

**NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD
MEETING NOTEBOOK**



AGENDA

July 26, 2022 - 1:00 PM

<https://ncgov.webex.com/ncgov/j.php?MTID=mfaa2acc2c44a0ac80de361c8c269fcf7>

Meeting number (access code): 2432 053 8671

Meeting password: 3m9Vx9BJ2Qa

Via Phone: (415) 655-0003

Access Code: 2432 053 8671

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Standing

- Executive (Thunberg)
- Policies and Procedures (White)
- Education and Research (Tikkanen)
- Qualification and Evaluation (Bender)

Special

- Investigation Review (Griffin)
- Rules Review and Update (Roegner)

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INTRODUCTION and ROLL CALL

BOARD OFFICERS

Chairman Bill Thunberg

Vice Chairman Fleming El-Amin

Secretary Rob Roegner,

STANDING COMMITTEE CHAIRS

Policy & Procedures Richard White

Qualification & Evaluation Tom Bender

Education & Research Karen Tikkanen

Department of Insurance, Engineering and Codes Division

1. Designee - Rob Roegner

Represents, Appointing Authority, (Term Start/End)

Public Member

2. Citizen of NC, Governor – Bill Thunberg ('08/'24)

Design Professionals

3. Architect , Senate- Mark Patterson ('21/'25)
4. Engineer, Senate - Mack Summey, PE ('14/'26)

Code Enforcement Officials

5. Code Official, County , Senate - Jeffrey Griffin ('16/'26)
6. Code Official, City, Senate - Michael Crofts ('19/'23)
7. Code Official, Fire Prevention, Governor - Thomas Bender ('18/'23)

Local Government

8. Elected Official, County >40K [Forsyth], Governor - Fleming El-Amin ('18/'26)
9. Elected Official, County <40K [Dare], Governor - Danny Couch ('18/'25)
10. Elected Official, City > 5K, [Elizabeth City], Governor- - Bettie Parker ('20/'22)
11. Elected Official, City < 5K [Burnsville], Governor- Russell Fox ('21/'25)
12. Manager, City/County [Carrboro], Governor - Richard White ('18/'26)

Licensed Contractors

13. General, Building, House - Andy Matthews('12/'23)
14. General, Residential, House – Mark Smith ('15/'23)
15. Mech/Plumbing, House - Allen Kelly ('12/'25)
16. Electrical, House - James Steele ('16/'23)

Academic Institutions

17. UNC School of Government, Dean - Richard D. Ducker ('89/'22)
18. NCSU Engineering Faculty, Dean - Stephen Terry, PhD, PE ('13/'22)
19. NCAT Engineering Faculty, Dean - Stephanie Luster-Teasley, PhD ('19/'22)
20. NC Community College System, President - Karen Tikkanen ('20/'24)

CONFLICT OF INTEREST REMINDER

NCGS 138A-15(e) “At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict...”

In accordance with the State Government Ethics Act*, it is the duty of every NC Code Officials Qualification Board member to avoid both conflicts of interest and appearances of conflict.

Do any Board members have any known conflict of interest or potential of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or potential of conflict and refrain from any undue participation* in the particular matter involved.

Let the minutes show that the State Ethics Commission has cited the potential for a conflict of interest for certain members of the Board who are serving in the following appointments:

- **Code 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 licenses 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.

*”A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant’s impartiality might reasonably be questioned due to the public servant’s familial, personal, or financial relationship with a participant in the proceeding.”

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. G.S. 138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. G.S. 138A-36(a) prohibits public servants from participating in certain official actions in which they have an economic interest or if the public servant, a member of the public servant’s extended family, or a business with which the public servant is associated would otherwise benefit from that action.

In addition to the conflicts standards noted above, G.S. 138A-32 prohibits public servants from accepting gifts, directly or indirectly (1) from anyone in return for being influenced in the discharge of their official responsibilities, (2) from a lobbyist or lobbyist principal, or (3) from a person or entity which is doing or seeking to do business with the public servant’s agency, is regulated or controlled by the public servant’s agency, or has particular financial interests that may be affected by the public servant’s official actions. Exceptions to the gift rule are set out in G.S. 138A-32(e).

ITEM 2 –APPROVAL OF MINUTES

April 26, 2022, Regular meeting minutes DRAFT (Attachment A).

ITEM 3 - FIFTH LEVEL III CERTIFICATE

The following individual(s) achieved their Fifth Level III Certificate this quarter:

- **Ray Harrell, Fire Prevention, Level III issued 4/25/2022**
- **Wesley Keith, Fire Prevention, Level III issued 5/31/2022**

The number of active code enforcement officials who have five level III certificates is **301**.

ITEM 4 - PUBLIC COMMENT

ITEM 5 - COMMITTEE REPORTS

Executive - General responsibility for planning and coordinating the operations of the other standing committees, and it may exercise such other functions as are directed by the Board.

Chairman Bill Thunberg held a committee meeting on May 5, 2022, via video teleconference with committee members Fleming El-Amin, Rob Roegner, Tom Bender, Richard White, and Karen Tikkanen initially represented by proxy Tracy McPherson. Outreach to veterans and those with criminal history was discussed. Tom Bender will discuss Careers in Code Enforcement bulletin (ATTACHMENT E).

Motion, second and discussion to approve draft minutes by committee members. (Attachment B).

NOTE: Mandatory board member training per [N.C. Gen. Stat. § 93B-5](#) within six months of initial appointment and at least once every two calendar years thereafter board members shall receive training, either from the board's staff, including legal advisor, or from an outside educational institution such as the School of Government of the University of North Carolina, on the statutes governing the board and rules adopted by the board, as well as select State laws. Courses are available through the [OSFM Boards, Councils and Commissions](#) web page and YouTube® channel [93B Training I](#) and [93B Training II](#). The N.C. State Ethics Commission mandatory education is available through <https://ethics.nc.gov/education>.

Policies and Procedures - Responsible for (a) developing rules and regulations applicable to the administration of Board functions, including disciplinary actions and (b) developing procedures for certifying code officials.

