

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD MEETING MINUTES DRAFT

Board Meeting

July 28, 2026 – 1:00 PM

NC Office of State Fire Marshal

Meeting held via Webex

July 28, 2026

The meeting of the N.C. Code Officials Qualification Board (Board”) was held via Webex at 1:00 PM on July 28, 2026.

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.

Bill Thunberg	Jeff Tracey	Dean Casey
Montrena Hadley	Fleming El-Amin	Jean Wooten-Jiles
Michael Slate	Rob Roegner	
Sarah Mabraten	Michael Slate	
Kenny Weatherington	Richard White	
Sajjad Bigham	Adam Lovelady	

The following members of the Board participated in the meeting and provided a quorum:
The following members of the Board were absent:

Andy Matthews, Ahmed Megri, James Steele, Les Everett, Mack Summey, and Mark Smith.

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 present.

OSFM Staff in attendance:

Beth Williams	Renita Denton	Sam Whittington	Charlie Johnson
Jennifer Hollyfield	Bonnie Bentley	Rich Hall	Jeff Johnson
Sarah Shannon	Jay Daunoy	Kathy Vincent	
Jeff Griffin	Joseph Starling	Terri Tart	

Approximately 29 individuals attended via Webex including inspection staff from state and local governments.

- Chairman Thunberg reported that Michael Slate will recuse himself from the Investigative Review Committee, involving complaint #706 & #707.

ITEM 2 – APPROVAL OF MINUTES

Rob Roegner made a motion to approve the minutes of April 28, 2026, Regular Board meeting. Kenny Weatherington seconded the motion. Motion adopted by acclamation.

Rob Roegner made a motion to approve the minutes of the Special Board meeting. Richard White seconded the motion. Motion was adopted by acclamation.

ITEM 3 - FIFTH LEVEL III CERTIFICATE

The number of active code enforcement officials who have five (5) Level III certificates is 216. The Board recognized the following code officials in receiving their fifth Level III certificate this quarter.

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|---------------------|--------------------|---------------------|
| • Matthew Crawford | Electrical Level 3 | Guilford |
| • Alexander Owens | Electrical Level 3 | Forest City |
| | Mechanical Level 3 | |
| | Plumbing Level 3 | |
| | Fire Level 3 | |
| • Christopher Shonk | Electrical Level 3 | Davidson |
| | Plumbing Level 3 | |
| • Terry Sutton | Fire Level 3 | EBCI |
| • Kathryn Whalen | Electrical Level 3 | Engineering & Codes |

ITEM 4 – COMMITTEE REPORTS

Executive Committee - Chair Bill Thunberg reported that the committee did not meet.

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

Education and Research (E&R) Committee – Chair Kenny Weatherington reported that the committee did not meet.

Qualification & Evaluation (Q&E) Committee – Chair Jeff Tracey reported that the committee met on July 15, 2026, at 9:00 A.M. Via Webex. The committee recommended approving two applications. Roegner made a motion to approve the two applications. Michael Slate seconded the motion. The motion was adopted by acclamation.

Investigation Review Committee – Chair Rob Roegner reported that the committee met on June 9, 2026, and July 21, 2026. The committee made the following recommendations to the Board:

Dismiss No-Basis

Roegner made a motion that the cases below be dismissed. Seconded by Kenny Weatherington. The motion was adopted by acclamation.

Dismiss

704 Stillwell and O'Connor (Modglin) – Griffin

706 McIntosh / **707** Slate (Mandley) – Bentley

718 Grady (Chartier) – Whittington

Roegner made a motion that the cases below be dismissed with a letter of caution. Second by Weatherington. The motion was adopted by acclamation

Dismiss with Letter of Caution

721 Crouse and Holden (Culkar) – Griffin

724 Motsko (McAllister) – Whittington

Basis – VSA

699 Gonzalez (Wheaton) – Griffin -- Roegner made a motion to approve a Voluntary Settlement Agreement (“VSA”). Montrena Hadley seconded the motion. The motion was adopted by acclamation.

704 Stillwell and O'Connor (Modglin) – Griffin--Roegner made a motion to approve a Voluntary Settlement Agreement (“VSA”). Hadley seconded the motion. The motion was adopted by acclamation.

710 Nelms (IRC) – Griffin -- Roegner made a motion to approve a Voluntary Settlement Agreement (“VSA”). Seconded by Michael Slate. The motion was adopted by acclamation.

