

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

October 25, 2016

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, October 25, 2016 in the Jim Long Hearing Room at 430 N Salisbury St, Raleigh, NC 27603.

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

Bill Thunberg	Allen Kelly	Reo Griffith	Richard Ducker
Chris Noles	Mack Summey	Ray Rice	Stephen Terry
Chris Raynor	Dan Brummitt	Brenda Lyerly	
Ken Stafford	James Steele		

Members absent:

Taher Abu-Lebdeh	Andy Matthews	Mark Smith
Les Everett	Richard Morris	Jerry Jones

*note: The appointment role of Fire Prevention Inspector 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
Jessica Yelverton	Department of Insurance	Raleigh, NC
Sam Whittington	Department of Insurance	Raleigh, NC
Andy Miller	Department of Insurance	Raleigh, NC
Ashley Searles	Department of Insurance	Raleigh, NC
Dan Dittman	Department of Insurance	Raleigh, NC
David Boone*	Department of Justice	Raleigh, NC
*attending for Robert Croom		
Don Sheffield	Greensboro Inspection Dept.	Greensboro, NC
Clarence McAllister	Scotland County Inspection	Laurinburg, NC
Leon Skinner	City of Raleigh Inspections	Raleigh, NC
Greg Vance	Wake County Inspections	Raleigh, NC
Hamid Dolikhani	City of Raleigh	Raleigh, NC
Jason Ruff	City of Raleigh Inspections	Raleigh, NC
Director Maribel Garcia	Wake Technical Community College	Raleigh, NC
Dean Pamela Little	Wake Technical Community College	Raleigh, NC
Mike Caudle	Cabarrus County Inspections	Concord, NC

Preliminary Matters

Hayden Lutterloh resigned as Chairman effective September 15, 2016. Vice Chairman Bill Thunberg, pursuant to the Board's By-Laws, served as acting Chairman, welcomed guests and presided over the meeting.

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

Acting 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. Chris Noles stated that he would have a conflict of interest with some investigations and would identify them as they are discussed.

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 July 26, 2016 Minutes

Allen Kelly noted that he was incorrectly reported as absent in the July 26, 2016 board meeting. Brenda Lyerly made a motion to approve the minutes of the July 26, 2016 Board meeting with Kelly's attendance status corrected. Chris Raynor seconded the motion. The motion was voted on and approved unanimously.

Item 3: Approval of New Standard Certificate Holders

Chris Raynor made a motion that the Board award Standard Inspection Certificates to those applicants presented to the Board who have been identified by staff as meeting the education, experience, and examination requirements. Brenda Lyerly 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

Acting Chairman Thunberg reported there were two code officials receiving their fifth Level III certificate and invited them to meet and receive congratulations from the Board members;

- Michael Joseph Caudle of the Cabarrus County Inspection Department
- Clarence Henry M^cAllister of the Scotland County Inspection Department

Item 5: Committee Reports:

Executive Committee:

Acting Chairman Thunberg reported that the executive committee met on September 12, 2016. In attendance were Insurance Commissioner Wayne Goodwin, (then Chairman) Hayden Lutterloh, Vice Chairman Bill Thunberg, Secretary Chris Noles, the Board's legal counsel Robert Croom, and Leon Skinner from the City of Raleigh Inspections Department. Among the topics discussed were delivery agencies and how to attract a larger pool of qualified applicants. Thunberg stated that Leon Skinner would present his thoughts to the board on those topics under the unfinished business agenda item.

Policies and Procedures Committee:

Ken Stafford stated the committee had not met and had no report.

Education and Research Committee:

Chris Raynor stated that the committee had not met and had no report.

Qualification and Evaluation Committee:

Acting Chairman Thunberg stated that the committee had met and Terri Tart would give the report. Tart stated that the committee met on September 9, 2016 resulting in staff's approval of two (2) applications and denial of two (2) applications. A committee, convened pursuant to the provisions of N.C. Gen. Stat. § 143-151.17(d) consisting of Brenda Lyerly, Ken Stafford and Mack Summey, held a teleconference on October 21, 2016 regarding an appeal of a previous application denial which resulted in a recommendation for approval. The committee also met the morning of October 25, 2016 where an additional application was recommended for approval. Brenda Lyerly made a motion to grant comity to Mr. Snyder for Fire Level 1 conditioned upon passing the Law and Administration and applicable Standard Fire course. The motion was seconded by Chris Noles, voted and approved unanimously.