Chairman Richard White reports no committee meeting was held.

The Rule Review and Update Special committee has been delegated to consider rule changes.

Qualifications and Evaluation - Responsible for (a) developing qualifications for employment in various capacities as a code enforcement official, (b) developing an evaluation system for certification of code officials and (c) reviewing staff decisions concerning individual applications. Appeals of decisions of this committee concerning such applications shall be heard by the Board de novo.

Chairman Tom Bender reports a committee meeting was held on July 21 and will provide a recommendation on two applicants with a criminal history.

Education and Research - Responsible for (a) developing and approving pre-service and in-service educational programs for code officials and (b) conducting and encouraging research in code enforcement, administration, and education.

Chairwoman Karen Tikkanen reports no committee meeting was held.

Investigation Review

Chairman Jeff Griffin held committee meetings on June 6, 22 and July 14 via video teleconference.

Motion, second and discussion to approve recommended disposition of complaint investigations.

Case(s) complete, ready for presentation to the Board

- **565** Evans (Cohen) – Holden Beach
- **569** Lee (Thompson) – Whiteville
- **574** Reeves – Tatum (Robinson) – Hope Mills
- **576** Halifax (Johnson) – Roanoke Rapids
- **578** Gaskins (Chambers) – Anson Co.

Motion, second and discussion to approve recommended disposition of complaint investigations.

Chairman Jeff Griffin recommends the following amendment to the Board Bylaws to make the Investigation Review Committee a standing committee.

5. The Investigation Review Committee shall review all investigation reports prepared pursuant to a consumer or board-initiated complaint; shall determine terms and conditions of proposed consent agreements; and shall make recommendations to the Board as to the disposition of cases. The IRC shall have authority to direct staff to initiate an investigation on behalf of the Board.

Motion, second and discussion to approve recommended disposition of complaint investigations.

Rules Review and Update

Chairman Rob Roegner held committee meetings on May 4 and June 7 via video teleconference. The [COQB Statutes and Rules](#) web page includes a link to the [Special Committee on Rules Review](#) online “course” that features scanned copies of Board minutes from 1978 to 2021.

Motion, second and discussion to approve draft minutes by committee members. (Attachment C and D).

Members without a committee assignment: To be determined.

ITEM 6- ON-GOING BUSINESS

A. Legislative update

The FY 2021-2022 legislative session saw several bills become Session Law (SL) that impact CEOs:

- [SL 2022-11 \(S372\)](#)
- SL 2021-180 provided an additional staff position Engineer II
- SL 2021-192 (S329) Architect / Engineer seal \$200K to \$300K, < \$20K no permit required commercial building.
- SL 2021-117 (H366) NCGS 143-139(b) remote inspection, 160D-1104.1 Effective 1/1/22.

ITEM 7 – NEW BUSINESS

ITEM 8 – STAFF REPORT

EXECUTIVE SUMMARY

This new report format is a result of informal discussions between Chairman Bill Thunberg and Executive Director Mike Hejduk and recent staff organizational changes. The intent is to provide the bulk of routine statistics to Board members in advance of the regular quarterly meetings to make better use of time. Quarterly counts of activities are provided for staff activities, trends will be highlighted. An option is to make the staff report a standalone attachment to the Board notebook. The past two years shifted meetings to a virtual format using MS TEAMS and Cisco Webex that relied on content sharing. This format is conducive to presentations in slide format that can also be used for in-person or hybrid meetings. Modifications to this format may be on-going.

The Fiscal Year 2021-2022 ended June 30. Board rules require Code Enforcement Officials (CEOs) that hold Standard certificates to earn six (6) hours of Continuing Education (CE) per Trade by June 30 and to pay a \$10 renewal fee by July 1 to maintain active status and perform code enforcement. 95% earned CE and 78% renewed. 624 Standard certificates were automatically suspended for 347 CEOs.

The Board has a stated goal to “provide a pool of qualified code officials.” If the total number of active CEOs is a key measure of this goal, as of July 1, 2022, there were slightly less active CEOs 4,136 compared to 4,210 in 2021. However, these CEOs held slightly more Standard certificates 6,739 compared to 6,645 in 2021. Probationary certificates have a duration of three

(3) years and may not be renewed. All Temporary certificates issued by Board Rule [11 NCAC 08 .0735](#) expired December 31, 2021. Limited certificates are no longer issued.

Total Probationary and Standard Certificate count by Trade/Level as of July 21, 2022

CERT COUNT							
Trade Sc (..	CERT LEVEL#1		Cert Level Sc (Cert) / Cert Type Sc		CERT LEVEL#3		Grand Total
	PROB	STD	CERT LEVEL#2	PROB	STD	PROB	
TRADE#F	295	1,136	284	326	135	813	2,989
TRADE#B	281	368	156	164	99	590	1,658
TRADE#E	233	274	130	143	80	532	1,392
TRADE#M	224	343	169	180	90	535	1,541
TRADE#P	195	340	160	186	92	582	1,555
TRADE#R	9	14					23
Grand Total	1,237	2,475	899	999	496	3,052	9,158

Below is a summary of various indicators for the past two Fiscal Years (dashboard/scorecard).

COQB	Total FY 2020-2021	1st QTR Jul - Sep	2nd QTR Oct - Dec	3rd QTR Jan - Mar	4th QTR Apr - Jun	Total FY 2021-2022
CEOs	4,210					4,136
Applications	2,704	756	762	848	1,202	3,261
Pre-Qualification	576	143	159	172	271	679
Probationary	1,186	379	342	427	562	20
Standard	942	243	269	249	369	1,038
Military/Spouses						
Criminal History						
Board courses	206	44	45	58	42	189
Students	1,884	409	439	683	441	1,972
Exam eligibilities	1,362	359	391	389	386	1,525
Exams taken	1,256	289	498	323	488	1,371
Exams passed	793	171	309	212	344	888
Certificates Issued	1,357	469	516	593	855	2,209
Probationary	725	296	279	217	522	1,327
Standard	632	173	237	376	333	882
Complaints		3	7	3	3	16
Disciplinary actions						

Robust economic development in North Carolina demands timely service response to inspection requests by permit holders. N.C. General Statutes define “timely” as two business days. It is reasonable to assume that insufficient numbers of CEOs employed by local government Authorities Having Jurisdiction (AHJs) will negatively affect the speed and quality of construction. H865 proposed “private commercial inspectors” as a solution. Chairman Thunberg wrote a letter opposed. [N.C. Gen. Stat. § 160D-1105](#) allows AHJs to contract with individuals or businesses for inspection services. It is clear that service reflects both the qualifications of individual inspectors as well as the capacity of the AHJ. Strategic questions need to be considered and answered such as: “How many CEOs are needed and where?” “Where will they come from?” and “Where and when should Board courses be taught?”

