

NORTH CAROLINA CODE OFFICIALS' QUALIFICATION BOARD DRAFT MINUTES



Attachment A

January 23, 2024 - 1:00 PM

The quarterly meeting of the N.C. Code Officials Qualification Board (“Board”) was held via WebEx at 1:00 PM on January 23, 2024.

ITEM 1 – INTRODUCTIONS, ROLL CALL and CONFLICT OF INTEREST STATEMENT

Chairman Thunberg called for a roll call. Thunberg 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 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.

Adam Lovelady stated that he works with the 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.

The following members of the Board participated in the meeting in person and provided a quorum:

Bill Thunberg	Danny Couch	Richard White
Montrena Hadley	Rob Roegner	Allen Kelly
Jeff Griffin	Adam Lovelady	Michael Crotts
Mack Summey, PE	Russell Fox	Fleming El-Amin
Kenny Weatherington	Joshua Robbins	Jeffrey Tracey

The following members of the Board were absent:

Mark Patterson, Andy Matthews, Mark Smith, James Steele, Stephen Terry, PE, PhD

Other persons in attendance:

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Todd Neal	Department of Justice	Raleigh, NC
Mike Hejduk	Office of State Fire Marshal	Raleigh, NC
Beth Williams	Office of State Fire Marshal	Raleigh, NC
Sam Whittington	Office of State Fire Marshal	Raleigh, NC

Anna Basile	Office of State Fire Marshal	Raleigh, NC
Jennifer Hollyfield	Office of State Fire Marshal	Raleigh, NC
Terri Tart	Office of State Fire Marshal	Raleigh, NC
Rich Hall	Office of State Fire Marshal	Raleigh, NC
Charlie Johnson	Office of State Fire Marshal	Raleigh, NC

ITEM 2 - APPROVAL OF MINUTES

Rob Roegner made a motion to approve the minutes of the October 24, 2023, Board meeting. Fleming El-Admin seconded the motion. Motion carried.

ITEM 3 - FIFTH LEVEL III CERTIFICATE

The number of active code enforcement officials who have five (5) level III certificates is 194. The Board recognized the following code officials in receiving their fifth Level III certificate this quarter.

- Jeremy Ganey Electrical Level III Beaufort County
- Dan Lawrence Plumbing Level III Person County
- Dan Lawrence Mechanical Level III Person County

ITEM 4 - PUBLIC COMMENT

Michael Burroughs, Montgomery County, NC

ITEM 5 - COMMITTEE REPORTS

Executive Committee - Chair Bill Thunberg reported that the committee did not meet.

Policies and Procedures (P&P) -- Chair Richard White reported that the committee met on January 5, 2024, and on January 16, 2024. White made a motion to approve both sets of minutes. Roegner seconded the motion. Motion carried.

Education and Research (E&R) – Chair Danny Couch reported a committee meeting was held on December 18, 2023, and January 18, 2024, via WebEx. Montrena Hadley made a motion to approve both sets of minutes. Fleming El-Amin seconded the motion. The motion passed unanimously.

Topics Discussed:

2024 Guidelines for Board Courses Significant changes. Title changes from “Guidelines for Community Colleges and Instructors” to “Guidelines for Board Course - Educational Institutes and Instructors.”

- 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.

Probationary certificate knowledge, skills, and abilities self-study modules

Kenny Weatherington made a motion to approve the 2024 Guidelines for Board Courses Significant changes. Title changes from “Guidelines for Community Colleges and Instructors” to “Guidelines for Board Courses - Educational Institutes and Instructors.” Hadley seconded the motion. The motion passed unanimously.

Qualifications and Evaluation (Q&E) – Chair Michael Crotts stated the committee met on January 3, 2024, and on January 17, 2024, via WebEx.

Topics discussed:

There were four (4) felony applicants for review by the committee.

- 4 – Felonies Approved

Michael Crotts made a motion to approve the minutes. Roegner seconded. The motion passed unanimously.

Investigation Review (IRC) -- Chair Jeff Griffin held committee meetings on December 5, 2023, and January 10, 2024, via WebEx.

Reminder of Hearings for cases 571 and 587 coming up.

Rules Review Special Committee

Rob Roegner reported committee meetings were held December 5, 2023, and on January 10, 2024, via WebEx.

Topics discussed:

NCCOQB Rules review and realignment updates

- 11 NCAC 08 .0602 Nature of Probationary Certificate
- 11 NCAC 08 .0706 Required Qualification Types and Levels
- 11 NCAC 08 .0707 Special Circumstances
- 2024 Guidelines for Board courses

Roegner made a motion to approve proposed rule changes to 11 NCAC 08 .0602 Nature of Probationary Certificate. Michael Crotts seconded the motion. The motion passed unanimously.

