

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

April 3, 2020

The emergency meeting of the NC Code Officials Qualification Board (“Board”) was held at 2:00 P.M. on Friday, April 3, 2020 by teleconference.

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

Chairman Thunberg asked Kathy Williams to perform roll call. Chairman 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. No conflicts were noted.

The following members of the Board attended the meeting by teleconference:

Mack Summey	Bill Thunberg	Karen Tickkanen
Ken Stafford	Rob Roegner*	Dr. Stephen Terry
Allen Kelly	James Steele	Helen McIntosh
Jeff Griffin	Thomas Bender	Michael Crotts
Fleming El-Amin	Danny County	

The following members of the Board did not participate in the meeting:

Andy Matthews
Mark Smith
Stephanie Luster-Teasly
Richard Ducker
Richard White

Others in attendance were as follows:

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Kathy Williams	Department of Insurance	Raleigh, NC
Terri Tart*	Department of Insurance	Raleigh, NC
Sam Whittington	Department of Insurance	Raleigh, NC
Mike Hejduk*	Department of Insurance	Raleigh, NC
Tom Felling*	Department of Justice	Raleigh, NC
Cliff Isaac	Department of Insurance	Raleigh, NC
Tom Cooney	Department of Insurance	Raleigh, NC
Beth Williams	Department of Insurance	Raleigh, NC

Item 2- Discussion of temporary rules for expiring probationary certificate holders.

Thunberg asked Kathy Williams to give background information regarding the issue of expiring probationary certifications. Williams explained that COVID-19 had seriously impacted the education and training programs for code officials. She stated that all classroom courses through the NC Community College System have been discontinued since March 12, 2020 and that inspectors are not able to take required standard courses. Secondly, PSI, who is the third-party testing administrator, closed their testing centers on March 19, 2020. At this time, code officials are unable to take any state exams. Inspectors are unable to fulfill their certification requirements and may put their inspection department at a disadvantage or may lose their jobs.

Thunberg asked Tom Felling to present the Temporary Certificate rule for expiring probationary certificates. Felling stated the Board is unable to extend or renew existing probationary certificates, but the statute does allow for the issuance of a Temporary Certificate. The Temporary Certificate would be issued to any probationary certificate holder who has or had an active probationary certificate as of March 12, 2020 through December 31, 2020. The Temporary Certificate would be issued without application, to these individuals for the same level and trade. It will expire as of March 12, 2021. If the code official does not want the certificate, it can be returned within 30 days of issue.

Felling stated the Board can file this as an emergency rule which moves faster through the codification process. The emergency rule can go into effect within 8 days after filing. The agency must also submit the rules through the temporary rules process. Felling stated the public hearing on the Temporary Certificate rule could occur at the same time the public hearing for the Residential Changeout Inspector which is on April 28, 2020. He further stated that temporary rules can be removed once the need is over.

Felling stated he did talk with the Rules Review Commission for a very brief review, and stated the reviewer would not object, but that her review was not binding.

El-Amin made a motion to adopt the emergency rule on Temporary Certificates as presented and adopt as temporary rules. Griffin seconded the motion and the motion carried.

The meeting was adjourned.