

DRAFT
MINUTES OF THE NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD

April 26, 2022

The regular quarterly meeting of the N.C. Code Officials Qualification Board (“Board”) was held at 1:00 P.M. on Tuesday, April 26, 2022, via WebEx teleconference.

Chairman Thunberg opened the meeting.

Chairman Thunberg recognized the following Board members for their service on the Board who have announced departures. Information will be shared as new appointments are made.

Betty Parker
Richard Ducker
Stephanie Luster-Teasley
Stephen Terry

Item 1.A.: Roll Call and Conflict of Interest Reminder

Chairman Thunberg asked each member of the Board to answer for the roll call and asked each member of the Board to state whether they had actual or potential conflicts of interest for any items on the agenda.

The State Ethics Commission has cited the potential for a Conflict of Interest for members of the Board who are serving in the following appointments.

- Code enforcement officials because they serve on the Board that certifies them.
- Elected officials because local government entities employ code officials.
- Licensed contractors because their companies regularly work with code officials.
- UNC School of Government, because the school provides educational services for code officials who are subject to the jurisdiction of the Board.

Board members should exercise appropriate caution in the performance of their public duties should issues involving their certifications or that of any of their employees come before the Board. This would include recusing themselves to the extent that their interests would influence or could reasonably appear to influence their actions.

The following members of the Board participated by teleconference (*or in person):

Bill Thunberg	Richard White	Bettie Parker
Thomas Bender	Allen Kelly	Danny Couch
James Steele	Jeff Griffin	Andy Matthews
Michael Crofts	Mack Summey, PE	Mark Patterson
Richard Ducker	Rob Roegner*	

The following members of the Board were not present:

Karen Tikkanen

Mark Smith
Stephanie Luster-Teasley
Stephen Terry
Russell Fox
Fleming El-Amin

Tom Felling, Department of Justice, Board legal counsel attended.

Department of Insurance staff in attendance by teleconference (*or in person):

Sam Whittington*
Terri Tart*
Beth Williams
Rich Hall*
Mike Hejduk

Renita Denton*
Christopher McLamb*
Jennifer Hollyfield
Charlie Johnson

Others in attendance by teleconference:

Shandy Padgett, Morrisville
Tim Evans, Holden Beach, Planning Director
Roger Montague, Public

Item 2- Approval of Minutes

Richard White made a motion to approve the minutes of the January 25, 2022, Board meeting. Andy Matthews seconded the motion and the motion carried as approved by a roll call vote.

Item 3 – Recognition of Fifth Level III Standard Inspection Certificate Recipient(s)

Chairman Thunberg recognized the following individuals for achieving their fifth level III certificate:

James Robert Martin, 15746 - Catawba - Electrical
Chris Brian Surgeon, 21941 - Greenville - Building
Gary D. Wright, 22608 - Iredell – Electrical

The total number of code enforcement officials who have ever achieved this level of certification is **308**. The number of active code enforcement officials who have five level III certificates is **191**.

Item 4 – Public Comment

None.

Item 5 – Committee Reports

Standing Committees

Executive Committee – Thunberg reported the Executive Committee has not met and has no report.

Policies and Procedures Committee – White reported the Policies and Procedures Committee has not met and has no report.

Education and Research Committee – It was reported the Education and Research Committee has not met and has no report.

Qualification and Evaluation Committee – Bender reported the Qualification and Evaluation Committee has not met and has no report. Recommendation was made for Bender to continue discussion with Karen Tikkanen, regarding, reaching out to veterans about possible strategies to promote veterans into a code enforcement career.

Special Committees

Investigation Review Committee – Griffin reported the committee has met on March 9, 2022, and on April 20, 2022.

Case 518 – VSA – Voluntary Settlement Agreement – Code Official will be required to complete a Building Level 1 Standard Certificate Course and the Law and Administration course within one year. Motion: Griffin, Second: Roegner. No additional discussion. Board approved motion.

