

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

**April 28, 2015**

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, April 28, 2015 at the Board's office at 322 Chapanoke Road in Raleigh, NC.

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

Hayden Lutterloh	Brenda Lyerly	Christopher Nuckolls	Richard Morris
Bill Thunberg	Tracy McPherson	Taher Abu-Lebdeh	Mark Hicks
Chris Noles	Ken Stafford	Stephen Terry	Jerry Jones
Robert Brummitt	Richard Ducker	Allen Kelly	

Members absent:

Ray Rice	Andy Matthews	Harry Schrum
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\*note: The appointment role of Elected Official, County < 40,000 pop is vacant.

Others in attendance were as follows:

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Mike Hejduk	Department of Insurance	Raleigh, NC
Kathy Williams	Department of Insurance	Raleigh, NC
Suzanne Taylor	Department of Insurance	Raleigh, NC
Natalie Pollard	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC
Joe Sadler	Department of Insurance	Raleigh, NC
Barry Gupton	Department of Insurance	Raleigh, NC
Shuranda Bryant	Department of Insurance	Raleigh, NC
Rodney Daughtry	Department of Insurance	Raleigh, NC
Susan Gentry	Complainant	Raleigh, NC
Robert Croom	Department of Justice	Raleigh, NC
David Boone	Department of Justice	Raleigh, NC
Don Sheffield	Greensboro Insp. Dept.	Greensboro, NC
Walter Blackmon	Johnston Co. Insp. Dept.	Johnston Co., NC
Wesley Steele	Iredell Co. Insp. Dept.	Iredell Co., NC

**Preliminary Matters**

Chairman Hayden Lutterloh presided over the meeting and welcomed guests.

**Item 1.A.: Roll Call/Conflict of Interest Reminder**

Chairman Lutterloh asked each member of the Board to introduce themselves for the roll call. Chairman Lutterloh asked each member of the Board to state whether they had actual or potential conflicts of interest that needed to be made known for any items on the agenda. Chris Noles responded in the affirmative regarding agenda item 6A and the staff investigations report. Chairman Lutterloh directed the minutes show that the

members have been asked and there was only one possibility and that it would be brought up later in the meeting at that particular agenda item

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.

#### **Item 1.B.: Committee Appointments**

Chairman Lutterloh stated that he would address committee appointments later in the meeting during the committee reports agenda item.

#### **Item 2: Approval of the January 27, 2015 Minutes**

Richard Morris made a motion to approve the minutes of the January 27, 2015 Board meeting. Allen Kelly seconded the motion. The motion was voted on and approved unanimously.

#### **Item 3: Approval of New Standard Certificate Holders**

Bill Thunberg made a motion that the Board award Standard Inspection Certificates to those applicants presented to the Board who have met the education, experience, and examination requirements. Mark Hicks seconded the motion. The motion was voted on and approved unanimously. The list of applicants is Attachment A to the minutes.

#### **Item 4: Recognition of Fifth Level III Standard Inspection Certificate**

Chairman Lutterloh reported there were three code officials receiving their fifth Level III certificate and invited them to meet and receive congratulations from the Board members.

- Walter Blackman of the Johnston County Insp. Dept.
- David Currie of the Town of Montreat Insp. Dept.
- Wesley Steele of the Iredell County Insp. Dept.

#### **Item 5: Committee Reports:**

##### **Executive Committee:**

Chairman Lutterloh stated he would provide the Executive Committee report under Item 6 of the agenda as it related to the City of Hickory's request for clarification of a board rule.

**Policies and Procedures Committee:**

Richard Ducker stated the committee had met at the direction of the board to consider a request by the City of Raleigh for clarification on the board and exam administrator vendor (PSI) tab policy for code books used during state examinations. Ducker stated the committee recommends continuing current policy for now that prohibits the use of full page tabs and provides rules on highlighting, notes, etc. The current policy disallows impermanent tabs. There is a legitimate concern that moveable tabs could be used to mark the areas of the code used for questions after the test is over. This could lead to compromise of the question bank. Alternatives to the current policy considered include creating more questions and to provide clean code books to all examinees with no tabs. Ducker made a motion to continue with current policy. Mark Hicks seconded the motion. The motion was voted on and approved unanimously. Chairman Lutterloh questioned whether the use of supplemental indexes was addressed by the committee. Ducker said the committee did not.

**Education and Research Committee:**

Tracy McPherson stated that the committee had not met but provided a recap of its work on the topic of additional, periodic training of code officials on Law and Administration. McPherson stated that the Standard Course may be taken to provide 6 hours of continuing education (CE) applied to any trade. There has been a proposed lesson plan developed by staff for a standardized CE course for Law and Administration. There is some discussion among the board whether a course is required at all; or if a periodic bulletin may be issued to all code officials to keep them informed of changes in state statutes by the legislature and code changes (agency rules) approved by the Building Code Council and Rules Review Commission. If a mandatory course is desired, rule changes would likely be required, and would be the subject of a future meeting.

**Qualification and Evaluation Committee:**

Bill Thunberg stated the committee met to review two applications at staff's request due to the criminal history presented. Thunberg stated the committee was serving in an advisory capacity to staff and recommended approval of one application and denial of another. Thunberg also noted proposed amendments to the Bylaws to address the committee's role in advising staff on such applications in the future. Chairman Lutterloh directed staff to provide a copy of the proposed Bylaws changes to absent board members and include this as an agenda item for the July meeting.

