

**MINUTES OF THE
NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD**

April 24, 2012

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 PM on Tuesday, April 24, 2012 at the Board's office at 322 Chapanoke Road in Raleigh, NC.

The following members of the NC Code Officials Qualification Board were present:

Ronnie Bailey	Hayden Lutterloh, III
Dean Barbour	Andy Matthews
Richard Blackburn	Tracy McPherson
Richard Ducker	Ray Rice
Mark Hicks	Victor Shaw
Charles Horne	Ken Stafford
Allen Kelly	Bill Thunberg
John Kirkland	

Members absent:

Tim Bradley
Valoree Eikinas
Kenneth Mullen
Robert Nunez
Sherrill Smith

Others in attendance were as follows:

Samantha Ewens	Department of Insurance	Raleigh, NC
Kathy Williams	Department of Insurance	Raleigh, NC
Suzanne Taylor	Department of Insurance	Raleigh, NC
Celestine Phill	Department of Insurance	Raleigh, NC
Sarah van Doornewaard	Department of Insurance	Raleigh, NC
Bobby Croom	Department of Justice	Raleigh, NC
Steven E. Stroud	Wayne County	
Daniel G. Price	Wayne County	
Richard B. Cummings	Robeson County	
Gina Price	Wayne County	
Niya Clifton	Pitt County	
Mario Reynolds	Pitt County	
Monroe Miller		
Gene Peele	City of Raleigh	
Jerry Tannery	City of Raleigh	
Curt Willis	City of Raleigh	
Braxton Tanner	Nash County	
Etiska Chavis		
David W. Boone	NC AGs Office	
Jeffrey L. Britt	Robeson County	

Preliminary Matters

Chairman Hayden Lutterloh presided over the meeting and welcomed guests. He asked the Board members to introduce themselves. Mr. Lutterloh asked the Board if there were any conflicts of interest that needed to be made known. None were noted.

Item 1: Approval of January 24, 2012 Minutes

Charles Horne made a motion to approve the minutes of the January 24, 2012 Board meeting. Dean Barbour seconded the motion. The motion was approved.

Item 2: Approval of New Standard Certificate Applicants

Bill Thunberg made a motion that the Board grant Standard Inspection Certificates to those applicants who have met the Board's education, experience, and examination requirements. The applicants are listed in an attachment to the minutes. Charles Horne seconded the motion. The motion was approved.

Fifth Level III Standard Inspection Certificate

There are five individuals receiving their fifth level III certificates today. They are:

Richard Cummings	Robeson County Inspection Department
Robert Peele	City of Raleigh Inspection Department
Joseph Tanner	Nash County Inspection Department
Steven Stroud	Wayne County Inspection Department
Daniel Price	Wayne County Inspection Department

Item 3: Committee Reports:

- a) Executive Committee: The committee had not met and had no report.
- b) Policies and Procedures Committee: The committee had not met and had no report.
- c) Education and Research Committee: The committee has met and has a report. Please see Item 5: Other Items – Item A
- d) Qualification and Evaluation Committee: The committee had not met and had no report.

Item 4: Staff Reports

Samantha Ewens made the following Director's Report

Board Communication Changes

The Board Members only area of the website is up and functioning. Only one Board member requested that the files be sent via email.

New 2012 Editions of the Codes

Effective dates of the 2012 Editions:

Residential	March 1, 2012
Energy Conservation	March 1, 2012
Building	June 1, 2012
Fire Prevention	June 1, 2012
Mechanical	June 1, 2012
Fuel Gas	June 1, 2012
Plumbing	June 1, 2012
Electrical	unknown

All testing forms will be updated on June 1st to include items from the 2012 Codes, except for Electrical. Updates for the Electrical exam have been prepared, but cannot be implemented until the Code is effective.

Also, all exams will be updated on June 1st to include questions from the Energy Conservation Code as approved at the July 2011 Board meeting.

Software Update

As has been reported for almost a full year now, the new web-based software used by staff to maintain certification, employment, education and complaint records of all active and retired Code Enforcement Officials is close to being complete.

