

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

**October 28, 2014**

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, October 28, 2014 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	Brenda Lyerly	Christopher Nuckolls	Richard Morris
Bill Thunberg	Tracy McPherson	Ray Rice	Taher Abu-Lebdeh
Chris Noles	Ken Stafford	Stephen Terry	Richard Ducker
Jerry Jones	Mack Summey	Allen Kelly	

Members absent:

Richard Blackburn	Andy Matthews	Harry Schrum	Sherrill Smith
Mark Hicks			

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
Suzanne Taylor	Department of Insurance	Raleigh, NC
Natalie Pollard	Department of Insurance	Raleigh, NC
Jennifer Hollyfield	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC
Brandi Maynard	Department of Insurance	Raleigh, NC
Barry Gupton	Department of Insurance	Raleigh, NC
Cliff Isaac	Department of Insurance	Raleigh, NC
Rick McIntyre	Department of Insurance	Raleigh, NC
David Boone	Department of Justice	Raleigh, NC
Dan Johnson	Department of Justice	Raleigh, NC
Kendall Caison	Orange Co. Insp. Dept.	Hillsborough, NC
Don Sheffield	Greensboro Insp. Dept.	Greensboro, NC
Colin Triming	Charlotte Fire Dept.	Charlotte, NC

**Preliminary Matters**

Chairman Hayden Lutterloh presided over the meeting and welcomed guests.

**Item 1a: New Member Introduction**

Chairman Lutterloh introduced new member Chris Nuckolls. He is the Director of Inspections of the Davie County Inspection Department and was appointed by the NC General Assembly upon the recommendation of the President Pro Tempore of the Senate. Nuckolls fills the position previously held by Mr. Dean Barbour. Chairman Lutterloh then introduced new member Mack Summey Jr., PE. Summey is the owner and principal engineer of

Summey Engineering Associates, PLLC. He was appointed by the NC General Assembly upon the recommendation of the President Pro Tempore of the Senate. He fills the position previously held by Ms. Valoree Eikinas, PE.

**Item 1b: Committee Appointments, Member Introduction and Roll Call**

Chairman Lutterloh appointed Chris Nuckolls to the Policy and Procedures Committee and Mack Summey to the Education and Research Committee. Chairman Lutterloh asked each member of the Board to introduce themselves for the roll call.

**Item 1c: Conflict of Interest Inquiry and Reminder**

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. Chris Noles asked to be recused during the investigation portion of the meeting.

Members of the Board who are serving in the following appointments were reminded that the State Ethics Commission has cited the potential for a conflict of interest because they serve on the Board.

- 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 22, 2014 Minutes**

Brenda Lyerly made a motion to approve the minutes of the July 22, 2014 Board meeting. Stephen Terry 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. Jerry Jones 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**

The Board recognized and congratulated the following Code Enforcement Officials (CEOs) on receiving their fifth Level III certificate.

- Kendall Caison, Orange County Inspection Dept.
- Clifford Issaac, NC Department of Insurance

The current number of active Code Enforcement Officials (CEOs) who hold Level III certificates in all five (5) disciplines is 162. The total number of code enforcement officials who have ever achieved this level of certification is 234.

**Item 5: Old Business:**

Mike Hejduk discussed the Board's Annual Report (93B-2) due October 31st; Office of State Auditor Report findings and recommendations; Program Evaluation Division (PED) Study survey scheduled report, and; information prepared regarding occupational licensing of Military Service member and spouses in response to Session Law 2014-67 requirements. Tracy McPherson suggested staff at community colleges could also assist military service members qualify through reciprocity as NC Code Enforcement Officials.

**Item 6: Committee Reports:**

Executive Committee: Chairman Lutterloh stated the committee had not met and had no report.

Policies and Procedures Committee: Richard Ducker stated the committee had not met and had no report.

Education and Research Committee: Tracy McPherson stated the committee had not met and had no report.

Qualification and Evaluation Committee: Bill Thunberg stated the committee had not met and had no report.

**Item 7: Staff Reports**

Director

Mike Hejduk stated staff have worked on updating inspector emails for the code official listserve and have acquired an additional 500 to a total of approximately 3,900. Communications were sent out to inspectors notifying them of the upcoming offerings of continuing education (CE) through the various inspector associations. Hejduk discussed provisions included in Senate Bill 734 regarding regulatory relief and administrative reforms applicable to the Board. Hejduk also discussed use of the Strategic Planning Worksheet included in the staff report (see Attachment B.)

Certification

Terri Tart and Brandi Maynard presented the number of Probationary and Standard certificates issued and expired. Tart referred to the list of names included in the staff report.

Examination

Kathy Williams reported on testing for the period July 18, 2014 through October 23, 2014 that is represented in the table named Examination Grade Summary. The report provided the number taking, number passing, passing rate, and high and low scores for all exams by area and level. Williams noted that exams were scaled scored by the prior vendor ICC Pearson-Vue and that may have helped passing rates on those exams. Williams noted that PSI testing centers require all examinees for the day to arrive at the same time for check-in to take exams. Williams stated that examinees may only use tabs affixed to pages, not full sheets divider tabs. The testing facility proctors are consistently enforcing this requirement which may also be impacting test performance and passing rates.