Item 6: Unfinished Business:

Acting Chairman Thunberg recognized Leon Skinner, Chief Building Official for the City of Raleigh, to address the board. Skinner stated that the City of Raleigh was representing ten (10) jurisdictions interested in reciprocity of ICC certifications and that these jurisdictions have had conversations that led them to develop the four following proposed legislative changes as a result of the meeting on September 12 reported on in Item 5 above.

1. Reciprocity for ICC certificates
2. Standard Certification Delivery Agencies. Skinner stated that the Fire and Rescue Commission already allows certification to come from within an individual jurisdiction and that the board should consider the same allowance for jurisdictions with populations over 200,000. Skinner requested that the eight cities meeting that criteria be allowed to deliver the standard courses and certify inspectors. Skinner stated that he had five (5) certified standard course instructors and had tried to partner with Wake Technical Community College to sponsor courses taught at the jurisdiction but was unable to realize such a course offering.
3. House Bill 255 institute the Public Duty Doctrine.
4. Accountability. Complaints from the NC Home Builders Association and various designer and engineer associations imply that there is no way to hold an inspector accountable and filed complaints could lead to retribution. The proposed solution was for each jurisdiction to have a designee, most likely the Director of Inspections or Chief Inspector that would be the point of contact for complaints for each individual inspector and the jurisdiction as a whole. This would mean that the designee would be held responsible for another inspector's complaint and that complaints could be filed against a jurisdiction as a whole.

Skinner then stated that sending inspectors to other counties to take a standard course stresses his budget but that

if he were allowed to offer standard courses at his jurisdiction then he would open it up to all CEO's and that his long term goal would be a trade school college. Comity is not something that he is requesting across the board but comity should be allowed if the applicant takes the Law and Administration course, knows the general statutes and passes a standardized test. Acting Chair Thunberg stated that at the end of the meeting the two main issues were how to provide a qualified pool of applicants and to provide more frequent courses although both could require rule changes, especially in reference to comity. Hejduk suggested that the January Board meeting be organized as a strategic planning session to address the proposal from Mr. Skinner. Chris Raynor made a motion to frame the January regular meeting as a proposed work session and was seconded by Stephen Terry. The motion was approved unanimously.

Item 7: Staff Reports

Director

Mike Hejduk referred to the draft of the 93B-5 report which is submitted to the General Assembly Joint Legislative Administrative Procedures Oversight (APO) Committee and other agencies. Hejduk highlighted that none of the 188 requests for comity from Fiscal Year 2015-2016 had been granted but that 144 of the requests originated from individuals already residing within North Carolina. Those residing within the state could already be eligible for probationary certification and possibly already employed. From the current Fiscal Year 2016-2017, there were 88 requests for comity and only six (6) were from out of state. Since all inspectors must know the N.C. laws and administration of the code, regardless of trade, Hejduk suggested that the law and administration standard course could be made available online only for those seeking comity from outside of the state which could simplify out of state prequalification. The N.C. Ethics Commission training that is available now both online and in-person was referenced as an example.

Certification

Terri Tart stated that staff processes three types of applications each day and there may be up to five 5 trades in each application. There were 223 probationary, 246 standard and 195 pre-qualification applications during the first quarter. The number of applications compared to the previous quarter showed no notable change. The final accounting for certificate renewal in 2016 resulted in a total of 6,411 renewed and only 406 not renewed. Tart summarized the breakdown of all currently active certificates by type and noted the number of expired probationary certificates. There was a 2% increase in the number of certificates in comparison to the previous quarter.