[N.C. Gen. Stat. § 143-151.19](#) states clerical and other staff services required by the Board are provided by the Department of Insurance, Division of Engineering and Building Codes. [N.C. Gen. Stat. § 143-151.12](#) established a marketplace pool of CEOs to assist the Commissioner supervise, administer, and enforce the State Building Code and when requested by local inspection departments. [Session Law 2022-11](#) was recently enacted by the N.C. General Assembly. This new law amended [N.C. Gen. Stat. § 143-139.4](#) to add a two-day requirement for inspectors to begin inspections when assigned by the Commissioner of Insurance. In addition, this new law allows the Commissioner of Insurance to contract with individuals, corporations, or other business entities who hold applicable Code-enforcement certificates who would conduct inspections pursuant to this process.

To date the following companies have expressed interest in or are actively having employees apply for NCCOQB certification: [SAFEbuilt®](#), [Bureau Veritas](#), [RCI of SC, Inc.](#), [CC&I Services, LLC](#), [ECS Southeast, LLP](#).

The new Fiscal Year 2022-2023 began July 1st. Several initiatives are underway by various entities attempting to meet the need for timely inspection and plan review outcomes.

- NCDOI Inspector Marketplace contract with inspection businesses
- Remote Inspections
- Board Rule Changes to Education and Experience requirements
- Board course and State exam changes – Level 1 Fire, Building, Electrical
- NCDOI Office of Recovery and Resiliency – Trainers/Trainees
- Veterans and applicants with criminal history outreach and recruitment
- Data analytics, visualization and dashboards
- Research study partnerships OSBM Program Evaluation grant
- Permit Technician certification

Scheduling of Board and Committee meetings, development of agendas, presentations, minutes, action items, proposed legislative or agency rule changes, etc. is an administrative challenge in its own right.

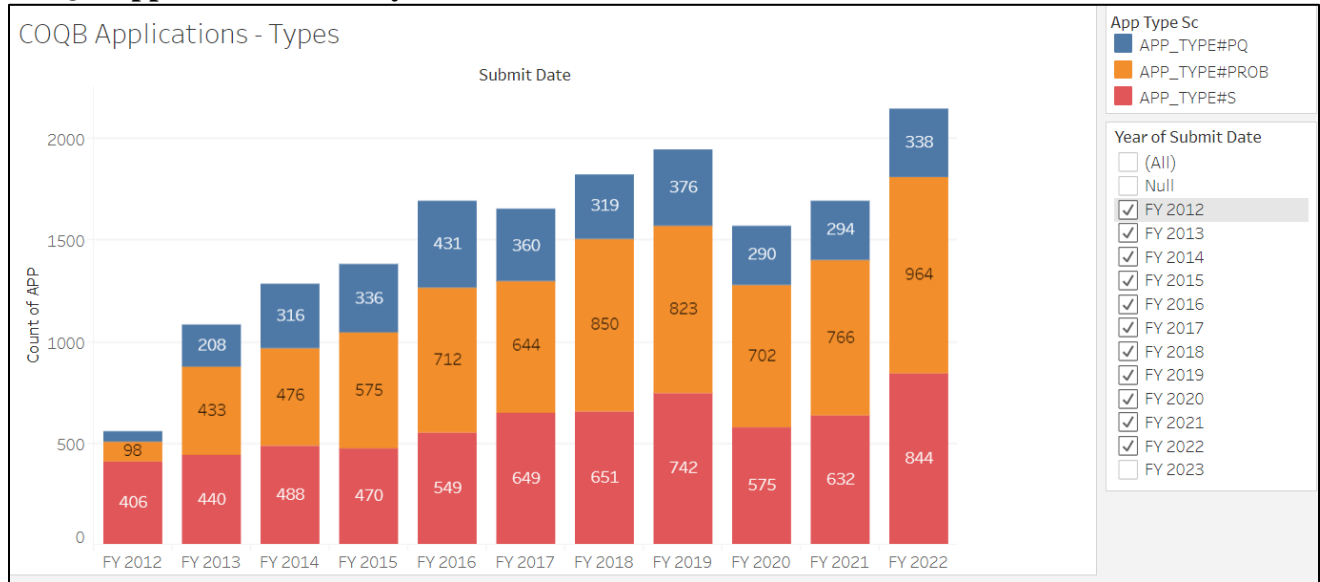
CERTIFICATION

Applications - Staff reviews three (3) **TYPES** of applications: **Pre-Qualification (PQ)**, **Probationary** (3 year/no CE), and **Standard** (6 hours CE per year). PQ are for those individuals who are not already employed as CEOs. AHJs typically refer job applicants to NCDOI staff for a determination of the Trade(s) and Level(s) of certification that the applicant's education and experience allows. An applicant may apply for a maximum of five (5) trades per application for a single fee of \$20 per [11 NCAC 08 .0705](#). Some applications are placed on hold for additional information. Board Rule [11 NCSC 08 .0708](#) states that if the applicant does not meet the criteria for the certificate requested, the applicant is given written notice of the criteria not met and offered four choices. Terri Tart will explain recent changes to the determination letters intended to make them less labor intensive to draft and easier to understand by applicants and AHJs.

