

North Carolina Home Inspector Licensure Board

- July 10, 2020 MEETING AGENDA
 - [Call Meeting to Order](#)
 - [Read Ethics Awareness and Conflict of Interest Reminder](#)
 - [Review and Approve Minutes](#)
 - [Staff Report](#)
 - [Committee Reports](#)
 - [Public Comment](#)
 - [Unfinished Business](#)
 - [New Business](#)
 - [Adjournment](#)



Call Meeting to Order

AGENDA

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2. Read Ethics Awareness and Conflict of Interest Reminder
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4. Staff Report
5. Committee Reports
6. Public Comment
7. Unfinished Business
8. New Business
9. Adjournment

Chairman D. Arthur Hall

- Call meeting to order
- Opening remarks
- Welcome guests
- Changes to the agenda?



Ethics & Conflict of Interest

AGENDA

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ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

In accordance with the State Government Ethics Act, it is the duty of every NC Home Inspector Licensure Board member to avoid both conflicts of interest and appearances of conflict.

Do any NC Home Inspector Licensure Board members have any known conflict of interest or potential of conflict with respect to any matters coming before the NC Home Inspector Licensure Board today?

If so, please identify the conflict or potential of conflict and refrain from any undue participation in the particular matter involved.

Let the minutes show that members of the Board who are licensed home inspectors are reminded that the State Ethics Commission has cited the potential for a conflict of interest because they serve on the Board that licenses them. Board members should exercise appropriate caution in the performance of their public duties should issues involving their licenses 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.

Review & Approve Minutes

AGENDA

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4. [Staff Report](#)
5. [Committee Reports](#)
6. [Public Comment](#)
7. [Unfinished Business](#)
8. [New Business](#)
9. [Adjournment](#)

- Regular Meeting: Apr. 17, 2020
- Special Meeting: May 27, 2020

Staff Report

AGENDA

1. Call Meeting to Order
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4. **Staff Report**
5. Committee Reports
6. Public Comment
7. Unfinished Business
8. New Business
9. Adjournment

Director (Mike Hejduk)

- Contracts

Licensing (Rodney Daughtry)

- Applications
- Licenses & Renewals (%)

Examinations (Rich Hall)

- Question Bank, Exams

Education (Jennifer Hollyfield)

- Pre-Licensing Sponsors
- Continuing Education Sponsors & Renewals (%)

Investigations (Sam Whittington, Tom Cooney)

- Complaints

Director

Director

- Contracts
- Member Terms

Licensing

- Applications
- Licensees & Renewals

Examinations

- Psychometrics

Education

- Pre-Licensing
- Continuing Education

Investigations

- Complaints

FY 2020/2021 Priorities:

1. TBD? Spanish version video
2. New web pages – “Drupal”

Contracts

1. Auditor: *IFB 12-2018013 Anderson Smith & Wike PLLC*
2. Report Reviews: *IFB 12-2018012 Right Step Home Inspections Inc. 500 reports @ \$60/report = \$30,000
2ND 500 reports authorized*
3. Update Course: *FY 2020-2021 IFB 12-001126 Bonnie Gregory
Awarded 01/23*
4. Consultant: *IFB 12-2017004 Marion Peeples IRC/SME*

Member Terms Expiring

Gainey 6/30/20

Member Training

Director (6/29)

Director

- Contracts
- Member Terms

Licensing

- Applications
- Licensees & Renewals

Examinations

- Psychometrics

Education

- Pre-Licensing
- Continuing Education

Investigations

- Complaints

2.6K views



1.4K views



2.5K views



1.8K views

Director (6/29)

[Director](#)

- Contracts
- Member Terms

[Licensing](#)

- Applications
- Licensees & Renewals

[Examinations](#)

- Psychometrics

[Education](#)

- Pre-Licensing
- Continuing Education

[Investigations](#)

- Complaints

New web pages



The screenshot shows the website for the NC Department of Insurance, Office of State Fire Marshal, Mike Causey, State Fire Marshal. The page is titled "HILB - Statutes and Rules" and features a large image of a stack of books, with the top book labeled "RULES" and the bottom book labeled "REGULATIONS". Below the image, there is a link for "NCHILB Standards of Practice" and a section for "Board Interpretations" with a link to "Probing Exterior Wood Components (July 2000)".

NC DEPARTMENT OF INSURANCE
OFFICE OF STATE FIRE MARSHAL
MIKE CAUSEY, STATE FIRE MARSHAL

Search... Q

ABOUT OSFM NEWS CONTACT US NC.GO

Home Fire & Rescue Codes Injury Prevention Mfd. Building Risk Management Licensing & Cert.