Thunberg stated he understood the concern about carrying questions out of an exam by writing them down on loose pieces of paper.

Noles stated that a cumulative supplement of code changes was available on the web site and that a decision needed to be made as to how to authorize the supplemental pages for future exams.

Williams noted that PSI Services, LLC began exam administration on July 1, 2014. Williams discussed the table named Exam Administration Summary that shows the number of exams scheduled and taken since July 1st by PSI Services, LLC.

Williams reported that staff had received five exam complaints during the past quarter, the nature of the complaints and resolutions.

Williams briefed the Board on the Job Task Analysis Review process that has begun and is currently ongoing.

Richard Ducker asked if the examination format had verbal comprehension or diagrams as part of the testing process. Ducker also asked if there was any consideration of moving towards videos or multi-media questions and whether the computer administered exam had this capability.

She also discussed the PSI surveys examinees take at the end of each exam. The results seem to be positive.

Williams informed the Board of PSI Test Center site visits made during this quarter at Wilmington and Charlotte. At present, staff has visited 3 out of the 6 testing centers in North Carolina. Williams concluded with a discussion of future exam activities.

#### Education

Natalie Pollard reported on the status and number of CE and standard courses approved, scheduled, etc. for the period from July 1, 2014 through September 30, 2014 [1<sup>st</sup> Quarter FY 2014-2015].

Pollard stated that there was a sponsor workshop held October 7, 2014 with one person in attendance. Staff is preparing to post the sponsor workshop presentation slides online through the OSFM web site with the goal that sponsors will be able to refresh their knowledge of procedures and result in less roster submission problems.

Pollard also reported that a standard code course Instructor certification workshop is scheduled for November 6, 2014 with seven currently registered.

Pollard informed the Board that the 2012 Standard Courses provided by ICC have been reviewed and enhanced by staff to correct deficiencies. All have been completed except for Electrical Courses. The DOI Public Information Officer (PIO) has released the corrected Plumbing I, II and III and Building I, II, and III for posting to the web site.

Pollard stated the Inspector Associations were assembling classes for the upcoming Winter and Spring meetings.

Pollard stated that staff had completed work with IT until the next maintenance window.

#### Investigations

Suzanne Taylor presented Complaint #440, Robert Keye, and summarized the investigation results as no basis in fact because Keye conducted no inspections in the house during construction. Bill Thunberg made a motion to accept the report as no basis. Richard Ducker seconded the motion. The motion was voted on and approved.

Taylor presented Complaint #441, Jeffrey L. Cornett and summarized the investigation results as no basis in fact because Cornett applied the provisions of the code appropriately. Thunberg made a motion to accept the report as no basis. Allen Kelly seconded the motion. Chris Noles asked to be recused from the vote. Thunberg made a

motion to recuse Noles. Lyerly seconded the motion. The motion to accept the report as no basis was then voted on and approved.

Taylor presented Complaint #442, Eric H. Hendrix and determined there was no basis in fact due in part to the time elapsed between the date of the fire inspection and observation of the alleged safety deficiency by the complainant. Taylor stated that a review of Gaston County's fire inspection staffing, schedules, records, plan review and construction/change of use inspections indicated the policies and procedures Gaston County has in place were working well. Jones made a motion to accept the report as no basis. Rice seconded the motion. Chris Noles asked to be recused from the vote. Jones made a motion to recuse Noles. Terry seconded the motion. The motion to accept the report as no basis was then voted on and approved.

Following presentations by staff, Chairman Lutterloh recessed the Board meeting at approximately 2:50 pm and then reconvened the meeting about 3:00 pm.

### **Item 8: Other Business from Board Members**

Chairman Lutterloh stated for the record that Board member Chris Noles was not present for this part of the meeting.

Chairman Lutterloh noted that David Boone was sitting in for the Board's regularly assigned legal counsel Bobby Croom provided by the NC Dept. of Justice (DOJ). Dan Johnson (DOJ) presented the Board with some options on how to proceed with investigation of a second complaint against Mr. Noles from a former OSFM, Engineering and Codes Division employee, Susan Gentry. Procedural and budget issues were discussed as well as who might be most appropriate to conduct the investigation. Director Hejduk stated that in searching for an independent investigator the NC Board of Architecture was contacted as well as Dept. of Insurance personnel at the Dobbs Building, and a private practice attorney. Johnson stated that Doug Brocker, the private practice attorney had a proposed rate of \$250 per hour. Jones asked what the estimated cost might be to conduct an independent investigation. Chairman Lutterloh asked Barry Gupton what the cost was for the contracted investigation on the first complaint. Gupton stated the total cost of the independent investigator totaled approximately \$2,400 which amounts to \$75 per hour. Morris asked what the severities of the allegations were. Ducker asked if an independent attorney would have the same responsibility and authority as a staff investigator and asked if a private investigator might be an alternative. Jones asked if other state agencies such as the State Highway Patrol (SHP) or DOJ were contacted. Morris stated that the military assigns officers to perform administrative investigations. Hejduk stated that one standard course Law and Administration instructor, an attorney, had also been contacted.