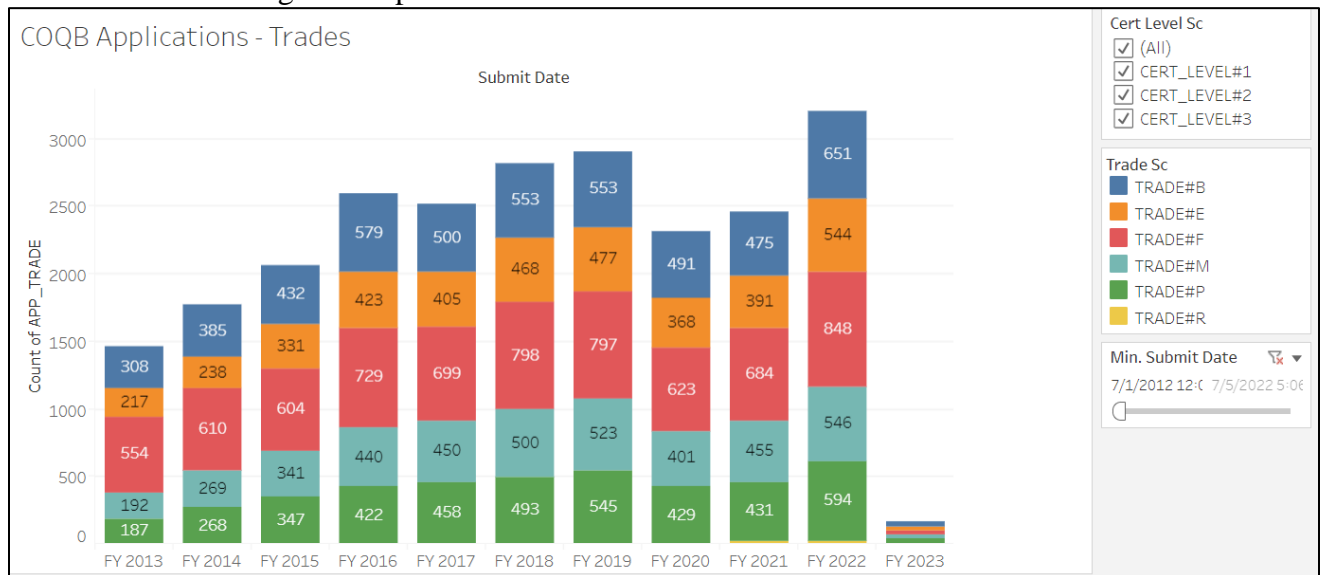
Applications were transitioned from a paper form to online in 2012. The chart below shows the total number of applications increasing since 2012 that coincides with the strong economy. After

a dip in FY 2020 due to COVID, applications are near highs seen in 2008 prior to the housing crash. Detailed analysis by Trade, Level and AHJ is needed to determine if demand will be met in each AHJ. Additional analysis is needed. Efforts to increase recruitment of veterans or persons with criminal history would be reflected in the number of applications submitted.

COQB Application counts by TYPE



There are now six (6) **TRADES** of applications: Fire, Building, Mechanical, Electrical, Plumbing and Residential Changeout Inspector. The chart below shows the total number of each since 2012.



All applications and supporting documentation are reviewed and evaluated against Board criteria for the Trade and Level certification requested. Applicants often do not provide sufficient documentation and do not understand requests for additional information, or the steps involved to earn an exam eligibility.

Board Rule Education and Experience criteria

11 NCAC 08 .0706 REQUIRED QUALIFICATIONS: TYPES AND LEVELS

(h) **Building Inspector, Level I.** A standard certificate, building inspector, Level I, shall be issued to any applicant who complies with Paragraphs (b) through (g) of this Rule and who provides documentation that the applicant possesses one of the following education and experience qualifications:

- (1) a one year diploma in building construction from an accredited college or an equivalent apprenticeship or trade school program in building construction;
- (2) a four-year degree from an accredited college or university;
- (3) at least six months of building inspection experience with a probationary Level I building inspection certificate on a minimum of two Level I buildings while working under the direct supervision of a standard certified building inspector I, II, or III with a supporting letter from the applicant's supervisor which complies with Paragraph (b) of this Rule;
- (4) at least one year of building design, construction, or inspection experience on a minimum of two Level I buildings while working under the direct supervision of a licensed engineer, registered architect, or licensed building contractor with a supporting letter from the applicant's supervisor which complies with Paragraph (b) of this Rule;
- (5) a license as a building contractor;
- (6) at least two years of building construction or inspection experience while working under a licensed building contractor;
- (7) at least two years of experience with a probationary Level I building inspection certificate inspecting building construction on a minimum of two Level I buildings;
- (8) at least two years of experience as an owner, manager or supervisor of a residential construction company and who has a license as a residential contractor and who has construction experience on a minimum of two Level I buildings (this does not include a business partner providing monetary backing for the company); or
- (9) at least two years of construction experience as a subcontractor or employee of a residential contractor in the building trades or work in building construction on a minimum of two Level I buildings and under the direct supervision of a licensed residential contractor who at that time had at least three years of experience.

