

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD DRAFT MINUTES



October 24, 2023 - 1:00 PM

ATTACHMENT A

The quarterly meeting of the N.C. Code Officials Qualification Board (“Board”) was held at NCSU McKIMMON CENTER at 1:00 PM on October 24, 2023.

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.

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

Bill Thunberg	Danny Couch	Stephen Terry, PE, PhD
Montrena Hadley	Rob Roegner	Allen Kelly
Jeff Griffin	Adam Lovelady	Michael Crotts
Mack Summey, PE	Mark Patterson	Fleming El-Amin
Kenny Weatherington	Joshua Robbins	Jeffrey Tracey

The following members of the Board were absent:

Russell Fox, Richard White, Andy Matthews, Mark Smith, James Steele

Other persons in attendance:

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Todd Neal	Department of Justice	Raleigh, NC
Mike Hejduk	Department of Insurance	Raleigh, NC
Beth Williams	Department of Insurance	Raleigh, NC
Sam Whittington	Department of Insurance	Raleigh, NC
Jeff Johnson	Department of Insurance	Raleigh, NC
Jennifer Hollyfield	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC
Rich Hall	Department of Insurance	Raleigh, NC

Renita Denton Department of Insurance Raleigh, NC
Charlie Johnson Department of Insurance Raleigh, NC

ITEM 2 - APPROVAL OF MINUTES

Danny Couch made a motion to approve the minutes of the July 25, 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 level III certificates is 194. The Board recognized the following code officials in receiving their fifth Level III certificate this quarter.

- Zachary Aaron Batson, Fire, Brunswick
- Ronald Dale Jarmon, Fire, Cary
- Noah Lael McNeilly, Fire, Mecklenburg
- James Weldon Cox, Fire, Wake Forest

ITEM 4 - PUBLIC COMMENT

ITEM 5 - COMMITTEE REPORTS

Executive Committee - Chair Bill Thunberg reported that the committee met on September 5, 2023. The meeting minutes are in the agenda package.

Committee positions and members present by roll call Vote:

- 1) Board Chair, Bill Thunberg
- 2) Board Vice-Chair, Fleming El-Amin
- 3) Secretary, Rob Roegner
- 4) Policies and Procedures, Richard White
- 5) Education and Research, Danny Couch
- 6) Qualification and Evaluation, Michael Crotts
- 7) Investigation Review, Jeff Griffin

Attendees:

Todd Neal, Board legal counsel NCDNJ
Mike Hejduk
Beth Williams

Chairman Thunberg asked each committee member to consider their outstanding items from the prior year to focus on over the next two years in light of the overarching 2024 updates of the codes.

Mike Hejduk noted the bylaws requirement for Board meetings to begin at 1:00 PM, conduct of meetings and explained the agenda for the committee meetings in the morning with the room arrangement at NCSU McKimmon Center. This framed discussion of the Board meeting agenda.

Hejduk proposed New Business items: Probationary requests, Proposed Rule Changes, Board course updates to 2024 codes and Work Plan for the Board.

Executive Committee members discussed in general terms improvements needed to student preparation before attending class, Board course materials and instructor delivery as well as timelines and schedules to complete Board course updates with regard to separation of residential and commercial. If the new course materials are not complete for the mandatory courses this could be a problem.

Fleming Al-Amin made a motion to approve the minutes of September 5, 2023. Rob Roegner seconded the motion. Motion carried.

Policies and Procedures (P&P) Committee -- Chairman Richard White was not in attendance. Thunberg asked Rob Roegner to report. No committee meeting was held.

Education and Research (E&R) – Danny Couch reported a committee meeting was held on September 19, 2023, via WebEx.

Topics discussed:

- 2024 Update Planning Session
- Law and Admin Course
- Residential/Commercial – separation of Residential/Commercial
- Classroom Instructors vs. Distance Learning
- Board Course Guideline Update
- NC General Assembly updates

Couch made a motion to approve the minutes of September 19, 2023. Rob Roegner seconded the motion. Motion carried.

Qualifications and Evaluation (Q&E) Committee – Held a meeting on October 2, 2023, via WebEx. Michael Crofts provided a summary.

Topics discussed:

- 3 – Felony – Approved
- 1 – Out of State – Approved
- 1 – Board Disciplinary Action – Approved

Danny Couch made a motion to approve the minutes. Jeff Griffin seconded. Motion carried.

Investigation Review Committee (IRC) -- Chairman Jeff Griffin held committee meetings September 11 and October 19, 2023. Via WebEx. Crofts made a motion to approve the September 11, 2023, minutes. Seconded by Fleming El-Admin. Motion carried. Fleming El-Admin made a motion to approve the October 19, 2023, minutes. Seconded by Crofts. Motion carried.

Griffin made a motion to approve recommended disposition of complaint investigations. Danny Couch recused himself. Roegner seconded. Motion carried.

