

North Carolina Code Officials Qualification Board Education and Research Committee Minutes



March 20, 2024, 1:30-3:00 P.M.

This meeting was held via WebEx.

Introduction Welcome/Roll Call

Chairman Danny Couch called the meeting to order as well as stating the purpose of the committee. Anna Basile made the roll call. Mike Hejduk read the Ethics Awareness and Conflict of Interest Reminder. Hejduk 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) Montrena Hadley, Elected Official
- 3) Kenny Weatherington, NC Community College System
- 4) Joshua Robbins, NCAT Engineering Faculty, Dean

Committee members absent:

- 1) Andy Matthews, Licensed Contractor
- 2) Stephen Terry, PhD, PE, NCSU Engineering Faculty, Dean

Attendees:

- 1) Mike Hejduk
- 2) Anna Basile

Discussion Items

2024 Guidelines for Board Courses – Educational Institutes and Instructors

Mike Hejduk stated that the updated approved draft is posted on the Board's website.

Significant changes:

- 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.

Board Courses – Course Number Assignments

Kenny Weatherington provided an update on course numbers. Chairman Couch asked Montrena Hadley and Josh Robbins what they thought. Weatherington also suggested that the timeline and logistics need to be considered first before moving forward with this process.

Board Course Development Update

Mike Hejduk provided the committee members with an update on the development of the COQB standard courses. Law and Admin, Building, and Fire are all being worked on. Electrical, Mechanical, and Plumbing will start soon. He then asked Basile if she had any comments to add. Chairman Couch wondered how the UNC School of Government could assist in this effort.

Standard Certificates CE Completion Update

Hejduk presented the CE completion update. He expressed concern about the completion rate being at 74%. Hadley asked for clarification on if the percentage is typical for this time of year. Chairman Couch assured the group that some people get it done early and some wait until the end.

Public Comment

None noted.

Adjournment

Chairman Couch asked if anyone else had anything to discuss. Couch motioned to adjourn the meeting. Hadley seconded. The motion carried.