Case 552 – Case was closed at last meeting. – Letter of Caution issued to the Jurisdiction. Motion: Griffin, Second: Crofts. Tom Felling stated that the letter will be non-administrative in nature. It is consistent in how the Board has treated these types of in the past. Board approved motion.

Case 557 – Finding of basis – Recommend that the individual’s file be flagged to block the issue of certificates. (Currently this individual does not have a certificate) This will prevent any future attempt to gain certificates. Motion: Griffin, Second: Crofts. No additional discussion. Board approved motion.

Case 570 – Finding of no basis – Recommendation to dismiss. Danny Couch recused himself from the case. Motion: Griffin, Second: Roegner. No additional discussion. Board approved motion.

Rules Review and Changes – Roegner reported that the committee has met twice. Roegner recommended that the IRC become a standing committee. Tom Felling stated that would have to take a bylaw change.

He discussed that a survey went out to all jurisdictions and to the associations. Survey is gathering information about reorganizing the Level 1 and Level II CEO. Level 1 inspector would be residential only and Level II would be commercial. We will continue to study the survey results as they come in and report back the results.

Item 6 – New Business

Roegner discussed recent legislative topics.

Legislative session will begin on May 17th, 2022. Topics that may be discussed during the short session.

Privatized inspections

Potential future legislation
Jurisdictions -hiring/staffing

Depending on the discussions made during the short session, the Board may need to call a special meeting. We will need to schedule a combined meeting regarding requirements for conducting virtual inspections. Staff will coordinate and schedule a future meeting.

There may be some legislation regarding permit techs. In addition, spoke with Representative Brody and he is interested in ensuring that all directors of inspection departments have or obtain a CBO (Certified Building Official) certificate or a CFM (Certified Fire Marshal) certificate.

Item 7 – On-Going Business

- A. NC Community College System Performance Report – Ashley Sieman, PhD, and Joshua Douglas

Due to a schedule conflict Sieman and Douglas were unavailable to make the report and will present at the April Meeting.

Item 8 – Staff Report

Hejduk shared a presentation that demonstrates how we are considering transitioning the Board meeting into something else. Staff will be sharing data that highlights Citizen Safety KPIs (Key Performance Indicators).

Hejduk identified how to pick KPIs by examining the quantitative and qualitative items.

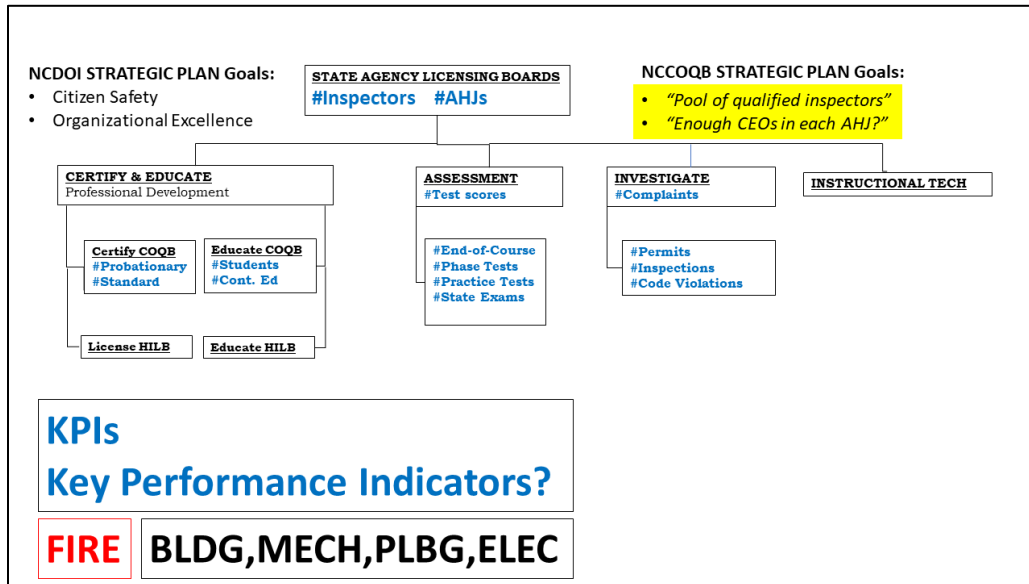
Hejduk shared new format for future Board meetings. He also demonstrated how live dashboards in Tableau® can give users the ability to interact with the data.