**Item 6: Unfinished Business:**

- A. Contract Investigation – Chairman Lutterloh stated that Mr. Doug Brocker has reported progress on the investigation.
  
- B. Special Circumstances: City of Hickory request – Bill Thunberg provided the Executive Committee report from the April 28, 2015 morning meeting regarding this request. Thunberg stated the committee's recommendation was to respond to the City of Hickory letter with the Board's amended rules of July 1983 that added the "(as of June 13, 1977)" provision. Thunberg stated there is no board action required as the Chairman may respond with the factual information. Thunberg made a motion for the board to respond to the letter with factual information. Chris Nuckolls seconded the motion. The motion was voted on and approved unanimously. Jerry Jones suggested that for clarification, it might be better to change the wording from "as of" to "prior to."

**Item 7: Staff Reports**

**Director**

Mike Hejduk introduced two new staff members, Rodney Daughtry and Shuranda Bryant. Hejduk then demonstrated an interactive map that could show all the jurisdictions in the state with additional "pop up" identifying information such as primary contact, email, address, etc. Hejduk stated that this may be a more convenient way to represent and access large amounts of information that have a location/geographic component.

Chairman Lutterloh asked whether the information presented was complete and in particular multiple records at a single location. Hejduk replied that this information was for demonstration purposes and that the value of such a representation was also as a means of feedback. Hejduk stated that the database did not effectively track information on inter-local agreements between cities and counties. Hejduk then displayed plots of exam score results for Building I and all three Electrical Levels exams since the transition to the new vendor PSI last July 1, 2014 noting low average scores on these exams.

### **Examination**

Kathy Williams reported exam scores for all trades and levels. Chairman Lutterloh asked about the apparent cause for low scores on electrical exams. Williams explained that the exams are close to where they need to be but not just quite there. Williams stated the Electrical Exam Development Committee (EDC) is aware of these score trends and is considering whether they have included too many computational problems. If so, this will be addressed when new exams are published in the future. Williams noted that PSI Services LLC includes a survey at the end of each exam and that responses are generally favorable. Williams stated that several changes have been made to PSI testing center hours of operation to allow more exams in certain locations based on demand. Chairman Lutterloh asked if an additional proctor could be provided at the Wilmington location. Williams responded that though she and Hejduk had traveled to that location, it was unclear whether PSI had the ability to assign additional proctors at this location to extend examination hours.

Williams then made a detailed presentation to the board on the exam development process, including a summary of the survey and job analysis completed for each trade and level. Thunberg asked for clarification on the range of p-values for test items that were being referred to the EDC for evaluation. Williams confirmed it was items (questions) that had p-values greater than 0.85 (considered easy) and less than 0.35 (considered difficult) as the p-values represents the percentage of test takers who successfully answered a particular question. Williams noted that some feedback to date from examinees is whether the items could be grouped, especially applicable to Mechanical, Building and Law and Administration, and asked the board if anyone was opposed to this. No members voiced an objection to grouping questions. This might relieve some of the issues stemming from multiple code books exams such as Building and limited space at each test terminal. Chris Noles asked how much time was allotted per question. Williams responded less than 2 minutes since the exams are 150 questions in 210 minutes (3-1/2 hours). Richard Ducker asked what percentage of questions could be answered without looking them up in a code book. Williams stated that most technical questions required looking up the answer in a table in the book. Williams stated an exception may be the law and administration questions.

There was a question from the board as to whether periodic changes initiated by the Building Code Council were being incorporated into the exams. Williams stated that exam updates were generally on a yearly basis. Chairman Lutterloh stated that the LISTSERVE for CEOs might be a means to provide periodic updates and that a reasonable cycle for exam changes might be 1.5 to 2.0 years.

### **Certification**

Terri Tart presented the number of Probationary and Standard certificates issued and expired. Tart referred to the list of names included in the staff report. Tart reported on the increase in applications being attributable to retirements and increase in construction activity. Chairman Lutterloh asked how many probationary certificates had been converted into standard certificates. Tart responded she did not have that information but would try to research and provide this in future reports.

### **Education**

Natalie Pollard reported on the status and number of CE and standard courses approved, scheduled, etc. for the quarter and year to date. Chairman Lutterloh asked about the number of standard course cancellations and how many were due to insufficient numbers of students to make a class. Pollard stated that some courses were deleted because the instructors could not edit the information (though she had that ability). Chairman Lutterloh inquired as to whether staff had looked into whether CE courses that offered 18 to 20 hours of training be allowed to

increase the CE awarded. There followed discussion of whether the 12 hours maximum CE allowed for standard courses was appropriate when the number of classroom hours might be three to four times this duration. Pollard stated that rule changes would be required if different amounts of CE were to be awarded above the current maximums. Noles suggested looking at all CE requirements and rules. Chairman Lutterloh stated he would like to see development of CE for code administration and enforcement as a first priority.

### **Investigations**

Suzanne Taylor reported there were no investigations to be presented at this time. Chris Noles recognized Taylor for her service as board investigator and noted her effective date of retirement as July 1, 2015.

