

NORTH CAROLINA CODE OFFICIALS QUALIFICATION SPECIAL BOARD MEETING MINUTES DRAFT



September 30, 2025 - 10:00 AM

The quarterly meeting of the N.C. Code Officials Qualification Board (“Board”) was held via WebEx at 9:00 AM on September 30, 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	James Steele
Montrena Hadley	Sajjad Bigham	Fleming El-Amin
Sarah Mabraten	Les Everett	
Anthony Casey	Richard White	
Kenny Weatherington	Ahmed Megri	

The following members of the Board were absent:

Rob Roegner, Mack Summey, Russell Fox, Michael Slate, Adam Lovelady, Andy Matthews, Mark Smith, and Jeff Tracey.

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	Rich Hall	Bonnie Bentley
Terri Tart	Kathy Vincent	Sam Whittington
Sarah Barcenas	Jeff Johnson	Anna Basile
Jeff Griffin	Joe Starling	Jennifer Hollyfield

Approximately 21 individuals attended via Webex including inspection staff from state and local governments.

ITEM 2 – RULE UPDATES

Nick Sorensen went over the proposed amendments. The North Carolina Code Officials Qualification Board (NCCOQB) has voted to initiate temporary and permanent rulemaking to amend the below-listed rules in Title 11, Chapter 08 of the North Carolina Administrative Code. No public comments were received.

Kenny Weatherington made a motion to approve the final adoption of the temporary rulemaking. Fleming El-Amin second, the motion. No one opposed the motion. The motion was adopted by acclamation.

Below is a list of the rule changes:

- 11 NCAC 08 .0706;
- 11 NCAC 08 .0737;
- 11 NCAC 08 .0738;
- 11 NCAC 08 .0739;
- 11 NCAC 08 .0740; AND
- 11 NCAC 08 .0741

ITEM 3 – QUESTION MARK EXAM – IMPLEMENTATION

Heuser went over Question Mark Exams implementation steps. Rich Hall and Kathy Vicent are currently working on beta testing.

Danny Couch made a motion to offer 2018 Code Exams through QM concurrently with PSI. Weatherington second, the motion. No one opposed the motion. The motion was adopted by acclamation. See the projected start dates for trade exams below.

Projected Start Dates for Exams:

Trade – Location	Start
HILB – McKimmon Center	10/16/2025
HILB – QM	11/1/2025
COQB (All) – PSI	10/1/2025
Building	10/5/2026
Fire	1/5/2026
Electrical	1/12/2026
Mechanical	1/12/2026
RCI	1/26/2026
EOC – Law & Administration	12/1/2025

Weatherington made a motion to set the exam price at \$100.00. The price would be paid by the examinee. The

payment processor maximum fee is \$6.50 (maximum 6.5%). Questionmark's fee is \$60.00, the remainder remitted would go to the board (currently, IRF): \$33.50. The motion was second by Fleming El-Amin. No one opposed the motion. The motion was adopted by acclamation.

Thunberg asked Weatherington to discuss the go live date for and costs of the Law & Administration exam in the Education & Research Committee. Then bring it back to the Board at the next regular meeting.

Weatherington made a motion to approve the go live dates for the exams with exception of the Law & Administrative exam, for the proposed dates provided by staff or as soon as possible thereafter. Seconded, by Fleming El-Amin. No one opposed the motion. The motion was adopted by acclamation.

Thunberg requested that staff work with the community colleges for transitioning of administration of the Law & Administration exam and the EOC exams to QM to the Education & Research Committee for discussion then bring back to the Board at the next regular meeting.

ITEM 4 - PUBLIC COMMENT

No comments were made.

ITEM 5 -- ADJOURNMENT

Thunberg adjourned the meeting.



Secretary, NCCOQB