

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD MEETING MINUTES DRAFT



July 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 July 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	Jeff Tracey
Montrena Hadley	Rob Roegner	James Steele
Adam Lovelady	Les Everett	Fleming El-Amin
Mack Summey, PE	Richard White	
Kenny Weatherington	Michael Slate	

The following members of the Board were absent:

Andy Matthews, Mark Patterson, Russell Fox, Mark Smith, Dr. Sajjad Bigham, Dr. Ahmed Megri, Allen Kelly.

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

OSFM Staff in attendance:

Beth Williams	Sam Whittington
Terri Tart	Rich Hall
Sarah Barcenas	Kathy Vincent
Jeff Griffin	Jeff Johnson

Charlie Johnson	Joe Starling
Bonnie Bentley	Renita Denton

Approximately 23 individuals attended via Webex including inspection staff of state and local governments.

Chairman Thunberg acknowledged that two board members would be stepping down from their positions on the board. Terri Tart has ordered plaques for Mark Patterson and Allen Kelly. We will notify them of our appreciation for them serving.

Thunberg announced that four new members have been appointed to the board. Sarah L. Moberaten, a licensed Architect appointed by Phil Berger, President Pro Tempore of the North Carolina Senate. She will fill the position held by Mark Patterson. We are awaiting her paperwork and oath. The second one is Anthony D. Casey. He is a mechanical contractor and was appointed by Destin Hall, Speaker of the House for the North Carolina House of Representatives. He will fill the position held by Allen Kelly. We are awaiting his paperwork and oath.

Dr. Ahmed Megri has been appointed to the Board by the Engineering Department of North Carolina A&T State University. He will be replacing Joshua Robbins. In addition, Dr. Sajjad Bigham was welcomed to the Board. Dr. Bigham is an Associate Professor in the Department of Mechanical and Aerospace Engineering at NC State University. Bigham will be replacing Dr. Stephen Terry. We will have them join us at the next board meeting.

ITEM 2 – APPROVAL OF MINUTES

Fleming El-Amin made a motion to approve the minutes of the April 22, 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 195. The Board recognized the following code officials in receiving their fifth Level III certificate this quarter.

- | | | |
|--------------------|------------|-------------|
| • Dean Burbage | Electrical | Pitt |
| • Benjamin Raymond | Fire | Randolph |
| • David Rittlinger | Electrical | OSFM |
| • Jerry Turbeville | Fire | New Hanover |
| • Sean Turnmire | Fire | Ashe |
| • Jason Wadsworth | Fire | Wake |
| • Jason Wood | Fire | Wilson |

ITEM 4 - PUBLIC COMMENT

No comments were made.

ITEM 5 - COMMITTEE REPORTS

Executive Committee - Chair Bill Thunberg reported that the committee met on June 17, 2025, via WebEx. Topics included Legislative Updates and Exam Administration Contract Update.

Policies and Procedures (P&P) – Chair White reported the committee met on July 10, 2025. White was not in attendance at the committee meeting. White reported that Mebane was in a state of emergency due to the tropical storm Chantal. The committee went over the items below:

- January 2025 Rules and Level Changes
- Online application process
- Development phase – production soon
- January 1, 2025, designated start date for residential/commercial certificates
- Apply for Level 1 and Level 2
- Existing online system limitations
- Legislative Updates*
- Periodic Rules Review
 - .0500 – Limited Certificates
 - .0600 – Qualification Board-Probationary Certificate
 - .0700 – Qualification Board-Standard Certificate
 - .0800 – Disciplinary Actions

Kyle Heuser discussed topics and legislation with the Board.

- Possible Rule Changes
- Renewal Fees
- CE Requirement Waiver – May 1 – June 30

Chair Thunberg asked Rob Roegner if he would make a motion for the CE Requirement Waiver. Heuser recommended that we visit the motion that was discussed during the Policies and Procedures committee meeting held on July 10, 2025.

