning at 9:30 AM.