Jones made a motion to proceed with the recommendation of Dan Johnson to let an outside, independent source investigate the complaint against Noles. Kelly seconded the motion. The motion was voted on and approved. Chairman Lutterloh made a motion to proceed with contract with an investigator outside of OSFM. Kelly seconded the motion. The motion was voted on and passed. Ducker asked what the timetable for the investigation would be. McPherson stated her understanding that the contract would be between the Board and the investigator not the Dept. of Insurance. Morris inquired whether the inspector general for the state or Office of State Auditor could perform the investigation. Jones also made a motion for the Executive Committee to make the decision of who to hire to do the investigation. Bill Thunberg seconded the motion. The motion was voted on and passed.

Chairman Lutterloh proposed a meeting of the Executive Committee by teleconference prior to the January Board meeting to determine the investigator. McPherson asked what tasks would be included in the investigation contract. Johnson stated the scope of work would include interviewing witnesses.

Chairman Lutterloh introduced Rick McIntyre, Senior Deputy Commissioner / Assistant State Fire Marshal. McIntyre acknowledged that the Board faced thorny issues from time to time and that CEOs were critical for making citizens safe. McIntyre stated that staff is here to exceed your expectations.

McPherson and Thunberg commented that their committees would probably meet together via phone conference to discuss old and new business before the next Board meeting.

Mr. Lutterloh directed staff to include the State Ethics Commission evaluation letters of Statements of Economic Interest (SEIs) for the two new members, Nuckolls and Summey, be incorporated by reference in and attached to the minutes. He also stated that there is one member position open on the Board, but the person is still pending.

Chairman Lutterloh stated that many of the statutes and rules governing the Board have been in effect since the 1970's. He noted that one statute uses the term "current" while a related rule states "as of" with regard to Special Circumstances that may apply to applicants for certification. David Boone stated that this issue was being reviewed by DOJ and warrants further discussion.

### **Adjournment**

There being no further business, Jones made a motion to adjourn the meeting. Morris seconded the motion. The motion was approved unanimously.

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.

<b><u>Building Level I</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Fire Level II</u></b>	<b><u>Jurisdiction</u></b>
Coltrane, Thomas Eugene	Randolph Co. (J330)	Booe, Brian Edward	King (J223)
Gibbs, Kevin Michael	Holly Springs (J209)	Edens, Jared Michael	Brunswick Co. (J50)
Jarman, Ronald Dale	Cary (J74)	Green, Thomas Wayne	Risk Mgmt Div. (J382)
Woodall, Joshua Cain	Eden (J127)	King, Phillip Ray	Raleigh (J328)
		Langdon, Seth Garrett	Johnston Co. (J218)
		Malecek, Marcus L.	Winston-Salem (J440)
		Maxey, Patrick Rollin	Boone (J45)
		Parr, Gregory Scott	Johnston Co. (J218)
		Pegram, William Hunter	Greensboro (J177)
		Pope, Daniel Jeromy	Holly Springs (J209)
		Rhoney, Rickey Allan	Hickory (J201)
		Sestrich, Marc Anthony	Carolina Beach (J616)
		Shelton, Drew Browder	Winston-Salem (J440)
		Short, Gregory Daniel	Belmont (J32)
		Spencer, Travis Austin	Boone (J45)
		Townsend, Michael Lawrence	Guilford Co. (J182)
		Wells, Christopher Carlton	Guilford Co. (J182)
<b><u>Building Level II</u></b>	<b><u>Jurisdiction</u></b>		
Keefe, David Charles	Beaufort (J26)		
Lyda, Crystal Gail	Henderson Co. (J194)		
Potter, William Samuel	Raleigh (Housing) (J606)		
<b><u>Building Level III</u></b>	<b><u>Jurisdiction</u></b>		
Brown, Larry Lavaughn	Jackson Co. (J215)		
Ehrhart, Russell Mathew	Monroe (J267)		
Jones, Christopher Brian	Greensboro (J176)		
Kumar, Sushma S	Mecklenburg Co. (J263)		
<b><u>Electrical Level I</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Fire Level III</u></b>	<b><u>Jurisdiction</u></b>
Wheeler, Gary Thompson	Durham (J121)	Crotts, Jeffrey Lee	High Point (J203)
		Johnson, Jeremiah John	Aberdeen (J2)
		McDaniel, Phillip Wayne	Selma (J362)
<b><u>Electrical Level II</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Mechanical Level I</u></b>	<b><u>Jurisdiction</u></b>
Brown, Larry Lavaughn	Jackson Co. (J215)	Beck, Brandon Thomas	Chatham Co. (J87)
Potter, William Samuel	Raleigh (Housing) (J606)	Brown, Jeffrey S.	Carteret Co. (J72)
		Collins, Michael Allen	Wake Co. (J410)
		Johnson, Donald Hampton	Benson (J33)
		Parnell, Timothy R	Mecklenburg Co. (J263)
		Turner, David Glenn	Onslow Co. (J300)
<b><u>Electrical Level III</u></b>	<b><u>Jurisdiction</u></b>	<b><u>Mechanical Level II</u></b>	<b><u>Jurisdiction</u></b>
Caison, Kendall Nelson	Orange Co. (J302)	Dellinger, Lindsey Lee	Lincoln Co. (J244)
Ehrhart, Russell Mathew	Monroe (J267)	Fetsko, Christopher John	Asheville (J18)
Gaskins, Bryan Keith	Anson Co. (J11)	Gray, Randal Lee	Onslow Co. (J300)
Hoffman, Donald Delano	Asheville (J18)	Jenkins, Christopher Clifton	Kill Devil Hills (J222)
Sieck, Brian Thomas	Winston-Salem (J439)	Moran, Patrick Joseph	Mecklenburg Co. (J263)
Smith, Otis Thomas	Durham (J121)	Wiseman, Eric Todd	Wake Forest (J412)
Wesley, Benjamin Michael	Durham (J121)		
<b><u>Fire Level I</u></b>	<b><u>Jurisdiction</u></b>		
Babson, William Bradley	Brunswick Co. (J50)		
Bowling, Charles Edward	Thomasville (J398)		
Dunn, Jefferson Ray	Carrboro (J71)		
Emlinger, Brian William	Mount Airy (J280)		
Gribble, Blair Davis	Belmont (J32)		
Spry, Michael Edward	Salisbury (J354)		
Wayne, Michael James	Rocky Mount (J346)		
Williams, Aaron Dustin	E B C I (Fire) (J650)		