Basis – Hearing

719 Wright (Stewart) – Whittington -- Roegner made a motion to approve and schedule a hearing. Second, by Fleming El-Amin. The motion was adopted by acclamation. Chairman Thunberg requested that the hearing be scheduled as soon as possible.

Other Matters for the Board

Board Rule for Records submission:

Request for a Board Rule for submission of records during an investigation. Kyle Heuser explored whether a record request rule would be feasible, and recommends based on his findings, that the Board would not have statutory authority for such a rule.

Chairman Thunberg requested that Roegner take the rule for submission of records back to the Rules Review Committee for further discussion. Thunberg asked Roegner to bring it back to the board at its next regular board meeting under New Business. Thunberg thanked the committee.

Rules Review Committee-Chair Roegner reported that the committee did not meet

ITEM 5 ON-GOING BUSINESS

Rulemaking Update – Kyle Heuser reported.

The fiscal note that the board approved on July 13, 2026, Special Meeting has been approved by the Office of State Budget and Management. We are now in a short holding pattern. The Administrative Procedure Act requires that a rule-making agency submit a physical note to the Office of State Budget and Management at least sixty days before the note and the associated rules are published in the North Carolina Register. We submitted the fiscal note to the Office of State Budget and Management on July 13, 2026. We are targeting a register publication date of September 15, 2026. Heuser will be submitting the Rules to the Office of Administrative Hearing around August 12, 2026. They will be included in the September 15, 2026, Edition of the North Carolina Register.

Law & Administration -- Heuser reported.

At the April board meeting the board approved amendments to rules .0706 and .0707. This would address the Law & Administration examination. The rule changes would require applicants to pass the board's Law & Administration examination rather than the end of course exams administered by the community colleges. The board adopted the amendments to the rule in November 2025. The public comment period expired. No comments were received. It is the staff's recommendation to hold off on final adoption of the amendments. Chairman Thunberg requested that this item go through the Education and Research committee for further discussion. The committee will determine if there needs to be further action by the board. Heuser stated that the Board's deadline to adopt the rule without republishing the rule in the North Carolian Register is March 3, 2026. Thunberg asked that the committee should work on a target date for the Law & Administration exam for testing.

QuestionMark -- Heuser reported.

At the April board meeting the board authorized legal staff to draft a letter to QuestionMark. The letter also informed QuestionMark that the board had elected not to terminate the agreement at this time. The letter also explained that there were items that staff were still waiting for. There was also a \$18,000.00 credit for services that were not implemented yet. There would be no arrears fees for year one and year two of the agreement. QuestionMark responded to the letter and signed the amendment. The State Fire Marshal counter signed the agreement on behalf of the Board. The amendment is now effective, and the Board will receive the credit.

Rich Hall reported that he and Kathy Vincent have been testing the questions. There is a new bulletin that will be going out. Hall stated that the go live date for the new exam is September 1, 2026.

ITEM 6 – NEW BUSINESS

Heuser reported that the state has enacted a Budget Bill (S257, the Current Appropriations Act of 2026). The Bill had some significant impacts with the Office of the State Fire Marshal, particularly with respect to the transfer of OSFM's Codes and Interpretations Section to the Department of Labor. The Budget Bill also made significant revisions to the Insurance Regulatory Fund (IRF), a special fund to which all of the Board's fees are credited. The IRF will no longer operate on a reimbursement model through which the General Fund is reimbursed for appropriations made for specific purposes. Now, the Board's fees will continue to be credited to the IRF, but the revised statute now mandates that those fees be expended on the Board's regulatory activities. This revision will enable the Board to access funding (the proceeds of its own fees) that was previously not available to it.

Rob Roegner reported that the budget bill reassigned Heuser and other code interpretations employees to the Department of Labor. A subsequent technical corrections then reassigned Heuser back to the Office of the State Fire Marshal. The technical corrections bill contained additional language authorizing OSFM to create some additional administrative positions, including a paralegal to work with Heuser.

Senate Bill 451 is still pending. Initially the bill contained provisions that would cut in half the amount of Continuing Education Hours required to renew inspector's standard certifications. A Proposed Committee Substitute (PCS) was introduced that fundamentally changed the bill. It now no longer addresses continuing education hours, but that may reappear in the 2027 legislative session in subsequent legislation and would probably not be voted on in the short session of the General Assembly. that the S451 PCS, which remains at the Finance Committee, is titled the Universal License Recognition Act and it extends the effects of the Neighboring State License Recognition Act to all fifty states. The Universal License Recognition Act also provides that a Code Enforcement Official who is older than sixty-five years of age and has been engaged in the practice of at least twenty-five years will no longer be required to complete any continuing education hours.