The education portion of staff function has already been migrated to the new software. This change will significantly reduce the time it takes to credit students with courses that they have taken. It also reduces errors in the system, hopefully reducing some of the confusion about credits that always arises during renewals.

The next software release, slated for the first of May, includes the ability to renew, apply for and manage certifications for individual CEOs and for local jurisdictions. This improvement represents a huge step forward for staff towards maintaining current, accurate, and publicly accessible records. Many jurisdictions have welcomed these changes and are pleased to work towards a more automated on-line payment; other jurisdictions are still working through the new format. Staff stands ready to assist any jurisdiction through the revised process.

A final software release will occur later in May and will include improvements to the previously released system and also allow us to better keep tabs on and track CEOs that have been disciplined by the Board.

SEI Forms

SEI Forms will be read at the next Board meeting.

Kathy Williams made the following report concerning certification to the Board. (Unable to Hear on Recording)

EXPIRED PROBATIONARY CERTIFICATES

Probationary certificates are valid for a period of two years. Notices of expiration are sent to each inspector and his or her City or County Manager. 75 certificates expired this quarter.

STANDARD AND LIMITED RENEWALS

Staff is preparing for the 2012 renewal year. With the new computer design system, renewal payments will be available by electronic payment for all code enforcement officials and jurisdictions.

STANDARD EXAM EDUCATION DEVELOPMENT COMMITTEE (EDC) MEETINGS

The Education Development Committees for building, electrical, mechanical, plumbing, and fire met twice this quarter. The first set of meetings was held by web-based conference calls. The second meeting was held in person at the staff's office on April 9-11, 2012 with ICC staff who is coordinating this effort. The purpose of each meeting was to update all exams to the 2012 Code editions and establish cut scores for additional questions. The new exams on the 2012 Codes will be published and in effect as of June 1, 2012. This change does not include the 2011 NEC Code. The meetings were successful and the objectives were accomplished.

STANDARD CERTIFICATE TESTING –January 11, 2012 – April 10, 2012

Examination Summary

219 exams were taken and 27 exams were reviews during this quarter. The results of the State exams given January 11, 2012 – April 10, 2012 are summarized below:

<u>Area/Level</u>	<u>Number Taking</u>	<u>Number Passing</u>	<u>High Score</u>	<u>Low Score</u>	<u>% Pass</u>	<u>Reviews</u>
Building Inspector I	17	8	93	36	47.0	3
Building Inspector II	10	3	87	50	30.0	4
Building Inspector III	8	6	87	62	75.0	1
Electrical Inspector I	9	4	91	48	44.4	0
Electrical Inspector II	11	6	85	58	54.5	3
Electrical Inspector III	14	6	87	55	42.9	2
Fire Inspector I	44	43	100	67	97.7	0
Fire Inspector II	17	12	91	58	70.6	2
Fire Inspector III	32	16	88	60	50.0	5
Mechanical Inspector I	5	4	100	67	80.0	1
Mechanical Inspector II	12	7	82	57	58.3	1
Mechanical Inspector III	11	3	79	55	27.3	4
Plumbing Inspector I	6	6	99	80	100.0	0
Plumbing Inspector II	13	11	86	63	84.6	0
Plumbing Inspector III	10	8	84	61	80.0	1
Totals	219	143				27

Standard Certificates Earned

<u>Area</u>	<u>Active Inspectors</u>	<u>Pre-Qual-ification</u>	<u>Reciprocity</u>
Building	17	0	0
Electrical	16	0	0
Fire	61	10	0
Mechanical	14	0	1
Plumbing	<u>24</u>	<u>1</u>	<u>1</u>
Total	132	11	2

Active Inspectors (GS 143-151.13(a)):	132
Pre-Qualification (GS 143-151.13(a)):	11
Exams With Grade Changes	0
Exempt from Exam (GS 143-151.13(f)):	0
Reciprocity (G.S. 143-151.14)	<u>2</u>
Total Standard Certificates Issued:	145

***Note:** Applicants are no longer seated one exam cycle prior to the expiration of their probationary certificate. Individuals are able to take exams upon their own schedule. If an applicant does not pass the exam, the CEO is eligible to retake the exam in as little as 2 months. This provides the applicant with two opportunities to pass the state exam before the certificate expires.

