

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD

DRAFT MINUTES - ATTACHMENT A



April 25, 2023 - 1:00 PM

The quarterly meeting of the NC Code Officials Qualification Board (“Board”) was held by teleconference at 1:00 PM on April 25, 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.

Jeff Griffin asked to be recused from Item 7 – New Business as it involves a current Mecklenburg County employee.

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
Kenny Weatherington	Adam Lovelady	Mark Smith
Joshua Robbins	Russell Fox	

<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
Tommy Green	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 January 24, 2023 Board meeting. Jeff Griffin 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 189. The Board recognized the following code officials in receiving their fifth Level III certificate this quarter.

Michael Travis Cranford, Fire, Lexington
Gerald James Johnson, Fire, Iredell
John Campbell Pridgen, Fire, Johnston

ITEM 4 - PUBLIC COMMENT

ITEM 5 - COMMITTEE REPORTS

Executive

Chairman Bill Thunberg reported an Executive Committee meeting was held on February 27, 2023 at 10:00 AM. Topics discussed were surrounding Board course 2024 update funding. Mike Hejduk gave insight on Law and Admin courses regarding yearly updates to General Statutes. Hejduk would like to see an Law and Admin course be offered online and delivering a separate end-of-course exam with online proctoring options.

Fire, Building, Plumbing, Mechanical codes are currently using the 2018 edition. Six-year updates are for the 2024 code changes which will become effective in 2025. Thunberg asked Hejduk to project estimated costs for updating course materials. Currently, DOI does not have staff dedicated to ensure updates are made to existing course materials. Funding needed to outsource the mandated changes will be expensive. Thunberg stated that he met with DOI Liaison. Thunberg stated there was \$600,000 that was included in the budget. The budget has not been approved.

Hejduk gave an update on the RCI Standard course. Currently, the RCI Standard Pilot course is currently available as a free self-study online course. Practice exam is included within the online course. Once students have successfully completed the course, there are two pathways. If the code official already has a Standard Certificate in Mechanical, Plumbing or Electrical they can be issued a RCI Standard certificate. If the code official does not have a Standard Certificate in Mechanical, Plumbing or Electrical they must apply for a RCI Probationary Certificate, and complete the performance logs within the 6-month probationary period before becoming eligible to sit for the PSI State RCI Exam.

Thunberg spoke about the research project based around the number of code officials needed to perform inspections, where the code officials can be found to fill these vacancies.

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

Qualifications and Evaluation (Q&E) - Chairman Tom Bender reported a committee meeting was held on April 5, 2023. Discussion included review of applicant with a criminal history. Application reviews were conducted. Committee approved an application for probationary and Level II certificates. Bender made a motion to approve Alridge application. Mike Crofts second the motion. Motion carried.

Education and Research (E&R) – At the Executive Committee meeting, Thunberg would like to continue to

keep Chairman Danny Couch as the interim chair. Couch reported no committee meeting was held. Couch summarized the committee will be looking at additional ways to provide increased accessibility to courses through the NCCCS.

Investigation Review Committee (IRC)

The IRC met on March 7th and April 17th. The Committee conducted an in-depth review of investigations completed by staff for recommendations to the board. NC General Statute 143-151.17 gives the board authority for disciplinary action with regards to a code officials certification only. The board has the authority to suspend, revoke any or all certificates, demote any or all certificates to a lower level or refuse to grant a certificate. Consent agreements may also be considered for informal disposition of cases and letters of caution are consider non-disciplinary action. The committee typically considers the actions of an inspector related to what falls within their specific job duties as a code enforcement official and if such actions rise to willful misconduct, gross negligence, or gross incompetence. There were no conflicts of interest of committee members related to the cases being presented today. The committee makes the following recommendations to the Board:

Cases:

- 571 Gregory (Mansor) – Chapel Hill

Staff Recommends a finding of Basis, IRC concurs and recommends the Board hold a hearing on the case against Mr. Williams and Mr. Kearns. **Griffin/Roegner**

- 602 Sheffield (Davis) – Greensboro

Staff Recommends a finding of No-Basis, IRC concurs and recommends the Board dismiss the case.

Griffin/Crotts&Couch

- 605 Harris (Graves) – Alamance Co.

Staff Recommends a finding of No-Basis, IRC concurs and recommends the Board dismiss the case.

Griffin/Roegner

- 608 Brooks (Voronsky) – Raleigh

Staff Recommends a finding of No-Basis, IRC concurs and recommends the Board dismiss the case.

Griffin/Roegner

Rules Review Special Committee

Rules Review Committee met on April 20. Staff has been working on .0706 and .0707 rules to make them more trade specific. Staff is examining reorganizing the current rules into Residential and Commercial and moving away from the “Levels”. Roegner invited NCCOQB members to join future Rules Review Committee meetings. Thunberg asked Jeff Griffin and Michael Crotts for comment on the reorganization of .0706 and .0707. Griffin shared that he has been in discussion with associations. Griffin agreed that moving away from the tier system and utilizing more of a national model (ICC) would be a positive for the certification process. Mike Crotts commented that it is a positive move for education as it will be easier to train code officials within residential and/or commercial. Crotts agreed that smaller jurisdictions could benefit from focusing on residential as the smaller jurisdictions may not need to perform commercial inspections.

ITEM 6- ON-GOING BUSINESS

ITEM 7 – NEW BUSINESS (57:59) Timestamp

Ian Slevin made a request to the Board to extend his probationary certificate. Since Slevin became employed with Mecklenburg County, he has obtained all of the required Level I certificates. During this time, due to Covid, course availability became limited and Mecklenburg no longer allowed travel. Slevin was unable to obtain his Mechanical Level II probationary certificate. In addition, Slevin was not aware that he could place

his probationary Level II certificate on inactive status.

Slevin requested to the Board to extend him two additional weeks to that he may perform the required inspections.

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.

DRAFT