

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



March 20, 2024, 9:00-10:00 A.M.

This meeting was held via WebEx.

Introduction Welcome/Roll Call

Mike Hejduk called the meeting to order. Beth Williams made the roll call. Richard White read the Ethics Awareness and Conflict of Interest Reminder. White 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 & Administrative Course. The Law and Administrative course would be discussed today. No other conflict was noted.

Committee members present by roll call vote:

- 1) Richard White, Chairman
- 2) Danny Couch, Elected Official
- 3) Adam Lovelady, School of Government
- 4) Adam Kelly, Licensed Contractor
- 5) Russell Fox, Elected Official

Special Committee present by roll call vote:

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

Attendees:

Denise Stanford, Board legal counsel, NCDOJ
Mike Hejduk
Beth Williams
Anna Basile

James Steele, Licensed Contractor was absent.

Discussion Items

NCCOQB Proposed Rules review and realignment Update

Recommendation to the Board to approve proposed rule changes.

- 11 NCAC 08 .0602 Nature of Probationary Certificate
- 11 NCAC 08 .0706 Required Qualification Types and Levels

- 11 NCAC 08 .0707 Special Circumstances
- 11 NCAC 08 .0737 BUILDING INSPECTOR I, II, III
- 11 NCAC 08 .0738 ELECTRICAL INSPECTOR I, II, III
- 11 NCAC 08. 0739 MECHANICAL INSPECTOR I, II, III
- 11 NCAC 08 .0740 PLUMBING INSPECTOR I, II, III
- 11 NCAC 08 .0741 FIRE INSPECTOR I, II, III

Hejduk stated that we had a change in legal counsel. Todd Neal has gone back into private practice. Denise Stanford will be the board's legal counsel, DOJ. Hejduk went over the North Carolina Register publication schedule for January 2024-December 2024.

2024 Guidelines for Board courses

- 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.**

Hejduk stated that the board approved the 2024 Guidelines for Board courses at the January 2024, board meeting. The Guidelines is posted on the Board's website.

Public Comment

None noted.

Adjournment

Danny Couch adjourned the meeting. Rob Roegner thanked staff for conducting the meeting in his absence.