Exam Complaint Summary

The staff received 3 complaints concerning exams between January 11, 2012 – April 10, 2012. Some complaints were simply comments that did not involve or require any type of action. A summary of complaints is below:

1. Computer Problems –
 - a. Two individuals experienced computer problems at the Greenville, NC testing site. The computer problems consisted of freezing screens and skipping questions. Staff asked ICC to investigate the issues. Both individuals were given a free second attempt by Pearson Vue.

2. Registration Issues –

- a. One individual was unable to register online or by phone. Staff found that the applicant was approved, but still unable to register. Staff contacted ICC and the correction was made and the individual was able to schedule an exam.

Fifth Level III Standard Inspection Certificate

There are five individuals receiving their fifth level III certificates today. They are:

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Robert Peele	City of Raleigh Inspection Department
Joseph Tanner	Nash County Inspection Department
Steven Stroud	Wayne County Inspection Department
Daniel Price	Wayne County Inspection Department

The number of individuals achieving this level of certification is currently 216.

EDUCATION SECTION

Celestine Phill made the following report regarding Continuing Education to the Board.

These statistics run from January 25, 2012 – April 24, 2012. We have 8 Continuing Education courses that were approved for the period, we have no new instructors this period, and three Sponsors approved. There were a total of 102 Continuing Education Courses submitted for the period. There were 30 Continuing Education Courses scheduled to begin after 4/24/2012. There were 2 courses approved in multiple trades.

There were 91 total Standard Courses scheduled for the period, 15 for Building, 14 for Electrical, 21 for Fire, 13 for Mechanical, 15 for Plumbing, and 13 for Law and Administration. A total of 15 Standard courses were canceled for the period. None of the Courses were rescheduled. There were 48 Standard Course grades that we have received, and there are 28 Standard Course grades still pending for the period. There are a total of 29 Standard Courses scheduled to begin after 4/24/2012.

The course notices were published in the Council of Code Officials newsletter, which is available online at the NC Department of Insurance website at www.nc.doi.com/OSFM/Engineering/COOB/engineering_cqb_home.asp.

Sponsor Workshop

A Sponsor Workshop is scheduled for Thursday, April 26, 2012. The workshop will provide attendees with an overview of the history and importance of the Continuing Education program, as well as in-depth training in the use of the newly implemented web-based system that will provide for the submission, approval, scheduling and reporting of CE and Standard Code courses. Nine additional 2 hour short-sessions will be held for Sponsors who either were unable to attend the initial in-person or internet training, or would like more training, in the utilization of the new system. The short-sessions schedule is as follows:

Monday, April 30, 2012	9am – 11am	1pm – 3pm
Tuesday, May 1, 2012		1pm – 3pm
Wednesday, May 2, 2012	9am – 11am	1pm – 3pm
Friday, May 4, 2012		1pm – 3pm
Monday, May 7, 2012	9am – 11pm	1pm – 3pm
Tuesday, May 8, 2012		1pm – 3pm

The goal of the workshop is to assist sponsors and coordinators in becoming more proficient in the course approval process, the scheduling of courses and the submission of end-of-course documentation.

Instructor Certification Workshop

The Standard Code Course Instructor Certification Workshop scheduled for Thursday, January 19, 2012 was canceled due to lack of interest.

INVESTIGATIONS AND HEARINGS

Suzanne Taylor made the following report concerning investigations to the Board.

Investigations Begun – Not Completed

Kille vs. Canova
Danner vs. Norton
Blanton vs. Smith
Miller vs. Waynesville
Wakeman vs. Bailey/Wade
Jerkins vs. Leonardt/Atkins
Taylor vs. Union co.
Parulis vs. Roswell
Mulholland vs. Carlson
Sasser vs. Lacy

Investigations Completed –Basis in Fact

Miller vs. Crawford/Galance
Felts vs. Tilley
York vs. Cook
Reddick vs. Watson/Smith
Pace vs. Sanders/Walker
Pace vs. Walker
Reynolds vs. Edwards/Satterfield
Seascape vs. Aycock

Investigations Completed –No Basis in Fact

Alvarez vs. Helms

Mr. Victor Shaw recused himself from voting on this matter.

