

Home Inspection Licensing Board

Meeting Minutes

June 18, 2024

BOARD MEMBERS PRESENT

Lawrence R. Willette	Chairman, Home Inspector
Marc A. Champagne	Home Inspector
Timothy Needham	Home Inspector
Bruce D. Schaefer	Home Inspector

BOARD MEMBERS NOT PRESENT

BOARD VACANCIES (1) Professional Member
(3) Public Members

DCP STAFF PRESENT

Rachelle Hyburg, Board Coordinator
Pamela Brown, Director of Investigations
Jason Cohen, Director of Operations
Sabrina Morelli, Inspection Aide
John Mesner, Occupational Trades Manager, Investigations Division

PUBLIC PRESENT

Pavlos Karakatsanis
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

Email: dcp.boards.commissionsandhearings@ct.gov

CALL TO ORDER

Chairman Willette called the meeting to order at 8:59 am.

REVIEW OF PREVIOUS MINUTES

- March 19, 2024, Meeting Minutes
 - Board Member Schaefer made a motion to approve the minutes. Board Member Champagne seconded. The motion passed unanimously.

COMMENTS OR CONCERNS OF ANY PERSON PRESENT

- None

DCP INVESTIGATION DIVISION COMPLAINT STATUS REPORT

- 03.01.2024 to 04.30.2024
 - 2 closed cases

DCP LEGAL DIVISION

- None

OLD BUSINESS

- Revisit and discuss inspector notifications of amendments to the regulations.
 - Notifications were sent out by DCP.
- Discussion – Denied application for Pavlos Karakatsanis
 - The applicant's situation was discussed in the March 19, 2024 meeting under correspondence.
 - The applicant is before the board to explain the situation surrounding his application and the missing inspection log. The inspections were done within a 6-month period with direct supervision.
 - The Board suggested the applicant access the account that was used during his inspections to find the reports that he wrote.
 - Board suggested that the applicant contact House Masters for access to the reports if the applicant cannot access their logs through House Masters, they will need provide at least 25 reports with confirmation from the homeowners that he was the lead inspector for those reports. The Board will review the documentation provided at their next meeting.

- Continued discussion on the out of state application review process
 - There are no new updates on out of state licensees. Chairman Willette provided clarification on the review process, that the applications are reviewed by DCP and if there are any applications that are missing information they may come before the Board for their recommendation.

NEW BUSINESS

- Discussion - In-Process updating of the lists of providers for continuing education credits and pre-licensing courses.
 - Chairman Willette announced some updates to the process.
 - A minimum of 3-hour segment on CT Laws and Regulations for all Pre-Licensing courses.
 - Course Objective statements are now required in the outline.
 - Explained the review process and timeline for review.

CORRESPONDENCE

- None

COMMENTS OR CONCERNS OF ANY PERSON PRESENT

- Board Member Schaefer made a motion to enter executive session discussion. Board Member Champagne seconded. The motion passed unanimously.
 - Board Member Schaefer made a motion to exit executive session discussion. Board Member Champagne seconded. The motion passed unanimously.

ADJOURNMENT

Board Member Schaefer made a motion to adjourn. Board Member Needham seconded. The meeting was adjourned at 9:50 am.

Respectfully Submitted,

Rachelle Hyburg
Board Coordinator

2024 SCHEDULED MEETINGS

September 17
December 17