Thunberg recommended that Hejduk work with the Executive Committee to schedule a time to share ideas and bring those ideas back to the Board and other committees by the fall Board meeting.

Executive Director – Mike Hejduk.

Performance Management System

- **Strategic Planning – Citizen Safety**
“Protect citizens lives and property in their homes and businesses”
- **Organizational Capacity - Staff**
The Program Manager I / Assistant Director position has been filled by Beth Williams, MSIT. This position will manage licensing, certification, and education functions for the COQB and HILB.



- Process Improvement**
 Most staff reports have been measures of “process” not outcomes. 2012 (10 years) began online applications, renewals, education scheduled courses, continuing education (CE). 2019 online complaints. Special Committees for Investigation and Rules Review. Bylaws changes to make Investigation Review a Standing Committee, create an Exam Committee. More frequent Standing Committee meetings?
- Budget (3/31/22)**
 13900 – 1500155202 – Qualification Board: \$10,286 (Appropriated)
 23902 – 2201 - Qualification Board Fund: \$5,517.76 (Special, Interest)
 Revenues?
 13900 – 15001552 – Engineering:
 435300007 Inspectors-Standard Certificates: Authorized Budget \$92,538. YTD \$39,392.
- Contracts**
 State examinations - PSI Services LLC
 Law and Administration course

Selection of Results/Outcome Key Performance Indicators (KPIs)

Request for administrative hearing, Tom requested when Mr. McDaniel should be heard before the next meeting. Bill Thunberg recommended holding the hearing at 10 AM, on July 26, 2022. Motion by Roegner, Second by Crofts. No additional discussion. Board approved motion.

CERTIFICATION

Terri Tart mentioned that there will be future changes to her reports. Beginning May 1, 2022, staff will begin allowing CEOs to begin the process of certificate renewals.

April 1, 2022, Tart delivered a presentation, during “Inspector Open Mic,” to instruct Fire CEOs how to complete the application process. She had 64 participants in the WebEx presentation. Tart plans on uploading the archived presentation to the OSFM website. Additional online presentations are planned in the future for all trades and CEOs.

January 1, 2022 – March 31, 2022

Applications Submitted

Staff processes three types of applications: Pre-Qualification (PQ), Probationary (3 year/no CE), Standard (6 hours CE per year). An applicant may apply for a maximum of five (5) trades per application for a single fee of \$20 per [11 NCAC 08 .0705](#). Below are the applications processed for the period shown:

Trade Sc	Cert Level Sc / App Type Sc						Grand Total
	LEVEL#1		LEVEL#2		LEVEL#3		
	PROB	STANDARD	PROB	STANDARD	PROB	STANDARD	
FIRE	66	34	24	24	18	15	181
BUILDING	49	22	13	7	20	11	122
PLUMBING	48	27	17	12	21	15	140
MECHANICAL	46	6	17	11	16	15	111
ELECTRICAL	40	19	18	13	21	9	120
TRADE#R		2					2
Grand Total	132	103	73	57	83	61	489

Certificates Issued

Trade Sc (Cert)	FY 2022						Grand Total
	LEVEL#1		LEVEL#2		LEVEL#3		
	Prob	Std	Prob	Std	Prob	Std	
TRADE#B	48	17	14	12	19	11	121
TRADE#E	40	14	16	15	19	9	113
TRADE#F	53	39	24	18	18	13	165
TRADE#M	46	7	15	12	16	10	106
TRADE#P	48	18	16	14	20	15	131
TRADE#R		1					1
Grand Total	235	96	85	71	92	58	637

