

MINUTES OF THE SPECIAL BOARD MEETING

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD

May 19, 2020

The Special Board meeting of the NC Code Officials Qualification Board (“Board”) was held by teleconference at 10:00 A.M. on Tuesday, May 19, 2020.

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

Williams conducted roll call as requested by Chairman Thunberg. 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 of interest were identified.

The following members of the Board participated in the meeting by teleconference:

Richard Ducker	Bill Thunberg	Dr. Stephen Terry
Ken Stafford	Rob Roegner	Helen McIntosh
Allen Kelly	Thomas Bender	Michael Crotts
Jeff Griffin	Richard White	Mack Summey, PE
James Steele	Danny Couch	

The following members of the Board was not present:

Andy Matthews
Fleming El-Amin
Karen Tikkanen
Mark Smith
Dr. Stephanie Luster-Teasley

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
Tom Cooney	Department of Insurance	Raleigh, NC
Beth Williams	Department of Insurance	Raleigh, NC
Mike Hejduk	Department of Insurance	Raleigh, NC
Tom Felling	Department of Justice	Raleigh, NC
Rich Hall	Department of Insurance	Raleigh, NC
Cliff Isaac	Department of Insurance	Raleigh, NC

Tom Felling explained that new legislation had passed that deals with remote meetings during Declarations of Emergencies. The bill requires all Board members to identify themselves before they speak as well as all votes are performed by roll call.

Item 2- Adoption of Temporary Certificate rule changes and Residential Changeout Inspector Rules.

Chairman Thunberg stated that all members had received a copy of the Temporary certificate rule and that no additional comments were received.

Couch made a motion to adopt the Temporary certificate rule as written and to forward the rule to the Office of Administrative Hearings. McIntosh seconded the motion and the motion carried.

The vote on the motion was conducted by roll call. There were 14 yeases.

White asked a question regarding the difference between the Residential Changeout Inspector exams referenced in the rules. KWilliams stated that one exam referred to the end-of-course exam and the other referred to the state exam.

Ducker asked a question regarding the return of the Temporary certificate. KWilliams stated that the language followed in accordance with the language of the probationary certificate.

Crotts made a motion to adopt the Residential Changeout Inspector rules as written and to forward the rule to the Office of Administrative Hearings. Bender seconded the motion and the motion carried.

The vote on the motion was conducted by roll call. There were 14 yeases.

Item 3 – Education and Research Committee Report

Jeff Griffin, Chairman of the Education and Research Committee, made a report on the committee's meeting held May 14, 2020. He stated staff provided an update on the Residential Changeout Inspector (RCI) course development. The RCI committee decided to use a 4-hour online component which is required to complete before attending the 4-day classroom portion of the course.

The Committee also discussed the status of standard courses. Standard courses are typically taught in a classroom setting through the NC Community College System. Due to COVID-19, most schools are using a distance learning format. The main issue involved with transitioning the standard courses to online is the delivery of the end-of-course exam. Griffin stated Rowan Community College is interested in offering a standard BIII course and that the Committee expressed interest in viewing part of this course. Griffin stated Hejduk showed a video that demonstrated the use of a remote testing software. The Committee wants to see more remote testing options.

Rob Roegner had stepped out during the meeting, but stated he voted yes to both motions. His vote was added to the count.

Item 4 – Non-Disclosure and Confidentiality Agreement

KWilliams stated that Rich Hall was working with Subject Matter Experts (SMEs) to perform end-of-course and state exam psychometrics and this form would be used for those participating in the project. KWilliams stated that the Chairman or a representative for the Board needed to sign the form.

Terry asked if the Board members needed to see the form prior to voting. Tom Felling explained that Department of Insurance and Department of Justice counsel had reviewed and approved the form. KWilliams agreed to send the form to each member after the meeting.

Roegner made a motion to allow the Staff Director of the NC Code Officials Qualification Board to sign the Non-Disclosure and Confidentiality Agreement as the Board representative. Griffin seconded the motion and the motion called.

The vote on the motion was conducted by roll call. There were 14 yeses.

Bender asked to check with Rich Hall and Charlie Johnson for fire.

McIntosh made a motion to adjourn the meeting. Roegner seconded the motion and the meeting was adjourned.