

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD DRAFT MINUTES



January 28, 2025 - 1:00 PM

The quarterly meeting of the N.C. Code Officials Qualification Board (“Board”) was held via WebEx at 1:00 PM on January 28, 2025.

ITEM 1 – INTRODUCTIONS, ROLL CALL and CONFLICT OF INTEREST STATEMENT

Chairman Thunberg called for a roll call. Thunberg asked each member of the Board to state whether they had actual or potential conflicts of interest for any items on the agenda.

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.

No conflicts were noted.

The following members of the Board participated in the meeting and provided a quorum:

Bill Thunberg	Danny Couch	Richard White
Montrena Hadley	Jeff Tracey	Michael Slate
Adam Lovelady	Fleming El-Amin	Les Everett
Mack Summey, PE	Andy Matthews	
Kenny Weatherington	James Steele	

The following members of the Board were absent:

Rob Roegner, Mark Patterson, Russell Fox, Mark Smith, Allen Kelly, and Joshua Robbins.

Staff in attendance:

Mike Hejduk	Sam Whittington	Kyle Heuser
Beth Williams	Jeff Griffin	Kathy Vincent
Terri Tart	Bonnie Bentley	Pak Yip
Sarah Barcenas	Rich Hall	Elizabeth Stoddard
Jennifer Hollyfield	Nick Sorensen	

Chairman Thunberg congratulated Montrena Hadley for her Presidential Lifetime Achievement Award, December 29, 2024.

ITEM 2 – APPROVAL OF MINUTES

Fleming El-Amin made a motion to approve the minutes of the October 22, 2024, Board meeting. Montrena Hadley seconded the motion. Motion carried.

ITEM 3 - FIFTH LEVEL III CERTIFICATE

The number of active code enforcement officials who have five (5) level III certificates is 210. The Board recognized the following code officials in receiving their fifth Level III certificate this quarter.

- | | | |
|--------------------|----------------|-------------|
| • Douglas Barefoot | Electrical III | Johnston |
| | Fire III | Johnston |
| • Brian Carson | Building III | Ashe |
| • Jeremiah Dupont | Fire III | Raleigh |
| • Kari Lanning | Electrical III | Mecklenburg |
| • Michael Piper | Building III | Johnston |

ITEM 4 - PUBLIC COMMENT

Kenneth Dorman, Wake County, addressed the Board. Dorman spoke on behalf of Kenneth Gibson. Chairman Thunberg thanked Mr. Dorman for his comments and time.

ITEM 5 - COMMITTEE REPORTS

Executive Committee - Chair Bill Thunberg reported that the committee met on December 17, 2024, and January 16, 2025, via WebEx. The December 17, 2024, proposed rule changes and updates. On January 16, 2025, topics included UNC/OSP Data Collection and Analysis, Benchmark 2.0, Research project, UNC Charlotte Student Capstone Project and Inspector Marketplace. Richard White made a motion to approve both sets of the minutes. El-Amin seconded the motion. The motion carried.

Policies and Procedures (P&P) -- Chair Richard White reported that the committee met on October 8, 2024, and on December 18, 2024, via Webex. Kenny Weatherington made a motion to approve both sets of the minutes. Seconded by El-Admin. The motion carried. This item will be discussed under On-going business. Thunberg thanked Mr. White for his report.

Topics discussed:

- NCCOQB General Statutes Update
- Rulemaking Update
- 11 NCAC 08 .0735 Temporary Certificate
- **Legislative Initiatives in On-going Business**

Qualifications and Evaluation (Q&E) – Chair El-Amin reported that the committee met on December 5, 2024, via Webex. The purpose of the meeting was to consider applications for certifications with felony convictions submitted by Kenneth Gibson, Dathan McIntyre, and Timothy Sisk.

The application for Kenneth Gibson was reviewed and discussed by committee. The committee denied Gibson to pursue certification as a Code Enforcement Official with a vote (3) – (2).

The application for Dathan McIntyre was reviewed and discussed by committee. The committee is awaiting the court appeal outcome before determining a decision for McIntyre to pursue certification as a Code Official. The committee voted to await on the outcome with a unanimous vote (5). The committee will meet again after the outcome of the court appeal to determine a decision.

The application for Timothy Sisk was reviewed and discussed by committee. The committee approved Sisk to pursue certification as a Code Enforcement Official with an approved vote (4). Jeff Tracey recused himself from the vote. Chair El-Amin made a motion to approve the committee's recommendations. Michael Slate seconded the motion. Nick Sorensen stated that the full board would need to vote to deny Kenneth Gibson's application. Chair El-Amin withdrew his motion.

