

HOME INSPECTION LICENSING BOARD

SEPTEMBER 21, 2021

MINUTES

The Connecticut Home Inspection Licensing Board held a meeting on Tuesday, September 21, 2021 via ZOOM webinar.

Board Members Present: Marc A. Champagne (Home Inspector)
Richard J. Kobylenski (Home Inspector)
Bruce D. Schaefer (Home Inspector)
Lawrence R. Willette (Home Inspector, Chairman)

Board Members Not Present: None

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

DCP Staff Present: Robert M. Kuzmich, License & Applications Specialist
Cynthia Fernandez, Staff Attorney
Pamela Brown, Investigations Division Director
Janita Hamel, Supervising Special Investigator,
Investigations Division

Others Present: None

Note: The administrative functions of the Boards, Commissions and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division, Richard M. Hurlburt, Director.

Website: www.ct.gov/dcp.

E-Mail: dcp.occupationalprofessional@ct.gov

1. CALL TO ORDER

Mr. Lawrence R. Willette called the meeting to order at 9:29 AM.

2. SWEARING-IN OF NEW BOARD MEMBERS

Mr. Marc A. Champagne

Mr. Timothy Needham

Ms. Cynthia Fernandez swore-in new Board Member Marc A. Champagne. The Board welcomed him and looked forward to working with him. New Board Member appointee Timothy Needham was not able to attend today's meeting.

Mr. Willette thanked Mr. Champagne and Mr. Needham for volunteering to become members of the Home Inspection Licensing Board. Mr. Willette also thanked Mr. Bill Stanley, past Chairman, for his hard work, dedication, and service to the State of Connecticut serving on the Home Inspection Licensing Board

3. REVIEW OF MINUTES OF THE JUNE 8, 2021 BOARD MEETING.

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

4. COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

There were no comments or concerns of anyone present.

5. DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT:

A. Board to review quarterly report when provided.

Ms. Janita Hamel detailed the report to the Board. She reviewed the timeframes indicated and the associated cases within the same. Mr. Willette referred to a complaint discussed by the Board and the Investigations Division at their last meeting whereby the Board was to receive a written summary of the same which he has not received to date. Ms. Brown will look into this and send the closed case details to Ms. Kuzmich for distribution to the Board.

6. OLD BUSINESS

A. Continuation of discussion concerning Home Inspector Interns and their Home Inspector Supervisor(s) relative to termination of supervision.

Ms. Fernandez noted that she is awaiting the Board's comments on the last draft of the proposed language she sent to them addressing the above subject. Once the Board approves the language, the draft will go to the Departments Legislative Liaison as the

next step towards getting the change implemented. Mr. Willette read aloud the proposed language at the request of Mr. Schaefer. It was clarified that the notification of a change in supervision will go to the Department on behalf of the Board. The draft states the Board to be consistent with the rest of that section of the regulations. It is understood that the Board is notified through the Department.

Mr. Kuzmich explained the process in place used in the Department's licensing database which addresses the status of and any changes in the supervision of Home Inspector Interns. It was noted that a past incidence involving a botched inspection by an unsupervised Intern instigated this process now in place,

The Board voted, unanimously, to accept the language in place to amend the Home Inspection Regulation. (Schaefer/Kobylenski)

7. NEW BUSINESS

1. Ms. Hamel noted the Complaint File Number referenced earlier under Agenda Item 5(A) is 2020-293.

8. CORRESPONDENCE

No correspondence was discussed.

9. COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY.

There were no further comments or concerns of anyone present.

The meeting adjourned at 9:46 AM. (Kobylenski/Champagne)

Respectfully submitted,

Robert M. Kuzmich, Architect Emeritus
License and Applications Specialist

2022 MEETING SCHEDULE:

March 15, 2022
June 14, 2022

September 20, 2022
December 13, 2022

All meetings will take place at 450 Columbus Boulevard, Hartford, CT at 9:30 A.M.
unless otherwise noted.