Mr. Thunberg motioned to accept the report as No Basis In Fact. Mr. Horne seconded the motion. The motion was approved.

Criner vs. Speight

Mr. Thunberg motioned to accept the report as No Basis in Fact. Mr. Blackburn seconded the motion. The motion was approved

Underwood vs. Hanna

Mr. Richard Blackburn recused himself from voting on this matter.

Mr. Thunberg motioned to accept the report as No Basis in fact. Mr. Horne seconded the motion. The motion was approved.

VOLUNTARY SETTLEMENT AGREEMENTS

Miller vs. Crawford/Galance

Voluntary Settlement Agreement (VSA) for Mr. Crawford is to take a Law & Administration Course. There were not issues with Mr. Glance, so there were no disciplinary actions. The Board is requesting more information regarding Mr. Glance, Ms. Suzanne Taylor will bring additional information to the next Board meeting. Mr. Thunberg motioned to approve the VSA for Mr. Crawford. Mr. Horne seconded the motion. The motion was approved.

Felts vs. Tilley

Voluntary Settlement Agreement for Mr. Tilley is to take and pass a Building Level 1 class within 6 months of the agreement, and to take and pass a Building Level 1 State exam within 6 months, and to receive a minimum of 40 hours (1 week) of on the job training with an approved Jurisdiction. Mr. Shaw motioned to approve the VSA, Mr. Thunberg seconded the motion. The motion was approved. Mr. Thunberg motioned to accept the recommendation of no Basis in Fact for Mr. Timothy E. Gray and Mr. James L. Goodson. Mr. Horne seconded the motion. The motion was approved.

York vs. Cook

The Voluntary Settlement Agreement for Mr. Dennis Cook requires that he take a Standard Building Level 1 and Standard Electrical Level 1 course within in 6 months of the agreement. Take and pass a Standard Building Level 1 exam within 6 months of the agreement, and to receive 80 hours (2 weeks) of on the job training with an approved Jurisdiction within 6 months of the agreement. The Board found this VSA unacceptable and discussed offering a separate Voluntary Settlement Agreement. The Voluntary Settlement Agreement should be to take and pass a Standard Building Level 1 course, to take and pass a Standard Building Level 1 exam within 6 months of the agreement, and to receive 160 hours (1 month) of on the job training with an approved Jurisdiction within 9 months of the agreement. Mr. Thunberg motioned to approve this Voluntary Settlement Agreement. Mr. Ducker seconded the motion. The motion was approved.

Staff will follow up with Mr. Cook regarding this proposed modification to the VSA.

Reddick vs. Watson/Smith

Voluntary Settlement Agreement for Mr. John N. Hall is to take and pass a Standard Building Level 1 class within 6 months of the agreement, take and pass a Standard Building Level 1 exam within 6 months of the agreement, and take and pass a Law and Administration course within 6 months of the agreement. Mr. Barbour motioned to approve the VSA. Mr. Rice seconded the motion. The motion was approved.

Mr. Thunberg motioned to accept the report for Mr. Michael Watson, Mr. Virgil D. Smith, and Mr. Joseph E. Pesko, Mr. Horne seconded the motion. The motion was approved.

Pace vs. Walker

Mr. Thunberg motioned to accept the report. Mr. Bailey seconded the motion. The motion was approved.

Reynolds vs. Edwards/Satterfield

Nothing to present at this time, except it is Basis in Fact. Ms. Taylor has advised that this would be going to hearing.

Seascape vs. Aycock

Consent Agreement has not been worked out. Ms. Taylor has advised that this would be going to hearing.

CONSENT AGREEMENTS

None

DISCIPLINARY HEARINGS

Reynolds vs. Edwards/Satterfield
Seascape vs. Aycock

Item 5: Other Items

Item A: Evaluation and Research Committee Report:

Ms. McPherson listed the members and staff that were in attendance at the committee meeting. There were three issues that were discussed.