**ATTACHMENT A**

<u><b>Mechanical Level III</b></u>	<u><b>Jurisdiction</b></u>
Currie, David Ernest	Montreat (J269)
Davis, Roland Jackson	Surry Co. (J388)
Ehrhart, Russell Mathew	Monroe (J267)
Keel, Danny Earl	Goldsboro (J164)
Mahan, Jonathan Todd	Greensboro (J176)
McAllister, Clarence Henry	Scotland Co. (J359)
Wood, William Troy	Kernersville (J221)

<u><b>Plumbing Level II</b></u>	<u><b>Jurisdiction</b></u>
Cunningham, Joseph Anthony	Fayetteville (J144)
Gray, Randal Lee	Onslow Co. (J300)
Holland, Gary Dean	Camden Co. (J66)
Jenkins, Christopher Clifton	Kill Devil Hills (J222)
Moran, Patrick Joseph	Mecklenburg Co. (J263)

<u><b>Plumbing Level I</b></u>	<u><b>Jurisdiction</b></u>
Bowers, Jody Ray	Cabarrus County (J61)
Farley, Kevin Patrick	Cumberland Co. (J107)
Fetsko, Christopher John	Asheville (J18)
Fulk, Todd Dereck	Cabarrus County (J61)
Porter, Tony Wayne	Spring Lake (J377)
Wood, Jason Michael	Franklin Co. (J152)

<u><b>Plumbing Level III</b></u>	<u><b>Jurisdiction</b></u>
Currie, David Ernest	Montreat (J269)
Ehrhart, Russell Mathew	Monroe (J267)
Hucks, Reggie Linwood	Brunswick Co. (J49)
Johnson, Derrick Lee	Greensboro (J176)
Lambert, Curtis Lee	Winston-Salem (J439)
Walston, Percy Ray	Garner (J156)

**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.

Blackwell, Terry George	-	Fire I
Hansbury, Jacob Michael	-	Fire I
Isaac, Clifford D	-	Electrical III
Miller, John Brandon	-	Fire I
Spidel, William Sean	-	Plumbing III
Wilson, DaShaun Martez	-	Fire I
Usategui, Nathan Alexander	-	Fire I

**RECIPROCITY GRANTED TO APPLICANTS MEETING THE STANDARD CERTIFICATION REQUIREMENTS**

The following applicant has met all the education and experience requirements to receive a Standard certificate as a code enforcement official based on certification obtained from an approved reciprocal certification agency.

Russell Mathew Ehrhart	Mechanical III	Florida
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**DIRECTOR** (Mike Hejduk)

NC Code Officials Qualification Board (COQB) ***STRATEGIC PLANNING GOALS for CEOs***

- **COMPETENCE**
  - Qualification – Application, Review, Approval, *Examination*, Renewal
  - Education – Standard Courses, Continuing Education, *Law and Administration*
  - Authority Having Jurisdiction (AHJ) - Local Government Department Administration
  
- **COMMUNICATION**
  - OSFM website; email; newsletters; educational curriculum; feedback
  - Jurisdictions (CEO & Managers) – 510 by email
  - CEOs – ~~4,157~~ **4,197** active (~~3,485~~ **3,905** w/email; ~~672~~ **292** w/out) LISTSERVE created 7/14/2014  
*NC.Code.Officials.Qualifications.Board@lists.ncmail.net*
  - Education – Standard Courses, Continuing Education, Sponsors, Instructors, Education Coordinators.
  - Industry Associations (inspectors, contractors, manufacturers)
    - *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
  
