

# North Carolina Code Officials Qualification Board Education and Research Committee Minutes DRAFT



**ATTACHMENT D**

December 18, 2023, 1:00-3:00 P.M.

This meeting was held via WebEx.

## **Introduction Welcome/Roll Call**

Chairman Danny Couch called the meeting to order. Beth Williams made the roll call. Couch read the Ethics Awareness and Conflict of Interest Reminder. Couch asked the committee members if any of them have any known conflict of interest or the potential of conflict with respect to matters on the agenda coming before the Research and Education Committee today. None was noted. Members of the Board who are certified code enforcement officials are reminded that the State Ethics Commission has cited the potential for a conflict of interest because they serve on the Board that certifies them.

## **Committee members present by roll call vote:**

- 1) Danny Couch, Chairman
- 2) Jeff Griffin, Code Official
- 3) Montrena Hadley, Elected Official
- 4) Kenny Weatherington, NC Community College System
- 5) Joshua Robbins, NCA&T School of Engineering

## **Committee members absent:**

- 1) Andy Matthews
- 2) Stephen Terry

## **Attendees:**

Todd Neal, Board legal counsel, NCDOJ  
Rob Roegner, DOI Commissioner Appointee  
Faye Edwards, College of the Albemarle  
Mike Hejduk  
Beth Williams  
Jennifer Hollyfield  
Anna Basile  
Joseph Starling

## **Discussion Items**

### **2024 Update Planning Sessions**

Mike Hejduk reviewed the Board Course 2024 Code updates. Monthly planning sessions have been held on the fourth Thursday of each month. Course development meetings are scheduled for the next six months from January through December 2024. Committee members are invited to attend. Guideline updates have been drafted and distributed to the committee members. In addition, Hejduk has held additional law and administrative

group meetings. Jeff Griffin offered to develop presentation slides/content as it relates with the residential code book.

### **Law and Administration Course**

The School of Government has shown interest in creating a new publication, but it wouldn't necessarily be a comprehensive book. Collaboration will come from the law and admin instructors. Focused discussions about removing the history of the codes especially emphasis on dates. Additional discussion on making Law and Admin a pre-requisite to the standard courses.

### **Residential Code Council - separate Commercial/Residential**

Proposed rule changes are still under discussion. Current discussions are underway regarding updating the current courses to the new code. Hejduk stated that the development work will identify a better pathway of where the course is heading.

Jeff Griffin has been working on revisions to the Residential Code portion of the Building Level I course. When examining existing course slides, should the committee consider separating residential from commercial and developing a stand-alone course.

### **Board Course Guidelines Update**

Hejduk discussed the Board course guidelines update. He distributed a draft to the committee members. Hejduk stated his central recommendation is to remove the end-of-course test requirement from the instructor in the community college courses and let that be done remotely by scheduling and taking it through Moodle at DOI. It would be remotely proctored as a low stake's test. Hejduk recommended taking the test out of the community colleges because the courses are taught as Continuing Education not Curriculum. The proposed updates address the following issues:

- 1) the outsourcing of exam administration and associated fees
- 2) creation of an online course instructor application process
- 3) online scheduling of Board courses and web portal to search for classes.
- 4) North Carolina Energy Conservation Code
- 5) additional Residential Changeout Inspector (RCI) certificate course
- 6) addition of appendices with course curriculum timelines
- 7) splitting Building Level I into separate Residential and Commercial courses and increasing the course duration from six to 10 days for both modules.

Montrena Hadley motioned to continue work on the 2024 Board Course Guidelines update. Jeff Griffin seconded.

Kenny Weatherington shared concerns. Weatherington requested that Hejduk wait for Weatherington's feedback on recommended revisions. Weatherington suggested further conversation about the document before it becomes an official public document.

Couch stated that would be handled in the Board's quarterly meeting. Couch recommended if the committee is going to do a deep dive on page ten issues here and others that those would be items for discussions when this comes up to the full Board.

Hejduk asked the committee members to review the document and submit comments to the staff. Couch asked everybody to commit to taking a good look at the document as Weatherington had done. Couch said that the committee could have a quick meeting prior to going to the full Board. Hejduk stated that he would send out the latest version.

Couch thanked Hejduk and Weatherington said he would appreciate it. Weatherington asked should the committee amend the motion or just rescind? Hadley rescinded her motion. Griffin and Couch agreed. Couch asked Jeff to also rescind his second to the motion.

### **Hybrid-Flexible (HyFlex)**

Hejduk asked Weatherington to discuss Hybrid-Flexible (HyFlex). HyFlex is a new delivery method that has come about recently. The course would be based in a classroom and the instructor would be in a classroom and that can be on campus or off campus. They can actively participate, discuss, and ask questions in real time. Weatherington said that he would caution the use of the link. HyFlex is nothing more than a different type of delivery method to really make it simple so the delivery method can be face-to-face or in the classroom.

### **Standard Course Instructor Robert C. Moore - Apprentice Instructor P3**

Hejduk stated the Beth Williams has been teaching a mandatory course for all Standard Course instructors. Within the application process, criteria must be met by all applicants. Part of the criteria states that all applicants must hold a Standard Level III in the trade they are wanting to teach – in addition to other criteria.

Joseph Starling shared his concerns and asked the committee to consider Moore be approved to attend the Standard Certificate Instructor Course at the discretion of the Board. Moore currently teaches at Community Colleges.

Cape Fear Community College Instructor  
Electrical  
Apprenticeship Journeyman  
Electrical Contractor License Prep  
NEC Code Changes  
Southeastern Community College

Griffin had a question, because when we first started talking about this, it is about a level one, two and three. Then is this specific to the apprenticeship instructor or the apprenticeship program, and from Leon Skinner's presentation at the October Board meeting, they don't really have levels in the apprenticeship program. Couch asked Board counsel Todd Neal, who stated that it doesn't really apply to the other rules.

Couch stated that the committee would meet in January prior to the Board meeting. He will wait to hear from Jennifer Hollyfield to schedule.

**Adjournment**

Couch asked for a motion to adjourn. Griffin made the motion and Hadley seconded. Motion passed.

A handwritten signature in black ink, appearing to read "Rob Roegner". The signature is written in a cursive style with a horizontal line extending to the right.

Rob Roegner  
Secretary, N.C. Code Officials Qualification Board