Issue #1:

The committee discussed non-discipline topics such as when an inspector can benefit with inclusion of interpersonal skills as a component in a continuing education course. The Board had made the decision not to approve the course, because it was believed it does not adhere to the definition of Continuing Education. The discussion came up at the meeting to decide whether or not it should be included in the future. The Committee recommended that the Board not approve interpersonal skills as a stand alone course. The Committee agreed that it was important to have good communication skills, good ethics training, and good interpersonal skills. Jurisdictions can require their staff to attend this type of training if desired. Mr. Horne motioned to accept the recommendation, Mr. Bailey seconded the motion. The Board approved the motion.

Issue #2:

The Committee also discussed allowing the Law and Administration Standard Course to be approved as Continuing Education. The Committee recommended to clarify that it is the intent of the Board that the Law and Administration course should be reviewed just as other discipline specific courses, as both a Standard Course and a Continuing Education course. Also included in this directive is the ability to approve other Law and Administration courses as Continuing Education courses. There are two issues that were discussed. First, there was a discussion of what to require in terms of instructor credentials for Law and Administration topics – that is, if an attorney is required as an instructor.

Also discussed was that allowing inspectors to use the Standard Law and Administration Course as Continuing Education would mean that a person would have 12 hours applied to their Continuing Education credits – and not have to take another CE course for two years. The question was whether the Board felt that an inspector should be allowed to go that long without technical trade specific Continuing Education training.

Ms. McPherson made the motion that it is the intent of the Board to continue to investigate allowing Law and Administration to be used as Continuing Education, and that staff not approve any Law and Administration courses to be used as Continuing Education until a Policies & Procedures is presented by staff to the Board. Mr. Thunberg motioned to approve, Mr. Horne seconded the motion. The motion was approved.

Issue #3:

The Committee discussed Standard Course cancellation issues. The Committee and staff will continue to investigate this issue. In the meantime the Committee is recommending that Staff be authorized to send a letter to community colleges alerting them to their specific cancellation rate. The letter will include information regarding the problem and ask them to complete a survey regarding their policies and procedures are about their cancellation of classes - how many students do they need to have to continue with the class, how do they notify students about the cancellations, and when a final decision to cancel is made. The survey would also ask what they would do if the Board had a policy in place that would remove their approval if their cancellation rate got too high. Mr. Kirkland motioned to approve, Mr. Horne seconded the motion. The motion was approved.

Adjournment

Mr. Horne motioned for the meeting to be adjourned. Mr. Thunberg seconded the motion. There being no further business, the meeting was adjourned by Hayden Lutterloh.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tim Bradley". The signature is written in black ink and is positioned to the left of the typed name.

Tim Bradley
Secretary
NC Code Officials Qualification Board

NEW STANDARD INSPECTION CERTIFICATE APPLICANTS

Active City, County, and State Code Enforcement Officials

The following inspectors have met the certification requirements of GS 143-151.13(a). These applicants are active inspectors in city, county, or State inspection departments. Their certificates will become valid as of today.

Building Level I

Derrick Allan Caudell
Samantha Ficzkco
Andrew Michael Galek
Faith Worthy Gardner
Randal Lee Gray
Crystal Gail Lyda
Jeffrey Maready
Gregory Scott Parr

Building Level II

Pamela Morgan Ball
Daniel Jeromy Pope
Dana Juanita Williams

Building Level III

John Gregory Bullock
Richard Brian Cummings
Thomas Frank Darling
Justin Floyd
Edmond Waties Greene, III
Joe John Rotchford

Electrical Level I

Brandon Dale Hawks
James Robert Jones
Harley M. Stewart, III
Matthew Joseph Stone

Electrical Level II

Michael Travis Cranford
Brian Keith Heilig
Benjamin Daniel Holden
Daniel Jeromy Pope
William Russell Reeves
Jason Ray Rogers

Electrical Level III

Philip Ray Anderson
Gregory Michael Baldwin
Dawn Layton Horne
Donald Phillip Irwin, III
James Lee Locklear
David Edward Stoudt

Fire Level I

William Samuel Allen
Richard Victor Bergeron, II
William Clint Brown
Justin Wayne Cagle
Carl Edward Caughorn

Fire Level I(Cont.)

