

North Carolina Code Officials Qualification Board
Joint Committee Policies and Procedures and Rules Review
Minutes **DRAFT**



January 16, 2024, 9:00 AM to 11:00 AM

This meeting was held via WebEx.

1. Introduction Welcome/Roll Call

Chair Rob Roegner called the meeting to order. Beth Williams made the roll call. Roegner read the Ethics Awareness and Conflict of Interest Reminder. Roegner 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 Joint Committee Policies and Procedures and Rules Review today. Adam Lovelady stated that he worked with UNC School of Government that offers the Law and Administration Course. The Law and Administration course would be discussed today. No other conflict was noted.

Committee members present by roll call vote:

- 1) Richard White, Chairman
- 2) Danny Couch
- 3) Adam Lovelady
- 4) Allen Kelly

Special Committee present by roll call vote:

- 1) Rob Roegner, Chairman
- 2) Fleming El-Amin
- 3) Michael Crotts

Russell Fox and James Steele were absent.

Attendees:

Todd Neal, Board legal counsel, NCDOJ
Mike Hejduk
Beth Williams
Jennifer Hollyfield
Anna Basile
Terry Tart
Sam Whittington

Discussion Items

2. NCCOQB Rules Review and Realignment Update

Recommendation to the Board to approve proposed rule changes.

- **11 NCAC 08 .0602 Nature of Probationary Certificate**
Couch made a motion to bring 11 NCAC 08.0602 Nature of Probationary Certificate to the board for discussion. Richard White seconded the motion. The motion passed.
- **11 NCAC 08 .0706 Required Qualifications Types and Levels**
El-Amin made a motion to bring 11 NCAC 08.0706 with the current changes to the board for discussion. Couch seconded the motion. The motion passed.
- **11 NCAC 08 .0707 Special Circumstances**
El-Amin made a motion to bring 11 NCAC 08.0707 with the current changes to the board for discussion. Crofts seconded the motion. The motion passed.
- **11 NCAC 08.0737 Building Inspector I, II, III**
Crofts made a motion to bring 11 NCAC 08.0737 with the current changes to the board for discussion. El-Amin seconded the motion. The motion passed.
- **11 NCAC 08.0738 Electrical Inspector I, II, III**
Couch made a motion to bring 11 NCAC 08.0738 with the current changes to the board for discussion. El-Amin seconded the motion. The motion passed.
- **11 NCAC 08.0739 Mechanical Inspector I, II, III**
Crofts made a motion to bring 11 NCAC 08.0739 with the current changes to the board for discussion. El-Amin seconded the motion. The motion passed.
- **11 NCAC 08.0740 Plumbing Inspector I, II, III**
Couch made a motion to bring 11 NCAC 08.0740 with the current changes to the board for discussion. Crofts seconded the motion. The motion passed.
- **11 NCAC 08.0741 Fire Inspector I, II, III**
Crofts made a motion to bring 11 NCAC 08.0741 with the current changes to the board for discussion. Roegner seconded the motion. The motion passed.

3. 2024 Guidelines for Board courses

Hejduk stated that Kenny Weatherington had some comments, and he made some changes. Below are the significant changes. No motion is needed today. The Education and Research Committee will make a motion at their next scheduled meeting.

- 1) Outsource State exam administration, registration, and fees to testing center vendor.
- 2) Administration of End-of-Course (EOC) tests remote proctor by OSFM staff rather than instructors.
- 3) Creation of an online Board course instructor application process.
- 4) Online Board instructor course training and certification.
- 5) Automated email course completion notification and evaluation survey.
- 6) Online scheduling of Board courses and web portal search.
- 7) Additional Residential Changeout Inspector (RCI) certificate course.
- 8) Addition of appendices with course curriculum timelines.
- 9) Separate Residential and Commercial courses.
- 10) Changes to course duration.
- 11) Probationary certificate knowledge, skills, and abilities self-study modules.

4. Public Comment

None noted.

5. Adjournment

Fleming El-Amin made a motion to adjourn.