

**HOME INSPECTION LICENSING BOARD
MEETING MINUTES
December 19, 2023**

BOARD MEMBERS PRESENT

Marc A. Champagne
Timothy Needham
Lawrence R. Willette
Bruce Schaefer

DCP STAFF PRESENT

Jason Cohen, Director of Operations
Rachelle Hyburg, Board Coordinator
Marguerite Poisson, License & Applications Specialist
Janita Hamel, Supervising Special Investigator
Pamela Brown, Director of Investigations

PUBLIC PRESENT

Melissa Cannata

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

Website: www.ct.gov/dcp

E-Mail: dcp.boards.commissionsandhearings@ct.gov

CALL TO ORDER

The meeting was called to order by Chairman Willette at 8:59 am via Microsoft Teams.

REVIEW OF MINUTES

09/19/2023

- Board Member Schaefer made a motion to approve the minutes. Board Member Needham seconded the motion. The motion passed unanimously.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT

- 9.1.23-10.31.23
 - No new complaints and none closed.

DCP LEGAL DIVISION

- Chairman Willette is looking for updates regarding the hearing from earlier this year.

OLD BUSINESS

- Discussion of Final Approval of Amendments to the Regulations
 - Chairman Willette is looking for the information on the procedure of how the department notifies licensees regarding regulation changes.
 - Legal initiates the release of licensee communications, Jason Cohen will consult with Legal to try to get a notice out to licensees as soon as possible.
 - Board member Schaefer made a motion that the Department notifies all licensed home inspectors by the first of the year. Board member Champagne seconded the motion. The motion passed unanimously.

NEW BUSINESS

- Discussion on Continuing Education Units
 - Chairman Willette is looking for clarification on school/course approval for pre-licensing courses.
 - Board Member Schaefer made a motion that all curriculum for pre-licensing be reviewed by the board prior to approval. Board Member Champagne seconded the motion. The motion passed unanimously.
- 2024 Meeting Schedule
 - 3/19/2024
 - 6/18/2024
 - 9/17/2024
 - 12/17/2024

CORRESPONDENCE

None.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY

None.

ADJOURNMENT

Board Member Champagne made a motion to adjourn. Board Member Schaefer seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:39 am.

Respectfully submitted,

Rachelle Hyburg
Board Coordinator

2024 MEETING SCHEDULE:

March 19

June 18

September 17

December 17