Examination

Kathy Williams reported exam scores for all trades and levels. Williams stated that although there was no noted change in the numbers of exams from the previous quarter, the passing rate for the Building 1 passing rate rose while the passing rate for Electrical 1 fell but more reviewed their exams. A total of 37 exams were reviewed and 24 challenges were submitted to NCDOT chief code consultants for review. Four individuals who submitted challenges were awarded a status change and received a passing exam grade. There were two occurrences of exam application approvals/exam eligibilities sent by staff to PSI but that were not picked up. When notified, PSI corrected the issue immediately. Williams noted changes in the number of exams taken in the last two fiscal years where the number of exams increased greatly for Building 1, Electrical 1, Fire 2 and Plumbing 1. Williams also compared the number of passed exams for the last two fiscal years where there was an increase in all Fire levels, Plumbing 1 and Electrical. Acting Chair Thunberg noted that a numbered receipt notification from PSI would assist in assuring that all exam approvals were picked up by the testing database.

Education

Jessica Yelverton reported that the first installation of the electrical instructor training kits were distributed to standard course instructors and that there were improvements made to the education portion of the website including the addition of five (5) free Building CEUs. Student worksheets for all trades have been assigned for updating to be posted online once complete. Yelverton attended a planning session for NCBA's 2017 educational

courses, NCMIA's annual educational conference and participated in the panel discussion at NC Ellis Cannady Chapter, IAEE's Continuing Education Workshop and Annual Meeting. Yelverton met with Wake Technical Community College on August 4 to discuss increasing the availability of standard courses for the RTP area. The standard course instructor workshop for August resulted in three additional standard instructors, one who is certified for all five trades and is from Brunswick County, which could aide in making more courses available in the east. The next workshop is scheduled for November 9 with six (6) scheduled to attend. Yelverton reported on the status and number of CEUs offered by trade for the quarter and the number of standard courses by level. There have been phone inquiries into standard courses but a repeated issue arises when students opt to 'watch a course for cancellation' as opposed to registering to actually reserve seat. The concept of creating an educational program on the community college level to increase the awareness of the inspection field as an occupation and to broaden the pool of qualified applicants was discussed. Standard courses being offered by jurisdictions could meet the needs of a particular jurisdiction but would not aid in creating awareness as a career choice nor aid in recruiting more inspectors for the future.

Investigation

Whittington presented complaint #457 submitted against Kenneth Morrison and involving Glenn Batten of the Town of Kernersville submitted by Thomas Anderson. Ken Stafford requested he be recused from the Kernersville investigation. A motion was made to accept Stafford's request by Mack Summey and was seconded by Brenda Lyerly. Chris Noles then requested he be recused from the Kernersville investigation. A motion to recuse Noles was made by Mack Summey and was seconded by Stephen Terry. Whittington stated that at some point during the inspection process Batten handed the inspection over to Morrison but that the foundation never passed. There are other minor violations such as missing insulation in a crawlspace and an equipment access opening that is not large enough to allow removal of the water heater located under the house that were attributed to Morrison. Whittington proposed a Voluntary Settlement Agreement ("VSA") to the board where the inspector would have one (1) year to take Mechanical Level 1 and Law and Administration within 1 year. A motion was made to accept the VSA for Morrison by Dan Brummitt and seconded by Ray Rice. At the close of the investigation, Whittington was informed by Batten that he had retired in 2013 and had no intention of returning to code enforcement. Whittington requested Batten send a written statement indicating he would not return to code enforcement and has yet to receive a letter after numerous contact attempts. A letter will be written to Batten requesting acknowledgement in writing that he has no intention to return to code enforcement and if the acknowledgement has not been received by the January board meeting then the hearing would proceed. A motion was made to continue the case involving Batten pending the terms of acknowledgement receipt was made by Dan Brummitt and seconded by Ray Rice. The Board voted in favor unanimously.