The motion was if you have taken the certification course during the year that you receive your standard certificate or if you receive your standard certificate between April 1st to June 30th, the CE requirements for that year will not apply. If you receive a standard certificate during a CE reporting period, staff shall award 6 hours of CE for that certificate during that period. Heuser recommended to write it in the rule that NO CE is required for that reporting period. Heuser stated that if an individual receives a standard certificate in a CE reporting period, that'll be July 1st of this year to June 30th of next year, Roegner amended his motion to reflect what the committee voted on. Second, by Michael Slate. Thunberg asked if anyone was opposed to the motion. Hearing none the motion carries by acclamation.

Heuser reported on the yearly renewal fees and concerns raised by local jurisdictions. Sorensen advised that the discussed changes on renewal fees may be prohibited by statute. After much discussion the Board suggested a motion that states: NO action on the renewal fees due to statutory constraint.

Heuser reported that every ten years we must go through periodic rules review where we advise the Rules Review Commission whether the existing rules are still appropriate or not appropriate. The Board will need to have completed the process by March 31, 2026. Heuser will need to send recommendations to the Rules Review Commission by March 20, 2026. In order to ensure enough time for a 60-day public comment period, so just the way the Board will need to vote on the recommendations during the July 2026 board meeting.

Roegner discussed whether the Level I, II, and III *certificate* rules effective date should be delayed. This includes 11 NCAC 08 .0706, .0737, .0738, .0739, .0740, and .0741. Roegner stated that this proposed delay was the recommendation of the committee. Starling advised on the reasons for why OSFM staff felt the delay was prudent. Weatherington advised that a delay could affect the Board courses currently in development. Slate made a motion for the Board to direct Legal Counsel and OSFM staff to draft rules that would temporarily revert the new level system and delay the effective date of the rules in question to January 1, 2027. Everett seconded the motion. Thunberg asked if anyone was opposed to the motion. Hearing none the motion is adopted by acclamation.

Qualifications and Evaluation (Q&E) – Chair El-Amin reported that the committee met on July 8, 2025, via Webex. The purpose of the meeting was to consider applications for certifications with felony convictions.

- Two applications were reviewed and discussed by the committee. Jeff Tracey mentioned he may have a conflict and legal counsel provided advice. The committee approved both applications to pursue certification as a Code Enforcement Official with a unanimous vote (4).

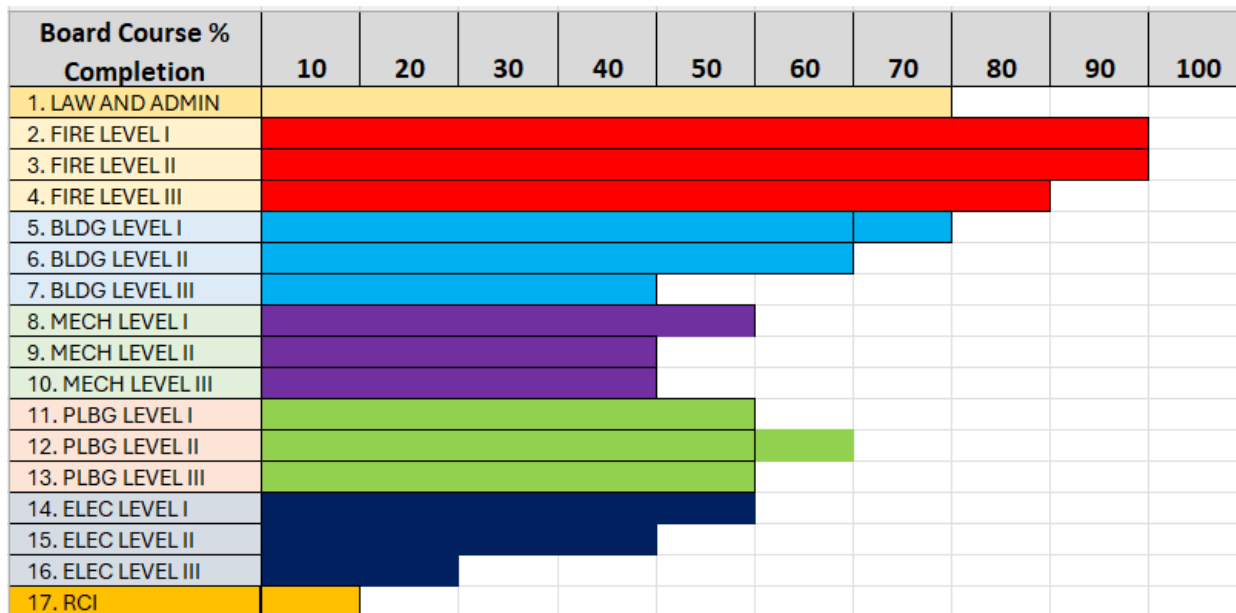
El-Amin made a motion to move forward with the applications. Danny Couch seconded the motion. The motion carries by acclamation.

