

**MINUTES OF THE**  
**NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD**  
**EMERGENCY MEETING**  
**March 16, 2020**

The emergency meeting of the NC Code Officials Qualification Board (“Board”) was held at 9:00 A.M. on Monday, March 16, 2020 in the Albemarle Building Conference Room 623 at 325 N Salisbury St, Raleigh, NC 27603.

**Item 1.A.: Roll Call/Conflict of Interest Reminder**

Chairman Thunberg asked each member of the Board to introduce themselves for the roll call and 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 attended the meeting by teleconference (\*attended the meeting in person):

Richard Ducker	Bill Thunberg	Karen Tickkanen
Ken Stafford	Rob Roegner*	Dr. Stephen Terry
Allen Kelly	Richard White	Helen McIntosh
Jeff Griffin	Thomas Bender	Michael Crotts

The following members of the Board did not participate in the meeting:

Andy Matthews  
Mack Summey  
James Steele  
Mark Smith  
Fleming El-Amin  
Stephanie Luster-Teasly  
Danny Couch

Others in attendance were as follows(\*by teleconference):

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Kathy Williams	Department of Insurance	Raleigh, NC
Terri Tart*	Department of Insurance	Raleigh, NC
Sam Whittington	Department of Insurance	Raleigh, NC
Mike Hejduk*	Department of Insurance	Raleigh, NC
Tom Felling*	Department of Justice	Raleigh, NC
Cliff Isaac	Department of Insurance	Raleigh, NC
Beth Williams	Department of Insurance	Raleigh, NC

**Item 2- Discussion of possible CE options for the 2020 renewal year**

Thunberg asked Roegner to describe the continuing education situation. Roegner reported that jurisdictions are no longer able to travel. 72% of all inspectors have completed their continuing education hours required by June 30, 2020, but 28% have not. Many planned CE events have been cancelled or postponed.

Roegner recommended to push continuing education requirements to the next renewal year and require 12 hours of CE per certificate by June 30, 2021. However, the jurisdictions would still need to pay the \$10 renewal fee per certificate by June 30, 2020.

Felling reported that GS 143-151.13A(e) – Professional Development Program allows the Board to grant extensions of time to meet requirements when necessary.

Thunberg asked Felling if the Board had the regulatory authority to renew standard certificates without completing continuing education and he said the Board does.

Griffin made a motion to extend continuing education in accordance with GS 143-151.13A(e) to require 12 hours of CE by June 30, 2021. Renewal fees are still required by June 30, 2020. Bender added one comment that there should be more online CE options. Roegner seconded the motion and the motion carried after some discussion.

**Item 3- Expiring probationary certificates**

Thunberg asked Williams to report on the probationary certificate situation. She reported that probationary certificates are issued for a 3 years period during which time they are to perform inspections and take the required courses for exams. They also expire everyday. At this time community colleges are closed and there are no standard courses to take. There are approximately 80 certificates set to expire by June 30, 2020. Code officials are not able to complete the complete the requirements to take a state exam.

Felling discussed that, based on current statutory authority, there is no way to extend or renew a probationary certificate, but would need to enable a temporary rule. Thunberg asked if the rule could be suspended. Felling stated it would take a rule to suspend the rule.

Felling reported he needed to research the issue.

Roegner made a motion to extend any probationary certificate due to expire from March 16, 2020 through December 31, 2020 until January 1, 2021. Ducker seconded the motion.

Felling suggests that we do not notify code officials until its determined if temporary rules are needed.

Isaac asked Felling if it is possible to get the Board's automatic approval without the Board meeting? Felling answer no, the Board must approve the temporary rule first. It can be accomplished in one meeting.

**Item 4 - Voluntary Settlement Agreement for Jason Walker**

Whittington reported that Jason Walker was required to take specific courses as dictated by a Voluntary Settlement Agreement. Walker informed Whittington that he is unable to get a Law and Administration course due to the coronavirus. All community college classes have been cancelled and he has a job offer if he can get his certificates re-activated. He has completed all but one required course.

Roegner made a motion to issue Mr. Walker's standard certificates and give him until the 12/31/2020 to complete the Law and Administration course. If he does not complete the course, his certificates will be suspended. Ducker seconded the motion and the motion carried.

Thunberg asked if there was a need to cancel the next meeting and if so, how can it be handled? Williams stated the meeting could be handled by teleconference.

Roegner made a motion to adjourn. Kelly seconded the motion and the meeting was adjourned.