An alternate view of the requirements

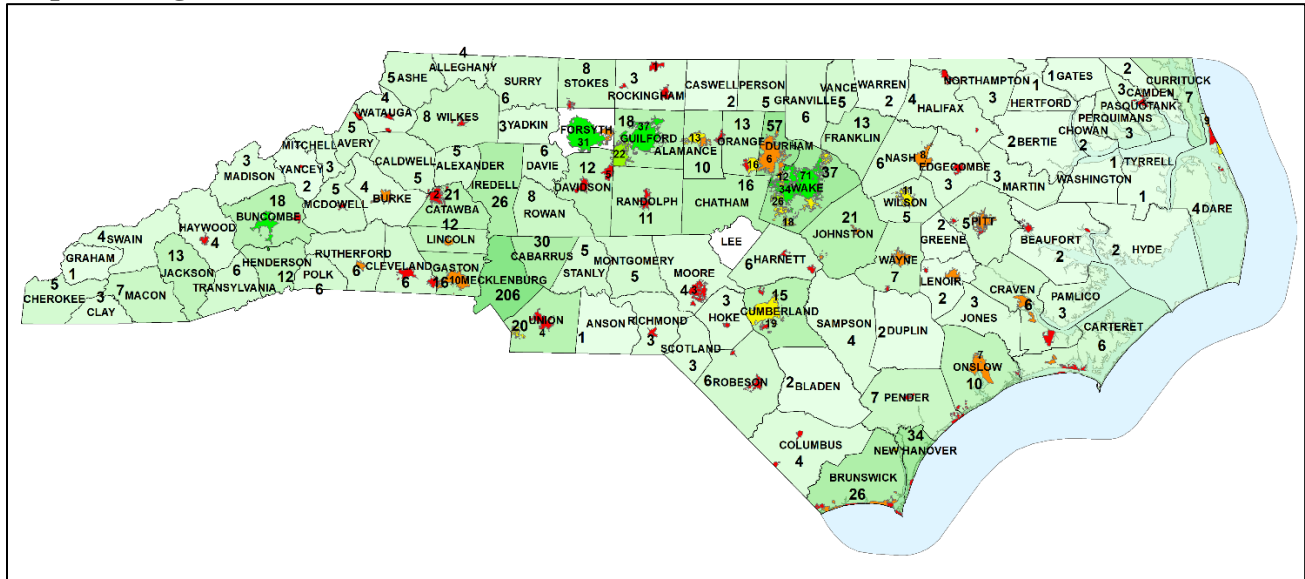
Building Level 1	Education Level	Education	Course work	Work Experience
(1)	Diploma, Apprenticeship	1 yr	Building construction	
(2)	College, University	4 yr	any	
(3)				6 months probationary level 1, 2 level 1 buildings under direct supervision standard level 1, 2, 3
(4)				1 yr building design, construction, inspection, 2 level 1 buildings under direct supervision of PE, RA, GC with letter.
(5)	Licensed building contractor			
(6)				2 yrs building construction or inspection under (5)
(7)				2 yrs probationary level 1, 2 level 1 buildings
(8)	Licensed residential contractor			2 yrs owner, manager, supervisor, Residential construction company. 2 level 1 buildings
(9)				2 yrs subcontractor or employee of residential contractor in building trades or work in building construction, 2 level 1 buildings under supervision of a licensed residential contractor with 3 yrs experience.

Certificates – Staff issues Probationary and Standard Certificates on a weekly basis. Ideally, the number of active certificates by Trade and Level should be a good indicator of the capacity of AHJs to perform plan review and field inspections in a timely manner. However, total counts that do not consider the AHJ location and permit activity may not indicate true needs. In October 2021, a survey of over 400 Inspection Departments asked, “How many inspectors do you think you will need within one year?” By December, 80 AHJs responded with a total need of 132 ranging from

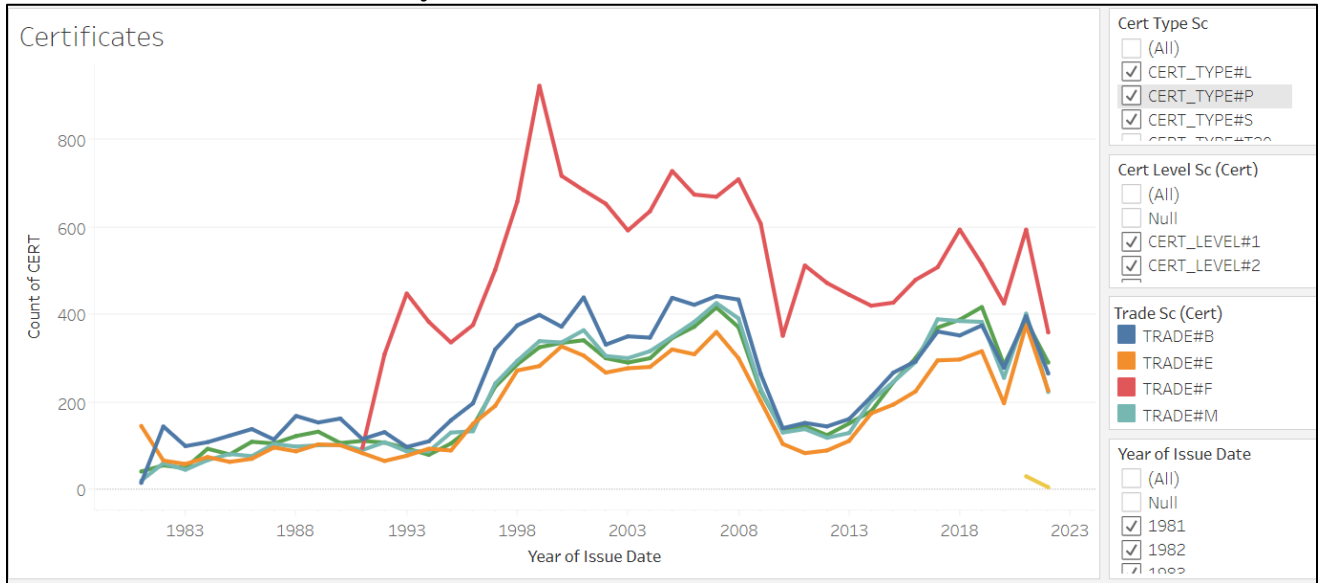
1 to 6 CEOs. In one county the 6 inspectors represented the entire count of existing CEOs. In others, 6 inspectors represented 15% to 50% of the entire department staff indicating high turnover.

As stated above, Standard certificates must be renewed annually. Probationary certificates expire after 3 years. Notices of expiration are sent to each inspector and his or her city or County Manager. 110 probationary certificates across all Trades and Levels expired this quarter without the CEO completing all requirements for a standard certificate. 985 expired for the entire Fiscal Year.

Map showing distribution of CEOs across AHJs [data not current]



Counts of Certificates issued by Year and Trade



EXAMINATION

PSI Services, LLC administers State exams under a 5-year NCDOI contract 12-001164 issued May 4, 2021. There are five Trades and three Levels for a total of 15 exams. Below is a detailed count of exams taken and passed for the fiscal year.