Education and Research (E&R) – Chair Danny Couch reported a meeting was held on July 9, 2025, via WebEx.

Topics Discussed:

- Board Course Development Updates*
- Board Courses for 2024 Code still Effective on 1/1/2026?
- Standard Certificates Updates
- CE Requirements Met 95 %
- Renewals Met 75%
- NCCCS Board 2024 Courses New Numbers & Hours
- UNC School of Government – Adam Lovelady
- Code Officials Handbook

Couch reported on the Board Course Updates.



NCCCS – Con Ed

CCL – Course Review Worksheet

Page 1 of 8

Code Enforcement Officer Certification

Submitted By: NC Code Officials Qualification Board
NC Office of State Fire Marshal

Initial WDLC Review: March 27, 2025Contact: NCCCS

State Board

Person: Bill Thunberg, Chair NC COQB
Mike Hejduk, NC OSFM
Kenny Weatherington, NCCCS

Submission: May 16, 2025

At the request of the NC Code Officials Qualification Board and the North Carolina Office of the State Fire Marshal, the following new courses are submitted for inclusion in the NCCCS Combined Course Library (CCL), with an effective date of July 1, 2025.

Request for New Courses* - Effective July 1, 2025

Course ID	Course Title	Course Description	Recommended Hours	Maximum Hours	Program Area	Cert Y/N	Tier Level
COD-3301	Law and Administration	<i>See pages 3-7 for descriptions</i>	15	18	R05	N	3
COD-3302	Residential Changeout Inspector		40	48	R05	N	3
COD-3303	Code Enforcement Continuing Education		30	36	R05	N	3
COD-3304	Permit Technician		28	34	R05	N	3
COD-3311	Building Level I-Residential		48	58	R05	N	3
COD-3312	Building level II-Commercial		48	58	R05	N	3
COD-3313	Building Level III		40	48	R05	N	3
COD-3321	Electrical Level I-Residential		48	58	R05	N	3
COD-3322	Electrical Level II-Commercial		40	48	R05	N	3
COD-3323	Electrical Level III		32	38	R05	N	3
COD-3331	Fire Level I Standard Certificate		36	43	R05	N	3
COD-3332	Fire Level II Standard Certificate		32	38	R05	N	3
COD-3333	Fire Level III Standard Certificate		24	29	R05	N	3
COD-3341	Mechanical Level I-Residential		32	38	R05	N	3
COD-3342	Mechanical Level II-Commercial		32	38	R05	N	3
COD-3343	Mechanical Level III		24	29	R05	N	3

Couch reported on the Board Course 2024 effective is still January 1, 2026. The Standard Certificates Updates were discussed and 95% had met their CE requirements and 75% had met their renewals. Kenny Weatherington went over the NCCCS Board 2024 Courses New Numbers & Hours.

Sorensen asked Thunberg if the 1/1/2026 effective date for the Board's 2024 Code courses should be changed to 1/1/2027. Roegner recommended extending the date to 1/1/2027. Thunberg asked Joe Starling if he had any comment. Starling agreed with Roegner. Couch made a motion to change the date to 1/1/2027, to fall into place with the items that the Policies and Procedures committee are working on. Heuser advised that a delay in 2024 courses could impact the Board's ability to meet its contractual obligations with QuestionMark. Heuser suggested that such a risk could be offset by administering 2018 code courses and exams through QuestionMark, but that this would require additional OSFM staff resources and time to implement the new online exam proctoring system. Thunberg suggested directing the Education and Research Committee along with Heuser, Roegner and Starling to bring the exams and effective dates that QuestionMark is working on back to the Board at its next meeting. Board needs more details about what the pros and cons were, particularly the finances involved. Roegner agreed.