Tim Maloney with Wake County Workforce Development, spoke on behalf of Kenneth Gibson. Gibson participates in the workforce program that offers ex convicts opportunities to be hired back into the workforce. This is a new program with Wake County Government. This individual would be the first hire through this program.

Chair El-Amin made a new motion to approve the recommendations from the committee for McIntyre and Sisk. Kenny Weatherington seconded the motion. The motion passed unanimously.

After discussion on Gibson's charges, Weatherington made a motion to table this item until the committee can consult with the board's attorney. Thunberg suggested that the committee would need more details on the actual charges. This item would need to return to the Qualifications and Evaluation Committee. Les Everette seconded the motion. Everette withdrew his second. Jeff Tracey made a motion to read the internal document on the charges against Gibson. Kyle Heuser recommended to the board to go into closed session for more discussion. Tracey made a motion to go into closed session. Seconded by Hadley. The motion passed. Thunberg called the meeting back to order. Weatherington rescinded his motion. Weatherington made a motion to deny Gibson's application. Slate Seconded the motion. Thunberg called for a roll call. Twelve (12) board members voted No. Weatherington made a motion to support the recommendation from the committee to deny the application. Seconded by Slate. Williams called the roll call. Eight (8) voted yes and Four (4) voted no. The motion carried.

Education and Research (E&R) – Chair Danny Couch reported a meeting was held on January 15, 2025, via WebEx. Mike Hejduk ~~introduced~~~~reported that~~ Elizabeth Stoddard, with the NC Community College System. She is the Director and will be sharing a PowerPoint presentation of the Performance Measures.

Stoddard stated that she has been working with Hejduk and his team. Stoddard did present this presentation to the Education & Research Committee on January 15, 2025. This presentation is for all five trade areas for level I, II and III. This data is on the fiscal year information. She also presented first time test takers by colleges. Stoddard stated that they have a collection of data dashboards that her team has put together and maintained. Thunberg thanked Elizabeth for her presentation. Hall stated that it has been a team effort to get the scores where they are today. Hejduk thanked all the volunteers that are working on the code changes. Couch thanked staff and all the volunteers for all the work

Investigation Review (IRC) – Chairman Rob Roegner held a committee meeting on December 4, 2024, and January 21, 2025, via WebEx. Les Everett gave the committee report.

636 Winchester (Angel) (Hejduk)

Hearing continued to April 22, 2025; a settlement conference is scheduled for March 18, 2025.

No action is needed currently by the board.

Voluntary Settlement Agreements

666 Redwine and Evans (Gilmore) (Bentley)

Law and Admin, Building 1, and 40 hrs. of OJT with another AHJ - Redwine

Law and admin, Building 1 and State Ethics Course – Evans

Everette made a motion to approve the voluntary settlement agreement. El-Admin seconded the motion. The motion passed unanimously.

Dismiss with a Letter of Caution**635 Johnson and Young (Nicholson) (Whittington)****650 Forsyth Co (Vann) (Whittington)**

Everette made a motion to approve the letter of caution. Weatherington seconded the motion. The motion passed unanimously.

Dismiss**669 Sutton et-al (Cance) (Whittington)**

Everette made a motion to dismiss the case. Hadley seconded the motion. The motion passed unanimously.

Rules Review and Policies and Procedures- Kyle Heuser gave the report on behalf of Chairman Rob Roegner. Heuser reported that the committee met on December 18, 2024, via WebEx.

Topics discussed:

- NCCOQB General Statutes Update
- Rulemaking Update
- 11 NCAC 08.0735 Temporary Certificate

Weatherington made a motion to instruct Heuser does not send in the temporary rule for certificates. Couch seconded the motion. The motion passed unanimously.

