

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD MEETING MINUTES DRAFT



April 22, 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 April 22, 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 who 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	Mark Patterson
Montrena Hadley	Rob Roegner	Les Everett
Adam Lovelady	Fleming El-Amin	Allen Kelly
Mack Summey, PE	Andy Matthews	Joshua Robbins
Kenny Weatherington	Richard White	

The following members of the Board were absent:

Michael Slate, Jeff Tracey, Russell Fox, Mark Smith, James Steele, and Joshua Robbins.

Board legal counsel Nick Sorensen, N.C. Department of Justice (DOJ), and Office of the State Fire Marshal (OSFM) Assistant General Counsel Kyle Heuser attended.

OSFM Staff in attendance:

Mike Hejduk	Sam Whittington
Beth Williams	Rich Hall
Terri Tart	Kathy Vincent
Sarah Barcenas	Jeff Johnson
Jennifer Hollyfield	Joe Starling

Approximately 40 individuals attended via Webex including inspection staff of state and local governments. Harley Masters, Mitchell County Commissioner attended.

ITEM 2 – APPROVAL OF MINUTES

Fleming El-Amin made a motion to approve the minutes of the January 28, 2025, Board meeting. Montrena Hadley seconded the motion. Motion passed by acclamation.

ITEM 3 - FIFTH LEVEL III CERTIFICATE

The number of active code enforcement officials who have five (5) level III certificates is 215. The Board recognized the following code officials in receiving their fifth Level III certificate this quarter.

- | | | |
|-------------------------|------------|-------------|
| • Matthew Bryan Garris | Fire | Wayne |
| | Electrical | Wayne |
| • Mathew Brandon Keel | Fire | Tarboro |
| • Robert Manak | Fire | Rowan |
| • Marvin Cary Snead | Fire | Mecklenburg |
| • James Marion Thompson | Fire | Wake |

ITEM 4 - PUBLIC COMMENT

No comments were made.

ITEM 5 - COMMITTEE REPORTS

Executive Committee - Chair Bill Thunberg reported that the committee met on April 17, 2025, via WebEx. Topics included Legislative Updates, 2024 Codes Effective Date and Board Course Development Updates.

Nick Sorensen reviewed the Legislative Initiatives 2025-2026.

1. S.B. 257 2025 Appropriations Act
2. S.B. 451 Occupational/Professional Licensing Relief
3. S.B. 368 OSFM Omnibus
4. S.B. 700 Create the Office of Engineering and Codes
5. H.B. 661 Building Industry Efficiency Act of 2025
6. H.B. 763 Neighbor State License Recognition Act
7. H.B. 765 Local Government Development Regulations Omnibus
8. H.B. 831 Commercial Inspection Efficiency Act
9. H.B. 899 Return Oversight of OSFM to DOI Commissioner

The Board discussed the importance of all applicants demonstrating minimum competency through successful completion of the state exam regardless of reciprocity/comity provisions.

Danny Couch made a motion for the Executive Committee to represent the Board on any legislative initiatives that arise this session. El-Amin seconded the motion. Motion passed by acclamation.

Kenny Weatherington asked a question about the financial benefit to the Board of S.B. 368. Nick Sorensen explained the proposal to change the fees collected from the Insurance Regulatory Fund to an account of the Board.

Policies and Procedures (P&P) – Chair White reported that the committee did not meet.

Education and Research (E&R) – Chair Danny Couch reported a meeting was held on March 25, 2025, via WebEx.

Topics Discussed:

- Board Course Development Updates – “legacy” and new Residential / Commercial, permit tech.
- Standard Certificates Updates
- CE Requirements Met 85%
- Post January 1, 2025, Applications & Certificates

Kenny Weatherington reported that the trade hours would be voted on by the N.C. Community College System (NCCCS) May 16, 2025.

Les Everett wanted to confirm if the new Level II will still be able to inspect residential.

Kenny Weatherington asked if the “go live” date for new courses remains July 1, 2025? Weatherington recommended delaying the NCCCS Board approval for new course numbers given a delayed January 1, 2026, course date to minimize possibility of using the new course numbers before they are ready.

Fleming El-Amin made a motion that the Board courses would be updated with the 2024 codes for the new Level I and II rules effective 2025, rather than the “legacy” Level courses, with a target date of January 2026. Rob Roegner seconded the motion. Motion passed by acclamation.

