

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

February 23, 2017

The emergency meeting of the NC Code Officials Qualification Board was held at 10:00 A.M. on Thursday, January 23, 2017 via teleconference.

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

Bill Thunberg	Allen Kelly	Richard Morris	Richard Ducker
Ken Stafford	Mack Summey	Ray Rice	James Steele
Chris Raynor	Brenda Lyerly	Jerry Myers	Jeff Griffin
			Stephen Terry

Members absent:

Taher Abu-Lebdeh	Andy Matthews	Mark Smith	Reo Griffith
Dan Brummitt			

Others in attendance were as follows:

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Mike Hejduk	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC
Jessica Yelverton	Department of Insurance	Raleigh, NC
Robert Croom	Department of Justice	Raleigh, NC

Preliminary Matters

None to report.

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

Chairman Thunberg asked each member of the Board to introduce themselves for the roll call. Acting Chairman Thunberg 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.

The State Ethics Commission has cited the potential for a conflict of interest for members of the Board who serve 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 2: Designate Agency Rules Review Coordinator

The Code Officials Qualification Board needs to designate an agency rules review coordinator to work alongside Loretta Peace-Bunch who reviews rules for the Department of Insurance. Chris Raynor made a motion to approve Mike Hejduk as the Rules Review Coordinator for the Code Officials Qualification Board. Stephen Terry seconded the motion. The motion was voted on and approved unanimously. A letter detailing the decision will be signed by Chairman Thunberg and distributed to David Boone and Loretta Peace-Bunch.

Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "Brenda Lyerly". The signature is written in a cursive, flowing style.

Brenda Lyerly,
Secretary, NC Code Officials Qualification Board