Whittington presented complaint #461 submitted against Scott Thomas and involving Jeff Stout of the Village of Pinehurst submitted by Ronald Jackson. Whittington's report found basis in fact that the jurisdiction had required a pre-final inspection in addition to those allowed in the NC Administrative Code, a violation of the NC General Statutes. Upon interview, the jurisdiction corrected the violation, leading Whittington to suggest a letter of caution be issued to the jurisdiction and the matter be disposed of. Ken Stafford noted that the additional pre-final inspection required by the jurisdiction was intended to provide additional protection to consumers. Dan Brummitt made a motion to acknowledge that there is willful misconduct as defined by HB255 but the board declines to take action against the inspector for a policy instituted by the jurisdiction. Ken Stafford seconded the motion. The Board voted in favor unanimously.

Whittington presented complaint #462 against William Whaley submitted by Franco Nola. Whittington addressed that Whaley could not view the brick veneer and therefore, could not inspect it. Whittington then explained item #3 of the complaint where there was a code violation of the roof framing and item #7 involving an unsecured electrical box. Item #8 referenced the foundation vents which were specified and approved in the permitted plans for 22 while the field inspection was approved with only 14 vents installed. Whittington noted that although there were numerous violations, none were egregious nor were they life safety violations and recommended a letter of reprimand be sent to Mr. Whaley. Whittington noted that at the time of inspections, Whaley was training new

inspectors and that the complainant of the case did not wish for disciplinary action against the inspector, just documentation to present to the county stating that the inspection of the home was insufficient. Chris Noles requested he be recused from the Whaley investigation. Chris Raynor made a motion to accept the recusal. Stephen Terry seconded the motion. Whittington proposed a letter of reprimand be sent to Whaley. Allen Kelly made a motion to accept the recommendation. Ken Stafford seconded the motion. The Board voted in favor unanimously.

Item 8: New Business from Board Members

Dan Brummitt nominated Bill Thunberg to serve as Board Chairman. Brenda Lyerly seconded the nomination. Dan Brummitt motioned to close the nominations. With no other members nominated, Bill Thunberg was elected as Board Chairman by acclamation. Richard Ducker nominated Ken Stafford as Vice Chairman. Allen Kelly seconded the nomination. Brenda Lyerly motioned to close the nominations for Vice Chairman. With no other members nominated, Ken Stafford was elected as Board Vice Chairman by acclamation. Brenda Lyerly nominated Ray Rice to chair the Qualification and Evaluation Committee. Chris Raynor seconded the nomination. With no other members nominated, Ray Rice was elected by acclamation. James Steele was appointed to the Policies and Procedures Committee. Leo Griffith was appointed to the Qualification and Evaluation Committee.

Public Comments

There were no public comments presented to the board.

Adjournment

There being no further business, Chris Raynor made a motion to adjourn the meeting. Chris Noles seconded the motion. The motion was approved unanimously.

Respectfully submitted,



Chris Noles,
Secretary, NC Code Officials Qualification Board

Attachments:

- Attachment A List of New Standard Certificates Awarded
- Attachment B Staff Report

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

Burger, Jonathan Kyle
Elkins, David Ray
Fetsko, Christopher John
Harris, Jeremy Cole
Henry, Kelly Bryan
Kluttz, James L.
McEachern, David Ray
Miller, Jarrett Luther
Moose, Rob B.
Oliver, Joseph Paul
Parks, Scott Eugene
Shaw, Marty Dale
Tine, Timothy W.
Triplett, Zachary Aaron
Walters, James Gregory

Building Level II

Anthony, John Layton
Berry, Natalie Jo
Drake, David Hamilton
Kluttz, James L.
Ricks, David Eugene
Thompson, Andrew Reid
Williams, Russell Derron

Building Level III

Caudle, Michael Joseph
Gibbs, Kevin Michael
Houser, Clint Keith
Koprivica, Milan Krsto
Lee, George Lewis
McAllister, Clarence Henry
Morgan, Jeffrey Scott
Rhoads, Barbara Anne

Electrical Level I

Guy, Toby Scott
Michaleski, Robert Stanley
Walter, William Kim

Electrical Level II

Buckheit, Christopher William
Miller, Grant Robert
Schaecher, Ronald Anthony
Zamani, Richard Hossien

