

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

**July 28, 2015**

The quarterly meeting of the NC Code Officials Qualification Board was held at 9:00 A.M. on Tuesday, July 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	Ray Rice	Christopher Nuckolls	Richard Morris
Bill Thunberg	Chris Raynor	Mack Summey	Mark Hicks
Robert Brummitt	Ken Stafford	Allen Kelly	Richard Ducker

Members absent:

Stephen Terry	Andy Matthews	Harry Schrum	Taher Abu-Lebdeh
Jerry Jones	Brenda Lyerly	Chris Noles	

\*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
Terri Tart	Department of Insurance	Raleigh, NC
Sam Whittington	Department of Insurance	Raleigh, NC
Tim Morrison	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
Laurel Wright	Department of Insurance	Raleigh, NC
Robert Croom	Department of Justice	Raleigh, NC
David Boone	Department of Justice	Raleigh, NC
Dan Johnson	Department of Justice	Raleigh, NC
Tim Henshaw	Raleigh Fire Dept.	Raleigh, NC
Colin Triming	Charlotte Fire Dept.	Charlotte, NC
James Griffin	Forsyth Co. Fire Marshal Office	Winston-Salem, NC
Douglas Brocker	The Brocker Law Firm, P.A.	Raleigh, NC
Susan Gentry	Complainant	Raleigh, NC
Janie Sutton	Complainant	
Karen Noles	Chris Noles	
Anthony Klish	Chris Noles	
Jim Sweder		
Dawn Sweder		
J. David Eakins	New Hanover Co. Inspections	

### **Preliminary Matters**

Chairman Hayden Lutterloh presided over the meeting and welcomed guests. Chairman Lutterloh introduced William 'Chris' Raynor as the board's newest member replacing Tracy McPherson as the NC Community College System appointee.

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

Chairman Lutterloh asked each member of the Board to introduce themselves for the roll call and share any applicable personal or professional news with the board. Richard Ducker stated that his formal term expired as of July 1<sup>st</sup> and that this would be his last regular quarterly meeting. Ducker thanked the board and staff. Chairman Lutterloh thanked Ducker for his twenty-six years of service on behalf of the State of North Carolina noting Ducker as the longest sitting member of the board. 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. Chairman Lutterloh directed the minutes show that the members have been asked and there were none.

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 2: Approval of the Minutes**

Bill Thunberg made a motion to approve the minutes of the April 28, 2015 Board meeting. Mark Hicks seconded the motion. The motion was voted on and approved unanimously.

Chris Nuckolls made a motions to approve the minutes of the June 12, 2015 Board special meeting. Mark Hicks 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. Allen Kelly 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 two code officials receiving their fifth Level III certificates and invited one present to meet and receive congratulations from the Board members.

- John D. Eakins of the of the New Hanover County Insp. Dept
- Howard M. Grindstaff of the Mecklenburg Insp. Dept. [not present]

The total number of code enforcement officials who have ever achieved this level of certification is 239. The number of active code enforcement officials who currently have five level III certificates is 167.

**Item 5: Contract Investigation Report:**

Chairman Lutterloh and attorney Robert Croom have inquired of the State Ethics Commission as to whether the Board may hear the complaint investigation report in the Noles matter and the answer is in the affirmative. Following the announcement of this agenda item, Ray Rice requested to be recused. Bill Thunberg made a motion to recuse Rice. The motion was voted on and approved unanimously. Chairman Lutterloh asked Douglas Brocker to present his report.

Douglas Brocker identified himself as the independent investigator and legal consultant hired by the board to investigate the complaint against board member Chris Noles. Brocker stated his background including a twenty year practice of law in large and small firms. His recent specialty is representing licensees and licensing boards. Brocker represented the State Bar in its case against the prosecutor in the Duke Lacrosse case. Brocker stated his approach is based on the facts, law and evidence not personal opinions. Brocker explained that the pending complaint submitted by Susan Gentry followed a prior complaint by Janie Sutton (both former NCDOT employees), the essence of which were allegations of construction without proper permits. Brocker stated that the investigation was more involved than initially thought resulting in a two page executive summary and forty page report. Brocker summarized that he found sufficient evidence to support three of six allegations. Brocker stated that Noles built decks and a storage structure without appropriate permits and that there was sufficient evidence that Noles knew of errors in the previous investigation report. Brocker stated that for two allegations, the NC Code Officials Qualification Board was not the appropriate authority. Rather such issues may be referred to the North Carolina State Ethics Commission and the NC Board of Examiners for Engineers and Surveyors.

Brocker stated that deck construction appears to have taken place around the summer of 2005 while Noles held a probationary certificate. Brocker stated that there was not enough evidence to establish the construction date of the storage building. Brocker stated that his report recommendations and conclusions were entirely his and that no one on staff, counsel or board was consulted. Brocker directed the board's attention to the authority established by NCGS § 143-151.17 regarding grounds for its disciplinary authority over certificate holders. Brocker stated that while Noles contends that the work on his property was not related to his work as an inspector, the statute only deals with conduct as an inspector and does not necessarily limit this to conduct while working as an inspector. Brocker stated that if the board had already dealt with this issue, there would be nothing further to discuss if Noles was not working as an inspector. Brocker stated that if the board concludes such non-inspector activity is not relevant going forward, the board might address it as a policy matter. However, this is a critical issue that requires legal opinion from Robert Croom for implications beyond this case.

Richard Morris asked if Noles had an attorney to which Brocker replied, no, he did not believe Noles had an attorney. Bill Thunberg asked that if it was determined that a permit was required, then an inspection would have been required to validate the construction. Brocker stated that this is the point at which willful misconduct might be considered if the less than 12'x12' dimensional exception does not apply and both were determined to be load bearing structures as stated by staff and others. Brocker stated that Noles took the position that the decks were platforms not subject to deck provisions and that they were not attached to the house.