### **Item 8: New Business from Board Members**

- A. Director Hejduk reviewed various provisions of HB255 Building Code Enforcement. Chris Noles offered further discussion of Part III. Clarify Official Misconduct for Code Officials, Section 3.(a) G.S. 143-151.8 amendments (c)(1) through (6) noting the Board will have to define the terms “habitual” and “timely” in “(6) The habitual failure to provided requested inspections in a timely manner.” Hejduk stated that currently the Board did not have any benchmarks for reference and would likely have to ask inspection departments for information on what would be used for investigation of complaints. There followed discussion by Chairman Lutterloh and Thunberg as to the implications of understaffed local inspection departments that would be more of an issue for the local jurisdiction, not a problem of code official qualifications. Noles discussed Part V. Create Building Code Council Residential Code Committee and Building Code Committee and Section 5.1 G.S 143-136 that rewrites representatives assigned to various committees. Hejduk discussed Part VIII. Inspections to be performed in Full and In a Timely Manner and Inspection Reports to Include all Items Failing to Meet Code Requirements. Noles noted that fees set by local jurisdictions for re-inspections likely influenced these provisions.

Chairman Lutterloh then noted an imbalance in the number of members assigned to various Standing Committees and moved Richard Morris from the Education and Research Committee to the Policies and Procedures Committee.

Chairman Lutterloh then noted that after meeting with Board attorney, Robert Croom, the Adams matter has been continued and we do not have a new date set at this time. Chairman Lutterloh stated his appreciation for the members of the board who confirmed their availability to attend the hearing as originally scheduled.

### **Adjournment**

There being no further business, Bill Thunberg made a motion to adjourn the meeting. Jerry Jones seconded the motion. The motion was approved unanimously.

Respectfully submitted,



Mike Hejduk,  
Director, OSFM Staff

Attachments:

Attachment A List of New Standard Certificates Awarded

Attachment B Staff Report

Note: This meeting has been recorded on CD. Anyone desiring copies should contact the NC Department of Insurance, Engineering Division, Qualification Assurance Section, for reproduction costs.

**NEW STANDARD INSPECTION CERTIFICATE APPLICANTS****Active City, County, and State Code Enforcement Officials****By Area and Level**

The following individuals have met the certification requirements of GS 143-151.13(a). These individuals have Certificates of Employment (COEs) filed with City, County, or State inspection departments. Their certificates will become valid as of today.

**Building Level I**

Brown, Jeffrey S.  
Hayes, Tony Ray  
McAllister, Bryan Matthew  
McIntosh, Jeffrey James  
Preston, John Francis  
Robbins, Noah Daniel  
Wilson, Devin Kirk

**Building Level II**

Duncan, Kyle Anthony  
Gioe, Mario Carlton  
Houser, Clint Keith  
Smith, Dwight Douglas  
Wilkes, Ernest Thomas

**Building Level III**

Blackman, Walter Mack  
Cranford, Michael Travis  
Currie, David Ernest  
Eichhorn, Jay Edward  
Glass, Michael Christian  
Hill, Charles David  
Hinson, Roland Jeffrey  
Langston, Jesse Boyce  
Lowder, Jessie Scott  
Myers, Joshua Ronald  
Parsons, Adrian G.  
Richardson, Michael Ray  
Rooks, Laura Stimpson  
Salema, Jared David  
Sharpe, Philip David  
Stewart, Randall Halsey

**Electrical Level I**

Liles, Robert Lewis

**Electrical Level II**

Boswell, Matthew David  
Norris, Charlie Wayne  
Wilkes, Ernest Thomas

**Electrical Level III**

Green, Daren M  
Hanna, Stanley Mark  
Hawks, Brandon Dale  
Lyda, Crystal Gail  
Moose, Timothy Scott  
Oxentine, Darin Charles  
Patterson, Chris Anthony

**Fire Level I**

Anderson, Jeremy Wayne  
Boyd, Christopher Scott  
Carter, Kevin Key  
Coleman, Joey Lynn  
Connor, Anthony Stuart  
Henry, Kevin Scott  
Jenkins, Christopher Wayne  
Judy, William Christopher  
Lorenzen, Robin Ann  
Lutz, George Henry  
Morris, Bobby Jay  
Patterson, Jonathan Wayne  
Perry, Martin Ross  
Rushton, William Ashley  
Trivette, Keith Randall  
Wilcox, Christopher M

**Fire Level II**

Bridgers, Timothy Carl  
Cash, Joshua Trey  
Daniels, Jereme Dontie  
Fagnant, Dennis A  
Harwood, Jayson Rex  
Heller, Karrie Ann  
Prevet, David Michael  
Rash, Charles Grayson  
Shackelford, Robert Gerald  
Starnes, Grady Matthew  
Stone, Jordan lee  
Todd, William Kelly

**Fire Level III**

Adesiyani, Ebenezer ,  
Dupree, Larry Wayne  
Griffin, James Monrow  
Gullie, Joel Lee  
Hinson, Roland Jeffrey  
Lowther, Kevin Paul  
Messer, Andrew Cody  
Sheppard, Dwight Lamar  
Steele, Wesley Gordon