Electrical Level III

Bennett, Ray Wheeler
Booth, Russell Steven
Boswell, Matthew David
Cook, Eric Clinton
Dorton, Robert Elwood
Elkins, David Ray
Hayes, James Richard
Houser, Clint Keith
Padgett, Steve Randall
Wolf, Brendan Anton

Fire Level I

Allen, Erik Shane
Alvarez, Fernando Luis
Craven, Orlando Bernard
Goodman, Shannon Wayne
Lakey, Joshua Ryan
McAllister, Jason Lee
Meares, Bobby Ray
Meeks, James Allen
Oxentine, Darin Charles
Parnell, Joseph Darrell
Parrish, Jason Andrew
Powell, Arthur Bentley
Ryggs, Laura Rose
Sheffield, Donald Lee
Sink, Justin Price
Walker, Christopher Joseph

Fire Level II

Blackley, Anya Elizabeth
Blaine, Richard James
Brooks, Thomas Dorrance
Burr, Anthony Craig
Cash, Quentin Allen
Cook, Eric Clinton
Evans, Arthur Lee
Hunt, Justin Michael
Lee, Spencer Eugene
Meyer, Frank Douglas
Moore, Christopher Wayne
Murray, Christopher Thomas
Plyler, Warren Carter
Sandefur, Stafford Eugene
Simone, Michael Ryan
Swain, David Matthew

ATTACHMENT A

Fire Level III

Crump, Bridget Hampton
Dixon, Naomie Clark
Flowers, Samuel David
Houston, Chad Jason
Hux, Lee Wesley
Hyatt, John Brantley
Kornegay, Samuel James
Miller, Stephen Andrew
Murray, Suzanne Lee
Pegram, William Hunter
Revis, Terry Alan
Starnes, Grady Matthew
Wolf, Stephen Robert

Mechanical Level I

Burger, Jonathan Kyle
Carey, Stacey Wayne
Cole, John Victor
Cyrus, Jerry Lee
Durham, Jerry Lee
Harrill, Jason Brandon
Hart, Timothy Robert
Hayes, Tony Ray
McAllister, Bryan Matthew
McGowan, Edward Michael
McNeilly, Noah Lael
Mumbulo, Travis Earl
Penner, Grady Eugene
Russell, Edmund Levander
Wesley, Benjamin Michael
Wright, Gary D.

Mechanical Level II

Buckheit, Christopher William
Collins, Michael Allen
Riggleman, Andrew Availen
Schaecher, Ronald Anthony
Scoggins, William Joseph
Thompson, Andrew Reid

Mechanical Level III

Somersett, Donald Kevin

Plumbing Level I

Atkins, Lloyd E.
Brault, Roland Paul
Deer, John Joseph
Fincher, Michael DeRay
Gioe, Mario Carlton
Hall, Steve Douglas
Hoga, Michael Corey
Jordan, Kristopher Lee
Libby, Robert Stanley
Little, Hal Douglas
Lowery, Bryce Blakney
Massey, Jason Daniel
Maxwell, Edward Paul
Merritt, Franklin Eric
Nicholson, William Bradley
Ortiz, Ruben Xavier
Pate, Crystal Boykin
Poole, Hampton Rochelle
Van Pelt, Josh Kenneth
White, Damon Andrew

Plumbing Level II

Michaleski, Robert Stanley
Naylor, Michael Wade
Pickett, Gordon Anthony
Pugh, Kevin Bradley
Rhoads, Barbara Anne
Schaecher, Ronald Anthony
Thompson, Andrew Reid
Wesdyk, Jeffrey Alan

Plumbing Level III

Allison, Darin Willard
Beck, James Timothy
Johnson, Gerald James
Mauney, Wilbur Bryan
Oliva, Orlando Jesus
Salema, Jared David
Sutton, Terry Joe

PRE-QUALIFICATION APPLICANTS MEETING THE STANDARD CERTIFICATION REQUIREMENTS

The following applicants 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.