Brocker then addressed several clarifications to his report and corrections to the record based on comments that came in subsequent to its initial release to Noles, the complainant and the board.

1. Ms. Sutton is a professional engineer.

2. Ms. Ewens was not laid off. She resigned from NCDOL.
3. Noles' corrections to statements he made to Brocker during Brocker's investigation interview except as noted below.

Brocker stated that he does disagree with Noles about the assertion that Noles noted errors with regard to the stated dates of construction of the decks in the prior complaint investigation report performed by Hazel Stephenson and submitted to Barry Gupton.

At the conclusion of Brocker's presentation to the board, Chairman Lutterloh stated that the board may request a closed session but would rather discuss this in open session. Chairman Lutterloh thanked Brocker and noted the limited contact with staff except for contract issues.

Robert Croom, board legal counsel, thanked Brocker for his presentation and noted that interpretation of the statutes governing the board and advice provided to staff, has always been consistent with what Brocker has stated. Croom stated that feedback from the State Ethics Commission regarding possible conflict of interest in considering the case against a board member is whether serving on the board together establishes a personal relationship. Just serving on the board together does not create a personal relationship. Croom stated that the first matter for the board to determine is whether this is enough evidence for an evidentiary hearing. Richard Morris asked if personnel issues must be addressed in closed session. Chairman Lutterloh stated that personnel matters would be handled within the NC Dept. of Insurance organizational structure by Rick McIntyre and above.

Mark Hicks made a motion to hold a hearing in the matter. Richard Morris seconded the motion. The board members discussed the motion. Attorney Robert Croom noted that complaints are sometimes addressed by a hearing, sometimes through voluntary settlement agreement and the board may elect to refer the hearing to the Office of Administrative Hearings (OAH). Bill Thunberg called the question to vote on the motion to hold a hearing for those three items in the complaint reported to have sufficient basis. Nine members voted yes. Two members voted nay. The motion was approved.

Richard Ducker asked to have the board's relationship with Douglas Brocker clarified going forward. Dan Johnson stated that Brocker would be available at the same hourly rate as a witness under the current contract. Bill Thunberg reminded the board not to discuss ex parte this case and requested confirmation from attorney Croom. Croom stated that, technically, the ex parte discussion prohibition only applies after a Notice of Hearing is issued. Chairman Lutterloh stated that previously one incident related to a sitting board member had been referred to OAH and that he proposed to do the same in this matter. Croom cited NC Gen. Stat. § 150B Article 3A provisions to refer to OAH.

Bill Thunberg stated he was comfortable allowing interim steps to allow the investigator and legal counsel to negotiate terms of a voluntary settlement agreement. Chairman Lutterloh stated that there were two types of settlement agreements. A) prior to issuance of a Notice of Hearing, and B) after issuance of a Notice of Hearing. Attorney Croom further explained that a proposed Voluntary Settlement Agreement (VSA) may be modified by the board and that such an agreement is call a Consent Order after issuance of a Notice of Hearing. Also, an OAH consent agreement must be approved by an Administrative Law Judge and any final decision also approved by the Board. Croom stated that as a practical matter, in the public interest to have the matter resolved expediently, it would be best to move forward with the Notice of Hearing. Chairman Lutterloh made a motion to issue a Notice of Hearing and authorize pre-hearing discussions by the attorney. The motion was seconded by Richard Ducker. The motion was voted on and approved unanimously.

Anthony Klish asked to be recognized and stated that he had been hired by Chris Noles as his attorney. Klish stated that he was authorized to negotiate terms and conditions of any proposed VSA on behalf of Noles.

Croom stated that David Boone, NC Dept. of Justice, will be handling negotiations for the board. After further discussion by board members, Chairman Lutterloh agreed that there may be a perception of conflict of interest if the board attempts to resolve the issue and that he would rather see settlement worked out by an outside agency.

Chairman Lutterloh recognized Susan Gentry, complainant, to address the board. Gentry stated she wanted to make the board aware of several corrections to the report that were needed. 1) Gentry stated she never had an infatuation with Noles; 2) Gentry was never disciplined by Noles and that her husband is not in the construction industry, and 3) Gentry was a 27 year employee. Her number one issue in bringing the complaint to the board were ethical and about NCDOI/OSFM staff holding themselves to a higher standard. Gentry stated she has had little faith in the department up to this point to handle this issue. Gentry stated that she was satisfied with the investigation done by Brocker. Gentry stated she was concerned about the relationship between Noles, Barry Gupton and the prior contract investigator (and former OSFM employee) Hazel Stephenson.

Chairman Lutterloh then recessed the meeting at 12:30 P.M. for a lunch hour break and to reconvene at 1:30 P.M.

Chairman Lutterloh reconvened the meeting at 1:35 P.M. and provided a recap of the morning session. Richard Ducker made a motion to refer the Notice of Hearing to OAH now citing important legal issues that are better suited to an Administrative Law Judge not the board because of how the handling will be perceived. The motion was seconded by Mark Hicks. A discussion ensued regarding the provisions of resolving this complaint in a timely manner. David Boone, NCDOJ, noted that after filing a Notice of Hearing, the judge can always discuss how to resolve. Boone sought clear authority as to what he is negotiating and stated that, if the matter were referred to OAH Boone would routinely return to the board to ask if he has authority to negotiate. Simply put, Boone state that the board will have ultimate authority to approve any settlement. The motion was restated to refer the complaint to OAH and voted on and approved seven (aye) to three (no). The motion carried unanimously. Croom stated that Boone should have a point of contact for the board and Chairman Lutterloh was approved by acclamation.

#### **Item 6: Committee Reports:**

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

Chairman Lutterloh stated there was no meeting of the executive committee.

