

**Maryland Home Improvement Commission
Public Business Meeting Minutes**

DATE: December 7, 2017

TIME: 10:00 a.m.

PLACE: 500 N. Calvert Street, Baltimore, Maryland 21202

MEMBERS PRESENT: Robert A. Altieri
Sachchida Gupta
Lawrence Helminiak
Jeffrey Ross
Michael Shilling
Andrew Snyder
Joseph Tunney, Chairman
I. Jean White

MEMBERS ABSENT: W. Bruce Quackenbush

DLLR OFFICIALS AND
STAFF PRESENT: Deborah Irvin-Cromwell, Assistant Executive Director
David R. Finneran, Executive Director
Lance Franklin, Licensing Supervisor
John D. Hart, Assistant Attorney General
Kimberly Rosenthal, Administrative Officer

Call to Order

Chair Joseph Tunney called the meeting to order at 10:00 a.m.

Approval of the December 5, 2017 Minutes

Commissioner White made a motion to approve the Minutes as written and Commissioner Helminiak seconded the motion. All Commissioners approved the Minutes as written.

Guaranty Fund Activity Report

The MHIC Guaranty Fund Activity Report dated November 14, 2017 is as follows:

Balance as of July 1, 2017	\$ 2,250,506.03
Receipts	\$ 409,955.70
Interest	-0-

Disbursements	
Claims	(\$267,562.04)
Refunds	(\$3,750.00)

Balance as of October 30, 2017	<u>\$2,389,149.69</u>
FMIS Balance	\$2,296,859.69
Difference	\$92,290.00

Commissioner White inquired whether or not interest was accruing on the Guaranty Fund balance. There is no listing of interest in the Activity Report. Mr. Finneran will inform Ms. White after he contacts fiscal services with her question.

Review of Exam Results

Below is the examination statistics summary for the month of October 2017 and November 2017.

October 2017

Home Improvement	Candidates			
	Tested	Passed	Failed	Pass %
Contractor	119	82	37	69%
Contractor Spanish	59	27	32	46%
Salesperson	81	54	27	67%
Salesperson Spanish	1	0	1	0%
TOTAL	260	163	97	63%

November 2017

Contractor	129	97	42	67%
Contractor Spanish	65	31	34	48%
Salesperson	73	58	15	79%
Salesperson Spanish	1	1	0	1%
TOTAL	268	177	91	86%

MHIC Examination Services Bid Proposal

The examination contract with PSI expires at the end of the year. MHIC is currently seeking examination services. The services will be for a four year period. MHIC received 1 bid from PSI with the same terms as before which included a \$63.00 examination fee. The bid goes before the Board of Public Works on December 20, 2017. The Board of Public Works will make a decision whether they would take the bid from PSI. The Commission will keep the Commissioners updated.

Citations, Warning Letters and Contracts

Mr. Snyder requested a citation report at every meeting which would include the individual's name, amount of citation and the violation. Commissioner Tunney would also like to see who is licensed or unlicensed on the citation report. Commissioner White stated that the Commissioners went through a lot to get the Citations implemented and that the Commissioners aren't being notified of the distribution of citations. The Commissioners also feel that a citation should be issued to every unlicensed contractor when a complaint is received.

Commissioner Altieri suggested issuing more citations and less Warning Letters. Commissioner Altieri also suggested that there be a plan enforced after a Warning letter is sent for a second violation. Mr. Finneran explained that once the Warning Letter is issued the Complaint is closed. If there is a second violation then a fine is enforced.

Commissioner Ross asked if a template for Contracts could be created so that all contracts are the same. Mr. Finneran informed the Commissioners that the former Assistant Attorney General, Joel Jacobson did not agree with a uniform contract due to Arbitration Clauses. Commissioner Gupta stated that he often sees advertising that a contractor is licensed, bonded and insured when they are not licensed with MHIC. Commissioner Altieri would like more reports presented to the Commissioners monthly.

Comments from Chair

Commissioner Tunney stated that the Guaranty Fund balance is the best that he's ever seen. He wished everyone a Merry Christmas and Happy New Year.

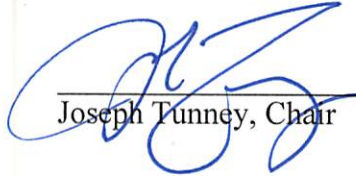
Comments from the Executive Director

Mr. Finneran informed the Commission that he and Deborah Irvin Cromwell are doing a lot of outreach. He said that he is always looking for events to get the public informed about MHIC.

Mr. Finneran informed the Commission that Carl Suber, Investigator will be back in the office after being away to help the victims of the various disasters that have occurred recently. Mr. Finneran thanked Carl Suber for all his hard work.

Adjournment

The meeting was adjourned at 11:00 a.m.



Joseph Tunney, Chair



David Finneran, Executive Director