

DRAFT Minutes of the North Carolina Home Inspector Licensure Board

January 12, 2024

The regular meeting of the North Carolina Home Inspector Licensure Board (“Board”) was held 9:00 AM on Friday, January 12, 2024, in person at 1429 Rock Quarry Rd., Raleigh NC 27699 and by video teleconference via WebEx.

The following members of the Board were present at location:

David Dye	D. Arthur Hall	Rob Roegner
David Price	Chad Abbott	

Connie Corey and Derrick Johnson attended via WebEx.

William “Bill” Morris was absent.

Gina M. Von Oehsen Cleary from the North Carolina Department of Justice, Attorney General’s Office was present at location as counsel for the Board.

The following staff members from the North Carolina Office of the State Fire Marshal, Engineering Division were present at location:

Mike Hejduk	Beth Williams	Rodney Daughtry	Katherine Vincent
Sam Whittington	Rich Hall	Sarah Barcenas	Jeff Griffin
Anna Basile	Jennifer Hollyfield		

The following members of the public were present as visitors remotely:

April Gregory	Floyd Gibbs	TM Henshaw	Wilson
Jaxson Hanes	Sara Glassmeyer	James Kellogg	Bonnie Gregory
K Brittain	Tom Maguire	Scott Rabon	AD

Introduction

Chair David Dye called the meeting to order and provided opening remarks.

Mike Hejduk read the Ethics Awareness and Conflict of Interest reminder.

Hejduk presented Jennifer Hollyfield with a plaque of recognition for service to the NC Home Inspector Licensure Board.

Approval of Minutes

October 13, 2023, Regular Meeting Minutes

David Price motioned to approve the October 13, 2023, regular meeting minutes. Rob Roegner seconded the motion. Motion carried.

Staff Report

Hejduk shared activity statistics for FY 2023-2024 second quarter on the table below. Hejduk stated that licensees and applications are following the industry trend. Hejduk stated the annual survey of licensees for 2023 was sent and as of January 2, 2024, 384 of the 1,826 have responded.

Survey may be accessed using the link provided below:

<ps://forms.office.com/Pages/AnalysisPage.aspx?AnalyzerToken=1S9anZgVaf4rm7ROWDr6Boqml1PrlupF&id=31F2etC5mkSFw-zCbNftGYeFTcdjFLZLqrSYlyHKfXJUODdNODg4VEVER0RWSUpSWVEwUEJDMDA1NS4u>

HILB	Total FY 2021-2022	Total FY 2022-2023	1st QTR Jul - Sep	2nd QTR Oct - Dec	3rd QTR Jan - Mar	4th QTR Apr - Jun	Total FY 2023-2024
Licensees	2,104	2,072	2,039	1,826			1,826
Applications	558	378	78	85			163
Pre-Licensing	472	286	66	63			129
Military/Spouses	40	97	13	30			43
Criminal History	19	35	10	7			17
Exam eligibilities	526	385	78	85			163
Exams taken	526	430	94	81			175
Exams passed	396	266	53	51			104
Licenses issued	419	294	33	62			95
Complaints	45	54	9	15			24
Disciplinary actions	12	15	7	5			12

Sam Whittington introduced Jeff Griffin the new investigator.

Whittington stated an applicant is waiting on HR (Human Resources) to sign off for hire.

Chair Dye asked if the issue with HRs (Human Resources) filtering system of applications being too tight has lessened any.

Roegner stated the change with NCDOI (North Carolina Department of Insurance) and NCOSFM (North Carolina Office of the State Fire Marshal) and the correlation with HR (Human Resources) has had an improvement as far as turnaround time for new hires.

Hejduk stated that at times there are applicants that do not meet the qualifications for hire drawing out the hiring process.

Hejduk introduced Anna Basile.

Chair Dye asked if the Board is solely under the Office of the State Fire Marshal. Roegner stated that the Board is no longer affiliated with NCDOI (North Carolina Department of Insurance).

Roegner also stated that not being affiliated with NCDOI (North Carolina Department of Insurance), NCOSFM (North Carolina Office of the State Fire Marshal) may now carry its own

legislative initiatives. NCOSFM (North Carolina Office of the State Fire Marshal) now has a dedicated legislative liaison and is in the process of acquiring dedicated legal representation.