**Mechanical Level I**

Allison, Darin Willard  
DeLoatch, Phillip Arnold  
Hardin, Jimmy Alan  
Little, Hal Douglas  
Rape, James Darren

**ATTACHMENT A**

Schaecher, Ronald Anthony  
Wilson, Devin Kirk  
**Mechanical Level II**  
Barrett, David Wayne  
Davis, Junior Frank  
Hagan, Daniel Ray  
Phelps, Patrick Shane  
Stewart, Harley M.  
Turner, David Glenn  
Wilkes, Ernest Thomas

**Mechanical Level III**  
Buckley, Thomas Clements  
Chrismon, Kevin Barrette  
Dalton, Travis Evan  
Dotson, Christopher Shane  
Hawks, Brandon Dale  
Hinson, Roland Jeffrey  
Myrick, Perry Lee  
Phillips, Keynan Roy  
Riddle, Bobby Wayne  
Stout, Jeffrey Ray  
Weckesser, Jeremiah John

**Plumbing Level I**  
Benton, Tony Lyndon  
Evans, Hilburn Dewayne  
Martin, Gary David

McInturf, Scott David  
**Plumbing Level I(Cont.)**  
McKinney, Charles Neil  
Oxentine, Darin Charles  
Parks, Scott Eugene  
Pugh, Kevin Bradley  
White, Clinton Michael  
Whitt, Joseph Michael

**Plumbing Level II**  
Green, Thomas Wayne  
Salema, Jared David  
Turner, David Glenn  
Wilkes, Ernest Thomas

**Plumbing Level III**  
Boswell, Matthew David  
Cunningham, Joseph Anthony  
Dellinger, Lindsey Lee  
Harvey, Douglas William  
Lyda, Crystal Gail  
Monti, Vincent louis  
Rhyne, Harold Douglas  
Tomlinson, Ronald Raymond  
Wrench, Earl Glenn

**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.

Best, Davin K.	Fire	I
Cox, Richard Allen	Fire	II
Hamilton, Brent Thomas	Fire	I
Needham, Charles Bernard	Fire	I
Simmons, Chadwick Lee	Building	II
Willis, William Perry	Fire	I



**DIRECTOR** (Mike Hejduk)

**NC Code Officials Qualification Board (COQB) STRATEGIC PLANNING GOALS for CEOs**

- **COMPETENCE**
  - Qualification – Application, Review, Approval, *Examination*, Renewal
    - City of Hickory request regarding Special Circumstances Board Rule
    - *NFPA 13D fire sprinkler systems in one and two family dwellings*
  - Education – Standard Courses, Continuing Education, *Code Administration & Enforcement*
  - Authority Having Jurisdiction (AHJ) - Local Government Department Administration
- **COMMUNICATION**
  - OSFM website; email; newsletters; educational curriculum; feedback/*Surveys*
  - Jurisdictions (CEO & Managers) – 510 by email
  - CEOs - *NC.Code.Officials.Qualifications.Board@lists.ncmail.net*
  - Education – Standard Courses, Continuing Education, Sponsors, Instructors, Education Coordinators.
  - Industry Associations (inspectors, contractors, manufacturers)
    - *NCFMA, NCBIA, NCMIA, NCPIA, NCIAEA (Ellis Canady Chapter)*
- **CONSEQUENCES**
  - Benefits: Public safety, risk management, insurance premiums
  - Costs: Inspections not performed or not performed by appropriately certified persons
  - Investigation – Qualifications, Plan Review, Permit, Field Inspection Reports
  - Disciplinary Action by Board
  - **HB255 Official Misconduct, etc.**
- **CONSISTENCY**
  - PED Study 12/17/2014 – stronger oversight. Complaint process.

**PERFORMANCE MANAGEMENT** – Inputs, Processes, Outputs and Outcomes. Measurements, Benchmarks

**NC GEAR report**

**Stats/Inputs (Resources)**

- ~~4,197~~ ~~4,242~~ **4,296** Inspectors – Active, Certificate of Employment (COE) on file with AHJ
- ~~7,086~~ ~~7,281~~ **7,398** Certificates [Limited, Probationary, Standard: *Building, Mechanical, Electrical, Plumbing, Fire*]
- 510 Jurisdictions; 100 Counties; 410 Cities and other (Building, Fire, Housing)
- 271 Sponsors; 701 Instructors;

**Processes**

- Online application, exam registration, certificate issuance and annual renewals
- Technical Course review and approval

**Tools**

- Web based database for *external* and *internal* users. Online transactions, payments, rosters, renewals (\$).
- NC Community College System for Standard Courses [traditional classroom & online?]
- OSFM technical expertise – Code books, Code Consultants/Interpretations, online education
- North Carolina State Building Code: Administrative Code and Policies (2012)
- NC General Statutes; NC Administrative Code (aka Board Rules)
- Other agencies

**Certification** (Terri Tart / Shuranda Bryant)

- *Emails needed for all Active CEOs? ~~3,956~~ 4,031 with email / 278 without Staff responsible. LISTSERVE created.*
- *Issue certificate upon passing exam and COE with AHJ rather than quarterly at Board meetings? Suggested action: Refer to **Policies and Procedures Committee** to consider delegated authority?*
- *Pros and Cons of multi-trade inspectors, Probationary Certificate 2 year expiration, etc. Suggested action: Refer to **Qualification and Evaluation Committee***
- *Facilitate Probationary inspection experience among AHJs? Suggested action: Staff periodically publish list of DOI review projects per Admin Code Table 104.1*
- *Consistency and Credibility of CEOs – Professional image? HB 255 Suggested action: Refer to **Executive Committee** for further discussion.*