Exam Taken Counts between 07/01/2021 and 06/30/2022						
Exam Taken						
Area/Level	Number Taking	Number Passing	% Passing	High Score	Low Score	Average Score
Building Inspector I	164	62	37.80	92.00	35.00	66.19
Building Inspector II	73	51	69.86	89.00	47.00	71.77
Building Inspector III	63	43	68.25	93.00	43.00	71.68
Electrical Inspector I	211	68	32.23	87.00	33.00	63.66
Electrical Inspector II	61	40	65.57	88.00	51.00	71.62
Electrical Inspector III	56	42	75.00	91.00	58.00	74.09
Fire Inspector I	214	135	63.08	97.00	31.00	72.38
Fire Inspector II	95	74	77.89	93.00	57.00	74.43
Fire Inspector III	59	55	93.22	97.00	61.00	79.47
Mechanical Inspector I	91	61	67.03	92.00	41.00	72.45
Exam Taken Totals						
Total Taking	Total Passing	Total % Passing				
1371	889	64.84				

Due to historically low passing rates on the Level 1 Fire, Building and Electrical exams, Rich Hall is leading Subject Matter Expert (SME) working groups to create additional self-study and proctored End-of-Course module tests. Rich will explain his work with the pilot Fire Level 1 post Board course 90-day and three 50 question exams as well as the revised Fire Level 1 State exam deployed June 1 and PSI [Candidate Information Bulletin](#) exam content.

COQB Subject-Matter-Expert (SME) Working Groups

Building End-of-Course (EOC) Items

- Combined SME test item ratings and comments into master.
- Working group to meet to validate the items
- These will be used in Phase Exam(s)
- Once Phase exams completed, BLDG I, Residential Self-Study will be ready for implementation.
- Currently developing BLDG I, Commercial Self-Study

Electrical I, II, III State Items

- Exams activated for PSI Board exams on March 1, 2021
- SMEs reviewed and replaced non-performing, or items needed to move to higher level(s). Revised exam will be implemented in August.
- Received Item Analysis report from PSI. Conducting Item analysis.

- SMEs will begin writing additional items to update the test bank.

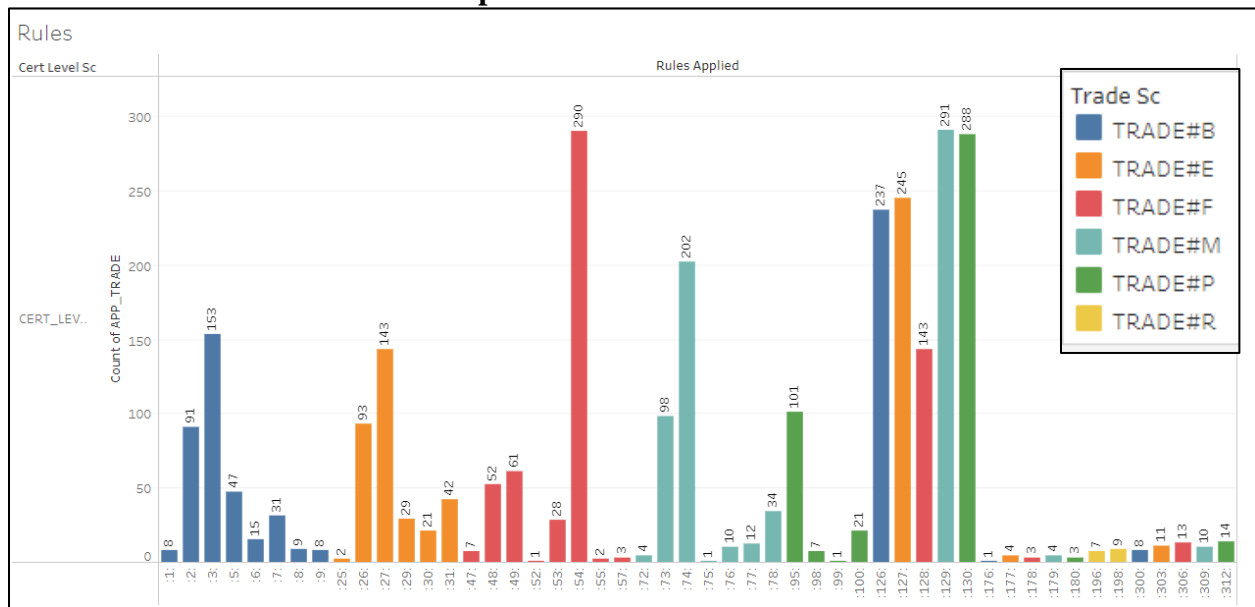
Fire I End-of-Course (EOC) and Board Exam Items

- Self-Study Materials - Began with a class that finished the end of January
- The new Fire I exam activated June 1, 2022.
 - PowerPoint slides – Chapters 1-8 PowerPoint slides sent to SME working group for review and validation. Others to be sent incrementally.
 - SME working group to review skills sheets between now and next Board meeting.

Plumbing EOC/Board Exams, and Self-Study

- Recruiting SME working group members
- NCDOI staff and SME creating a Plumbing Correlation Sheet for use in all facets of Plumbing Programs and will start entering data into Moodle activities.