##### **Policies and Procedures Committee:**

Richard Ducker stated the committee did not meet.

##### **Education and Research Committee:**

Mack Summey stated the committee did not meet and there was no report. Chairman Lutterloh noted Chris Raynor's appointment to the committee to replace Tracy McPherson.

##### **Qualification and Evaluation Committee:**

Bill Thunberg stated the committee did not meet and there was no report.

Chairman Lutterloh stated that a Special Committee designated by the Chairman was convened to consider Micah Baldwin's denied application. Chairman Lutterloh stated that Baldwin was advised of his right to appeal in a hearing by the board.

#### **Item 6: Unfinished Business:**

- A. Colin Triming – ICC Turbo Tabs. Triming stated that he was aware that the board voted on the tabs issue at the last meeting. However, Charlotte bought tabs but they did not match the chapters in the current

Fire Code. Triming requested the board re-consider allowing the use of full page tabs that may be simply purchased at the store. Kathy Williams explained that the North Carolina Fire Code 2012 is based on the 2009 International Fire Code (IFC) not the 2012 IFC. The tabs available for purchase from ICC for the 2012 IFC code do not match or align with the NC Fire Code because of major changes – 7 chapters do not exist.

- B. By-Laws Changes – Chairman Lutterloh announced this agenda item as the second presentation before the board. Bill Thunberg made a motion to approve the changes submitted. The motion was seconded by Chris Nuckolls. Chairman Lutterloh noted that the By-Laws, Section V. Amendments, requires an affirmative vote of not less than two-thirds of the members of the Board. Chairman Lutterloh noted that only twelve members of the board were present which did not meet the two-thirds requirement. With one vacancy and a total board membership of nineteen members, it was determined that an affirmative vote by thirteen members is required. Attorney Robert Croom stated that a mail election was required. Chairman Lutterloh directed staff and legal counsel to prepare and send a ballot on the motion to amend the By-Laws by mail to all the members of the board.
- C. HB255 Building Code Enforcement – Chairman Lutterloh asked Director Hejduk to address this agenda item. Hejduk referred to the copy of House Bill 255 provided in the member notebooks that was signed by Governor McCrory on July 13, 2015 and became Session Law 2015-145 with an effective date of October 1, 2015. Hejduk discussed staff's plan to notify all code enforcement officials as required by Part III, Section 3.(a) via the email NCCOQB listserve as well as a direct mailing.

## **Item 8: Staff Reports**

### **Director**

Mike Hejduk stated that the annual July meeting of the board presented the opportunity to review performance for FY 2014-2015 through staff year-end reports on applications, exams, education and investigative activities. Hejduk discussed the preliminary 93B-2(a) annual report included in the board member notebooks noting new data required by recent oversight legislation. Hejduk noted that Items (10) and (11) in the report provide the board an opportunity to advise oversight agencies of any anticipated requests for legislative or rule changes in the coming year.

### **Certification**

Terri Tart presented the number of Probationary and Standard certificates issued and expired. In response to Chairman Lutterloh's prior meeting inquiry as to how many probationary certificates had been converted into standard certificates, Tart noted that seven individuals were receiving Standard certificates who have expiring Probationary certificates. Tart stated that 480 certificates were suspended due to non-renewal by the June 30 deadline. Three holders of Limited certificates did not renew reducing the total number of Limited certificate holders from a previous 52 down to 45.

### **Examination**

Kathy Williams reported exam scores for all trades and levels. Williams noted that the highest percentage candidate failure rates on exams were on Building Level I, Electrical Level I and Fire Level I. Staff will place special emphasis on item review and development for these three exams during the upcoming Exam Development Committees (EDC). Hejduk mentioned that staff was looking into the ability to create a question bank allowing computer based testing through OSFM. Chairman Lutterloh asked whether COQB exams and the revenue now received by the vendor for exam services could come to the Board instead if offered by staff. Hejduk responded this issue was double edged wherein such additional revenues might require annual financial audits. However, an online Learning Management System (LMS) such as Moodle might allow remote participation in test question development lessening travel costs for participants and increasing convenience. Williams concluded her

presentation stating that she anticipated holding EDCs in the fall and one issue to be addressed and changed in the exams would be the grouping of questions where possible based on the reference publication.

### **Education**

Mike Hejduk gave the presentation and announced that Natalie Pollard had moved to another position within OSFM and that staff was in the process of evaluating applications and conducting interviews for her replacement. Hejduk summarized the status and number of CE and Standard courses approved, scheduled, etc. for the quarter and year to date. Hejduk detailed the number of Standard courses taught and rosters submitted for FY 2014-2015 across all trades, levels and Law and Administration noting a total of 166 courses held. Twenty-nine Law and Administration courses were held throughout the year. Twenty-four Fire Level I courses were held. Hejduk stated that given the number of applicants for certificates in the year, the number of Standard courses actually held seemed low.

### **Investigations**

Sam Whittington reported on the following complaints:

- Complaint #446 against Hucks (Brunswick County) revealed that fire inspections of schools required by statute were not done on schedule due to inspections department workload, however, the jurisdiction had made significant progress since the visit. Chairman Lutterloh asked if the findings were insufficient for a hearing to which Whittington replied yes. Chris Nuckolls made a motion to accept the investigation report and dismiss the complaint. Richard Morris seconded the motion. The motion passed by unanimous vote.
- Complaint #447 against Webb (Wilson Co.) revealed that a remodel passed rough-in and final inspections without observation of the floor framing system; crawl space ventilation, and doorway vertical clearance. Whittington stated in his view the findings were sufficient to justify a hearing. Mark Hicks made a motion to accept the investigation as presented and schedule a hearing. The motion was seconded by Richard Morris. The board voted to schedule a hearing.
- Complaint #448 against Greene (Watagua County) revealed that while the NCDOT permit for the driveway access was sufficient, with no septic permit allowing a public office there was insufficient basis for the complaint to hold a hearing. Ray Rice made a motion to accept the investigation report and dismiss the complaint. Chris Nuckolls seconded the motion. The motion passed by unanimous vote.
- Complaint #449 against Hickox revealed that Hickox is not a board certified code official. Chairman Lutterloh stated that the source of the complaint was an individual who keeps a close eye on local government activities. No further action by the board was warranted.