**Examination** (Kathy Williams)

- *Exam development – Subject Matter Experts (SMEs) 15 initial exams created by PSI reviewed by SMEs Additional form required for retakes, 30-50% overlap of questions. **Job Analysis Survey** Subsequent exams, **import item bank into LXR-test.***
- *Exam reviews conducted by staff for Pearson-Vue examinees.*
- *Exam challenges now responsibility of staff with PSI.*

**Education** (Natalie Pollard)

- *Standard Courses – Workshops; Curriculum – Slides, Worksheets?*
- *Continuing Education Courses – availability, convenience, cost?*
- *Law and Administration Course – **Joint Committee meeting***
- *Content and Consistency of Educational program offerings?*
- *Board member training: online*

**Chapter 93B Occupational Licensing Boards**

**§ 93B-5 Compensation, employment, and training of board members.**

(g) Within 6 months of a board member's initial appointment to the board, and at least once within every two calendar years thereafter, a board member shall receive training, either from the board's staff, including its legal advisor, or from an outside educational institution such as the School of Government of UNC, on the statutes governing the board and rules adopted by the board, as well as the following State laws, in order to better understand the obligations and limitations of a State agency.

**Rulemaking 101 Training – May 6 & 19**

**Investigation** (Suzanne Taylor, Sam Whittington)

- *Create a new Standing Committee: Investigation Review Committee?*
- *Complaint database, Investigator workload / other activities?*
- *Lessons Learned? Disciplinary Actions publicized?*
- *Culture of Departments/Jurisdictions*

**Probationary Certificates**

Probationary certificates are available to code enforcement officials (CEOs) who are newly employed or those who need to achieve a higher level of certification. The purpose of the probationary certificate is to allow code enforcement officials the ability to perform code enforcement while receiving on-the-job training, taking required standard courses and passing the state examination. Probationary certificates are valid for a period of two years and not renewable.

Notices of expiration are sent to each inspector and his or her City or County Manager. 56 probationary certificates expired this quarter and are listed below with their corresponding jurisdiction.

