

# NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD DRAFT MINUTES - ATTACHMENT A



**JANUARY 24, 2023 - 1:00 PM**

The quarterly meeting of the NC Code Officials Qualification Board (“Board”) was held by teleconference at 1:00 PM on January 24, 2023.

## **ITEM 1 - Introduction, Roll Call and Conflict of Interest Statement**

Williams conducted roll call as requested by Chairman Thunberg. 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 or by teleconference and provided a quorum:

Bill Thunberg	Danny Couch	Stephen Terry, PE, PhD
Montrena Hadley	Rob Roegner	Allen Kelly
Jeff Griffin	Thomas Bender	Michael Crotts
Mack Summey, PE	Richard White	James Steele
Mark Patterson	Adam Lovelady	Fleming El-Amin
Joshua Robbins	Russell Fox	

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Todd Neal	Department of Justice	Raleigh, NC
Denise Stanford	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
Chris McLamb	Department of Insurance	Raleigh, NC
Jeff Johnson	Department of Insurance	Raleigh, NC
Tommy Green	Department of Insurance	Raleigh, NC
Jennifer Hollyfield	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC

Thunberg introduced new Board members, Adam Lovelady, UNC SOG, Joshua Robbins, NCSU SOE, and Todd Neal, DOJ.

Thunberg congratulated Karen Tikkanen on her retirement. Danny Couch will serve as interim Education Committee Chair.

## **ITEM 2 - Approval of Minutes**

Fleming El-Amin made a motion to approve the minutes of the October 25, 2022, Board meeting. Roegner 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 185. The Board recognized that Joseph Startling received his fifth Level III certificate this quarter.

## **ITEM 4 - PUBLIC COMMENT**

Amy Wall, SOG, has been in contact with NCCOQB to offer Law and Administration. Sophia Hernandez would be teaching the course through SOG. Wall requested an approval of the Board to subsidize the course offering of \$12,000. This would allow 60 students to attend the course at no cost. Another option is to subsidize the course offering of \$6000. This would allow SOG to offer the course at a more reasonable fee in comparison to NCCCS Standard course offerings. Bill Thunberg stated that this request will need to be added as an agenda item at the next Board meeting.

## **ITEM 5 - COMMITTEE REPORTS**

### **Executive**

Chairman Bill Thunberg reported no committee meeting was held.

**Policies and Procedures (P&P)** -- Chairman Richard White reported no committee meeting was held.

**Qualifications and Evaluation (Q&E)** - Chairman Tom Bender reported no committee meeting was held.

**Education and Research (E&R)** – Chairman Danny Couch reported no committee meeting was held.

### **Investigation Review Committee (IRC)**

Griffin stated the Committee met on September 8, 2022 and October 19, 2022. The IRC conducted an in-depth review of complaint investigations completed by staff for recommendations to the Board. There were no conflicts of interest of committee members related to the cases being present today.

- **591** Barefoot (Horton)- Southport,  
Staff Recommends a finding of No-Basis, IRC concurs and recommends the Board dismiss the case. Griffin motioned/El Amin 2nd, Motion carried.
- **597** Johnson (Sanderford) - Carolina Beach "Barge",  
Staff Recommends a finding of No-Basis, IRC concurs and recommends the Board dismiss the case. Griffin motioned/El Amin 2nd, Motion carried.
- **598** Johnson (Sanderford) - Carolina Beach "House",  
Staff Recommends a finding of No-Basis, IRC concurs and recommends the Board dismiss the case. Griffin motioned/El Amin 2nd, Motion carried.
- **585** Cornett (Moreo)- West Jefferson  
Staff recommends a finding of Basis, IRC concurs and has directed staff to negotiate a VSA with terms to complete CE (2021 Code College E-Prep-B). The IRC recommends

the Board accept the negotiated VSA to resolve the complaint. Cornett has completed the course. Griffin motioned/Crotts 2nd, Motion carried.

### **Rules Review and Update**

#### **ITEM 6- ON-GOING BUSINESS**

GDAC Gov't Data Analytics Center requested a memorandum of agreement. Since the last Board meeting, Jessica from GDAC is making a few minor adjustments to the agreement. Bill Thunberg has agreed to sign the agreement on behalf of the Board. Fleming El Amin motioned for Thunberg to sign the agreement on the Board's behalf/Crotts 2nd, Motion carried.

#### **ITEM 7 – NEW BUSINESS**

Hejduk was asked by Bill Thunberg to get potential costs for updating current codes to the 2024 Code Updates. Hejduk shared data that showed costs of development by temporary staff. Hejduk shared that in past we relied on volunteers, which was difficult in incorporating the changes needed. Estimated costs are \$115,000. Thunberg mentioned that currently NCCOQB has no budget. Roegner stated the COQB would need to seek additional funding.

#### **ITEM 8 – STAFF REPORT -ATTACHMENT B**

Hejduk shared the Staff Report. He shared first quarter numbers within NCCOQB Dashboard. Moving forward goal is to increase code officials across the State by 10%. Hejduk gave summary on research project. Hejduk also shared Building Permits Dashboard slides. Additional funding needed to ensure standard course materials reflect upcoming 2024 code updates and rollout in 2025.

#### **ITEM 9 ADJOURNMENT**

Thunberg motioned to adjourn meeting, seconded by Roegner. Motion carried.