Whittington then presented an analysis of the most recent five years of complaints against code enforcement officials through a slide presentation. Of 81 complaints submitted, 31 (40%) were found to have basis and 46 (60%) were found to have no basis. The technical (Trade) aspect of complaints typically had multiple allegations while complaints related to administration of the code had fewer allegations. Whittington stated the number one administrative complaint was code officials performing inspections on buildings or systems above their level of certification. The board members discussed implications of these findings and Chairman Lutterloh suggested the Education and Research Committee consider this issue.

### **Item 9: Annual Election of Chairman and Officers**

Chairman Lutterloh opened nominations for the position of Chairman. Bill Thunberg nominated Hayden Lutterloh. Allen Kelly seconded the nomination. Lutterloh's nomination was approved unanimously by acclamation. Thunberg then motioned to close the nominations for Chairman and the motion was approved by acclamation.

Chairman Lutterloh opened nominations for the position of Vice-Chairman. Richard Ducker nominated Bill Thunberg. Mark Hicks seconded the nomination. Thunberg's nomination was approved by acclamation. Dan Brummitt then motioned to close the nominations for Chairman. Chris Nuckolls seconded the motion. The motion was approved unanimously by acclamation.

Chairman Lutterloh opened nominations for the position of Secretary. Dan Brummitt nominated Chris Noles. Bill Thunberg seconded the nomination. Brummitt's nomination was approved unanimously by acclamation. Chairman Lutterloh then motioned to close the nominations

Following the election of officers, Chairman Lutterloh then asked for nominations for Chairmen for the following committees.

Education and Research Committee – Bill Thunberg nominated Mack Summey. Richard Morris seconded the nomination. Mack Summey's nomination was approved unanimously by acclamation.

Qualification and Evaluation Committee – Ray Rice nominated Bill Thunberg. Dan Brummitt seconded the nomination. Bill Thunberg's nomination was approved unanimously by acclamation.

Policies and Procedures Committee - Bill Thunberg nominated Ken Stafford. Allen Kelly seconded the nomination. Ken Stafford's nomination was approved unanimously by acclamation.

Following the appointments of committee chairmen, Chairman Lutterloh appointed Chris Raynor to the Education and Research Committee.

### **Adjournment**

There being no further business, Richard Morris made a motion to adjourn the meeting and Chairman Lutterloh adjourned the meeting.

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**

Cannon, Timothy James  
Hunt, Carl Douglas  
Mahon, James Marion  
Martin, Gary David  
Meares, Bobby Ray  
Quinn, Daniel Edward  
White, Clinton Michael

**Building Level II**

Botelho, Steven  
Caudle, Michael Joseph  
Di Benedetto, Thomas Mathew  
Merritt, John Webster  
Schaecher, Ronald Anthony

**Building Level III**

Baird, Thomas Bruce  
Baxley, Melvin George  
Boswell, Matthew David  
Freeman, Namon Baxter  
Gomez, Jaime L.  
Langdon, Seth Garrett  
Mallon, Michael Patrick  
Maready, Jeffrey  
Parr, Gregory Scott  
Slate, Michael Joseph

**Electrical Level I**

Black, John Robert  
Botelho, Steven  
Brown, Jeffrey S.  
Gibbs, Kevin Michael  
Murray, Gary Lee  
Scott, James Ernest  
Somerset, Donald Kevin  
Stephenson, Brooks Maynard  
Wilson, Devin Kirk

**Electrical Level II**

Duncan, Kyle Anthony  
Dunlow, Thomas Grant  
Houser, Clint Keith

**Electrical Level III**

Calhoun, Edward Clay  
Curran, Brian Francis  
Godwin, Marshall Darrell  
Kelly, Ronald Scott  
Parks, Terry Wayne  
Parr, Gregory Scott

**Fire Level I**

Ball, Carla Marie  
Brooks, Thomas Dorrance  
Campbell, Cory Damon  
Dillon, Brian Kelley  
Jackson, Quincy S.  
Job, Denise Fedors  
Knowles, Brian David  
Krause, Matt Douglas  
Lyday, David Shawn  
Martin, Randall Scott  
Mayes, Justin Delane  
Newkirk, Christopher T.  
Prevatte, Johnathan Wayne  
Smith, Rod Cannon

**Fire Level II**

Dishno, Don Alan  
Dixon, Naomie Clark  
Garner, Eddie Lynn  
Griffiths, Chad William  
Haynes, John Robert  
Houston, Chad Jason  
Hux, Lee Wesley  
Johnson, Terry Johanns  
Lowrance, Jennifer Whiteheart  
Martin, Jeremy Shane  
McLamb, Kristin Higgins  
Revis, Terry Alan  
Shropshire, Tim Ray  
Williams, Charles Ted  
Wolf, Stephen Robert

**Fire Level III**

Austin, Daniel Watson  
Brown, Kent Edward  
Cordell, Steve Franklin  
Dickson, Ruth Tyler  
Eakins, John David  
Emmett, Rodney Eugene  
Furr, Michael Todd  
Grindstaff, Howard Morgan  
Hayes, Shaun Ryan  
McGaha, John Travis  
Meyers, James Joseph  
Richardson, Angela Denise  
Shepherd, Jason Brian  
Thompson, Jennifer Mariann