- **CONSISTENCY**
  - Senate Bill 734 – Regulatory Reform Act of 2014 [6/30 Senate Ref to Com on Ways & Means]
    - *Section 1.4 Occupational Licensing Board Reporting Amendments [annual reports]*
    - Section 3.8(a) Compliance with Building Code Inspection Requirements [inspections]
    - Section 3.10 Building Code Study [local plan review]
    - Section 3.14 Building Code Alternate Approval Methods Study
    - Section 3.15(a) Clarify Official Misconduct for Code Officials
    - Section 3.15(b) Notify Code Officials of legislation provisions by Oct. 1, 2014

**PERFORMANCE MANAGEMENT** – Inputs, Processes, Outputs and Outcomes. Measurements, Benchmarks?

**Stats/Inputs (Resources)**

- ~~4,157~~ **4,197** Inspectors – Active, Certificate of Employment (COE) on file with AHJ
- ~~6,428~~ **7,086** Certificates [Limited, Probationary, Standard: *Building, Mechanical, Electrical, Plumbing, Fire*]
- 510 Jurisdictions; 100 Counties; 410 Cities and other (Building, Fire, Housing)
- 309 Sponsors; 685 Instructors;

**Processes**

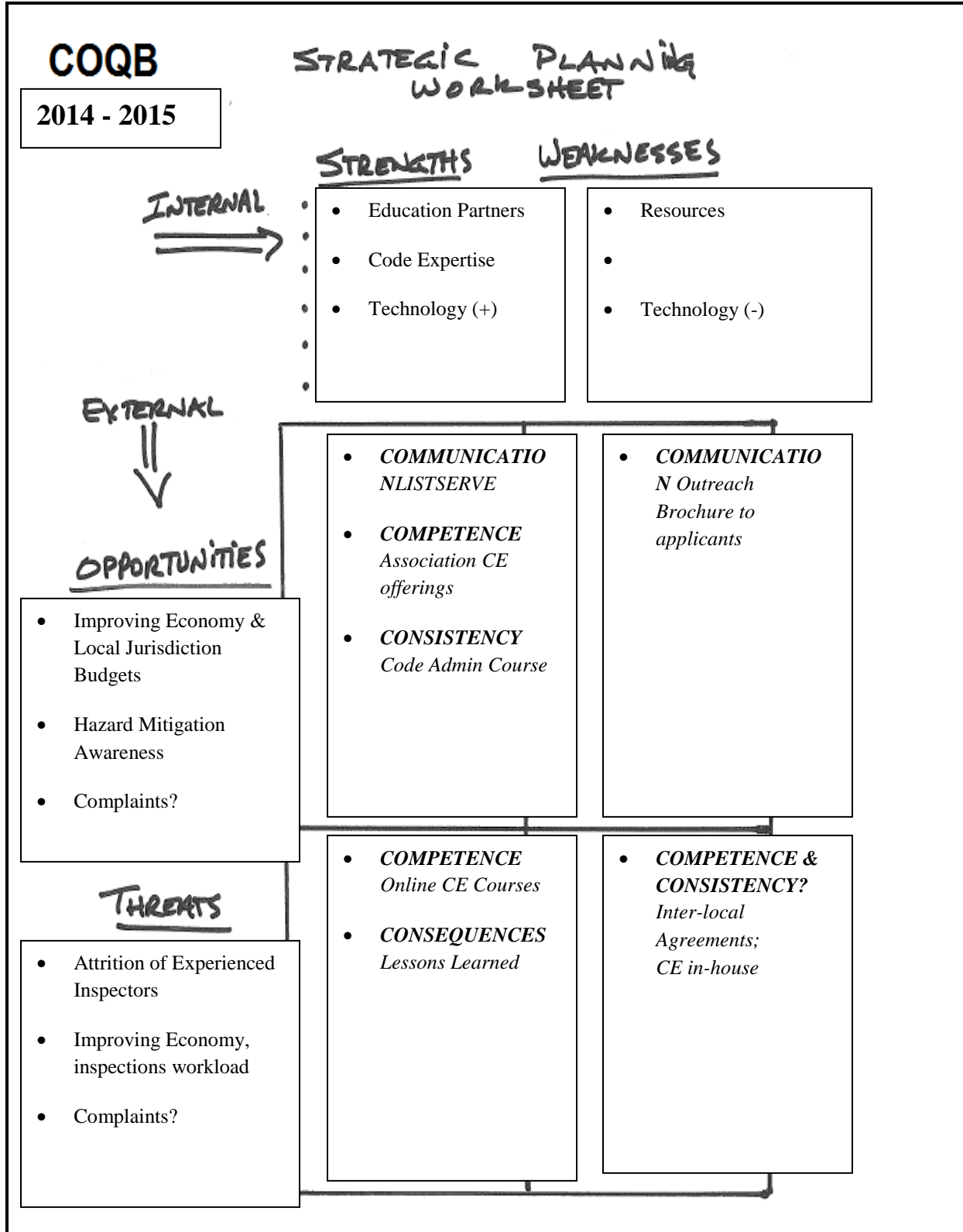
- Online application, exam registration, certificate issuance and annual renewals
- Technical Course review and approval

**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

PROGRAM EVALUATION – QUESTION: Are we achieving our stated mission, goals and objectives?

- Is CE available and affordable?
  - availability and convenience of courses
- What factors promote an effective inspections department?
- What factors influence CEO “recruitment, migration, and retention?”