Board Rules for Education and Experience for Exams FY 2021-2022



NCDOI hosted summer intern Elena Tsai from UNC Chapel Hill to work with the IT department. Ms. Tsai is interested in data analytics. She performed point biserial calculations on key and distractor exam questions for COQB and exam performance based on applicant Board Rule education and experience. The chart below illustrates the great number of examinees taking Fire Level 1 who met the Rule :54: criteria – *at least four (4) years’ experience fire suppression activities for a city, county, volunteer or other governmental fire department.*

Summer Intern – Elena Tsai, UNC Chapel Hill

FIRE LEVEL I									
	Cert. Rules	Avg. Score	Median Score	Std. Dev	Criteria	# of Passes	Criteria	# of Fails	Passing Rate (%)
	Level I ONLY	70.088	71	9.433	Y	93	N	67	58.125
EDUCATION	One Year Diploma	70.833	71	8.589	Y	5	N	1	83.333
	Two Year Degree								
	Four Year Degree	74.786	75.5	6.784	Y	12	N	2	85.714
EXPERIENCE	Probationary								
	Six Months	74.133	76	8.442	Y	11	N	4	73.333
	One Year	69.000	68	4.583	Y	1	N	2	33.333
	Two Years	68.000	67	9.570	Y	7	N	13	35.000
	Three Years								
	Four Years	69.532	71	9.544	Y	73	N	51	58.871
	Five Years								
	Third Party Military License								

EDUCATION

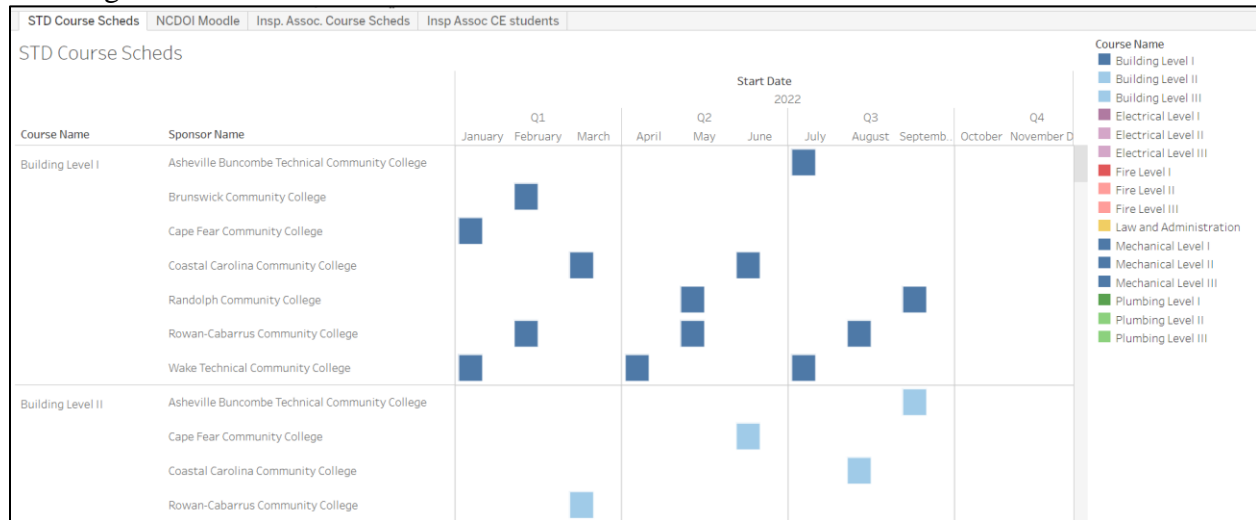
Staff administers two types of professional development education programs for the Board: Board courses and Continuing Education. The availability of Board courses through the NC Community College System (NCCCS) continued to present challenges due to COVID travel restrictions and instructor health challenges. Staff reorganization resulted in the promotion of Beth Williams to Assistant Director, Program Manager I to supervise certification and education activities for both the COQB and Home Inspector Licensure Board (HILB). Williams' former position as Staff Development Coordinator has not yet been filled. Jennifer Hollyfield was promoted to Program Coordinator IV for COQB and HILB education programs. Training is underway.

Board Courses

Availability – Guidelines for Community Colleges and Instructors were published May 15, 2006 that require anyone planning to teach any of the Board's courses to attend an instructor training workshop. Beth Williams transitioned the workshop to a self-study online course that was completed in March 2022. Community Colleges are making progress offering hyflex (online) standard courses to code officials. Below is a sample dashboard view of course schedules for Building Level I that shows the Community College and month the course is offered. This data visualization may be offered through the web page to facilitate planning by students, instructors and sponsors. Prior staff reports included detailed counts of courses held, canceled and students enrolled by Trade and Level. Staff continues development of dashboards to provide this information.

It should be noted that students who enroll in Board courses may do so anytime during their Probationary period or as part of Pre-Qualification. Applicants who qualify for Standard certificates by [N.C. Gen. Stat. § 143-151.14 Comity](#) and [Board Rule 11 NCAC 08 .0707 Special Circumstances](#) must successfully complete the Law and Administration and standard technical course within three (3) years. CEOs may also attend Board courses for Continuing Education credit especially during code update cycles. Course content must be periodically reviewed and

