

**MINUTES OF THE
BOARD SPECIAL MEETING**

October 17, 2017

Via teleconference

Bill Thunberg, Chairman of the Board, chaired the special meeting of the Board held Friday, October 17, 2017 at 10:15 A.M via teleconference hosted at the Board's meeting facility at 325 N. Salisbury Street, Raleigh, NC. No audio recording was made.

The sole agenda item and purpose of the special meeting was to consider the approval of two Board rules.

Rule 1:

11 NCAC 08 .0602 NATURE OF PROBATIONARY CERTIFICATE

(a) A probationary certificate may be issued, without examination, to any newly-employed or newly-promoted code enforcement official who lacks a standard certificate that covers the new position. A probationary certificate shall be issued for ~~two~~ three years only and ~~may~~ shall not be renewed. The official shall take whatever measures are necessary during the ~~two~~ three-year period to qualify for an appropriate standard certificate. A probationary certificate authorizes the official, during the effective period of the certificate, to hold the position of the type, level, and location specified. The certificate shall be conditioned on the applicant's completion of a high school diploma or a high school equivalency certificate (GED) and meeting one of the following:

- (1) Working under supervision sufficient to protect the public health and safety;
- (2) Possessing a minimum of two years of design, construction, or inspection experience working under a certified inspector or under a licensed professional engineer, registered architect, or licensed contractor;
- (3) Possessing one of the experience qualifications listed in 11 NCAC 08 .0706 in each area of code enforcement for which the probationary certificate is issued; or
- (4) Successfully completing a probationary prequalification exam administered by the Board in each area of code enforcement for which the probationary certificate is issued.

(b) A probationary certificate shall be issued if the Board determines that the applicant may obtain the experience required by Paragraph (a)(3) of this Rule before the expiration of the probationary certificate.

History Note: Filed as a Temporary Amendment Eff. January 1, 1983, For a Period of 120 Days to Expire on April 30, 1983;

Authority G.S. 143-151.12(2); 143-151.13(d);

Eff. June 28, 1979;

Amended Eff. July 18, 2002; October 1, 1992; February 1, 1991; May 1, 1983; December 1, 1982.

Rule Change 2:

11 NCAC 08 .0708 CERTIFICATE

(a) If an application is found to be in order and the applicant qualified for a particular type and level of certificate, ~~upon approval of the Board~~ the Board's staff shall mail a standard certificate of that type and level to the applicant at the address specified on the application. The certificate shall be effective until the renewal date specified in G.S. 143-151.16(b).

(b) If the applicant does not meet the criteria for the certificate for which applied, the applicant shall be given written notice of the criterion that the applicant apparently fails to meet and offered a choice of:

- (1) accepting a certificate for a lower level for which the applicant is qualified;
- (2) submitting additional evidence in support of the application;

- (3) withdrawing the application; or
- (4) appealing the decision to the Board.

If an appeal is filed, the Board shall conduct a hearing and render a decision in accordance with G.S. 150B.

History Note: Authority G.S. 143-151.12; 143-151.13; 143-151.14; 143-151.19;

Eff. January 15, 1980;

Amended Eff. July 18, 2002; January 1, 1991.

Chairman Thunberg opened the meeting and asked each member to state his or her name. Eleven (11) Board members attended constituting a quorum to conduct business. In attendance were: Vice-Chairman Ken Stafford, Ray Rice, Richard Ducker, Cliff Isaac, Allen Kelly, Mark Smith, Stephen Terry, Chris Raynor, Richard Morris, and Mack Summey. The following members were absent: Taher Abu-Lebdeh, Reo Griffith, Dan Brummitt, Jeffrey Griffin, Jerry Jones, Brenda Lyerly, Andy Matthews and Jerry Myers.

Staff Director Kathy Williams and NCDOI board staff Terri Tart attended. Robert Croom, Board attorney, attended.

Chairman Thunberg made introductory remarks, stated the purpose of the meeting and asked if any board member had any conflict of interest concerns regarding the agenda item. None were voiced.

Chris Raynor made a motion to accept Rule 1 as presented. Allen Kelly seconded the motion. A voice vote was taken and the motion passed unanimously.

Allen Kelly made a motion to accept Rule 2 as presented. Ray Rice seconded the motion. A voice vote was taken and the motion passed unanimously.

Chris Raynor made a motion to adjourn the meeting. Ray Rice seconded the motion and the motion carried. The meeting ended at 10:22 AM.