## ATTACHMENT B

### Certification (Terri Tart & Brandi Maynard)

- *Emails needed for all CEOs? 93%*  
*Staff responsible. LISTSERVE created, reduced from 800 to 292 where email null.*
- *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? SB 734*  
*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 (Natalie Pollard)

- *Standard Courses – Workshops; Curriculum – Slides, Worksheets?*
- *Continuing Education Courses – availability, convenience, cost?*
- *Law and Administration Course – **Joint Committee meeting***
- *Content and Consistency of Educational program offerings?*
- *Board member training*

#### **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.

### Investigation (Suzanne Taylor)

- *Create a new Standing Committee: Investigation Review Committee?*
- *Complaint database, Investigator workload / other activities?*
- *Lessons Learned? Disciplinary Actions publicized?*
- *Culture of Departments/Jurisdictions*

## ATTACHMENT B

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

<u>Jurisdiction</u>	<u>Inspector</u>	<u>Area/Level</u>			
Charlotte (J86)	Adams, Diane Michael	B 1	Buncombe Co. (J51)	Stone, Matthew Joseph	E 2
Forest City (J148)	Allen, Chadwick Oren	F 3	Buncombe Co. (J51)	Stone, Matthew Joseph	M 2
Shelby (J367)	Allen, Erik Shane	F 1	Buncombe Co. (J51)	Stone, Matthew Joseph	P 2
Lexington (J241)	Barker, Eric Wayne	F 3	Laurinburg (J233)	Strickland, Bradley Allen	F 2
Spring Lake (J378)	Barker, Steven Allen	F 2	Southern Pines (J373)	Thompson, Buddy Ray	F 3
Pamlico Co. (J306)	Bennett, Ray Wheeler	E 3	Brunswick Co. (J50)	Todd, William Kelly	F 2
Hertford Co. (J199)	Brittenham, Jeremy Ray	F 1	Mecklenburg Co. (J263)	Westbrook, Scott M.	E 1
Washington (J416)	Brock, Christopher Thomas	F 2	Wake Forest (J412)	Wiseman, Eric Todd	M 2
Bladen Co. (J40)	Brown, Jeffrey Adam	F 1	Winston-Salem (J440)	York, Philip Anthony	F 2
Oak Island Fire & Rescue (J607)	Browning, Alan Martin	F 1			
Winston-Salem (J440)	Byrd, Raven Santoine	F 1			
Orange Co. (J302)	Caison, Kendall Nelson	E 3			
Lexington (J241)	Callahan, Christopher Lee	F 2			
Shelby (J367)	Carroll, Richard Clay	F 2			
Rockingham (J342)	Cohoon, Joseph Allen	F 1			
Winston-Salem (J440)	Dallalis, Christopher Allan	F 1			
Surry Co. (J388)	Davis, Roland Jackson	M 3			
Mecklenburg Co. (J263)	Freeman, Namon Baxter	B 3			
Risk Management Div. (J382)	Green, Thomas Wayne	F 2			
Raleigh (J328)	Greenwood, Scott Stephen	F 1			
Forest City (J148)	Harmon, Thomas Winfred	F 3			
Aberdeen (J2)	Holden, Walter C	F 2			
Cleveland Co. (J97)	Horton, Bobby Ray	F 2			
Statesville (J383)	Jenkins, Charles M	F 3			
Greensboro (J176)	Jones, Christopher Brian	B 3			
Gaston Co. (J157)	Jones, James Robert	E 2			
Raleigh (J328)	Koehmstedt, Ole Dean	F 1			
Johnston Co. (J218)	Langdon, Seth Garrett	F 2			
Morrisville (J278)	Lozinsky, Nathan Harold	B 1			
Morrisville (J278)	Lozinsky, Nathan Harold	F 1			
Scotland Co. (J359)	McAllister, Clarence Henry	M 3			
<b><u>Jurisdiction</u></b>	<b><u>Inspector</u></b>	<b><u>Area/Level</u></b>			
Randleman (J329)	Murphy, Buddy Eugene	F 2			
Jacksonville (J217)	O'Toole, Timothy Lewis	F 2			
Lexington (J241)	Owen, David Jeremy	F 3			
Lexington (J241)	Parks, Alan Harold	F 2			
Cherryville (J91)	Plummer, Michael Anthony	F 1			
Mebane (J262)	Porter, Harold Dwayne	F 2			
Henderson (J193)	Puryear, Richard Allen	F 2			
Jacksonville (J217)	Rardin, James Aaron	F 2			
Emerald Isle (J136)	Reed, Kevin Benjamin	B 1			
Emerald Isle (J136)	Reed, Kevin Benjamin	E 1			
Emerald Isle (J136)	Reed, Kevin Benjamin	M 1			
Emerald Isle (J136)	Reed, Kevin Benjamin	P 1			
Cary (J75)	Rodr, Stephen Jon	F 3			
Lincoln Co. (J244)	Rogers, Drexel H.	E 1			
Gaston Co. (J157)	Roper, John Michael	B 3			
Winston-Salem (J440)	Shelton, Drew Browder	F 2			
Greensboro (J177)	Shropshire, Tim Ray	F 2			
Leland (J490)	Smith, Angela Dawn	B 2			
Cary (J74)	Stark, Brian Dennis	M 2			
Cary (J74)	Stark, Brian Dennis	P 2			
Lexington (J241)	Stepp, Michael Landon	F 1			
Buncombe Co. (J51)	Stewart, Harley M.	P 2			