<b><u>Jurisdiction</u></b>	<b><u>Inspector</u></b>	<b><u>Area/Level</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Inspector</u></b>	<b><u>Area/Level</u></b>
Raleigh (J328)	Adesiyani, Ebenezer ,	F 3	Mooresville (J272)	Killian, Michael Ray	F 2
Asheville (J18)	Barksdale, Russell Marcus	B 3	Town of Elkin (J135)	Knops, Theresa Louise	F 1
Asheville (J18)	Barksdale, Russell Marcus	E 2	Washington (J416)	Lilley, Thomas Bryan	F 2
Asheville (J18)	Barksdale, Russell Marcus	F 3	Henderson (J193)	Link, Brandon Jay	F 2
Asheville (J18)	Barksdale, Russell Marcus	M 2	Carteret Co. (J72)	Lombreglia, Dean Michael	B 3
Asheville (J18)	Barksdale, Russell Marcus	P 2	Wilkesboro (J430)	Lynn, Robert Lee	F 2
Mecklenburg Co. (J263)	Biddy, Patrick Layton	B 2	Kernersville (J221)	Marion, Keith Leo	E 2
New Bern (J288)	Boswell, Matthew David	E 2	Wadesboro (J409)	Martin, Randall Scott	F 1
Cherryville (J91)	Calaway, William Shane	F 2	Morrisville (J278)	Masker, Jared Duane	F 1
Raleigh (J328)	Cannon, Gary Lee	F 3	Sunset Beach (J386)	McDonald, Patrick Wayne	F 2
Town of Elkin (J135)	Carter, Kevin Key	F 1	Iredell Co. (J213)	McGervey, Walter Charles	F 2
Greene Co. Emer. Services (J175)	Cash, Joshua Trey	F 2	Winterville (J640)	Moore, David Gordon	F 3
Sunset Beach (J386)	Childres, Richard S	F 2	Greenville (J179)	Morris, Bobby Jay	F 2
Asheville (J18)	Clampett, Monte Dean	B 1	Montgomery Co. (J268)	Morris, Kyle Lewis	F 1
Asheville (J18)	Clampett, Monte Dean	E 1	Pender Co. (J310)	Morrison, Kenneth Lloyd	F 2
Asheville (J18)	Clampett, Monte Dean	F 1	Statesville (J383)	Nicholson, Danny Ray	F 1
Asheville (J18)	Clampett, Monte Dean	M 1	Goldsboro (J165)	Pendergraph, Matthew	F 3
Asheville (J18)	Clampett, Monte Dean	P 1	Lake Lure (J231)	Pressley, Michael Andrew	F 1
Lake Lure (J231)	Craig, Wendy Michelle	F 1	Ocean Isle Beach (J299)	Rash, Charles Grayson	F 2
Montreat (J269)	Currie, David Ernest	B 3	Cumberland Co. (J107)	Riddle, Bobby Wayne	M 3
Boone (J45)	Daniels, Jereme Dontie	F 2	Gaston Co. (J157)	Roper, John Michael	P 3
High Point (J203)	Davis, Dustin Wesley	F 1	Richmond Co. (J336)	Shackelford, Robert Gerald	F 2
Montgomery Co. (J268)	Davis, Junior Frank	P 3	Cumberland Co. (J107)	Temple, Carl Paren	E 2
Hertford Co. (J198)	DeLoatch, Phillip Arnold	E 1	Mecklenburg Co. (J263)	Thompson, Brian Thibideaux	B 3
Hertford Co. (J198)	DeLoatch, Phillip Arnold	M 1	Mecklenburg Co. (J263)	Thompson, Brian Thibideaux	E 3
Stanly Co. (J379)	Efird, Michael Wayne	B 3	Mecklenburg Co. (J263)	Thompson, Brian Thibideaux	M 3
Stanly Co. (J379)	Efird, Michael Wayne	M 3	Mecklenburg Co. (J263)	Thompson, Brian Thibideaux	P 3
Gastonia (J159)	England, Leonard Ray	P 2	Onslow Co. (J300)	Turner, David Glenn	B 2
Reidsville (J335)	Fargis, Jordan Christopher	F 2	Onslow Co. (J300)	Turner, David Glenn	E 2
Raleigh (J328)	Furr, Michael Todd	F 3	Onslow Co. (J300)	Turner, David Glenn	F 2
Orange Co. (J303)	Gregory, Elizabeth Farnan	F 3	Onslow Co. (J300)	Turner, David Glenn	M 2
Winston-Salem (J440)	Grubbs, Patrick K.	F 3	Onslow Co. (J300)	Turner, David Glenn	P 2
Raleigh (Housing) (J606)	Gupton, Ned Anthony	E 3	Oak Island Fire and Rescue (J607)	Vause, Eddie James	F 1
Raleigh (Housing) (J606)	Gupton, Ned Anthony	P 3	Lake Lure (J231)	Waycaster, Dustin Eugene	F 1
Washington (J416)	Hardin, Johnathan Stuart	F 2	Wilkesboro (J430)	Wayne, Michael Chad	F 2
Town of Elkin (J135)	Hendrick, Jane Elizabeth	F 1	Washington (J416)	Wetherington, Jeremy Scott	F 2
Pender Co. (J310)	Henry, Kevin Scott	F 1	Dunn (J118)	Whitman, Charles Gary	F 1
Washington (J416)	Hodges, Steven Keith	F 2	Spring Lake (J378)	Williams, Jason Wade	F 3
Raleigh (J328)	Holleman, Alan T.	F 2	Madison Co. (J252)	Willis, Jeffrey Wayne	F 2
Randolph Co. (J331)	Hunt, Jeremy Lee	F 3	Raleigh (Housing) (J606)	Winslow, Dudley Thomas	B 2
Morehead City Fire Dept.(J274)	Judy, William Christopher	F 1	Raleigh (Housing) (J606)	Winslow, Dudley Thomas	M 2
Henderson (J193)	Juntunen, Jon James	F 2	Reidsville (J335)	Worley, Jonathan Wayne	F 2

**Standard Certificates by Area Earned This Quarter**

<u>Area</u>	<u>Active Inspectors</u> GS 143-151.13(a)	<u>Pre- Qualification</u> GS 143-151.13(a)	<u>Reciprocity</u> GS 143-151.14
Building	25	0	0
Electrical	28	0	0
Fire	60	0	0
Mechanical	23	0	0
<u>Plumbing</u>	<u>16</u>	<u>0</u>	<u>0</u>
Totals	152	0	0

**Standard and Limited Late Renewals**

129 Standard and 1 Limited certificate late renewals have occurred since October 24, 2014.

**Fifth Level III Standard Inspection Certificate**

There are three Code Enforcement Officials receiving their fifth level III certificates today:

- Walter Blackman of the Johnston County Insp. Dept.
- David Currie of the Town of Montreat Insp. Dept.
- Wesley Steele of the Iredell County Insp. Dept.

The total number of code enforcement officials who have ever achieved this level of certification is 237. The number of active code enforcement officials who have five level III certificates is 165.

These are currently active certificates in all trades as of January 23, 2015.

<b>Active Trades</b>	<b>All Levels</b>	<b>Probationary Certificates</b>	<b>Standard Certificates</b>	<b>Limited Certificates</b>	<b>Total</b>
Building	I, II, & III	213	1,048	5	1,266
Electrical	I, II, & III	173	844	1	1,018
Mechanical	I, II, & III	182	884	4	1,070
Plumbing	I, II, & III	172	905	3	1,080
Fire	I, II, & III	439	2,373	37	2,849
<b>Totals</b>		<b>1,179</b>	<b>6,054</b>	<b>50</b>	<b>7,283</b>

**Applications Processed**

Staff processes three types of applications each day. An applicant can apply for a maximum of 5 trades per application. Below is the total number of applications processed during the last quarter ending April 23, 2015.

