

**MINUTES OF THE REGULAR MEETING OF THE  
HOME INSPECTOR EXAMINERS COMMITTEE  
December 5, 2023  
10:00 am**

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**CALL TO ORDER:**

At approximately 10:00 a.m., Chair Darryl Baskin called the meeting of the Committee of Home Inspector Examiners to order in the CIB Conference Room, 2401 NW 23<sup>rd</sup> Street, Suite 2F, Oklahoma City, OK 73107.

**COMMITTEE MEMBERS PRESENT:** Darryl Baskin, Sam Haubrick, Robert Whipp, Paul Hassink, Crystal Manchester, and Melissa Coon.

**COMMITTEE MEMBERS ABSENT:** Mark Tate.

**PRESENT FROM THE CONSTRUCTION INDUSTRIES BOARD:**

Janis Hubbard, Administrator; Stan Scheilz, Home Inspection Supervisor; Dannette Yousey, Plumbing Division Secretary; Richard Hager, Plumbing Division Supervisor; Debra Wojtek, Public Relations and Outreach Officer.

**OTHERS PRESENT:** Jon Dutton, Assistant Attorney General; John A Davis, Big John Home Insp.

**STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT**

This regular meeting of the Oklahoma Committee of Home Inspector Examiners, scheduled to begin at 10:00 a.m. on this 5<sup>th</sup> day of December, 2023, has been convened in accordance with the Oklahoma Open Meeting Act, Oklahoma Statutes Title 25, §§ 301 through 314.

Further, this meeting was preceded by advance public notice filed electronically with the Secretary of State specifying the time and place of the meeting here convened. The agenda was posted and displayed in public view on the office site of the Construction Industries Board and notice of this meeting was given at least twenty-four (24) hours prior hereto.

Four (4) people have filed a written request for notice of meetings of this public body to date.

Read aloud this 5th day of December 2023.

**NEW BUSINESS**

There was no new business.

**PUBLIC COMMENT**

No public comments.

**ACTION ITEMS:**

**DISCUSSION WITH POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE HOME INSPECTOR EXAMINERS COMMITTEE HELD OCTOBER 3, 2023.**

The Committee was provided a draft of the Minutes for the October 3rd, 2023, meeting of the Committee of Home Inspector Examiners.

MOTION MADE BY SAM HAUBRICK WITH A SECOND BY PAUL HASSINK TO ACCEPT THE OCTOBER 3RD, 2023, MEETING MINUTES.

MOTION PASSED

Voting aye: Darryl Baskin  
Sam Haubrick  
Robert Whipp  
Paul Hassink  
Crystal Manchester  
Mark Tate

Absent: Mark Tate

Recuse: Melissa Coon

**DISCUSSION AND POSSIBLE VOTE ON CEU REQUESTS:**

**CEU CONSENT AGENDA:**

**B. InterNACHI, Pool and Spa 8 – Hours Certification Class, Online, Michael Casey, Instructor, 8 Continuing Education Hours.**

The Committee reviewed the material submitted by InterNachi, for 8 hrs. continuing education.

MOTION MADE BY MELISSA COON WITH A SECOND BY SAM HAUBRICK TO REMOVE ITEM B, INTERNACHI POOL AND SPA 8, FROM THE CONSENT AGENDA.

MOTION PASSED

Voting aye: Sam Haubrick  
Robert Whipp  
Paul Hassink  
Crystal Manchester  
Darryl Baskin  
Melissa Coon

Absent: Mark Tate

MOTION MADE BY MELISSA COON WITH A SECOND BY SAM HAUBRICK TO APPROVE ITEM B, INTERNACHI POOL AND SPA 8, FOR 2 HOURS ANCILLARY.

MOTION PASSED

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Voting aye: Sam Haubrick  
Robert Whipp  
Paul Hassink  
Crystal Manchester  
Darryl Baskin  
Melissa Coon

Absent: Mark Tate

- A. Mbition LLC, dba American Home Inspectors Training (AHIT), AC, Heat Pumps, and Furnaces – What’s the Difference?, Online, Steven O’Donnell, Instructor, 3 Continuing Education Hours.**
- C. InterNACHI, Inspecting Electrical Systems, Brazos County Expo Complex, Shannon Gatewood, Instructor, 8 Continuing Education Hours.**
- D. InterNACHI, Inspecting Stucco and WRB Systems, Brazos County Expo Complex, Jeff Adams, Instructor, 8 Continuing Education Hours.**

The Committee reviewed the material submitted by Mbition LLC/(AHIT), InterNachi, (electrical systems) and InterNachi (stucco/WRB systems) as shown in consent agenda items A, C, and D.

MOTION MADE BY MELISSA COON WITH A SECOND BY SAM HAUBRICK TO ACCEPT THE REMAINING CONSENT AGENDA ITEMS A, C, AND D.

MOTION PASSED

Voting aye: Sam Haubrick  
Robert Whipp  
Paul Hassink  
Crystal Manchester  
Darryl Baskin  
Melissa Coon

Absent: Mark Tate

**ADJOURNMENT**

MOTION MADE BY MELISSA COON WITH SECOND BY SAM HAUBRICK TO ADJOURN.

MOTION PASSED

Voting aye: Sam Haubrick  
Robert Whipp  
Paul Hassink  
Crystal Manchester  
Darryl Baskin  
Melissa Coon

Absent: Mark Tate

Minutes approved in Regular Session on the 6<sup>th</sup> day of February 2024.

/s/ Samuel Haubrick  
Samuel Haubrick, Vice-Chairman

PREPARED BY: /s/ Melissa Briones  
Melissa Briones, Home Inspector Division Secretary