**Standard Certificates by Area Earned This Quarter**

Area	Active Inspectors	Pre- Qualification	Reciprocity
	GS 143-151.13(a)	GS 143-151.13(a)	GS 143-151.14
Building	11	0	0
Electrical	10	1	0
Fire	28	5	0
Mechanical	19	0	1
<u>Plumbing</u>	<u>17</u>	<u>1</u>	<u>0</u>
Totals	85	7	1

**Standard and Limited Late Renewals**

525 Standard and 4 Limited certificate late renewals have occurred since July 17, 2014.

**Fifth Level III Standard Inspection Certificate**

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

- Kendall Nelson Caison of the Orange County Insp. Dept.
- Clifford Isaac of the Dept. of Insurance/Engineering Division

The total number of code enforcement officials who have ever achieved this level of certification is 234. The number of active code enforcement officials who have five level III certificates is 162.

These are currently active certificates in all trades as of October 24, 2014.

Active Trades	All Levels	Probationary Certificates	Standard Certificates	Total
Building	I, II, & III	197	1,013	1,210
Electrical	I, II, & III	163	830	993
Mechanical	I, II, & III	163	866	1,029
Plumbing	I, II, & III	153	885	1,038
Fire	I, II, & III	419	2,319	2,738
<b>Totals</b>		<b>1,095</b>	<b>5,913</b>	<b>7,008</b>

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 October 24, 2014.

Probationary Applications	Standard Applications	Pre-Qualification Applications	Total
275	43	159	577

**STANDARD CERTIFICATE TESTING – July 18, 2014 – October 23, 2014**

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**

Area/Level	Number Taking	Number Passing	% Passing	High Score	Low Score	Average Score
Building Inspector I	8	4	<b>50</b>	76.0	50.7	61.6
Building Inspector II	6	3	<b>50</b>	73.3	59.3	67.0
Building Inspector III	10	3	<b>30</b>	83.3	54.0	75.3
Electrical Inspector I	8	1	<b>13</b>	74.7	53.3	63.1
Electrical Inspector II	4	2	<b>50</b>	76.7	48.0	65.7
Electrical Inspector III	10	7	<b>70</b>	90.0	60.7	72.8
Fire Inspector I	39	13	<b>35</b>	90.7	46.0	66.6
Fire Inspector II	24	17	<b>71</b>	95.3	50.0	74.2
Fire Inspector III	6	3	<b>50</b>	74.7	59.3	68.8
Mechanical Inspector I	6	6	<b>100</b>	82.0	70.0	77.2
Mechanical Inspector II	7	6	<b>86</b>	89.3	62.7	77.0
Mechanical Inspector III	8	6	<b>75</b>	94.0	59.3	76.5
Plumbing Inspector I	6	6	<b>100</b>	86.7	70.7	80.7
Plumbing Inspector II	5	5	<b>100</b>	95.3	80.0	88.6
Plumbing Inspector III	6	6	<b>100</b>	94.7	78.0	88.0
<b>Totals</b>	<b>153</b>	<b>88</b>	<b>58</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 October 23, 2014, PSI has conducted 175 exams. The number and type of exams taken are listed below. Also provided is a list of scheduled exams. A total of 45 exams have been scheduled through December 31, 2014.

Area/Level	Number of Exams Taken	Number of Exams Scheduled Through 12/31/2014
B1	9	10
B2	6	2
B3	13	1
E1	8	2
E2	6	2
E3	11	1
F1	45	9
F2	24	4
F3	9	2
M1	7	3
M2	9	0
M3	8	3
P1	6	4
P2	8	2
P3	6	0
<b>Total</b>	<b>175</b>	<b>45</b>

Exam Reviews

15 exam reviews have been performed. Four exam challenges were forwarded to staff for review. None of the challenges resulted in a status change.

Exam Complaint/Comment Summary

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

*Exam Registration: 3*

- Three CEOs experienced long wait times when trying to register by phone. Staff contacted the PSI project manager and they were able to assist the CEOs with registration.

*Testing Center: 2*

- One CEO sent in a complaint regarding the testing center in Wilmington, NC. Staff made a site visit and then responded to the CEO regarding the complaint. Staff responded to the complainant regarding the issues noted and found the majority of the items were not present during the site visit.
- One CEO complained that there were no afternoon exam time offerings. Staff asked PSI if the exam times could be altered and or added. PSI responded that additional times could be added within the normal operating hours of the center. At present no changes in hours has occurred.

*Comments:*

- Staff has received several comments regarding the check-in process at the testing centers, specifically the inspection of code books and the use of full-page tabs. Full-page tabs aren't permitted in code books. Books can be tabbed, but the tabs must be permanently affixed to the page. If code books contain full-page tabs the examinee is required to remove them which causes the examinee to lose the tab entirely. The Candidate Information Bulletin does contain this information. It seems tab

monitoring at our previous testing centers wasn't strictly enforced. Staff will work with inspection departments and instructors to inform their employees and students about the tab issue and to encourage all to view the Bulletin prior to testing.