Committee Reports

Application Evaluation Committee

David Price reported the Application Evaluation Committee met on December 11, 2023, and reviewed 18 applications. Price made a motion to approve the following 16 applicants to sit for the licensure exam. D. Arthur Hall seconded the motion. Motion carried.

1. Daniel Rogers
2. Justin Manasco
3. Conrad Shadel
4. Joseph Cotrone
5. Anthony Gilber
6. Emily Washington
7. Quincy Barrett
8. Robert Taylor
9. Rob Bunn
10. Robert DeBrine
11. Marc Eason
12. Scott Rabon
13. Corey Cainas
14. Nora Akers
15. Malcolm Sanders
16. Danny Gibson

Roegner motioned to approve the two (2) following applicants for pre-determination on completing the pre-licensing courses and sitting for the licensure exam upon completion. Price seconded the motion. Motion carried.

1. Mark Marshall
2. Daniel Victor

Hejduk noted that a special meeting may be asked for due to applicants needing approval to sit for the exam prior to the April 12, 2024, Board meeting.

Examination Committee

The Examination Committee and Education Committee held a joint meeting on December 13, 2023.

Roegner stated there is a contract to streamline testing, and review of all test questions.

Finance Committee

Hejduk shared the tables below stating that the first table shows revenue coming in for the fiscal year. Hejduk stated the difference between the tables is due to different systems reporting.

Type	Unit	Count	Total
Application	\$35	127	\$4,445
Exam	\$80	177	\$14,160
License issue	\$160	88	\$14,080
Renewal	\$160	1,783	\$285,280
Late	\$30	250	\$7,500
Licensing Sub-Total			\$325,465
Course Approval	\$150	27	\$4,050
Course Renewal	\$75	167	\$12,525
Per Student Fee	\$5	19,914	\$99,570
Education Sub-Total			\$116,145
Grand Total			\$441,610

Month	Expenditures	Revenues	Fund Balance
Jul	\$ 23,143.24	\$ 22,805.00	\$ 2,266,300.26
Aug	\$ 64,907.13	\$ 128,060.00	\$ 2,329,791.37
Sep	\$ 90,010.42	\$ 335,205.00	\$ 2,511,833.08
Oct	\$ 114,682.28	\$ 418,000.00	\$ 2,706,725.27
Nov	\$ 137,184.45	\$ 432,690.00	\$ 2,698,913.10
Dec	\$ 157,943.88	\$ 435,320.00	\$ 2,680,783.67
Jan			
Feb			
Mar			
Apr			
May			
Jun			

Roegner made a motion that the Board appropriate \$10,000 for the expenses to attend NISSET school and pre-licensing courses for the new investigators. Price seconded the motion. The motion carried.

Legislative Committee

Hejduk reported the reforms for statutes below have not yet been ratified.

1. [G.S. 143-151.57](#) Increase home inspector exam fee maximum from \$80 to \$200 to allow contracting out to test administrator. [S463](#), [H850](#) online \$135
2. [G.S 143-151.49](#) Add new powers and responsibilities to the Board for rulemaking to set requirements for pre-licensing program sponsors and instructors. [S463](#), [H850](#)

Education Committee

Derrick Johnson reported The Examination Committee and Education Committee held a joint committee meeting on December 13, 2023. Johnson stated the bullets below were shared at the meeting.

- Train the Trainer class for Board Developed course FY 2023-2024 held 11/8/23.
- RFQ Board Update course FY 2024-2025.
- HILB handbook

Rich Hall presented the idea for development of an eBook handbook for home inspectors to be written, published, and revised by the NCHILB as an independent state regulatory licensing agency.

The Board, General Council, and staff discussed various aspects needed for development of the eBook handbook.

Price motioned that any questions that R. Hall has pertaining to the eBook to go through the Exam Committee. Roegner seconded the motion. Motion carried.

Roegner motioned that the Board pursue the publishing of a North Carolina Home Inspector Licensure Handbook. eBook Price seconded the motion. Motion carried.

