

# North Carolina Code Officials Qualification Board Education and Research Committee Minutes



January 18, 2024, 1:30-2:30 P.M.

This meeting was held via WebEx.

## **Introduction Welcome/Roll Call**

Chairman Danny Couch called the meeting to order. Jennifer Hollyfield made the roll call. Couch read the Ethics Awareness and Conflict of Interest Reminder. Couch asked the committee members if any of them have any known conflict of interest or the potential of conflict with respect to matters on the agenda coming before the Research and Education Committee today. None was noted. Members of the Board who are certified code enforcement officials are reminded that the State Ethics Commission has cited the potential for a conflict of interest because they serve on the Board that certifies them.

## **Committee members present by roll call vote:**

- 1) Danny Couch, Chairman
- 2) Jeff Griffin, Code Official
- 3) Montrena Hadley, Elected Official
- 4) Kenny Weatherington, NC Community College System

## **Committee members absent:**

- 1) Andy Matthews
- 2) Stephen Terry
- 3) Joshua Robbins

## **Attendees:**

Mike Hejduk  
Beth Williams  
Jennifer Hollyfield  
Anna Basile

## **Discussion Items**

### **2024 Guidelines for Board Courses**

Danny Couch asked Mike Hejduk to go over the significant changes.

#### **Significant changes:**

- 1) Outsource State exam administration, registration and fees to testing center vendor.
- 2) Administration of End-of-Course (EOC) tests remote proctor by OSFM staff rather than instructors.
- 3) Creation of an online Board course instructor application process.
- 4) Online Board instructor course training and certification.
- 5) Automated email course completion notification and evaluation survey.
- 6) Online scheduling of Board courses and web portal search.

- 7) Additional Residential Changeout Inspector (RCI) certificate course.
- 8) Addition of appendices with course curriculum timelines.
- 9) Separate Residential and Commercial courses.
- 10) Changes to course duration.
- 11) Probationary certificate knowledge, skills and abilities self-study modules.

Kenny Weatherington wanted to discuss the title for the 2024 Guidelines for Board Courses. Beth Williams suggested the title to be Guidelines for Board Courses. There was some other discussion. Weatherington made a motion to change the title to:

## **GUIDELINES FOR BOARD COURSES**

### **“EDUCATIONAL INSTITUTES AND INSTRUCTORS”**

Montrena Hadley seconded the motion. The motion passed. Weatherington had some additional comments on the significant changes.

Jeff Griffin suggested an item for further discussion on annual reviews for approved instructors. Couch stated that this item will be discussed at a later meeting.

Kenny Weatherington made a motion that the committee move forward with submitting the changes to the new guidelines to the board at the next scheduled meeting. Hadley seconded the motion. The motion passed. Weatherington wanted to tell Hejduk thank you for his hard work.

#### **Public Comment**

None noted.

Hejduk shared the timeline with meeting dates. Griffin is currently working on the residential building code changes. Charlie Johnson is working on the fire code changes. The mechanical, plumbing and electrical code books are smaller. That being said it should not take up a lot of time to make the changes.

#### **Adjournment**

Couch asked for a motion to adjourn @ 2:15 P.M. Weatherington made the motion to adjourn. Griffin seconded the motion. The motion passed.