Qualifications and Evaluation (Q&E) – Chair El-Amin reported that the committee met on March 27, 2025, via Webex. The purpose of the meeting was to consider applications for certifications with felony convictions submitted by Barron Bowens, Eric Grimes and Amyr Rahim.

The application for Barron Bowens was reviewed and discussed by the committee. The committee approved Bowens to pursue certification as a Code Enforcement Official with a unanimous vote.

The application for Eric Grimes was reviewed and discussed by the committee. The committee approved Grimes to pursue certification as a Code Enforcement Official with a unanimous vote.

The application for Amyr Rahim was reviewed and discussed by the committee. The committee approved Rahim to pursue certification as a Code Enforcement Official with a unanimous vote.

Chair El-Admin made a motion to approve the minutes. The committee members voted to approve the minutes.

Kenny Weatherington made a motion to approve the recommendations by the committee for the criminal history reviews. Roegner seconded the motion. Motion passed by acclamation.

Investigation Review (IRC) – Chair Rob Roegner held a committee meeting on March 19, 2025, and April 14, 2025, via WebEx. The Committee reviewed the investigations completed by staff for recommendations to the Board.

The committee made the following recommendations to the Board:

Hearing

In the matter of **636** Winchester, we have been successful in negotiating a Voluntary Settlement Agreement (VSA). The terms of the VSA are that Winchester will take the State Ethics Course, the Law and Admin Course, his certificates will be demoted from Level 3 to 2 for 1 year. This demotion may be reduced to 6 months if he passes a Building Level III Course and State Exam, He must resign from Sistare and is prohibited from inspecting any of their work in the future, and a letter of reprimand will be issued. Roegner made a motion for the Board to accept the VSA. Seconded by Andy Matthews. Motion passed by acclamation.

Dismiss with a Letter to Jurisdiction

Roegner made a motion that case **675** Billings be dismissed, and a letter be sent to the Authority Having Jurisdiction (AHJ). Seconded by Les Everette. Motion passed by acclamation.

Dismiss

Roegner made a motion to dismiss case **673** Wall. Seconded by Fleming El-Admin. Motion passed by acclamation.

Decline to Reissue

Roegner made a motion that case **616** Callahan, that Mr. Callahan's certificates are not reissued. Second, by Andy Matthews. Motion passed by acclamation.

Rules Review Special Committee (RRC) Rules Review

Roegner stated that the committee did not meet. Hejduk explained the item needing future attention is Periodic Rules Review 11 NCAC 08 .0500 and .0800. While .0800 are disciplinary rules, .0500 deals with Limited certificates and there are only five (5) individuals with active Limited certificates.

New Business

A. Probationary requests

- Keith David Kiger (CEO#18601) Probationary Electrical Level II P-34491 expired 1/6/2024

Andy Matthews made a motion to approve the probationary request. Seconded by Roegner. The motion passed by acclamation.

- #### **B. QuestionMark® provides exam administration and Measure Learning provides remote proctoring.** Rich Hall explained the benefits of this contract. Kyle Heuser explained the details of the contract including the ability to administer state exams for the N.C. Home Inspector Licensure Board.

Danny Couch made a motion to authorize OSFM to finalize negotiations and have Brian Taylor, OSFM execute the contract with QuestionMark. Seconded by Roegner. The motion passed by acclamation.