Michie, Kevin Harris.	Building I
Guynn, David Tyler	Fire I
Jones, Levin Spencer	Fire I
Key, Trevor Cain	Fire I
Smith, Eric Gregory	Fire I
Honaker, Matthew Vaughan	Fire II
Leaird, John Ryan	Mechanical I
Jones, Levin Spencer	Plumbing I
Tatum, Kenneth Lewis	Plumbing I
Bailey, Thomas A.	Plumbing III
Strader, Scott Lane	Plumbing III

Standard Certificate Quarterly Summary

<u>Area</u>	<u>Active Inspectors</u>	<u>Pre- Qualification</u>	<u>Comity</u>
	GS 143-151.13(a)	GS 143-151.13(a)	GS 143-151.14
Building	30	1	0
Electrical	17	0	0
Fire	45	5	0
Mechanical	23	1	0
<u>Plumbing</u>	<u>35</u>	<u>4</u>	<u>0</u>
Totals	150	11	0

DIRECTOR (Mike Hejduk)

Mission Statement: Protect lives and property through code compliance.

In practice staff assures the **competence** of code officials’ through successful execution of six (6) *processes* established in the Board regulations typical of many occupational licensing/certification programs.

Programs are commonly rated on their effectiveness and efficiency.

- Effectiveness may be assessed by the quantity and quality of outputs and outcome indicators.
- Efficiency may be assessed by dividing inputs (resources) by outputs (results).

1. **Application** - Online user interface changes.
2. **Evaluation** - Comity
3. **Examination** - Development
4. **Certification** – Probationary, Standard, Limited, Pre-Qualification

▪	<u>10/15</u>	<u>01/16</u>	<u>04/16</u>	<u>07/16</u>	<u>07/15</u>	Increase
▪ # Certificates	7,450	7,565	7,829	7,583	7,398	+185
▪ # CEOs	3,383	3,757	3,861	3,710	3,530	+180
▪ # Certificates / CEO	2.20 / 2.01 / 2.02 / 2.04.../2.09					

5. Education FY 2016-2017

The 7 C's of Code Compliance

1. Context
2. Communication
3. Consequences
4. Consistency
5. Competence
6. Character
7. Customer Service

6. Investigation

CERTIFICATION SECTION**Applications Processed**

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 as well as the last year. The increases indicate that jurisdictions are hiring new code enforcement officials who do not have any prior certifications to fill new positions or positions vacated by those who have retired.

Quarterly Application Summary

Quarter/Year	Probationary Applications	Standard Applications	Pre-Qualification Applications	Total
July 2016	259	155	245	659
July 2015	260	191	240	691
Variance	0	-19%	2%	-5%

Renewal Summary for Standard and Limited Certificates

Certificate Type	Renewed by 6/30	Renewed after 6/30	Total Renewed	Total Not Renewed
Standard	5983			
Limited				

Active Certifications Update

The table below identifies the number of currently active certificates in all trades as of July 22, 2016. In comparison to last quarter's numbers, the numbers have declined slightly. This also points to individuals who are retiring and that vacancies are existing in the workforce.

Trade	Probationary	Standard	Limited	Total
Building	305	1,029	5	1,339
Electrical	245	825	3	1,073
Mechanical	273	880	5	1,158
Plumbing	245	894	5	1,144
Fire	553	2,290	26	2,869
Totals	1,621	5,918	44	7,583

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. 87 probationary certificates expired this quarter and are listed below with their corresponding jurisdiction.

EXAMINATION SECTION

Quarterly Examination Grade Summary

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.

Area/Level	Number Taking	Number Passing	% Passing	High Score	Low Score	Average Score	Number Reviewing
BI	52	17	32.7	89.0	48.0	66.5	
BII	23	11	47.8	83.0	59.0	69.9	
BIII	19	18	94.7	91.0	69.0	78.7	
EI	52	17	32.7	89.0	48.0	66.5	
EII	23	11	47.8	83.0	59.0	69.9	
EIII	19	18	94.7	91.0	69.0	78.7	
FI	52	17	32.7	89.0	48.0	66.5	
FII	23	11	47.8	83.0	59.0	69.9	
FIII	19	18	94.7	91.0	69.0	78.7	
MI	31	23	61.5	91.0	55.0	77.6	
MII	8	7	87.5	91.0	65.0	79.5	
MIII	7	7	100	92.0	79.0	85.7	
PI	23	20	87.0	91.0	64.0	80.2	
PII	7	7	100	93.0	71.0	85.4	
PIII	7	7	100	94.0	85.0	89.1	
Totals	280	155	55.3				

Exams per quarter

Exam Administration Issues

Two instances have occurred where the outgoing nightly file was not picked up on the PSI side. Once the issue was identified, PSI added the individuals immediately.