<b>Probationary Applications</b>	<b>Standard Applications</b>	<b>Pre-Qualification Applications</b>	<b>Total</b>
196	147	181	524

**STANDARD CERTIFICATE TESTING –January 23, 2015 – April 23, 2015**

The Board offers 15 different exams, one for each area and level and are administered by computer. Each exam contains 150 multiple choice questions and has a 3 ½ hour time period. Exams are open book. Examinees are allowed to use their own code books but are not allowed to bring in any supplemental materials.

**Examination Grade Summary**

<u>Area/Level</u>	<u>Number Taking</u>	<u>Number Passing</u>	<u>% Passing</u>	<u>High Score</u>	<u>Low Score</u>	<u>Average Score</u>
Building Inspector I	21	7	<b>33.3</b>	80.0	37.0	<b>62.2</b>
Building Inspector II	7	6	<b>85.7</b>	84.0	61.0	76.6
Building Inspector III	26	17	<b>65.4</b>	91.0	61.0	74.5
Electrical Inspector I	13	1	<b>7.7</b>	73.0	41.0	<b>62.2</b>
Electrical Inspector II	4	3	<b>75.0</b>	90.0	65.0	80.0
Electrical Inspector III	9	6	<b>66.7</b>	83.0	60.0	71.8
Fire Inspector I	45	20	<b>44.4</b>	91.0	48.0	<b>67.7</b>
Fire Inspector II	20	13	<b>65.0</b>	96.0	61.0	75.9
Fire Inspector III	13	9	<b>69.2</b>	86.0	63.0	73.4
Mechanical Inspector I	13	7	<b>53.8</b>	87.0	54.0	70.5
Mechanical Inspector II	8	7	<b>87.5</b>	83.0	65.0	74.9
Mechanical Inspector III	12	11	<b>91.7</b>	91.0	69.0	82.3
Plumbing Inspector I	10	10	<b>100</b>	98.0	73.0	82.9
Plumbing Inspector II	5	4	<b>80.0</b>	93.0	69.0	81.0
Plumbing Inspector III	9	9	<b>100</b>	93.0	74.0	84.3
<b>Totals</b>	<b>215</b>	<b>130</b>	<b>60.5</b>			

**Number of CBT Exams Administered Per Fiscal Year**

Staff has noted an increase in exam activity as shown by the numbers below. There are many reasons accounting for this trend including: retirement of inspectors; reduced cost of exams; and departments moving from a single trade to a multiple trade department. However, it appears the main reason for the increase in examinations is due to the increase and improvement in the construction industry.

<u>Fiscal Year</u>	<u>Number of CBT Exams Administered</u>	<u>Increase or Decrease per year</u>
2009-2010	414	
2010-2011	588	+42%
2011-2012	677	+15%
2012-2013	599	-11.5%
2013-2014	600	0
<b>2014-2015</b>	<b>709</b>	<b>+18%</b>

**Exam Administration Summary**

PSI began offering the state exams on July 1, 2014. The first state exam was administered July 5, 2014. As of April 23, 2015, PSI has conducted 536 exams. The number and type of exams taken are listed below. Also provided is a list of scheduled exams. A total of 37 exams have been scheduled through May 30, 2015.

Area/Level	Number of Exams Taken	Number of Exams Scheduled Through 5/30/2015
B1	47	6
B2	16	2
B3	44	3
E1	32	1
E2	16	1
E3	30	2
F1	118	9
F2	63	4
F3	31	1
M1	34	0
M2	21	3
M3	24	0
P1	25	2
P2	19	2
P3	16	1
<b>Total</b>	<b>536</b>	<b>37</b>

**Exam Reviews**

18 exam reviews have been performed. 13 exam challenges were forwarded to code consultants for review. One of the challenges resulted in a status change.

**Exam Complaint/Comment Summary**

Staff received five complaints and several comments concerning exams conducted this quarter. The types of complaints and comments are listed below:

***Exam Registration: 4***

- Four CEOs experienced difficulty scheduling an exam or exam review. A PSI scheduler contacted each CEO and assisted with the registration.

***Long Hold Time: 1***

- One CEO experienced a long wait time when scheduling an exam. He was on hold for more than 15 minutes. PSI says their normal wait time is less than 5 minutes, but their goal is 3 minutes or less. Our client manager is researching the issue.

*Grade Notification: 1*

Staff received a call from a CEO who had passed the exam but had not received his certificate or any other information. Upon further investigation, the grade had not been reported and transferred. Staff compared the received exam grade information and the PSI information and found two other test scores not in our system. The scores were pushed out and all missing information has been received. The only explanation is that some data may have been received after the nightly push out. The grades file is date driven, so if the information is received after the push, the information doesn't get picked up the next night because of the date of the file.

Staff is conducting weekly comparisons of PSI and DOI data.

*Comments:*

- Staff continues to receive comments regarding the check-in process at the testing centers, specifically the inspection of code books and the use of full-page tabs. Full-page tabs aren't permitted in code books. Books can be tabbed, but the tabs must be permanently affixed to the page. If code books contain full-page tabs the examinee is required to remove them which causes the examinee to lose the tab entirely. The Candidate Information Bulletin does contain this information.

*New Testing Center Hours:*

As reported at the last meeting, staff and PSI had discussed the ability to add some afternoon or alternate exam times to allow examinees the ability to work part of the day. Also staggering start times helps with the check-in process. Staff has confirmed with PSI that the following changes have been made.