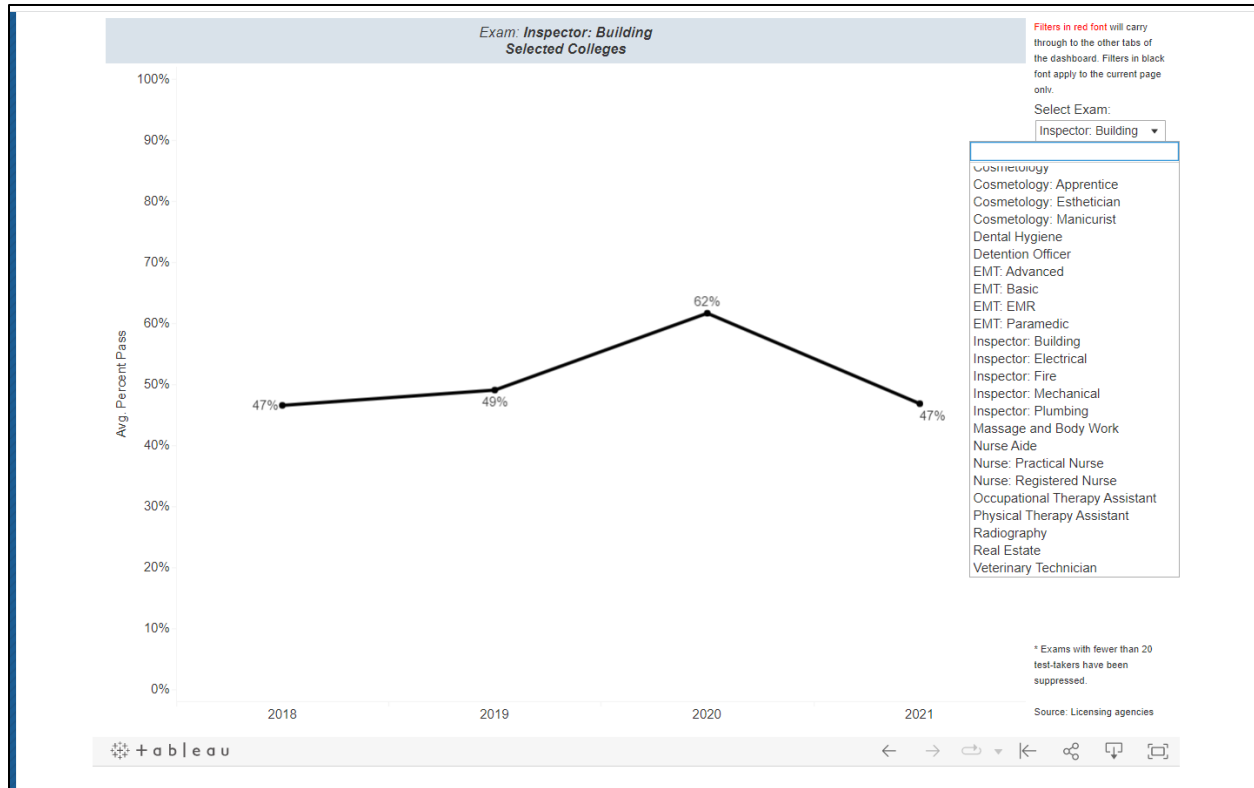
updated by NCDOT Code Consultants in each Trade. The code update cycle for residential was increased from 3 years to not less than 6 years. The 2020 NEC became effective March 1, 2022 affecting Electrical course curriculum.



Effectiveness – The NCCCS [2021 Performance Measures Report](#) (pages 14 and 15) Licensure and Certification passing rates summarizes with a weighted index how well prepared students are to enter the workforce in selected occupations. There is also a dashboard [Licensure and Certification \(PM6\) - Institutional Outcomes & Peer Comparisons](#) with pass rates trends by exam and selected colleges. Inspector pass rates on the State exams for Fire, Building and Electrical Level 1 are generally lower than other occupations.

It is clear that for many individuals lacking experience in the construction industry or specific trade that the Board courses presently taught in 4 to 6 days are not sufficient to understand the material presented. To understand the nature of the existing courses it is helpful to read the [historical board minutes](#) in the Rules Review course. These courses were primarily focused on teaching skilled tradesman who wanted to become code enforcement officials how to use the current code and prepare for the State written examination required to earn a Standard rather than Limited certificate.

Due to the large number of applicants for Fire Level 1 using the course for promotional purposes within the fire service, a 90-day pilot self-study program is being tested that replaces the 80 question End-of-Course test administered the last day of class with three modules of 50 questions each. Results of this pilot are reported by Rich Hall under the examination portion of the staff report. The Fire Level 1 course materials have also been updated based on recommendations by the Fire Code working group.

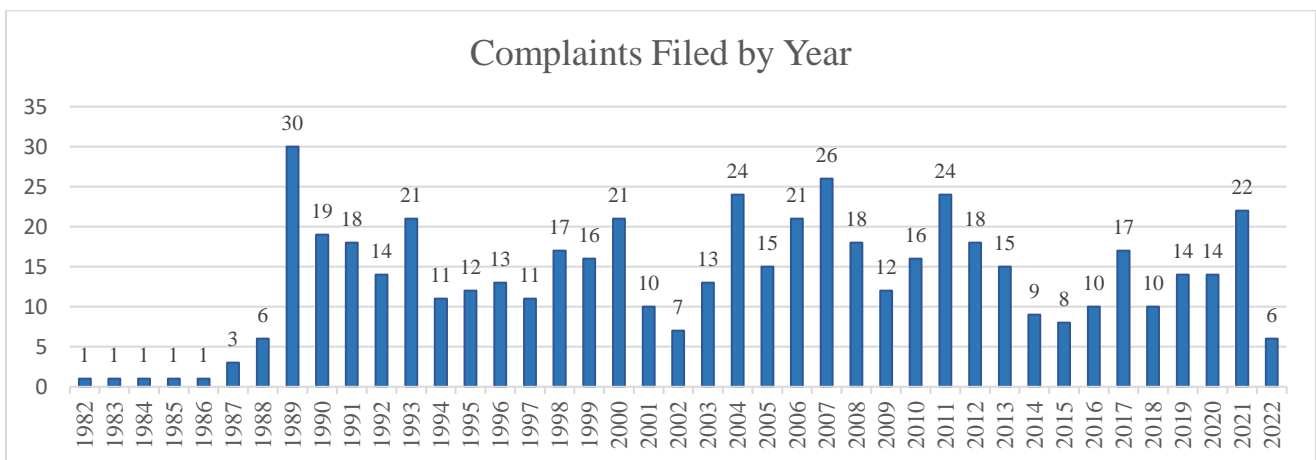


INVESTIGATIONS

Sam Whittington was promoted to Engineering Supervisor II and his direct reports now include Chris McLamb, and newly hired Engineer II Tommy Green and Jeff Johnson. Positions are transitioning to field based and are assigned State vehicles.

Active Cases: 15

Investigations – Completed Since Last Report: 3



ITEM 9 ELECTION OF OFFICERS

The Board Bylaws require election from its members of a chairman, vice-chairman and secretary at its first regular meeting after July 1 each year.

ITEM 10 ADJOURNMENT

ITEM 11 ATTACHMENTS

- A. April 26, 2022, Board Regular meeting minutes DRAFT
- B. May 20, 2022, Executive Committee meeting minutes DRAFT
- C. May 4, 2022, Rule Review Special Committee meeting minutes FINAL
- D. June 7, 2022, Rule Review Special Committee meeting minutes DRAFT
- E. Careers in Code Enforcement bulletin