ITEM 6 – ON-GOING BUSINESS**Legislative Updates- Legislative Initiatives (circa 2022) 2025 – 2026**

1. [G.S. 143-151.16](#) Increase application fee from \$20 to \$35 (for multiple trades) OR make the \$20 application fee per Trade. “Such fee shall not exceed twenty dollars (\$20.00) for each applicant.” [NOTE: The Board must adopt a rule for schedule of fees.]
2. [G.S. 143-151.16](#) Increase standard certificate annual renewal fee from \$10 to \$50. “Each application for renewal must be accompanied by a renewal fee to be determined by the Board, but not to exceed ten dollars (\$10.00). The Board is authorized to charge an extra four dollar (\$4.00) late renewal fee for renewals made after the first day of July each year.” “Change payment renewal date from “on or before first day of July” to June 30.
3. [G.S. 143-151.13](#) Require licensed occupations* to take state exam (but Board technical course is optional). Law and Administration would be required as a pre-requisite to eligibility for state exam.
*Architect, General contractor, Plumbing or heating contractor, Electrical contractor, Professional engineer.
4. [G.S. 143-151.8](#) Change terminology and definition of “Code enforcement” and “Code-enforcement Official” to “Code compliance” and “Code Official” to decrease the emphasis/connotation of 20% of the duties as a regulatory law enforcement function and emphasize the service aspect as collaborative and educational role as well as the activities Design, Permit, Inspect, Certify Enforce.
5. [G.S. 143-151.21](#) Change the disposition of NCCOQB fees from the Insurance Regulatory Fund to be deposited in the State treasury to the account of the Board per [G.S. 143-151.20](#) for educational purposes such as the development of code change update courses mandated by [G.S. 143-138.1](#) [“The Department of Insurance may charge fees sufficient to recover the costs it incurs under this section.”]

and Board “short” courses and development of apprenticeship program curriculum. Pursuant to [G.S. 143-151.12](#).

6. [G.S. 143-151.13A](#) Authorize fees for review and of approval education sponsors and courses for professional development, continuing education (CE).

On-Going Business – Cont.

Proposed Rules Changes – RRC January 30, 2025, Sorensen stated that Legal ~~counsel~~[council](#) would be in attendance.

By-Laws Adoption-IV. Meetings

Sorensen went over the By-Law changes pertaining to Regular Meetings, Special meetings, Quorum, Conduct of Meetings, Voting and Amendments. El-Amin made a motion to approve the changes. White seconded the motion. Williams called the roll. The motion carries.

On-Going Business – cont.

Board Course Updates

Hejduk went over the Board course updates.

NEW BUSINESS

Hejduk presented the Probationary requests.

A. Probationary requests

- **Joshua Ronald Myers (CEO#16146)** – Probationary Mechanical Level I P-26859 Expired 10/2/2019
Probationary Plumbing Level III P-17039 expired 12/02/2013
- **Stephen Chandler Roberts (CEO21008)** – Probationary Fire Level II P-35847 expired 8/18/2024
- **Larry William Willaford (CEO#6818)** – Probationary Fire Level III P-15853 expired 9/1/2024

B. Administrative Hearing Docket #2025-1

Couch made a motion to approve the requests. Seconded by Weatherington. The motion passed by acclamation.

ITEM 8 – STAFF REPORT - DASHBOARD

Hejduk gave the staff report and reviewed the second quarter Fiscal Year 2024-2025 activities dashboard. Applications are at record levels. The number of CEO’s has increased. Certificates totals highlighting 11,082 active certificates, miliary applicants, fire exam pass rates, workforce development as well as the Board course update schedule.

COQB	Total FY 2022-2023	Total FY 2023-2024	1st QTR Jul - Sep	2nd QTR Oct - Dec	3rd QTR Jan - Mar	4th QTR Apr - Jun	Total FY 2024-2025
CEOs	4,094	4,094	4,326	4,381			4,381
Applications	1,881	1,209	562	349			911
Pre-Qualification	79	178	18	91			109
Probationary	942	565	273	169			442
Standard	860	466	271	89			360
Military/Spouses	65	126	68	47			115
Criminal History	30	11	5	4			9
Board courses	197	99	55	48			103
Students	2,379	1,006	514	521			1,035
Exam eligibilities	1,677	586	448	340			788
Exams taken	1,440	471	423	347			770
Exams passed	740	372	362	286			648
Certificates Issued	2,497	1,134	873	273			1,146
Probationary	1,445	624	487	420			907
Standard	1,052	510	385	352			737
Certificates Total	9,379	10,062	10,442	11,082			11,082
Probationary		2,970	3,154	3,161			3,161
Standard		7,085	7,282	7,476			7,476
Complaints	18	10	1	2			3
Disciplinary actions	3	3	5	1			6

Thunberg thanked Hejduk and his staff for all their hard work.

ITEM 9 -- ADJOURNMENT

Thunberg adjourned the meeting.



Secretary, NCCOQB