



# North Carolina Code Officials Qualification Board

Staffed by the NC Department of Insurance

**Mike Causey**, Commissioner  
**Cliff Isaac, PE**, Deputy Commissioner/Board Secretary  
**Kathy Williams**, Staff Director

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325 N. Salisbury Street  
Raleigh, NC 27603

## Board Members

### Chairman:

Bill Thunberg  
(At-Large Member)

### Vice Chairman:

Ken Stafford, AIA  
(Registered Architect)

### Members:

Dr. Stephanie Luster-Teasley  
(NCAT Engineering Faculty)

Rob Roegner  
(Chief Deputy Commissioner)

El-Amin Fleming  
(County Elected Official)

Richard D. Ducker  
(Institute of Government)

Jeffrey Griffin  
(County CEO)

Danny Couch  
(County Elected Official)

Vacant  
(City Elected Official)

Allen Kelly  
(Lic. Mech/Plumbing Cont.)

Helen McIntosh  
(City Elected Official)

Andy Matthews  
(Lic. General Contractor)

Richard White  
(Town Manager)

Thomas Bender  
(Fire Prevention Inspector)

Tracy McPherson  
(Community Colleges)

Michael Crofts  
(City CEO)

Mark Smith  
(Lic. General Contractor)

James Steele  
(Lic. Electrical Contractor)

Mack Summey, PE  
(Registered Engineer)

Stephen Terry, PhD, PE  
(NCSU Engineering Faculty)

## NC Code Officials Qualification Board Quarterly Meeting

**January 28, 2020 - 1:00 PM**  
**325 N. Salisbury St., Raleigh, NC 27603**  
**NC Department of Insurance**  
**Albemarle Building, Training Room 245**

### NOTICE / AGENDA

1. Introduction
  - A. Roll Call / Conflict of Interest Reminder
2. Approval of minutes
  - A. October 22, 2019 Regular Quarterly Meeting
  - B. January 15, 2020 Policies and Procedures Committee Meeting
  - C. January 17, 2020 Qualification and Evaluation Committee Meeting
  - C. January 24, 2020 Education and Research Committee Meeting
3. Recognition of Fifth Level III Standard Inspection Certificate Recipient(s)
4. Public Comment
5. Committee Reports
  - Executive Bill Thunberg, Chairman
  - Policies and Procedures Ken Stafford, Chairman
  - Education and Research Tracy McPherson, Chairman
  - Qualification and Evaluation Tom Bender, Chairman
6. On-Going Business
  - A. Residential Changeout Inspector Update – Bill Murchison
  - B. Computer-Based Testing Contract – Kathy Williams
  - C. Update on Residential Changeout Inspector Rules – Tom Felling
7. New Business
  - A. 2019 Performance Report - Data Analytics – NCCCS – Ashley Sieman
  - B. Request to add gas and ventilation inspections to list of Board-approved Live Remote inspections
  - C. Testing center issue
  - D. Request for probationary extension
8. Staff Report
  - Director Kathy Williams
  - Examination Kathy Williams & Rich Hall
  - Certification Terri Tart
  - Education Beth Williams & Mike Hejduk
  - Investigation Sam Whittington & Tom Cooney

Adjournment