Investigation Review (IRC) – Chair Rob Roegner held a committee meeting on June 11, 2025, and July 9, 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:

Dismiss with a Letter of Caution

Roegner made a motion that case **682 Strickland** be dismissed with a letter of caution. Second by Weatherington. Motion carries by acclamation.

Dismiss

Roegner made a motion to dismiss case **686 Parrish** be dismissed. Second by Couch. Motion carries by acclamation.

Unfinished Business

Heuser reported on the Legislative Updates.

S.B. 257 2025 Appropriations Act

Heuser reported that this is the Senates proposed budget. The Senate and the House are still in negotiations.

S.B. 451 Occupational/Professional Licensing Relief

Heuser reported that this is a bill that would reduce the continuing education requirements for every occupational state agency licensing board. This bill has not moved since April. It was briefly included with another bill but was then taken out by the committee. We are continuing to monitor it.

H.B.661 Building Industry Efficiency Act of 205

Heuser reported that this is one of two bills sponsored by representative Brody. The Board and OSFM provided input on. It would have created a new class of private residential changeout inspectors. Brody amended the bill based on the input from the board and staff. The amendment was to create an inspection exemption for true residential changeouts. There is limited language to a true residential

changeout. This bill is currently in the Senate committee on rules and operations. We will continue to monitor it. The board's input has already been incorporated in the bill.

S.B. 700 Create the Office of Engineering and Codes

Heuser reported that this bill would have taken the Engineering Division at the OSFM and send it over to the Department of Labor. There has not been any recent movement on this bill and OSFM has reason to believe there will not be.

S.L. 2025-61 Neighbor State License Recognition Act

Heuser reported that this requires the board to extend reciprocity to code officials currently residing in neighboring states who establish residency in NC. This bill has been discussed by several committees. The board will use their exams to show proof of competency. There should not be any rule making required. Roegner made a motion that the board will use their exams to show competency to anyone coming in through reciprocity. Couch second the motion. The motion carries by acclamation.

H.B. 765 Local Government Development Regulations Omnibus

Heuser reported that various committees have looked at this bill. The committees have determined that it is beyond the scope of the Code Officials Qualification Board.

H.B. 831 Commercial Inspection Efficiency Act

Heuser reported that the bill is the second one sponsored by representative Brody. Thunberg, Roegner and Heuser attended a meeting with representative Brody. They worked with the bill draft to review the changes that were recommended. They wanted to ensure that private commercial inspectors would not be granted any police or enforcement powers that are available under General Statutes or the NC State Building Code. This is to ensure that private commercial inspection firms as well as private commercial inspectors would be subject to the disciplinary powers of the board that certain insurance requirements would be mandatory for private commercial inspection firms as well as private commercial inspectors. Representative Brody will introduce the amendments from the board once the bill reaches the house floor for a vote.

H.B. 899 Return Oversight of OSFM to DOI Commissioner

Heuser reported that there has not been any movement on this bill.

QuestionMark

Heuser wanted to give a shout out to Malik Gordon. He has just completed his first year of law school at Campbell Law School. He is spending his summer in the General Council Office of the Department of Insurance. Heuser asked Gordon to draw up a memorandum of understanding to be entered by this board and OSFM. The memorandum of understanding was reviewed by Heuser and Sorensen. NC Code Officials Qualification Board entered into an agreement with QuestionMark to operate this exam remote proctoring platform. NC COQB will extend access to that platform to the NC Home Inspector Licensure Board (NC HILB) and OSFM Pyrotechnics program. The cost of the agreement would be split in three ways. The cost of that agreement is a setup fee of \$18,000.00; each entity would be responsible for \$6,000.00. There is an annual \$20,000.00 fee, each entity would be responsible for one-third of that. If any arrears fees would arise, each entity would be split three ways. An arrearage would arise if the contractual exam threshold was not met. Since the last Board meeting, the annual license fee increased by \$10,000.00 in exchange for a lower exam threshold. Roegner made a motion to authorize Chairman Thunberg to sign off on the memorandum of understanding. Second, by Everette. The motion carries by acclamation.

