

MINUTES OF THE REGULAR MEETING OF THE  
HOME INSPECTOR EXAMINERS COMMITTEE

February 4<sup>th</sup>, 2025

10:00 am

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CALL TO ORDER:

At approximately 10:00 a.m., Chair Samuel Haubrick 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: Sam Haubrick, Robert Whipp, Paul Hassink, John Stern, Melissa Coon, Brent Stovall, Darrell Baskin

COMMITTEE MEMBERS ABSENT: none

PRESENT FROM THE CONSTRUCTION INDUSTRIES BOARD:

Janis Hubbard, Administrator; Stan Scheilz, Home Inspection Liaison; Jolene Smith, Home Inspector and Roofing Division Secretary; Tony Desha, Public Relations and Outreach Officer.

OTHERS PRESENT: Jon Dutton, Assistant Attorney General.

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 4<sup>th</sup> day of February, 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.

Six (6) people have filed a written request for notice of meetings of this public body to date.

Read aloud this 4<sup>th</sup> day of February 2025

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

No public comments.

ACTION ITEMS:

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DISCUSSION WITH POSSIBLE VOTE ON THE MINUTES OF THE REGULAR  
MEETING OF THE HOME INSPECTOR EXAMINERS COMMITTEE HELD OCTOBER 1,  
2024.

The Committee was provided with a draft of the Minutes for the October 1, 2024 meeting of the Committee of Home Inspector Examiners.

MOTION MADE BY MELISSA COON WITH A SECOND BY PAUL HASSINK TO ACCEPT THE OCTOBER 1, 2024, MEETING MINUTES.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John "Jay" Stern  
Brent Stovall  
Robert Whipp

Absent:

Abstain:

DISCUSSION AND POSSIBLE VOTE REGARDING ASSIGNMENT/DISPOSITION OF  
COMPLAINT FOR INVESTIGATION AGAINST HOME INSPECTOR, JACOB WILLIAMS—  
STAN SCHELIZ.

Stan Scheilz briefly described the nature of the complaint. He advised that the information provided by the complainant supported the assignment of the complaint for further investigation. He recommended that the complaint be assigned for investigation.

MOTION MADE BY MELISSA COON WITH A SECOND BY ROBERT WHIP TO APPROVE THE ASSIGNMENT OF THE COMPLAINT FOR INVESTIGATION AGAINST HOME INSPECTOR JACOB WILLIAMS.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John "Jay" Stern  
Brent Stovall  
Robert Whipp

Absent:

Abstain:

DISCUSSION AND POSSIBLE VOTE REGARDING ASSIGNMENT/DISPOSITION OF  
COMPLAINT FOR INVESTIGATION AGAINST HOME INSPECTOR, ANDREW  
CHEATHAM —STAN SCHELIZ

Stan Scheilz briefly described the nature of the complaint. He advised that the information provided by the complainant supported the assignment of the complaint for further investigation. He recommended that the complaint be assigned for investigation.

MOTION MADE BY MELISSA COON WITH A SECOND BY JOHN “JAY” STERN TO APPROVE THE ASSIGNMENT OF THE COMPLAINT FOR INVESTIGATION AGAINST HOME INSPECTOR ANDREW CHEATHAM.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John “Jay” Stern  
Brent Stovall Robert

Absent:

Whipp

Abstain:

DISCUSSION AND POSSIBLE VOTE ON CEU REQUESTS:

CEU CONSENT AGENDA:

- A. American Society of Inspectors—ASHI Electrical Inspections. In-depth exploration of electrical systems. Mike Twitty, Instructor, online for a maximum of 8 CE credit hours.
- B. American Society of Inspectors-Electrical Wiring Methods and Receptacles, Michael Casey, Instructor, online for 4 CE credit hours
- C. American Society of Inspectors-Inspecting Drain, Waste, and Vent Systems. Michael Casey, Instructor, online for 4 CE credit hours.
- D. American Society of Inspectors -Inspecting Wall Systems, Roofs, and Ceilings. Michael Casey, Instructor, online, for 5 CE credit hours.
- E. American Society of Inspectors -Introduction to Insulation and Ventilation. Michael Casey, Instructor, online, for 5 CE credit hours.
- F. American Society of Inspectors -Introduction to Report Writing and ASHI SoP. Michael Casey, Instructor, online, for 4 CE credit hours.

