

NORTH CAROLINA CODE OFFICIALS QUALIFICATION SPECIAL BOARD MEETING MINUTES DRAFT



November 24, 2025 - 9:00 AM

The quarterly meeting of the N.C. Code Officials Qualification Board (“Board”) was held via WebEx at 9:00 AM on November 24, 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	Jeff Tracey	James Steele
Montrena Hadley	Sajjad Bigham	Fleming El-Amin
Mack Summey	Mark Smith	Michael Slate
Sarah Mobraten	Les Everett	Rob Roegner
Andy Matthews	Richard White	
Kenny Weatherington	Ahmed Megri	

The following members of the Board were absent:

Adam Lovelady, Dean Casey, Andre Lassiter and Russell Fox.

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

OSFM Staff in attendance:

Beth Williams	Renita Denton
Jennifer Hollyfield	Bonnie Bentley
Sarah Barcenas	Jeff Johnson
Jeff Griffin	Joe Starling

Approximately 24 individuals attended via Webex including inspection staff from state and local governments.

ITEM 2 – AMENDMENTS NEEDED:

Kyle Heuser went over the proposed amendments.

11 NCAC 08.0706 Required Qualifications: Types and Levels.

Kenny Weatherington made a motion to recommend and amend the rule to require standard certificate applicants to make a passing grade of at least 70 percent on the state law and administration examination administered by the Board, unless exempted by 11 NCAC 08 .0707. Fleming El-Amin seconded, the motion. No one opposed the motion. The motion was adopted by acclamation.

11 NCAC 08.0707 Special Circumstances

Rob Roegner made a motion requiring comity applicants to pass the law and administrative examination prior to being issued a standard certificate and then require comity certificate holders to take and pass the board course in law and administration within three years after being issued a standard certificate. Les Everett seconded, the motion.

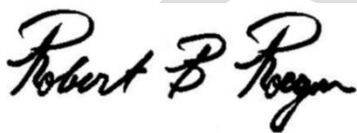
No one opposed the motion. The motion was adopted by acclamation.

ITEM 3 - PUBLIC COMMENT

No comments were made.

ITEM 4 -- ADJOURNMENT

Thunberg adjourned the meeting.

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

Secretary, NCCOQB