Chairman Thunberg asked Heuser to keep the board updated on the next steps. If something happens with Senate Bill 451 to bring the issues to the Executive Committee meeting. Heuser agreed to do so.

Michael Slate requested that new inspectors should not have to renew a new standard certificate after issuance until the following renewal period. Joe Starling requested that the board allow him and staff to go to our IT Department to see if this issue could be resolved. Thunberg asked Starling to take this item to the Policies and Procedures Committee for further discussion and bring back the recommendation to the board at the next board meeting.

ITEM 7 – STAFF REPORT

Joe Starling gave the staff report. Active CEOs are 3,968. The exams taken are down. The number of students taking the courses has risen to 729. Exam eligibility is down to 35.

COQB	Total FY 2023-2024	Total FY 2024-2025	1st QTR Jul - Sep	2nd QTR Oct - Dec	3rd QTR Jan - Mar	4th QTR Apr - Jun	Total FY 2025-2026
CEOs	4,094	3,912	4,104	4,185	4,217	3,968	3,968
Applications	1,209	1,747	527	534	508	558	2,127
Pre-Qualification	178	152	12	32	19	32	95
Probationary	565	853	289	247	241	250	1,027
Standard	466	742	226	255	248	276	1,005
Military/Spouses	126	202	33	32	23	11	99
Criminal History	11	17	1	3	1	2	7
Board courses	99	217	59	49	65	55	228
Students	1,006	2,292	583	560	729	584	2,456
Exam eligibilities	586	1,291	134	95	35	129	393
Exams taken	1,551	1,670	394	370	378	434	1,576
Exams passed	1,224	1,399	326	301	313	367	1,307
Certificates Issued	1,134	3,261	578	729	717	682	2,706
Probationary	624	1,755	276	244	237	225	982
Standard	510	1,466	302	485	480	367	1,634
Certificates Total	10,062	10,451	11,066	11,241	11,246	10,513	10,513
Probationary	2,970	3,343	3,548	3,517	3,408	3,155	3,155
Standard	7,085	7,105	7,514	7,720	7,838	7,354	7,354
Complaints	10	9	3	7	9	5	24
Disciplinary actions	3	9	0	2	0	0	2

STAFF REPORT

Sorensen reported on Board training requirements.

Board Members will receive an email regarding the following:

- COQB Member Part II Training

Page | 6

Starling reported that Terri Tart got a promotion and is now over Qualification Certifications. Sarah Shannon works with Terri on certifications and home inspectors. Jay Dauneay is over the Exams and Sam Whittington is over the investigations. Beth Williams oversees COQB and HILB and committee meetings.

ITEM 8 - PUBLIC COMMENT

No comments were made.

Election of Officers/Committee Chairs

Thunberg asked Kenny Weatherington to take over as Chairman of the nominating committee. Roegner nominated Bill Thunberg as Chairman of the Board for 2026-2027. Hadley seconded. Roegner closed the nominations. Second by Slate. The motion was adopted by acclamation.

Thunberg nominated Kenny Weatherington as Vice-Chairman. Hadley seconded. Roegner closed the nominations. Second by Richard White. The motion was adopted by acclamation.

Thunberg nominated Rob Roegner as Secretary. Second by Weatherington. The motion was adopted by acclamation.

2026 – 2027 Election of Officers

Bill Thunberg, Chairman

Kenny Weatherington, Vice-Chairman

Rob Roegner, Secretary

Thunberg nominated the following Chairs to the following committees. Weatherington closed the nominations. Second by Hadley. The motion was adopted by acclamation.

Election of Committee Chairs (G.S. 143-151.11)

Kenny Weatherington, E & R

Rob Roegner, IRC

Richard White, P&P

Jeff Tracey, Q & E

Thunberg appointed the following committee members.

New/Re-Appointment Committee Members

Adam Lovelady, E&R

Andy Matthews, P&P

Kenny Weatherington, E&R and RR

Jean Wooten-Jiles, Q&E

Andre Lassiter, IRC

ITEM 9 – ADJOURNMENT

Weatherington made a motion to adjourn the meeting. The motion passed by acclamation.

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