- G. World Inspection Network International, LLC-WIN Home Inspection- Electrical Common Home Inspection Issues. Patrick Knight, Instructor, 1-17-25, for 2 CE Credit hours.
- H. World Inspection Network International, LLC-WIN Home Inspection- Infrared Evaluation for Home Inspection. Patrick Knight, Instructor, 1-17-25, for 2 CE Credit hours.
- I. World Inspection Network International, LLC-WIN Home Inspection-Pool and Spa Inspection. Patrick Knight, Instructor, 1-17-25, for 2 CE Credit hours.
- J. World Inspection Network International, LLC-WIN Home Inspection-Home Inspector Risk Management and Insurance. Patrick Knight, Instructor, 1-15-25, for 2 CE Credit hours.
- K. World Inspection Network International, LLC-WIN Home Inspection-Writing Effective Narrative Home Inspection Reports. Patrick Knight, Instructor, 1-16-25, for 2 CE Credit hours.
- L. McKissock- Electricity and Electrical Inspections: From the Inside Out-Michael Gelsick, Instructor, online, for 3 CE Credit Hours.
- M. McKissock- Ethical Practice for Home Inspectors. Michael Gelsick, Instructor, online, for 2 CE Credit Hours.
- N. McKissock-Phased Inspections from the Ground Up. Michael Gelsick, Instructor, correspondence, for 3 CE Credit Hours
- O. McKissock-Phased Inspections from the Ground Up. Michael Gelsick, Instructor, online, for 3 CE Credit Hours
- P. McKissock-Metes and Bounds. Michael Leighty, Instructor, correspondence, for 2 CE Credit Hours
- Q. McKissock-Metes and Bounds. Michael Leighty, Instructor, online, for 2 CE Credit Hours
- R. McKissock- Design of Onsite (Septic) Wastewater Treatment Systems. Ali Abdul-Aziz, Instructor, correspondence, for 4 CE Credit Hours
- S. McKissock- Design of Onsite (Septic) Wastewater Treatment Systems. Ali Abdul-Aziz, Instructor, online, for 4 CE Credit.

MOTION MADE BY MELISSA COON WITH A SECOND BY JOHN "JAY" STERN TO REMOVE ITEMS C, F, N, O, P, Q, R, AND S FROM THE CONSENT AGENDA FOR DISCUSSION.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink

Absent:

John "Jay" Stern  
Brent Stovall  
Robert Whipp

Abstain:

MOTION MADE BY MELISSA COON WITH A SECOND BY BRENT STOVALL TO APPROVE THE REMAINING CONSENT AGENDA ITEMS A, B, D, E, G, H, I, J, K, L, AND M.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John "Jay" Stern  
Brent Stovall Robert

Absent:

Whipp

Abstain:

Discussion was had between committee members regarding the details of the individual course and outline for item C. The content provided does not meet the criteria for the 4 hours requested. Discussion to either accept as a 3-hour course or send back to the provider.

MOTION MADE BY PAUL HASSINK WITH A SECOND BY DARRYL BASKIN TO APPROVE ITEM C FOR 3 CREDIT HOURS.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John "Jay" Stern  
Brent Stovall Robert

Absent:

Whipp

Abstain:

Discussion was had between committee members regarding item F with the same time concerns as previous Item C—not enough course contact minutes for the 4 hours requested.

MOTION MADE BY MELISSA COON WITH A SECOND BY ROBERT WHIPP TO APPROVE CONSENT AGENDA ITEM F FOR 3 CREDIT HOURS.

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MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John "Jay" Stern  
Brent Stovall Robert

Absent:

Whipp

Abstain:

Discussion was had between committee members regarding items N and O. New construction does not fall under Home Inspection criteria, however some course content does meet the basic needs for instruction. Discussion had to possibly request a name change for the course.

NO ACTION TAKEN ON ITEMS N AND O.

Discussion was had between committee members regarding items P and Q (same course, just different methods of instruction) Metes and Bounds course content does not fall under home inspector content guidelines so it cannot qualify as ancillary.

MOTION MADE BY MELISSA COON WITH A SECOND BY ROBERT WHIPP TO DENY ITEM P FOR HOME INSPECTOR CONTINUING EDUCATION HOURS.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John "Jay" Stern  
Brent Stovall Robert

Absent:

Whipp

Abstain:

Discussion was had between committee members regarding items P and Q (same course, just different methods of instruction) Metes and Bounds course content does not fall under Home Inspector content guidelines so it cannot qualify as ancillary.

MOTION MADE BY MELISSA COON WITH A SECOND BY ROBERT WHIPP TO DENY ITEM Q FOR HOME INSPECTOR CONTINUING EDUCATION HOURS.

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MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John "Jay" Stern  
Brent Stovall  
Robert Whipp

Absent:

Abstain:

Discussion was had between committee members regarding item R. Course content qualifies as an ancillary course. It was requested for 4 hours of continuing education credit.

MOTION MADE BY MELISSA COON WITH SECOND BY BRENT STOVALL TO APPROVE ITEM R FOR 2 ANCILLARY CREDIT HOURS.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon  
Paul Hassink  
John "Jay" Stern  
Brent Stovall Robert

Absent:

Whipp

Abstain:

Discussion was had between committee members regarding item S. Course content qualifies as an ancillary course. It was requested for 4 hours of continuing education credit.

MOTION MADE BY MELISSA COON WITH SECOND BY BRENT STOVALL TO APPROVE ITEM S FOR 2 ANCILLARY CREDIT HOURS.

MOTION PASSED

Voting aye: Sam Haubrick  
Darryl Baskin  
Melissa Coon

Absent:

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Paul Hassink

John "Jay" Stern

Brent Stovall Robert

Whipp

Abstain:

ADJOURNMENT

MOTION MADE BY MELISSA COON WITH SECOND BY PAUL HASSINK TO ADJOURN.

MOTION PASSED

Voting aye: Sam Haubrick

Darryl Baskin

Melissa Coon

Paul Hassink

John "Jay" Stern

Brent Stovall Robert

Absent:

Whipp

Abstain:

Minutes to be voted on for approval during the next regularly scheduled session; June 3<sup>rd</sup>, 2025.

/s/ Samuel Haubrick  
Samuel Haubrick, Chairman

/s/ Susan Fleck  
Susan Fleck, Secretary to the Home Inspector Examiners Committee