Jason Lee Coleman
Jeffery Brian Connor
Christopher Murray Covington
Benjamin Kelly Dial
Jay Edward Eichhorn
Darryl S. Foreman
Joseph Andrew Gates
Brian Howard Green
John Robert Haynes
William Garland Johnston
Melanie J. Laviner
Jody Parker Long
Todd Ralph McDaniel
Jacob Darrell Nelms
Lonnie Clifford Propst
John Christian Rawls
Brad Travis Rice
Jeffery Charles Russell
Eric Jordon Sandquist
Travis Austin Spencer
Nicholas James Steffler
Bradley Allen Strickland
George Murray Sudderth, IV
Jeffrey Allen Swanner
Wilfred Russell Thibodeau
William Christopher Watts
Michael Chad Wayne
Dustan Neal Williams
Edward Mervin Allen, Jr.

Fire Level II

John Jairo Archer
Eric Wayne Barker
Robert Allen Gottesman
Jeremiah John Johnson
Jerry Wayne Joyner
Kari Lynn Lanning
Bjorn Nordstrom Larson
John Edward Olive, Jr.
Michael D. Pinson
Robert Anthony Smith

Fire Level III

Louis A. Blanchard
Micah Joseph Bodford
Alejandro Collazo
Richard Brian Cummings
Ryan Christopher Cutright
Ennis Byron Graham, Jr.
Eddie Birrel Jeffers

Fire Level III(Cont.)

William Clyde Lamm
Robert Eugene Peele, Jr.
Daniel Glenn Price
Erin Elizabeth Price
Chad Ian Smith
Steven Edward Stroud
Patrick Timothy Sullivan
Joseph Braxton Tanner
Danny Lee Ward

Mechanical Level I

Grover Everette Clark, II
Kristin Lynn Cutrell
Jeffrey Maready
Carl Paren Temple

Mechanical Level II

Terry DeVaughn Cobb
Christopher Shane Faucette
Robbie Douglas Galloway
James L. Lloyd
Jonathan Todd Mahan
Walter Charles McGervey
Jeffrey Ray Stout

Mechanical Level III

Michael Allen Cook
Richard Brian Cummings
Robbie Lee Young, Jr.

Plumbing Level I

Wayne Harold Darrington
Randal Lee Gray
Jeffrey Maready
Kimberly T Sauer
Michael Joseph Slate
Anthony Warren Williams

Plumbing Level II

Michael Dean Arnold
Jodie Lynn Campbell
Junior Frank Davis
John Thomas Jones
Walter Eddie Leggett
William Brian Norris
Brandon Gene Putnam
Michael Allen Ritter
Clyde Wesley Stephenson
Dewey Jason Webb
Darren Todd Young

Plumbing Level III

Michael Allen Cook
Christopher Shane Dotson
Mark Webster Fortenberry
Eddie Lynn Garner
Edmond Waties Greene, III
James Robert Jones
Jonathan Grady Stansberry

Pre-Qualification Applicants Meeting the Standard Certification Requirements

The following applicant have met all the requirements to receive their Standard certificates except being employed by a city, county, or State inspection department and being assigned the responsibility of enforcing the State Building Code. Their certificates will be issued when they are so employed.

Joseph Trent Cranfill	Fire I
Matthew Scott Dawkins	Fire I
Walter C. Holden	Fire I
James Jeremiah Hyler	Fire I
Wendell Ray Owens, Jr.	Fire I
Marcus Scott Perkins	Fire I
Thomas Lee Shivar	Fire I
Daniel Paul Speight	Fire I
Christopher Edward Young	Fire I
Kevin Jonathon Furtner	Fire II
William Bradley Norman	Plumbing III

Reciprocity Granted to Applicants Meeting the Standard Certification Requirements

The following applicants has met all the education and experience requirements to receive a Standard certificate as a code enforcement official based on certification obtained from an approved reciprocal certification agency.

Kari Lanning	Mechanical II	South Carolina
Kari Lanning	Plumbing II	South Carolina