**Asheville:** Added Fridays (8:30am-12pm) (12:30pm-4pm)

**Charlotte:** Changed Thursday (10am-4pm) to (8am-11:30am) (12pm-4pm) starting March 3.

**Fayetteville:** Added Thursday (8am-11:30am) (12pm-3:30pm)

**Greenville:** Added Tuesday (9am-11:30am) (12pm-3:30pm)

**Raleigh:** Changed from 9am-3pm to (9am-12:30pm) (1pm-4:30pm)

**Wilmington:** Proctor is not able to accommodate at this time.

**Winston-Salem:** Thursdays changed from 9am-3pm to (9am-12:30pm)(1pm-4:30pm)

**Job Task Analysis Review**

Part of the transition to computer-based testing involved the use of a job task analysis for all 15 exams. The first job task analysis was performed during 2009 when computer based testing began. A job task analysis is used to identify the knowledge, skills, and abilities needed for minimum competency to perform the job. This involves the importance and the frequency of these tasks. The critical tasks then become the main focus of the exam. A job task analysis provides validation for the examination that is developed. It is an important step in exam development.



**ATTACHMENT B**

Staff prepared 5 surveys, one per trade, which contained all existing tasks as well as some demographic data. The response results of the surveys are below. The expected return rate of responses is 10%. All surveys were above this industry standard.

Area	Number of Survey Emails Sent	Number of Responses	Return Rate of Survey Responses
Building	1,186	237	20%
Electrical	1,020	144	14%
Fire	2,618	541	20%
Mechanical	1,072	122	12%
Plumbing	1,004	152	15%
<b>Total</b>	<b>6,901</b>	<b>1,196</b>	

Survey Results Task Matrix

Staff used the following matrix to assess the criticality and frequency of the job tasks based on the responses of the survey. The job tasks of the surveys were grouped according to the responses and reviewed by the Committees.

<b>Frequency</b>	<b>High</b>	<b>Frequent Unimportant</b>		<b>Frequent Important</b>
	<b>Medium</b>			
	<b>Low</b>	<b>Infrequent Unimportant</b>		<b>Infrequent Important</b>
		<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Importance</b>			

**Exam Development Committee Meetings**

All five Exam Development Committees(EDC) met this quarter. Each Committee reviewed the survey data and statistical data regarding the performance of each exam question as well as the exam as a whole. Each group reviewed questions whose p-values were greater than .85 or lower than .35. The p-value refers to the difficulty of the question and is based on the percentage of examinees that answered the question correctly. Higher values indicate an easier question and lower values indicate a more difficult question. Each group reviewed the pass/fail rates for each level as well. Each committee reviewed over 100 exam questions during the meeting.

The Committees discussed several topics during their meetings. One issue concerns the use of grouping the exam questions by code. This would impact building and mechanical exams more since they have more code books to use, but all exams would be affected because law and administration questions are present on all exams. The desks have limited space and grouping the questions would reduce the need to shuffle books. This would possibly save time as well. Questions within the grouping would not be sequential.

The second topic concerns the handling of code changes made by the Building Code Council. The Building Code Council has now enacted a 6 year code cycle, but has chosen to address code changes throughout this period and these code changes can be effective on a yearly basis or on a quarterly basis. Staff felt that 6 years was too long to go without incorporating current code requirements on exams. Each Committee agreed to update the exams on a yearly basis. The update schedule will work with the publishing schedule of PSI. The Committees also agreed to allow the exam candidates to bring in their own copies of the code changes and to also provide copies at the testing centers. Copies of code changes would be divided by trade.

The current exam structure consists of five technical disciplines for building, electrical, mechanical, plumbing, and fire. There are three distinct levels within each discipline. There are two forms for each exam which provides a total of 30 exams. There is a 30% to 50% overlap of questions between forms, which comes out to 50 to 75 common questions out of 150 on each exam.

**EDUCATION**

**Standard Code Courses** – Statistics: January 1, 2015 to March 31, 2015

<b>Standard Courses Scheduled for Period</b>	65
<b>Law and Administration</b>	9
<b>Fire</b>	20
<b>Building</b>	15
<b>Electrical</b>	14
<b>Plumbing</b>	10
<b>Mechanical</b>	13
<b>Standard Courses Canceled for Period</b>	16
<b>Standard Courses Rosters Received for Period</b>	47
<b>Standard Course Rosters Pending for Period</b>	2

**Continuing Education Courses** – January 1, 2015 to March 31, 2015

<b>New Continuing Education Courses Approved for Period</b>	46
<b>New Continuing Education Courses Approved Year to Date</b>	135
<b>New Continuing Education Instructors Approved for Period</b>	3
<b>New Continuing Education Sponsors Approved for Period</b>	0
<b>Continuing Education Course Rosters Submitted for Period</b>	197

**Instructor Certification Workshop**

A Standard Code Course Instructor Certification Workshop was held February 19, 2015. Five were in attendance. The next one is scheduled for 5/7/15 with 6 signed up to attend.

**INVESTIGATIONS**

**Investigations Begun – Not Completed**

9/15/14	Noles
9/22/14	City of Boone
4/20/15	Hucks

**Investigations – Completed**

None

**No Basis in Fact**

None

**Basis in Fact**

None