Total Certificates (4/20/22)

Trade Sc	LEVEL 1		LEVEL 2		LEVEL 3		Grand Total
	PROB	STD	PROB	STD	PROB	STD	
BUILDING	268	390	161	166	99	617	1,701
ELECTRICAL	230	277	131	148	73	551	1,410
FIRE	307	1,168	277	344	127	854	3,077
MECHANICAL	222	356	158	189	87	551	1,563
PLUMBING	193	365	161	188	89	595	1,591
RCI	10	11					21
Grand Total	1,230	2,567	888	1,035	475	3,168	9,363

Expired Probationary Certificates

Notices of expiration are sent to each inspector and his or her city or County Manager.

There were a total of **123** probationary certificates expired this quarter without the CEO completing all requirements for a standard certificate.

Expired Probationary Licenses from 01/25/2022 to 04/20/2022

Trade	Levels	Total
Building	I II III	21
Electrical	I II III	14
Fire Protection	I II III	48
Mechanical	I II III	18
Plumbing	I II III	22
Residential Changeout	I II III	0
TOTAL		123

EXAMINATION

Rich Hall gave updates on the Fire I Self-Study Moodle Program/Phase Exams

Summary

Area/Level	Number Taking	Number Passing	% Passing	High Score	Low Score	Average Score
Building Inspector I	37	16	43.24	89.00	36.00	67.24
Building Inspector II	12	10	83.33	85.00	57.00	73.75
Building Inspector III	17	11	64.71	91.00	43.00	71.12
Electrical Inspector I	52	15	28.85	81.00	39.00	63.46
Electrical Inspector II	16	11	68.75	88.00	54.00	72.25
Electrical Inspector III	11	8	72.73	82.00	61.00	73.55
Fire Inspector I	54	34	62.96	91.00	45.00	71.22
Fire Inspector II	25	21	84.00	85.00	59.00	75.32
Fire Inspector III	13	12	92.31	87.00	66.00	79.08
Mechanical Inspector I	13	6	46.15	81.00	53.00	67.85

Exam Taken Totals		
Total Taking	Total Passing	Total % Passing
328	215	65.55

Exam Challenges (1/1/2022 - 3/31/2022)			
Trade/Level	# Challengers	# Items Challenged	Changed Scores
Building I	3	11	1
Building III	1	6	1
Electrical I	2	7	0
Electrical II	3	15	1
Fire I	3	13	2
Fire II	2	17	0
Fire III	1	8	0
Totals	7	77	4

COQB Group Work Activity Update

Fire I Self-Study Moodle Program/Phase Exams

11 Fire Level I Classes

56 Participants

- 5 CEO
- 44 FD Career
- 3 FD Volunteer
- 4 Other

53 Non-participants

Fire I Self-Study Program								
Score Comparisons Summary (1/21/2022 - 3/31/2022)								
Phase 1			Phase 2			Phase 3		
Enrolled	# Tested	Exam Avg.	Enrolled	# Tested	Exam Avg.	Enrolled	# Tested	Exam Avg.
38	18	93%	13	5	93%	4	1	94%

Fire I State Exam

- Currently being piloted
- PowerPoint updates are in progress
- Full committee review to come
- Exam Forms A and B will be sent to PSI once PowerPoint presentations are finalized

Residential Fire Code Self-Study Program/Phase Exams

- Moodle program created
- 4/7/2022 – 9am-3pm - SMEs participated in a “Test-Taking” activity as if they were the student. Pack Yip, Paul Padgett, Matt Love, Brandon Burgin, Jeff Griffin, Reggie Hucks
- Need to review/revise/validate Residential Phase Exam items
- See Building I report above

Building I Commercial EOC (Group 2)

- Meeting being scheduled

Electrical I, II, III State Exam

- Electrical I, II, III 150 item state exam implemented 3/1/2022
- Round 2 test items (246) need to be validated

Roegner made a recommendation to make an Ad-hoc committee. Chairman Thunberg appointed Roegner as chairman, Crotts, Bender, Tikkanen as committee members and asks the Hejduk assign staff members as needed.