**ATTACHMENT A**

**Mechanical Level I**

Benton, Tony Lyndon  
Bourbeau, Justin Wayne  
Budge, Peter Robert  
Gibbs, Kevin Michael  
Hunt, Carl Douglas  
Lambert, Curtis Lee  
Matthews, David Watson  
Michaleski, Robert Stanley  
Oxentine, Darin Charles  
Pugh, Kevin Bradley  
Rains, David Lynn  
Sandridge, Joseph Eugene  
Watkins, Larry James  
White, Clinton Michael

**Mechanical Level II**

Drake, William Henry  
Langston, Jesse Boyce  
Levi, Kimberly Susan  
Salema, Jared David  
Somerset, Donald Kevin

**Mechanical Level III**

Lyda, Crystal Gail  
Maready, Jeffrey

**Plumbing Level I**

Bourbeau, Justin Wayne  
Gentry, Walter Clark  
Guy, Toby Scott  
Hoffman, Donald Delano  
Jarman, Ronald Dale  
Lofton, Erin Mae  
Meares, Bobby Ray  
Mumbulo, Travis Earl  
Murray, Gary Lee  
Somerset, Donald Kevin  
Watkins, Larry James

**Plumbing Level II**

Everage, Jason Alan  
Heunemann, Eric William  
Langston, Jesse Boyce  
Norris, Charlie Wayne  
Stryk, Ernest F.

**Plumbing Level III**

Hawks, Brandon Dale  
Heath, Lamar Evans  
Maready, Jeffrey  
Phillips, Keynan Roy  
Putnam, Brandon Gene  
Rosmon, Francis Jeffrey  
Welischar, Eugene Lawrence  
Winchester, William Thomas

**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.

Hansbury, Jacob.	Fire	I
Needham, Charles	Fire	I
Betts, David	Building	I
Lambert, Cory	Fire	I
Hamilton, Brent	Fire	I
Simmons, Chadwick	Building	II
Wilson, DaShaun	Fire	I

**DIRECTOR** (Mike Hejduk)

**PERFORMANCE MANAGEMENT GOALS**

- **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** (TBD)

- *Standard Courses – Workshops; Curriculum – Slides, Worksheets?*
- *Continuing Education Courses – availability, convenience, cost?*
- *Law and Administration Course*
- *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** (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*

**CERTIFICATION** (Terri Tart)**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. 70 probationary certificates expired this quarter and are listed below with their corresponding jurisdiction.

<u>Jurisdiction</u>	<u>Inspector</u>	<u>Area/Level</u>	<u>Jurisdiction</u>	<u>Inspector</u>	<u>Area/Level</u>
Bladen Co. (J38)	Alley, Lawrence Stephen	E 1	Sampson Co. (J356)	Hairr, Kevin Neal	F 1
Jackson Co. (J215)	Allison, Darin Willard	E 1	Asheville (J18)	Hayes, James Richard	M 2
Raleigh (J327)	Baird, Thomas Bruce	B 3	Asheville (J18)	Hayes, James Richard	P 2
Kure Beach (J229)	Batson, John Joseph	F 3	Johnston Co. (J218)	Heath, Lamar Evans	P 3
Pender Co. (J311)	Batson, Stephen Thomas	B 1	Conover (J103)	Hicks, Christopher Ryan	F 2
Zebulon (J448)	Beasley, Joseph Larry	F 2	Lake Lure (J231)	Hooks, Duane Joseph	F 1
Northampton Co. (J298)	Bek, Ruth Moss	B 3	Lenoir Co. Fire Insp (J239)	Houston, Robert Wayne	F 1
Northampton Co. (J298)	Bek, Ruth Moss	E 3	High Point (J202)	Hyatt, John Brantley	F 3
Concord (J101)	Bergeron, Richard Victor	F 2	Greensboro (J177)	Johnson, Terry Johanns	F 2
Johnston Co. (J218)	Blackman, Walter Mack	B 3	Bladen Co. (J40)	Lancaster, Ecwood Chase	F 1
Elizabeth City (J134)	Boyce, Robert Allen	F 1	Asheville Fire Dept (J19)	Larson, Bjorn Nordstrom	F 3
Randleman (J329)	Brown, Kevin Michael	F 2	Graham (J167)	Lloyd, James L.	M 3
Zebulon (J448)	Brown, Philip Marvin	F 2	Graham (J167)	Lloyd, James L.	P 3
Lee Co. (J504)	Bullard, Charles Aaron	F 1	Hoke Co. (J206)	Locklear, Scotty	P 3
Lenoir Co. Fire Insp (J239)	Burkett, Dustin Ray	F 2	Jacksonville (J217)	Magee, Peter Thomas	F 2
Zebulon (J448)	Byrd, Barry Christopher	F 2	Mecklenburg Co. (J263)	Mahoney, Scott M.	P 2
Zebulon (J448)	Byrd, Edward Noel	F 2	Wilson (J435)	McGhee, Jeffrey William	F 1
Raleigh (J328)	Campbell, Cory Damon	F 1	Durham (J121)	McLaughlin, Kathleen M	B 2
Wilson (J435)	Campbell, James Patrick	F 2	Carolina Beach (J616)	Mcdade, Jonathan Eric	F 1
Gastonia (J159)	Canipe, Joseph Scott	E 1	Lake Lure (J231)	Melton, John Christopher	F 1
Gastonia (J159)	Canipe, Joseph Scott	M 2	Mecklenburg Co. (J263)	Moose, Timothy Scott	E 3
Columbus Co. (J100)	Clemmons, Gary Ernest	F 3	Winston-Salem (J440)	Mote, Paul Arthur	F 1
Charlotte (J85)	Cobb, David William	F 3	Bladen Co. (J40)	Newcomb, Charles Lee	F 1
Pender Co. (J311)	Collins, Charles Russell	F 2	Mecklenburg Co. (J263)	Nunez, Thomas	B 3
Charlotte (J86)	Craven-Redmond, Kristen Y.	B 1	Union Co. (J403)	Rape, James Darren	B 1
Fayetteville (J144)	Cunningham, Joseph A.	B 1	Graham (J168)	Russell, Travis Beau	F 3
Morehead City F (J274)	Davis, Robert Ray	F 1	New Hanover Co. (J290)	Schult, Hans E.	M 3
Lexington (J241)	Eggers, Phillip Andrew	F 2	Winston-Salem (J440)	Shaw, Jeffrey Jerome	F 2
Salisbury (J354)	Farley, James William	F 3	Orange Co. (J303)	Shepherd, Jason Brian	F 3
Salisbury (J354)	Frazier, Barry Nelson	F 1	Lexington (J241)	Sink, Justin Price	F 1
Mecklenburg Co. (J263)	Goodman, Clayton Shane	M 1	Winston-Salem (J440)	Smith, Mason D.	F 2
Risk Mgmt Div. (J382)	Green, Thomas Wayne	B 2	Raleigh (J327)	Stockdale, Rebecca Leah	B 3
Person Co. (J314)	Grinstead, Lemuel Scott	B 1	Mecklenburg Co. (J263)	Stryk, Ernest F.	P 2
Person Co. (J314)	Grinstead, Lemuel Scott	E 1	Raleigh (Housing) (J606)	Winslow, Dudley Thomas	P 3
Person Co. (J314)	Grinstead, Lemuel Scott	M 1	Rocky Mount (J346)	Wolf, Stephen Robert	F 2