Thunberg welcomed Dr. Ahmed Megri, NC A&T, to the board meeting. Thunberg stated that there would be a more formal welcome at the October meeting. Dr. Megri introduced himself and his work to the Board.

ITEM 8 – STAFF REPORT - DASHBOARD

Joe Starling gave the staff report and reviewed the 4th quarter Fiscal Year 2024-2025 activities dashboard. Applications are at record levels. The number of CEO's has increased. Certificate totals highlighting 10,451 active certificates, military applicants, fire exam pass rates, workforce development as well as the Board course update schedule.

Staff Report							
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	4400	3,912	3,912
Applications	1,881	1,209	562	349	407	429	1,747
Pre-Qualification	79	178	18	91	21	22	152
Probationary	942	565	273	169	178	233	853
Standard	860	466	271	89	208	174	742
Military/Spouses	65	126	68	47	63	24	202
Criminal History	30	11	5	4	6	2	17
Board courses	197	99	55	48	58	56	217
Students	2,379	1,006	514	521	633	624	2,292
Exam eligibilities	1,677	586	448	340	382	121	1,291
Exams taken	1,512	1,551	423	436	297	514	1,670
Exams passed	1,162	1,224	363	362	245	429	1,399
Certificates Issued	2,497	1,134	873	772	1081	535	3,261
Probationary	1,445	624	487	420	627	221	1,755
Standard	1,052	510	385	352	415	314	1,466
Certificates Total	9,379	10,062	10,442	11,082	11156	10,451	10,451
Probationary		2,970	3,154	3,161	3514	3,343	3,343
Standard		7,085	7,282	7,476	7637	7,105	7,105
Complaints	18	10	1	0	3	5	9
Disciplinary actions	3	3	5	1	2	1	9

Thunberg thanked Starling for the Staff report.

Election of Officers

Sorensen explained that after the July meeting each year the Board elects new officers. It states in the Boards bylaws that there are three officers. Sorensen opened the floor for nominations. Sorensen asked Thunberg if he still wanted to serve as Chairman. Thunberg agreed. Couch made a motion to close the nomination for Chairman. Weatherington second. The motion carries by acclamation.

Sorensen asked El-Amin if he would run for reelection for Vice -Chair. El-Amin agreed. Couch moved to close the nomination for Vice-Chair. White second. The motion carries by acclamation.

Sorensen asked Roegner if he would run for reelection for Secretary. Roegner agreed. Montrena Hadley second. The motion carries by acclamation.

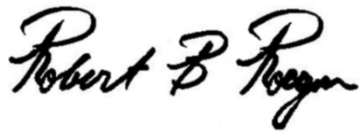
Sorensen asked if each Committee Chair below would run for reelection. All agreed. Sorensen closed the nominations for Committee Chairs.

Heuser brought up to Thunberg that Joe Starling would be taking over for Mike Hejduk as a Rulemaking Coordinator. Heuser serves as the other Rulemaking Coordinator for the Board. Hejduk got a new

position with another state agency. Starling has agreed to be the replacement Rulemaking Coordinator. Weatherington made a motion to approve Starling. Second by Hadley. The motion carries by acclamation. Heuser will draw up a letter about the rule making coordinator change. Thunberg will sign off on the letter. Heuser will send the notification of the change to the Office of Administrative Hearing.

ITEM 9 -- ADJOURNMENT

Couch adjourned the meeting. Jeff Tracey second. The motion carries by acclamation.

A handwritten signature in black ink, reading "Robert B. Regan". The signature is written in a cursive style with a large, stylized "R" at the beginning.

Secretary, NCCOQB

DRAFT