



Andy Beshear
Governor

Jacqueline Coleman
Lieutenant Governor

Ray A. Perry
Secretary

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PUBLIC PROTECTION CABINET
Kentucky Division of Real Property Boards
Kentucky Board of Home Inspectors
500 Mero Street, 2NE09
Frankfort, KY 40601
Phone: (502) 782-0563

December 15, 2025
11:00 A.M.

Kentucky Board of Home Inspectors
Board Meeting Minutes

A meeting of the Board of Home Inspectors Board meeting was held on, at the Mayo-Underwood Building, Frankfort, KY 40601, PPC Conference Room 247 CE, and by videoconference via MS Teams.

Members Present

Mark Hiten
Jim Chandler
Joshua Crepps
Ralph Halcomb
Laura Disney

Staff Present

Patrick Riley
Tracy Carroll
Gerald Florence
Seth Branson

Call to Order

Member Hiten called the meeting of the Kentucky Board of Home Inspectors main board meeting to order at 11:02 A.M. ET.

Approval of Minutes

Member Disney moved to approve the November 17, 2025 meeting minutes as presented. Member Chandler seconded the motion. Having all in favor, the motion carried.



Division of Real Property Boards Update

Director Tracy Carroll wished everyone a safe holiday and is looking forward to the New Year. Deputy Director Gerald Florence informed the Board that the Authority had completed the interview process, and a final candidate had been selected for the Administrative Specialist Senior (paralegal) position.

Financial Report

Gerald Florence informed the board the financial report was provided in the board packet for review.

Legal Update

General Counsel Patrick Riley reserved his legal update for closed session. Mr. Riley administratively added Kentucky Court of Appeals Case No. 2024-CA-0938 to closed session.

At this time, the Board provided condolences to Ms. Leah Redden on the loss of her grandmother.

Licensure Report

Seth Branson reported that the board currently has 555 active licensees and 7 inactive licensees.

Application Committee Report

Member Chandler made a motion to recommend approving the initial applications of **A.S., S.P., D.T., R.W., T.B., A.M. and N.K.** Member Chandler also motioned to recommend approving the initial applications of **T.C.** contingent upon receipt of a clean State background check and **J.C.** contingent upon receipt of clean FBI background check. The motions were seconded by Member Disney. Having all in favor, the motion carried.

Education Committee Report

No Education committee report.

Complaint Committee Report

No Complaint committee report.

Closed Session

Member Hiten made a motion to enter closed session pursuant to KRS 61.815 and KRS 61.810(1)(c) and (j), with board staff and counsel, to discuss proposed or pending litigation and deliberate on individual adjudications at 11:08 a.m. ET. Member Chandler seconded. Having all in favor, the motion carried.

Reconvene in Open Session

Member Chandler motioned to reconvene in open session at 11:24 a.m. ET. Member Disney seconded. Having all in favor, the motion carried.



New Business

Member Disney motioned to approve the 2026 meeting schedule as presented. Member Chandler seconded the motion. Having all in favor, the motion carried.

Action Items Review

Member Chandler inquired about the upcoming board trip to Pennsylvania for the annual conference and an update on KBHI-logo vests. Board staff advised that questions and correspondence about both could be answered by Fiscal Manager Missy Pittman.

Public Comments

None provided.

Approval Per Diem

Member Chandler made a motion to approve the per diem and travel expenses for the December 15, 2025, ARC and Main Meetings. Member Disney seconded the motion. Having all in favor, the motion carried.

Meeting Adjournment

Member Chandler moved to adjourn the meeting at 11:28 a.m. ET. Member Disney seconded the motion. Having all in favor, the meeting adjourned.

Next KBHI meeting will be held January 27, 2026.

Pursuant to KRS 324B.060, I, Tracy Carroll, Executive Director for the Kentucky Real Estate Authority (KREA) and Division of Real Property Boards have reviewed and Approved the expenditures for the meeting of the Kentucky Board of Home Inspectors (the Board) held on December 15, 2025. This Approval is based upon my review of the expenditures as described in the minutes and in greater detail as on file with the KREA. I did not review, nor did I participate in discussions, deliberations, or decisions regarding the actions taken by the Commission at this meeting related to individual disciplinary matters, investigations, or applicant reviews.

The Commission approved the minutes of its meeting at its meeting held on
January 27, 2026

Tracy Carroll

Date: 1/21/2026