A. Hall motioned that the Board give Roegner the authority to pursue the creation and the ability to charge for an eBook from the legislature. Price seconded the motion. Motion carried.

Hejduk stated pre drywall inspections needs to be brought to the forefront. The Board discussed the issue.

Chair Dye motioned to assign the SOP (Standards of Practice) Committee with the responsibility of presenting what is needed to draft a standard of practice specific for pre drywall inspections by the next Board meeting. Johnson seconded the motion. Motion carried.

Investigation Review Committee

A. Hall reported the Committee met on January 4, 2024.

A. Hall motioned to resolve with a consent agreement case **984** Cole, Chair Dye seconded the motion. Motion carried.

A. Hall motioned to resolve with a consent agreement case **1005** Swing. Chair Dye seconded the motion. Motion carried.

Consent Agreement

984 Cole #2169 (Thomas)

1005 Swing #3511 (Bush)

A. Hall motioned to dismiss with letter of caution for **966** Berardelli, **1000** Brameyer, **1002** Fuller, **1008** Hunter, and **1009** Huffman. Chair Dye seconded the motion. Motion carried.

Letter of Caution

996 Berardelli #2764 (Mucha)

1000 Brameyer #4426 (Banks)

1002 Fuller #1972 (Reinert)

1008 Hunter #3030 (Giordano)

1009 Huffman #4835 (Healy)

A. Hall made a motion to dismiss **937** Watford, **962** Simpson, **997** Jones, **998** Rheaume, **1004** Hugosson, and **1006** Goodno. Chair Dye seconded the motion. Motion carried.

Dismiss

937 Watford #4442 (Kok)

962 Simpson #5151 (Kersey)

997 Jones #3940 (Wilder)

998 Rheaume #3650 (Allen)

1004 Hugosson #5241 (Gray)

1006 Goodno #2704 (Overton)

Chair Dye stated that there is reason to believe licensee Goforth is still conducting inspections.

Roegner made a motion to refer Goforth to NCDOI CID (Criminal Investigation Department) for investigation. Price seconded the motion. Motion carried.

Standards of Practice Committee

Committee met on December 14, 2023. Gina M. Von Oehsen Cleary stated a motion is needed to submit rule changes to the Rules Review Commission.

Rogner motioned to move rules 11 NCAC 08 .1103, 11 NCAC 08.1105, and 11 NCAC 08 .1109 to the Rules Review Commission. Price seconded the motion. The motion carried.

Chair Dye made a motion to not adopt public comment changes to rule 11 NCAC 08 .1101 (15), and to adopt public comment to change personnel to people for rule 11 NCAC 08 .1101 (16). Roegner seconded the motion. Motion carried.

Roegner motioned to make the appropriate changes to rules 11 NCAC 08 .1107 (b) 4, and 11 NCAC 08 .1107 (b) (5). Chair Dye seconded the motion. Motion carried.

Price made a motion to reject public comment changes to 11 NCAC 08 .1110 (a) (6), 11 NCAC 08 .1110 (d) (3), and 11 NCAC 08 .1110 (e) (2). Chair Dye seconded the motion. The motion carried.

Chair Dye motioned to reject the public comment for 11 NCAC 08 .1111 (a) (7). Price seconded the motion. After discussion Chair Dye removed the motion. Price removed the second. Chair Dye made a motion to table the discussion. Roegner seconded the motion. Motion carried.

Roegner motioned to reject the public comment for 11 NCAC 08 .1116 (g) and 11 NCAC 08 .1116 (l). Chad Abbott seconded the motion. Motion carried.

Board and staff to the Board discussed walkthroughs before contract on homes and Chair Dye stated another Board accommodates such with a rule. It was discussed if NC needs to look at developing a rule in SOP as to have authority on walkthroughs.

Public Comment

No public comment.

Unfinished Business

Board and staff to the Board discussed planning retreat.

New Business

No new business.

Adjournment

Price made a motion to adjourn. Chair Dye seconded the motion. Motion carried.

Sincerely,

A handwritten signature in black ink that reads "Robert B. Roegner". The signature is written in a cursive style with large, flowing letters.

Secretary,
N.C. Home Inspector Licensure Board