*Update:*

- Tables are now available for examinees to use during testing at all PSI testing centers. Staff requested PSI to consider adding this option to all centers and this option became available in August. The tables have been well received.

**Job Task Analysis Review**

Computer-based testing for all 15 exams became effective November 1, 2009. Prior to this date exams were given by paper and pencil by staff at the Board's office. Part of the transition to computer-based testing involved the use of a job task analysis for all 15 exams. A task analysis is used to identify the knowledge, skills, and abilities need to perform the job, types of tasks performed and their frequencies. The critical tasks become the main focus of the exam and also provides validation for the examination that is developed. It is an important step in exam development.

Five years have elapsed and it is time to verify that the job task analysis information is still pertinent. Staff has begun the review process. NC Department of Insurance code consultants have already reviewed the existing exam blueprints for content. This information will then be sent to the current Exam Development Committee (EDC) members for review and comment as well. The information from the Code Consultants and the EDC Committee members will be formulated into an electronic survey that will be sent to all active inspections across the state based on trade and level. We will ask for some demographic information at this time as well.

Preparation of the survey and collecting and processing the data is a lengthy job. This project will be ongoing for several months.

**PSI Surveys**

At the end of each exam, the examinee must fill out a survey provided by PSI. Enclosed in this staff report is a copy of this survey and the results. 8 of the 10 questions apply to PSI and their services. Two apply to the exam just taken. The examinee doesn't know his/her results at the time of the survey. The results seem to be positive, with less than 10 responses in the Poor category.

**PSI Test Center Visits**

Mike Hejduk and Kathy Williams made a site visit to the Wilmington, NC test center in August due to a complaint received from an examinee which concerned some testing center environmental issues. This site visit was made while staff attended the COCO meeting. We found the testing center adequate and the majority of the complaint items were not present. Staff sent a letter to the complainant and PSI regarding these issues.

Kathy Williams also visited the Charlotte, NC test center in August as well. At present, staff has visited 3 out of 6 of the testing centers in North Carolina. Each center is comparable in size, procedure and environment.

**Future Exam Activities**

Exams are published every 6 months. Our next publication will be in January, 2015. The only big code revision or update will be in the electrical trade. An Ad-Hoc Committee of the Building Code Council is reviewing the 2014 National Electric Code at this time. The earliest expected effective date would be in late 2015 or early 2016. So our next big question writing campaign with the EDC members would occur in the latter part of 2015.

The Building Code Council adopts and amends all of the NC State Building Codes. They have adopted a 6 year code cycle for all codes with the exception of the National Electric code which means the earliest code changes would occur some time in 2018. At present, we have a big window to add to our exam question database. If any new code issues arise, staff will work with the appropriate EDC Committee to make adjustments as needed.



**EDUCATION**

**Standard Code Courses** – Statistics: July 1, 2014 to September 30, 2014

<b>Standard Courses Scheduled for Period</b>	49
<b>Law and Administration</b>	8
<b>Fire</b>	20
<b>Building</b>	13
<b>Electrical</b>	11
<b>Plumbing</b>	11
<b>Mechanical</b>	8
<b>Standard Courses Canceled for Period</b>	4
<b>Standard Courses Rosters Received for Period</b>	42
<b>Standard Course Rosters Pending for Period</b>	3

**Continuing Education Courses** – Statistics: July 1, 2014 to September 30, 2014

<b>New Continuing Education Courses Approved for Period</b>	22
<b>New Continuing Education Instructors Approved for Period</b>	0
<b>New Continuing Education Sponsors Approved for Period</b>	2
<b>Continuing Education Course Rosters Submitted for Period</b>	39

**Sponsor Workshop**

There was a sponsor workshop held October 7, 2014. One attended. Staff is currently preparing for the sponsor workshop power point to be put online for more cost effective access. Having the information online will also allow sponsors to refresh as needed, which will result in less roster submission problems.

**Instructor Certification Workshop**

A Standard Code Course Instructor Certification Workshop will be held November 6, 2014. Seven are signed up to attend as of now.

**Education Issues**

- 1. Standard Courses:** Standard Courses have been enhanced by staff to correct ICC deficiencies. All have been reviewed and corrected except for the Electrical courses. PIO has only released the corrected Plumbing I, II, and III and Building I, II, and III on the website thus far.
- 2. CE:** The Inspector Associations of the state are at various stages of assembling and fine-tuning Continuing Education classes for the Fall and this coming Winter and Spring.
- 3. IT:** Staff completed work with IT to get education programming issues resolved until the next maintenance window.

**INVESTIGATIONS**

**Investigations Begun – Not Completed**

- (439) Adams – Complaint filed on June 19, 2014
- (443) Noles – Complaint filed September 15, 2014
- (444) Boone – Complaint filed September 22, 2014

**Investigations Completed**

**No Basis In Fact:**

- (440) Keye
- (441) Cornett
- (442) Hendrix

**Basis in Fact:**

None