Roegner made a motion to approve proposed rule changes to 11 NCAC 08 .0706 Required Qualification Types and Levels. Crotts seconded the motion. The motion passed unanimously.

Roegner made a motion to approve proposed rule changes to 11 NCAC 08 .0707 Special Circumstances. Crotts seconded the motion. The motion passed unanimously.

Roegner made a motion to approve proposed rule changes to 11 NCAC 08 .0737 Building Inspector I, II, III. Crotts seconded the motion. The motion passed unanimously.

Roegner made a motion to approve proposed rule changes to 11 NCAC 08 .0738 Electrical Inspector I, II, III. Richard White seconded the motion. The motion passed unanimously.

Roegner made a motion to approve proposed rule changes to 11 NCAC 08 .0739 Mechanical Inspector I, II, III. Crotts seconded the motion. The motion passed unanimously.

Roegner made a motion to approve proposed rule changes to 11 NCAC 08 .0740 Plumbing Inspector I, II, III. El

Amin seconded the motion. The motion passed unanimously.

Roegner made a motion to approve proposed rule changes to 11 NCAC 08 .0741 Fire Inspector I, II, III. Crotts seconded the motion. The motion passed unanimously.

ITEM 6 – ON-GOING BUSINESS

Legislative Updates

Rob Roegner provided updates on the status of pending legislation H893 Private Commercial Inspections and H850 Licensing Board/Contractors and Inspectors funding for the Board and OSFM apprenticeship program.

Guidelines Significant Changes

Chair Thunberg asked Mike Hejduk to summarize significant draft changes to the Guidelines for Board Courses reflecting Board policy changes since the 2006 edition. Hejduk requested a motion and vote by the Board. Weatherington motioned to approve the 2024 updates to the Guidelines with the title change noted as a living document. The motion was seconded by Hadley. The motion passed unanimously.

ITEM 7 – NEW BUSINESS

The following Probationary Certificate requests were considered:

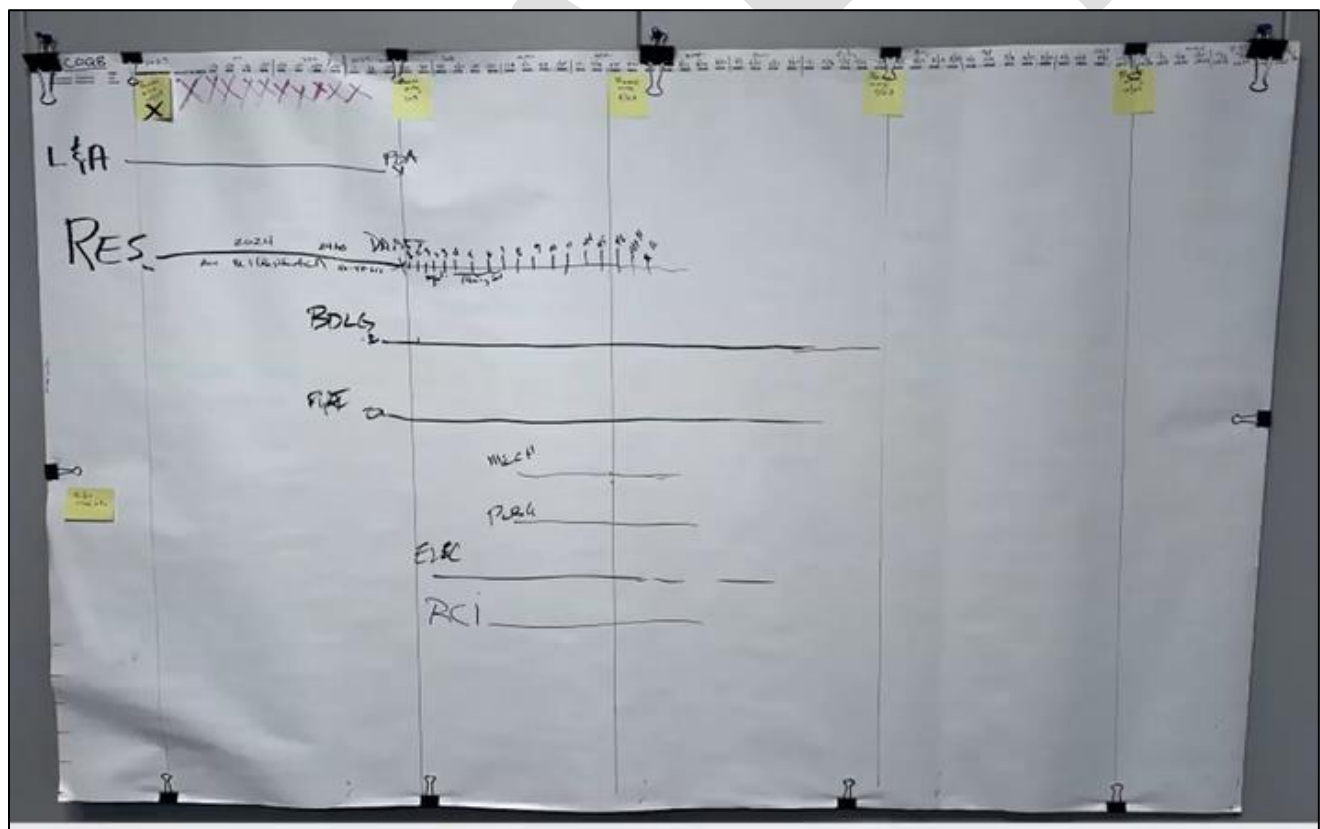
- **Michael Burroughs** - Shelve building probationary certificate as well as mechanical probationary certificate while serving as Planning Director.
- **Earvin Doyle** - Probationary Building Level II P-24836 expired 8/11/2017
- **Szymon Dzierbun** - Probationary Electrical Level I P-32588 expired 10/09/2022
Probationary Building Level I P-32587 expired 10/09/2022
- **Steve Hall** - Probationary Building Level III P-34146 expired 10/14/2023
- **Sam Kelly** - Probationary Building Level II P-34150 expired 10/14/2023
Probationary Plumbing Level II P32719 expired 11/04/2022.
Probationary Electrical Level I P-31246 expired 02/19/2022
Probationary Fire Level I P-31247 expired 02/19/2022
- **Stephen Rodr** - Probationary Fire Level III P-21416 expired 8/27/2014
- **Michael Gaskin** - Probationary Mechanical Level II P-32509 expired 9/27/2022