OSFM » Home

HILB - Statutes and Rules



[NCHILB Standards of Practice](#)

Board Interpretations

- [Probing Exterior Wood Components \(July 2000\)](#)

Licensing

Director

- Contracts
- Member Terms

Licensing

- Applications
- Licensees & Renewals

Examinations

- Psychometrics

Education

- Pre-Licensing
- Continuing Education

Investigations

- Complaints

<u>Licensing Activities</u>	FY 2019/2020 3rd Quarter 1/1/2020 thru 3/31/2020
Applications Approved	125
New Licenses Issued	83
Computer Base Exams Administered	34
Registered for February Exam	70
Paper Exams Administered	63
Passed	48
Failed	15
PASS RATE	(69%)
Exam Review Attendees March 2nd	7
Active Licenses	1,642

Examinations

Director

- Contracts
- Member Terms

Licensing

- Applications
- Licensees & Renewals

Examinations

- Psychometrics

Education

- Pre-Licensing
- Continuing Education

Investigations

- Complaints

- HILB Exam Bank Review
- HILB Correlation Sheets
- HILB Skills Book
- SME Committee Members

Examinations

Director

- Contracts
- Member Terms

Licensing

- Applications
- Licensees & Renewals

Examinations

- Psychometrics

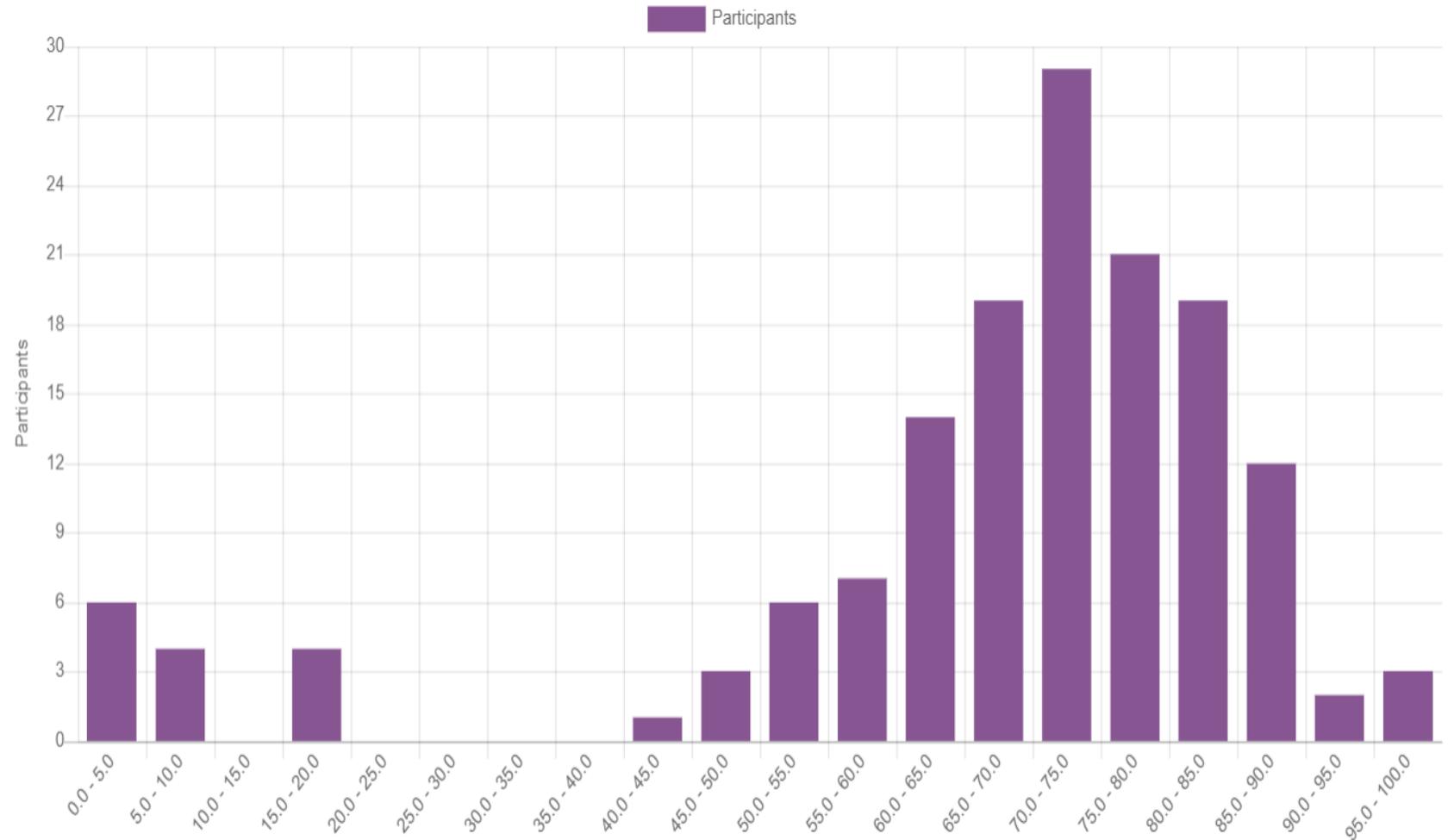
Education

- Pre-Licensing
- Continuing Education

Investigations

- Complaints

Overall number of students achieving grade ranges



Examinations

Director

- Contracts
- Member Terms

Licensing

- Applications
- Licensees & Renewals

Examinations

- Psychometrics

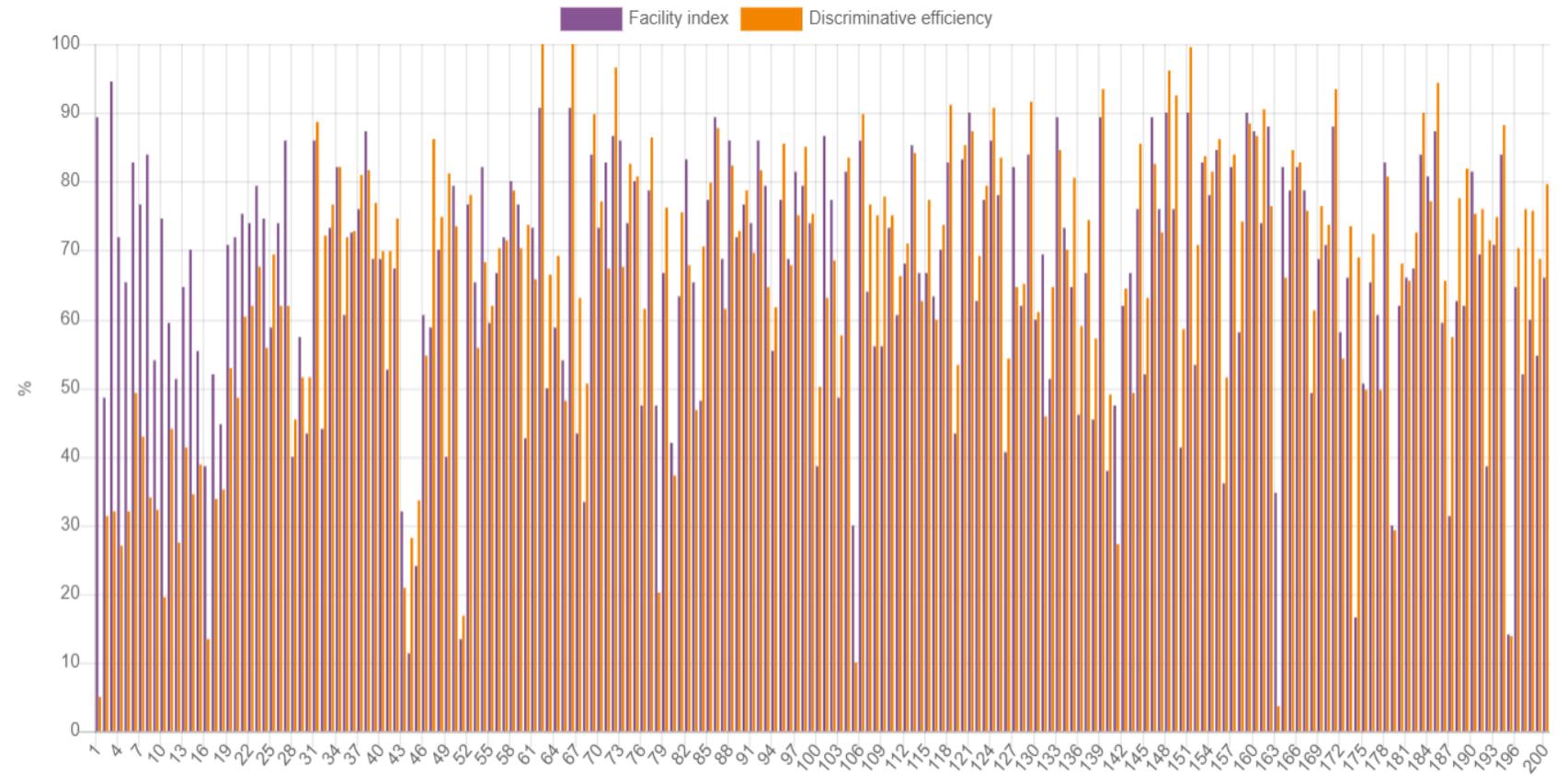
Education

- Pre-Licensing
- Continuing Education

Investigations

- Complaints

Statistics for question positions



Education

[Director](#)

- Contracts
- Member Terms

[Licensing](#)

- Applications
- Licensees & Renewals

[Examinations](#)