**Individuals Receiving Standard Certifications Who Have Expiring Certificates**

Baird, Thomas Bruce	B	3
Campbell, Cory Damon	F	1
Heath, Lamar Evans	P	3
Johnson, Terry Johanns	F	2
Shepherd, Jason Brian	F	3
Stryk, Ernest F.	P	2
Wolf, Stephen Robert	F	2

**Standard Certificates by Area Earned This Quarter**

<b><u>Area</u></b>	<b><u>Active Inspectors</u></b>	<b><u>Pre- Qualification</u></b>	<b><u>Reciprocity</u></b>
	GS 143-151.13(a)	GS 143-151.13(a)	GS 143-151.14
Building	22	2	0
Electrical	18	0	0
Fire	43	5	0
Mechanical	21	0	0
<u>Plumbing</u>	<u>24</u>	<u>0</u>	<u>0</u>
Totals	128	7	0

**2015 Standard and Limited Renewals**

Standard and Limited certificates are required to be renewed each year by June 30<sup>th</sup>. Completion of 6 hours of continuing education is required before a certificate can be renewed.

<b>Certificate Type</b>	<b>Renewed By June 30, 2015</b>	<b>Renewed After June 30, 2015</b>	<b>Total Certificates Renewed</b>
<b>Standard</b>	5,138	558	5,696
<b>Limited</b>	45		45
<b>Total</b>	5,183	558	5,741

**Fifth Level III Standard Inspection Certificate**

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

- John D. Eakins of the New Hanover County Insp. Dept.
- Howard M. Grindstaff of the Mecklenburg Insp. Dept.

The total number of code enforcement officials who have ever achieved this level of certification is 239. The number of active code enforcement officials who have five level III certificates is 167.

**Total Number of Active Certificates**

These are currently active certificates in all trades as of July 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	233	1,017	5	<b>1,255</b>
Electrical	I, II, & III	193	812	1	<b>1,006</b>
Mechanical	I, II, & III	208	837	4	<b>1,049</b>
Plumbing	I, II, & III	187	863	3	<b>1,050</b>
Fire	I, II, & III	443	2,240	32	<b>2,715</b>
<b>Totals</b>		<b>1,264</b>	<b>5,769</b>	<b>45</b>	<b>7,075</b>

**Applications Processed April 24, 2015 – July 24, 2015**

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 July 24, 2015.

<b>Probationary Applications</b>	<b>Standard Applications</b>	<b>Pre-Qualification Applications</b>	<b>Total</b>
254	156	265	675

**Applications Processed July 1, 2014 – June 30, 2015**

<b>Trade/Level</b>	<b>Number of Probationary Applications Received</b>	<b>Number of Standard Applications Received</b>	<b>Number of Pre-Qualification Applications Received</b>
Building I	89	46	85
Building II	36	18	36
Building III	40	28	72
Electrical I	73	41	49
Electrical II	28	15	24
Electrical III	34	31	54
Fire I	133	85	79
Fire II	88	85	25
Fire III	68	62	21
Mechanical I	82	51	49
Mechanical II	35	20	25
Mechanical III	31	22	36
Plumbing I	69	35	54
Plumbing II	39	30	26
Plumbing III	35	23	42
<b>Total</b>	<b>880</b>	<b>592</b>	<b>677</b>



**EXAMINATION (Kathy Williams)****STANDARD CERTIFICATE TESTING –April 24, 2015 – July 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	15	9	<b>60.0</b>	95.0	48.0	<b>69.9</b>
Building Inspector II	7	5	<b>71.4</b>	81.0	61.0	72.4
Building Inspector III	14	10	<b>71.4</b>	89.0	57.0	76.2
Electrical Inspector I	19	10	<b>52.6</b>	87.0	53.0	<b>69.5</b>
Electrical Inspector II	4	3	<b>75.0</b>	88.0	54.0	75.0
Electrical Inspector III	8	6	<b>75.0</b>	89.0	49.0	74.4
Fire Inspector I	29	14	<b>48.3</b>	89.0	44.0	<b>69.5</b>
Fire Inspector II	19	14	<b>73.7</b>	94.0	61.0	76.1
Fire Inspector III	17	15	<b>88.2</b>	91.0	65.0	79.0
Mechanical Inspector I	17	14	<b>82.4</b>	93.0	65.0	77.5
Mechanical Inspector II	7	5	<b>71.4</b>	91.0	59.0	76.1
Mechanical Inspector III	2	2	<b>100.0</b>	97.0	77.0	87.0
Plumbing Inspector I	11	10	<b>90.9</b>	93.0	69.0	82.0
Plumbing Inspector II	7	5	<b>71.4</b>	93.0	65.0	82.1
Plumbing Inspector III	8	8	<b>100</b>	95.0	74.0	84.5
<b>Totals</b>	<b>185</b>	<b>118</b>	<b>63.8</b>			

