

HOME INSPECTION LICENSING BOARD

Final Meeting Minutes

December 13, 2022

A scheduled meeting of the Home Inspection Licensing Board was held on December 13, 2022, via ZOOM Webinar at 9:30 AM.

BOARD MEMBERS

Marc A. Champagne	Home Inspector
Richard J. Kobylenski	Home Inspector
Timothy Needham	Home Inspector
Bruce D. Schaefer	Home Inspector
Lawrence R. Willette	Home Inspector

BOARD VACANCY

Three Public Members

DCP STAFF PRESENT

Janita Hamel	Supervising Inspector
Jennifer Rector	Executive Secretary
Jason Cohen	Director of Operations
Pamela Brown	Director of Investigations
Robert Kuzmich	License and Applications Specialist
Shannon Rivera	License and Applications Analyst

Note: The administrative functions of the Boards, Commissions, and Councils are carried out by the Department of Consumer Protection, License Services Division.

Website: www.ct.gov/dcp

E-Mail: dcp.occupationalprofessional@ct.gov

CALL TO ORDER

The meeting was called to order by Chairman Willette at 9:31 a.m.

REVIEW OF MINUTES OF THE SEPTEMBER 20, 2022 BOARD MEETING.

Board Member Schaefer moved to approve the September 20, 2022 meeting minutes. Board Member Kobylenski seconded the motion. The motion passed unanimously.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

Chairman Willette announced of the resignation of Richard Kobylenski from the Board, effective December 31, 2022. The Chairman and Board thanked Mr. Kobylenski for his twenty- two years of service on the Board.

DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT:

Review of Complaint Report- 9/1/22- 10/31/22.

Ms. Hamel informed the Board there were not any complaints received and one case closed during the 9/1/22- 10/31/22. The Board so noted.

DCP LEGAL DIVISION:

Status update of the amendments to the regulations.

Attorney Fernandez provided an update to the board via email that the amendments have been approved by OPM and are currently with the Office of the Governor. Chairman Willette stated he will inquire with Attorney Fernandez and/ or Leslie O'Brien regarding a process finalization time-frame and a copy of the final draft that was submitted. The Board so noted.

OLD BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

None.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

None.

ADJOURNMENT

Board Member Kobylenski moved to adjourn the meeting. Board Member Champagne seconded the motion. The motion passed unanimously. The meeting adjourned at 9:48 a.m.

Respectfully submitted,

Shannon M. Rivera
License and Applications Analyst
Board Coordinator

2023 MEETING SCHEDULE:

March 21
June 20
September 19
December 19

All meetings will be held through the ZOOM Meeting Platform unless otherwise noted.