Case recommendation(s) made to the Board:

- 571 Basis, VSA for Gregory (Fire Level I Course) and Hearing for Williams and Kearns
Griffin made motion to take the case to a hearing. Roegner seconded. Motion carried.
- 587 Griffin (Scalpi) Basis, hearing

- Griffin made a motion to take the case to a hearing. Couch seconded. Motion carried.
- 611 Hayes (Bacchiocchi) No Basis, dismiss.
Griffin made a motion to dismiss. Crotts seconded. Motion carried.
 - 614 Eatmon (Honeycutt) No-Basis, dismiss.
Roegner made a motion to dismiss. Seconded by Al-Admin. Motion carried.
 - 617 Hardee (Maxime) Basis, VSA 40 hours ride along with an DOI approved trainer for structural education.
Roegner made a motion to accept the VSA. Seconded by _____. Motion carried.
 - 633 Szymanski (Weeks) No Basis, dismiss.
Danny Couch requested recusal and was recused from deliberations and vote.
Roegner made a motion to dismiss. El-Amin seconded. Motion carried.

Rules Review Special Committee

Rob Roegner reported committee meetings were held September 26, 2023, and October 18, 2023, via WebEx.

Topics discussed:

- NCCOQB Rules review and alignment
- Proposed Rule Changes

Crotts made a motion to approve the minutes of September 26, 2023. Seconded by Fleming Al-Admin. Motion carried. El-Amin made a motion to approve the minutes of October 18, 2023. Seconded by Crotts. Motion carried.

ITEM 6- ON-GOING BUSINESS

Chair Thunberg asked Roegner to provide a status of legislative initiatives. Roegner stated that various bills remained in committee and that updates would be provided when available.

Leon Skinner provided a slide presentation on the NCORR/NCDOI Inspector's Apprenticeship Program.

ITEM 7 – NEW BUSINESS

Probationary requests:

1. Lonnie Boone (Durham)
Probationary Plumbing Level I, P-33870 expired 8/7/2023
2. Maggie Bowers (Durham)
Probationary Electrical Level II, P-10369 expired 3/15/2010
Probationary Mechanical Level II, P-15449, expired 10/4/2023
3. Patrick Ezel (New Bern)
Probationary Plumbing Level II, P-31189 expired 2/7/2022
4. Ruben Ortiz (Mooresville)
Probationary Mechanical Level II, P-24544 expired 6/8/2017
Probationary Electrical Level II, P-24542 expired 8/9/2022

Couch made a motion to issue new probationary certificates for three years. El-Amin seconded the motion. The motion carried.

Chairman Thunberg asked Hejduk about Board course updates to 2024 Code. Thunberg asked Montrena

Hadley, Adam Lovelady and Todd Neal (Boad Legal Counsel) to work with Hejduk on the course update to 2024 Code. The plan of action for the Law & Administrative Course is due by January 23, 2024.

ITEM 8 – STAFF REPORT - DASHBOARD

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				4,094
Applications	3,261	1,881	777				777
Pre-Qualification	679	79	155				155
Probationary	1,710	942	348				348
Standard	1,038	860	274				274
Military/Spouses	36	65	83				83
Criminal History	6	30	7				7
Board courses	189	197	57				57
Students	1,972	2,379	549				549
Exam eligibilities	1,525	1,677	479				479
Exams taken	1,371	1,440	364				364
Exams passed	888	740	278				278
Certificates Issued	2,209	2,497	701				701
Probationary	1,327	1,445	415				415
Standard	882	1,052	286				286
Certificates Total		9,379	9,829				9,829
Probationary			2,893				2,893
Standard			6,936				6,936
Complaints	16	18	8				8
Disciplinary actions		3	1				1

Hejduk gave the staff report and reviewed the first (1ST) quarter Fiscal Year 2023/2024 dashboard.

NC Building Inspection Program (NCBIP)
 NC Fire Inspection Program (NCFIP)
 93B-2(a) Annual Report: July 1, 2022, to June 30, 2023

Staff Report

93B-2(a) Annual Report: July 1, 2022, to June 30, 2023

- (1) The number of applicants for a license 1,455 and of that number, the number granted a license 1,040.
- (2) The number of applicants with a conviction record 14, and of that number, the number granted a license 14, denied a license for any reason 0, and denied a license because of a conviction 0.
- (3) The number of applicants who are active-duty military or military veterans 65, the number granted a license 65, the number denied a license for any reason 0, and a summary of the reasons for denial N/A.
- (4) The number of applicants who are military spouses 1, the number granted a license 1, the number denied a license for any reason 0, and a summary of the reasons for denial N/A.

ITEM 10 -- ADJOURNMENT

El-Amin made a motion to adjourn. Crotts seconded the motion. Motion carried.



Rob Roegner
Secretary, N.C. Code Officials Qualification Board