**ATTACHMENT B****Examination Grade Summary – Fiscal Year End**

The NC Department of Insurance began using a new vendor for the administration of all 15 exams on July 1, 2014. When this occurred, scaled scoring was discontinued and the Board returned to using a raw score. The table below compares the data for Fiscal Years 2014 and 2015.

Area/Level	Number Taking 2014FY	Number Passing 2014FY	% Passing 2014FY	Average Score 2014FY	Number Taking 2015FY	Number Passing 2015FY	% Passing 2015FY	Average Score 2015FY
<b>Building I</b>	60	38	<b>63.3</b>	72.4	60	27	<b>45.0</b>	66.3
<b>Building II</b>	41	21	<b>51.2</b>	70.5	20	14	<b>75.0</b>	72.2
<b>Building III</b>	43	19	<b>44.2</b>	66.4	55	34	<b>61.8</b>	73.4
<b>Totals</b>	144	78	<b>54.2</b>	70.0	135	75	<b>55.6</b>	70.1
<b>Electrical I</b>	34	18	<b>52.9</b>	70.7	45	11	<b>24.4</b>	65.1
<b>Electrical II</b>	21	11	<b>52.4</b>	70.0	20	15	<b>75.0</b>	74.5
<b>Electrical III</b>	33	21	<b>63.6</b>	72.2	39	25	<b>64.1</b>	71.9
<b>Totals</b>	88	50	<b>56.8</b>	71.1	104	51	<b>49.0</b>	69.0
<b>Fire I</b>	128	107	<b>83.6</b>	79.8	141	56	<b>39.7</b>	67.3
<b>Fire II</b>	58	47	<b>81.0</b>	78.6	77	51	<b>66.2</b>	74.4
<b>Fire III</b>	68	47	<b>69.1</b>	74.9	43	30	<b>69.8</b>	74.8
<b>Totals</b>	254	201	<b>79.1</b>	78.2	262	137	<b>52.3</b>	70.4
<b>Mechanical I</b>	28	24	<b>85.7</b>	81.0	46	32	<b>69.6</b>	73.9
<b>Mechanical II</b>	27	25	<b>92.6</b>	77.4	25	20	<b>80.0</b>	74.9
<b>Mechanical III</b>	30	22	<b>73.3</b>	71.9	26	23	<b>88.5</b>	79.8
<b>Totals</b>	85	71	<b>83.5</b>	76.7	97	75	<b>77.3</b>	75.7
<b>Plumbing I</b>	23	22	<b>95.7</b>	84.4	36	35	<b>97.2</b>	81.6
<b>Plumbing II</b>	15	15	<b>100</b>	84.9	23	20	<b>87.0</b>	83.9
<b>Plumbing III</b>	25	25	<b>100</b>	79.5	23	23	<b>100</b>	85.8
<b>Totals</b>	63	62	<b>98.4</b>	82.6	82	78	<b>95.1</b>	83.4
<b>Totals</b>	634	462	<b>72.9</b>	75.6	680	416	<b>61.2</b>	72.4

**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.

Fiscal Year	Number of CBT Exams Administered	Increase or Decrease per year
2009-2010	414	
2010-2011	588	+42.0%
2011-2012	677	+15.0%
2012-2013	599	-11.5%
2013-2014	600	0.0
<b>2014-2015</b>	<b>680</b>	<b>+13.3%</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 July 24, 2015, PSI has conducted 735 exams. The number and type of exams taken are listed below. Also provided is a list of scheduled exams. A total of 49 exams have been scheduled through September 16, 2015. Based on an exam fee of \$125.00 per exam, \$91,875 has been collected by PSI Services, LLC.

Area/Level	Number of Exams Taken	Number of Exams Scheduled Through 9/16/2015
B1	63	6
B2	23	2
B3	58	2
E1	51	2
E2	21	2
E3	40	2
F1	151	14
F2	84	1
F3	50	1
M1	51	5
M2	28	0
M3	27	0
P1	38	7
P2	26	3
P3	24	1
<b>Total</b>	<b>735</b>	<b>49</b>

**Exam Reviews April 24, 2015 – July 24, 2015**

17 exam reviews have been performed. 9 exam challenges were forwarded to code consultants for review. One of the challenges resulted in a status change. Exams are available to those examinees who do not score at least 70 and are free. The review must be scheduled through PSI just as when scheduling an exam.

<b>Area/Level</b>	<b>#of Exams Taken Since 3/24/2015</b>	<b># of Exams Failed Since 3/24/2015</b>	<b># of Exams Reviewed This Quarter</b>	<b>% of Exams Reviewed This Quarter</b>
<b>B1</b>	22	10	1	10.0
<b>B2</b>	11	3	1	33.3
<b>B3</b>	20	6	3	50.0
<b>E1</b>	25	14	2	14.3
<b>E2</b>	4	1	0	0.0
<b>E3</b>	15	4	2	50.0
<b>F1</b>	46	24	0	0.0
<b>F2</b>	25	7	3	42.8
<b>F3</b>	24	4	2	50.0
<b>M1</b>	21	3	0	0.0
<b>M2</b>	14	3	0	0.0
<b>M3</b>	6	0	0	0.0
<b>P1</b>	14	1	1	100.0
<b>P2</b>	10	3	2	66.6
<b>P3</b>	11	0	0	0.0
<b>Total</b>	<b>268</b>	<b>83</b>	<b>17</b>	

**Exam Reviews July 1, 2014 – July 24, 2015**

70 exam reviews have been performed. A total of two challenges have resulted in a status change.