- Psychometrics

[Education](#)

- Pre-Licensing
- Continuing Education

[Investigations](#)

- Complaints

Total Active Licenses: **1,673**
Inspectors Who Have Met CE: **216**
Inspectors Who Have **Not** Meet CE: **1,602**
Total Renewed for CE year 2020: **31**

CE Activities	FY 2019/2020 3rd Quarter 4/1/20 thru 6/30/20
Course Approvals	21
Course Renewals	86
Course Evaluations	1124

Pre-Licensing	FY 2019/2020 2nd Quarter 4/1/20 thru 6/30/20
Sponsor Approvals	0

Investigations

[Director](#)

- 93B-2 Report
- Contracts
- Member Terms

[Licensing](#)

- Applications
- Exams
- Licensees & Renewals

[Education](#)

- Pre-Licensing
- Continuing Education

[Investigations](#)

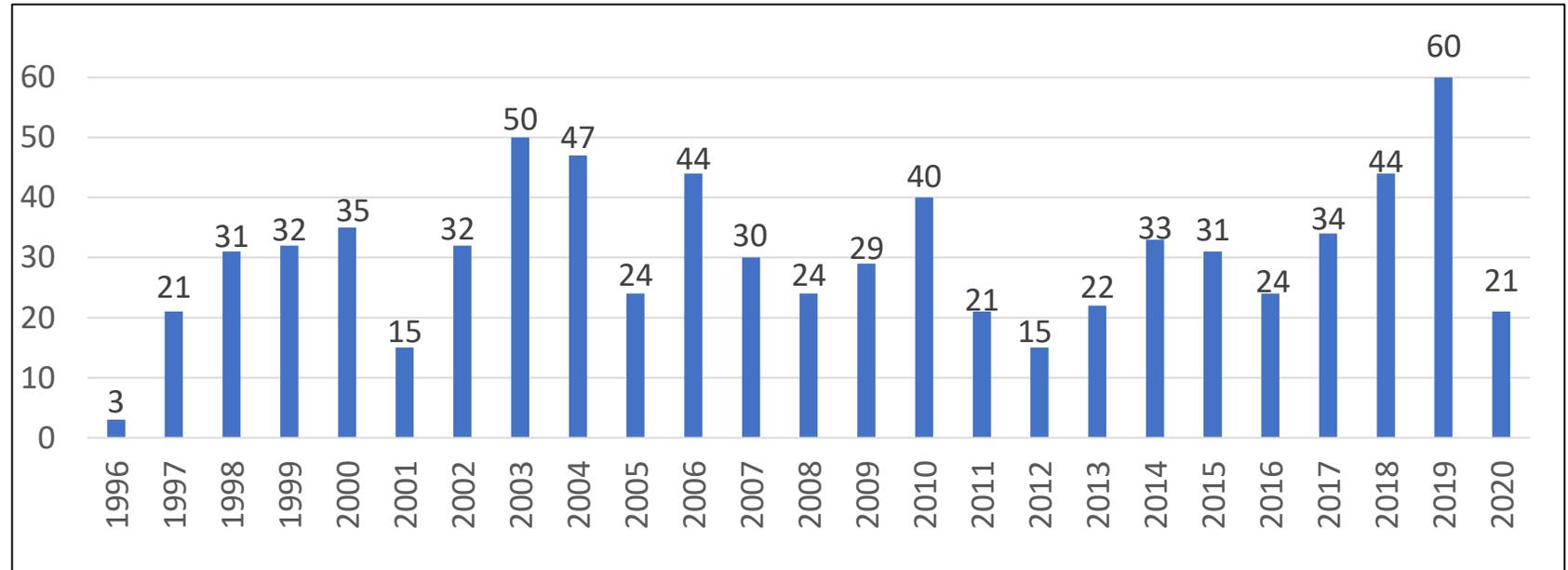
- Complaints

FISCAL YEAR 2019-2020 CALENDAR YEAR 2020

Complaints Received	<u>50</u>	<u>21</u>
Investigations Completed	<u>49</u>	<u>21</u>