EDUCATION

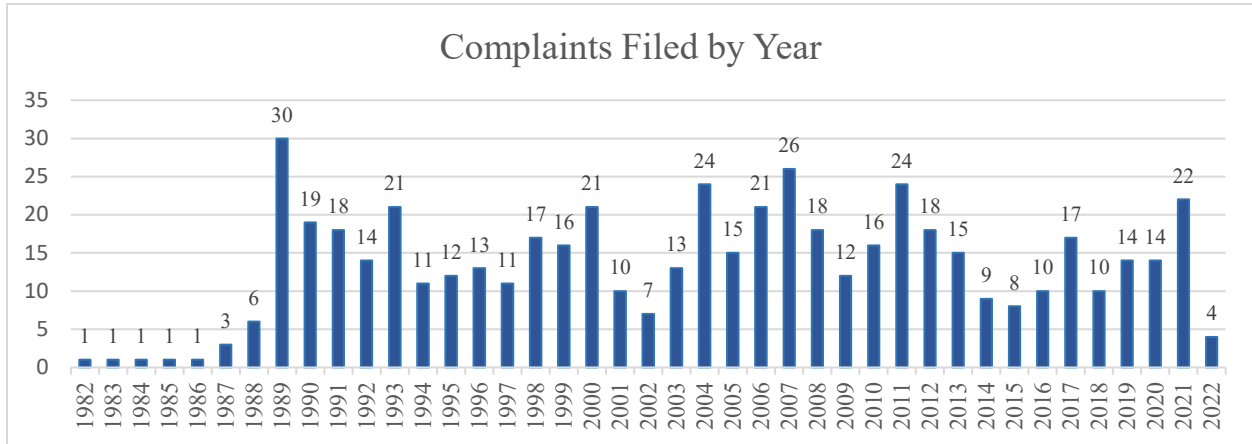
Standard Certificate Instructor online course was completed in March 2022. (1) Fire, (2) Mechanical instructors have been certified to teach the standard courses. Local NC Community Colleges are making strides in offering hyflex (online) standard courses to code officials.

CONTINUING EDUCATION COURSES		
Status Periods:	10/1/21 – 12/31/21 (Previous Quarter)	1/1/22 – 3/31/22 (Current Quarter)
Courses Submitted Denied	36	24
Courses Approved	21	40
Course Rosters Submitted	78	97
New Con. Ed. Sponsors Approved	1	4
New Con. Ed. Instructors Approved	3	3

STANDARD EDUCATION COURSES (1/1/22 – 3/31/22) - Quarterly			
Trade	Course Count	Total # Students (avr. class) (Q)	Total # Students (Total) (Q)
Law and Admin	10		
Building	12	12	142
Electrical	13	8	94
Fire	27	9	240
Mechanical	7	5	39
Plumbing	13	8	104
Total Courses Held	81		
Courses Canceled	6		
Standard Courses Scheduled	61		
Standard Course Grades Pending	3		

INVESTIGATIONS

Whittington reported that as of Jan 1 to March 30, 2022, staff has received four (4) complaints. Currently, there are 9 open cases being investigated.



Active Cases

<u>Case</u>	<u>Investigator</u>	<u>Jurisdiction</u>
571 Gregory (Mansor)	Whittington	Chapel Hill
573 Robinson (Voronsky)	McLamb	Raleigh
574 Reeves – Tatum (Robinson)	Whittington	Hope Mills
576 Halifax (Johnson)	Whittington	Roanoke Rapids
578 Gaskins (Chambers)	Whittington	Anson Co.
580 Horne (Babi)	McLamb	Brunswick Co.
582 Basinger (Cheney)	Whittington	New Hanover Co.
584 Brooks (Voronsky)	McLamb	Raleigh
585 Cornett (Moreo)	Whittington	West Jefferson

Investigations – Completed Since Last Report

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