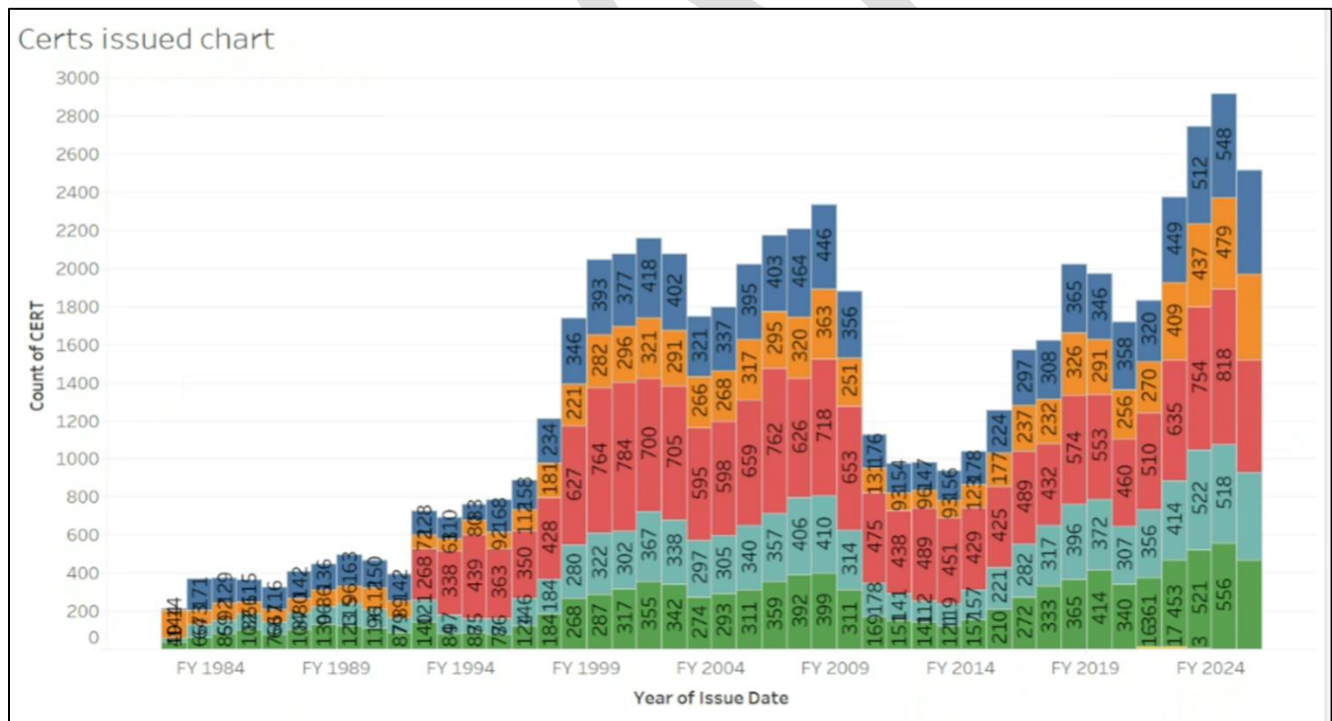
Mike Hejduk explained for the information of remote meeting attendees the introduction of an online remote state exam as an alternative to PSI Services LLC testing center exams.

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. Certificate totals highlighting 10,0812 active certificates, military 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	4,400		4,400
Applications	1,881	1,209	562	349	407		1,318
Pre-Qualification	79	178	18	91	21		130
Probationary	942	565	273	169	178		620
Standard	860	466	271	89	208		568
Military/Spouses	65	126	68	47	63		178
Criminal History	30	11	5	4	6		15
Board courses	197	99	55	48	57		160
Students	2,379	1,006	514	521	696		1,731
Exam eligibilities	1,677	586	448	340	382		1,170
Exams taken	1,512	1,551	423	436	297		1,156
Exams passed	1,162	1,224	363	362	245		970
Certificates Issued	2,497	1,134	873	772	1,081		2,726
Probationary	1,445	624	487	420	627		1,534
Standard	1,052	510	385	352	415		1,152
Certificates Total	9,379	10,062	10,442	11,082	11,156		11,082
Probationary		2,970	3,154	3,161	3,514		3,161
Standard		7,085	7,282	7,476	7,637		7,476
Complaints	18	10	1	0	3		4
Disciplinary actions	3	3	5	1	2		8

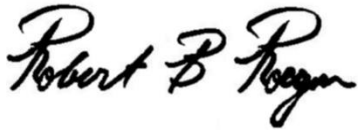


Sam Whittington explained the increasing number of complaints and in particular conflict of interest issues. Whittington reminded the Board of the mandatory Chapter 160D Board-developed course. Chair Thunberg discussed with Adam Lovelady whether this would be good topic for the Law and Administration course or a standalone Board-developed course.

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

ITEM 9 -- ADJOURNMENT

Thunberg adjourned the meeting.

A handwritten signature in black ink that reads "Robert B. Hoegen". The signature is written in a cursive style with a large initial 'R'.

Secretary, NCCOQB

DRAFT