Crotts made a motion to issue new probationary certificates for three years. El-Amin seconded the motion. The motion passed unanimously. For Burroughs Crotts made a motion to place Burroughs' building and mechanical probationary certificates on inactive status. Weatherington seconded the motion. The motion passed unanimously.

ITEM 8 – STAFF REPORT - DASHBOARD

Hejduk gave the staff report and reviewed the second quarter Fiscal Year 2023-2024 activities dashboard highlighting 10,062 active certificates, military applicants, fire exam pass rates, workforce development as well as the Board course update schedule. Hejduk also noted that Sam Whittington has done a great job of hiring investigators with Jeff Griffin and new employee Bonnie Bentley.

COQB	Total FY 2021-2022	Total FY 2022-2023	1st QTR Jul - Sep	2nd QTR Oct - Dec	3rd QTR Jan - Mar	4th QTR Apr - Jun	Total FY 2023-2024
CEOs	4,136	4,094	4,094	4,159			4,094
Applications	3,261	1,881	777	432			1,209
Pre-Qualification	679	79	155	23			178
Probationary	1,710	942	348	217			565
Standard	1,038	860	274	192			466
Military/Spouses	36	65	83	43			126
Criminal History	6	30	7	4			11
Board courses	189	197	57	42			99
Students	1,972	2,379	549	457			1,006
Exam eligibilities	1,525	1,677	479	107			586
Exams taken	1,371	1,440	364	107			471
Exams passed	888	740	278	94			372
Certificates Issued	2,209	2,497	701	433			1,134
Probationary	1,327	1,445	415	209			624
Standard	882	1,052	286	224			510
Certificates Total		9,379	9,829	10,062			10,062
Probationary			2,893	2,970			2,970
Standard			6,936	7,085			7,085
Complaints	16	18	5	5			10
Disciplinary actions		3	2	1			3



ITEM 9 -- ADJOURNMENT

Kenney Weatherington announced his promotion to Director, Public Safety Training Programs with the NC Community College System, a position formerly held by Tracy McPherson who retired.

Jeff Griffin was hired as an investigator for the Home Inspector Licensure and Code Officials Qualification Boards. Russell Fox advised the Board that he has missed recent Board and committee meetings due to a serious automobile accident in September and continues his recovery. He will be attending future meetings.

Thunberg made a motion to adjourn.

A handwritten signature in black ink that reads "Robert B. Roegan". The signature is written in a cursive style with a large, prominent initial "R".

Secretary, NCCOQB

DRAFT