Oldest case under active investigation was received 5/7/20

Average time to investigate complaints 45.4 days



Committee Reports

AGENDA

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2. Read Ethics Awareness and Conflict of Interest Reminder
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5. **Committee Reports**
6. Public Comment
7. Unfinished Business
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9. Adjournment

Standing Committees:

- Application Evaluation
- Examination
- Finance
- Legislative
- Education
- Investigation Review
- Standards of Practice
- Personnel

Advisory Committee:

- New Licensee Report Reviews

Application Evaluation

Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

The Committee reviewed three applications and voted to send them to the Board for their consideration and approval. Those applicants are:

Daniel Haberel

Bruce Burrell

Jeremy Johnson

With no other business to come before the Committee, the meeting was adjourned at 9:30am.

Examination

Standing Committees:

- [Application Evaluation](#)
- **[Examination](#)**
- [Finance](#)
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

1. Exam Sub-committee selection
2. Exam Test Item Validations

Finance (4th QTR)

Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
- **[Finance](#)**
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

Type	Unit	Count	Total
Application	\$35	376	\$13,160
Exam	\$80	407	\$32,560
License	\$160	241	\$38,560
Renewal	\$160	1,498	\$239,680
Late	\$30	96	\$2,880
Licensing Sub-Total			\$326,840
Course Approval	\$150	34	\$5,100
Course Renewal	\$75	141	\$10,575
Per Student Fee	\$5	18,714	\$93,570
Education Sub-Total			\$109,245
Grand Total			\$436,085

Month	Expenditures	Revenues	Fund Balance
Jul	\$ 27,989.37	\$ 31,200.00	\$ 1,286,773.70
Aug	\$ 45,557.98	\$ 101,225.00	\$ 1,339,230.09
Sep	\$ 60,757.65	\$ 294,455.00	\$ 1,517,260.42
Oct	\$ 80,795.83	\$ 338,090.00	\$ 1,540,857.24
Nov	\$ 123,099.69	\$ 348,240.00	\$ 1,508,703.38
Dec	\$ 145,103.44	\$ 357,315.00	\$ 1,495,774.63
Jan	\$ 169,232.01	\$ 371,110.00	\$ 1,485,441.06
Feb	\$ 188,807.32	\$ 385,710.00	\$ 1,480,465.75
Mar	\$ 209,420.34	\$ 403,160.00	\$ 1,477,302.73
Apr	\$ 231,943.73	\$ 410,010.00	\$ 1,461,629.34
May	\$ 251,462.06	\$ 417,405.00	\$ 1,449,506.01
Jun	\$ 271,588.46	\$ 436,365.00	\$ 1,448,339.61

Legislative

Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [**Legislative**](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

Education

Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- **[Education](#)**
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

- **Board-developed Update Course – Water Heaters**

Investigation Review

Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
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- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

Consent Agreement

- 809 Badger # 2674 (Geiger)
- 811 Shirley #3186 (Beard)
- 816 Heath #4094 (Comstock)

Dismiss with *Letter of Caution*

- 808 Hammond #2282 (Nicholson)
- 821 Brittain #2810 (Carter)

Dismiss

- 810 Coleman #3364 (Barber) (Surrendered Lic.)
- 812 Warner #3928 (Hilton)
- 815 Pavan #2133 (Crifasi)
- 818 Hawks #3670 (Kline)

Unlicensed Activity

None

Investigation Review

Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- [Education](#)
- **[Investigation Review](#)**
- [Standards of Practice](#)
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

Recent Complaint involving a reinspection that was done without an additional contract or covered by the initial contract. This is an item for possible mandatory update training or perhaps the Standards of Practice Committee.

Standards of Practice

Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- **[Standards of Practice](#)**
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

New Licensee Report Rev.

Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
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- [Education](#)
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- [Standards of Practice](#)
- Personnel

Advisory Committee:

[New Licensee Report Reviews](#)

First 500 report reviews License # 3258 to 3906

Second 500 report reviews authorized

License # 3907 to 4407

Public Comment

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Unfinished Business

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Board-developed Update Course

COVID-19 Emergency

New Business

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Election of Officers

Adjournment

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