Add chart comparing exams from the 3 qtr 2015.

ATTACHMENT B

EDUCATION

Statistics: July 1, 2016 to September 30, 2016

STANDARD EDUCATION COURSES					
Standard Courses Held for Period	71	Total Students	Students Per Trade Level		
Law and Administration	8	117	L1	L2	L3
Fire	14	111	67	22	22
Building	12	100	56	23	21
Electrical	7	38	17	11	10
Mechanical	7	33	7	23	3
Plumbing	10	74	48	10	16
Standard Courses Canceled for Period	6				
Standard Courses Rosters Received for Period	48				
Standard Course Rosters Pending for Period	8				

CONTINUING EDUCATION COURSES					Total CEU's
New Continuing Education Courses Approved for Period					177
New Continuing Education Courses Approved FY (total)					177
New Continuing Education Instructors Approved for Period					
New Continuing Education Sponsors Approved for Period					
Continuing Education Course Scheduled for Period					
Continuing Education Course Rosters Submitted for Period					
TRADE	Building	Electrical	Fire	Mechanical	Plumbing
Total CEU's Offered	70	113	43	22	27

Instructor Certification Workshop:

August 17- There were three new standard course instructors certified, one being an instructor recertification holding all 5 certifications for Brunswick County which will assist in bringing more standard courses to the coastal area.

The next Standard Code Course Instructor Certification Workshop is scheduled for November 9, 2016 with 6 scheduled to attend.

Meeting Attendance:

August 4- Yelverton met with Dean, Professional Services & Sustainability and Director, Int'l. Learning & Vocational Education along with the Director of Fire Services of Wake Technical Community College to discuss current and future planning to increase the availability of standard courses for the RTP area.

August 7 through August 10- Yelverton attended the NCMIA Annual Education Conference in Asheville. Yelverton met with and discussed numerous issues and solutions current and newly elected board members. Yelverton discussed continuing education and standard courses, exam preparation and administration, and various Qboard administrative topics with CEOs.

August 14 through August 16- Yelverton participated in the panel discussions held at the NC Ellis Cannady Chapter, IAEI Continuing Education Workshop and Annual Meeting. Yelverton discussed many topics while on the panel and questions from the audience including applications, exams, continuing education and retirement. Yelverton also made herself available to all attendees for questions, alterations and issues associated with their profiles and CE records.

August 30- Yelverton Attended the NC BIA education meeting discussing the lineup of the CE courses for BIA's 2017 schedule. Yelverton provided information on course submission for approval, course propriety, course material updating and scheduling to assure CE credit for repeated courses.

Educational Materials:

August 29- Educational website now has an additional 5 Online CEU's from Simpson Strong-Tie and has direct link to ICC's NCCCOQB approved courses.

September 1- Worksheets Building, Fire, Mechanical and Plumbing trades are in the process of being updated.

September 15- The first installation of the electrical Instructor boxes were shipped out to 6 Standard Electrical Instructors.

INVESTIGATIONS



Investigations Begun – Not completed

<u>Case</u>	<u>Investigator</u>	<u>Jurisdiction</u>
460 Lynch (Pettigrew)	Miller	Greensboro Fire
462 Whaley (Nola)	Whittington	Waxhaw
463 Granville Co. (Johnson)	Miller	Granville Co.

Investigations – Completed

2

No Basis in Fact

0

Basis in Fact

<u>Case</u>	<u>Investigator</u>	<u>Jurisdiction</u>	<u>Recommendation</u>
457 Morrison (Anderson)	Whittington	Kernersville	VSA
461 Thomas (Jackson)	Whittington	Pinehurst	Letter of Caution