<b>Area/Level</b>	<b># of Exams Fails</b>	<b># of Exams Reviewed</b>	<b>% of Exams Reviewed</b>
<b>B1</b>	33	11	<b>33.3</b>
<b>B2</b>	7	4	<b>57.1</b>
<b>B3</b>	22	12	<b>54.5</b>
<b>E1</b>	37	9	<b>24.3</b>
<b>E2</b>	5	0	<b>0.0</b>
<b>E3</b>	14	7	<b>50.0</b>
<b>F1</b>	88	11	<b>12.5</b>
<b>F2</b>	26	7	<b>26.9</b>
<b>F3</b>	14	2	<b>14.3</b>
<b>M1</b>	14	2	<b>14.3</b>
<b>M2</b>	6	1	<b>16.7</b>
<b>M3</b>	3	1	<b>33.3</b>
<b>P1</b>	1	1	<b>100.0</b>
<b>P2</b>	4	2	<b>66.6</b>
<b>P3</b>	0	0	<b>0.0</b>
<b>Total</b>	<b>274</b>	<b>70</b>	

**Exam Complaint/Comment Summary**

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

*Testing Site/Environmental:*

- One CEO sent an email describing his issues at the Winston-Salem PSI testing center. The email cited issues regarding noise and distractions. Staff made a site visit on July 6, 2015 to verify the issues. During the site visit, staff could only substantiate one of the issues, traffic noise. The use of earplugs would have mitigated the noise issue.

*Time Issue:*

Staff has received a complaint regarding the amount of time allotted for the exam. This is a recent complaint and a response has not been prepared.

*Comments:*

- Staff continues to receive comments and questions regarding the use of tabs and registration issues. Staff made a presentation regarding the use of tabs at the last meeting. The Candidate Information Bulletin does contain information regarding tabs and registration procedures. Any time we have had an issue with registration ability, PSI has been very responsive and the issue was handled quickly.

**Exam Development Committee Meetings**

No Exam Development Committees (EDC) have met this quarter. It is the intent of the staff to schedule work sessions for all 5 groups for item writing in the fall. This effort will increase the number of exam questions available for use on exams. Staff has been actively promoting the ability to join the EDCs. New members are always needed. Staff will continue to seek new volunteers to enlarge the number of technical experts available for exam development projects.

The format of the exams has not changed and grouping of the exam questions has not been performed at this time. It will occur at the next new exam publications.

**ATTACHMENT B****“PRE-SERVICE” - Standard Code Courses**

	<b>April 1, 2015 to June 30, 2015</b>	<b>FY 2014-2015 (7/1/14 – 6/30/15) Rosters Submitted</b>
<b>Scheduled:</b>	54	
<b>Law and Administration</b>	9	29
<b>Fire</b>	19	49
<b>Building</b>	13	27
<b>Electrical</b>	14	22
<b>Mechanical</b>	13	18
<b>Plumbing</b>	10	21
<b>Canceled</b>	8	
<b>Rosters Received</b>	42	
<b>Rosters Pending</b>	5	

<b>STANDARD COURSE NAME</b>	<b>COMMUNITY COLLEGE ID</b>	<b>CLASSROOM HOURS</b>	<b>COURSE NUMBER</b>	<b># COURSES HELD ROSTERS SUBMITTED</b>
Law and Administration	COD 3101	15	CS896LA	29
Fire Level I	COD 3120	36	CS893FI	24
Fire Level II	COD 3121	32	CS893FII	15
Fire Level III	COD 3122	24	CS893FIII	10
Building Level I	COD 3105	48	CS894BI	12
Building Level II	COD 3106	40	CS894BII	6
Building Level III	COD 3107	40	CS894BIII	9
Electrical Level I	COD 3104	40	CS892EI	10
Electrical Level II	COD 3110	30	CS892EII	3
Electrical Level III	COD 3111	30	CS892EIII	9
Mechanical Level I	COD 3130	32	CS891MI	10
Mechanical Level II	COD 3131	24	CS891MII	3
Mechanical Level III	COD 3132	16	CS891MIII	5
Plumbing Level I	COD 3140	32	CS895PI	9
Plumbing Level II	COD 3141	24	CS895PII	4
Plumbing Level III	COD 3142	16	CS895PIII	8
<b>Total</b>				<b>166</b>

**“IN-SERVICE” Professional Development / Continuing Education (CE) Courses**

	<b>April 1, 2015 to June 30, 2015</b>
<b>New Courses Approved</b>	32
<b>New Courses Approved (Year to Date)</b>	133
<b>New CE Instructors Approved</b>	5
<b>New CE Sponsors Approved</b>	1
<b>CE Course Rosters Submitted</b>	244

**Instructor Certification Workshop**

A Standard Code Course Instructor Certification Workshop was held May 7, 2015.  
Four attended.

**INVESTIGATIONS**

**Investigations Begun – Not completed**

9/22/14 444 City of Boone  
7/17/15 450 Surry Co.  
7/22/15 451 Pauley & Sparrow

**Investigations – Completed**

5

**No Basis in Fact**

446 Hucks (Evans)  
449 Hickox (Miller)  
448 Greene (Gottfried)

**Basis in Fact**

447 Webb (Macaluso)  
443 Noles (Gentry)