

MINUTES
N. C. MANUFACTURED HOUSING BOARD
JULY 21, 2020 AT 10:00 AM
NCDOI - ALBEMARLE BUILDING - HEARING ROOM NO. 240
325 NORTH SALISBURY STREET
RALEIGH, NORTH CAROLINA

1. Members Present: Cynthia Barringer, Jeffrey Cloer (Teams), Joe Earnhardt, Luke Foster, Richard Hill, Bruce McPherson, Rob Roegner (Chair), Kenneth Smith (Teams), Mike Smith, Joe Teague, ~~James Upton~~

Others Present: Joe Sadler (Secretary), Dan Johnson (Attorney, Teams), Jim Baker (Attorney, Teams), Patrick Deaver (New Member), Phillip Warrick (New Member)

- A. Rob Roegner, Designated Board Chair called the meeting to order, made opening remarks and welcomed guests at 10 AM. Social distancing was observed in the meeting room and several online attendees (Teams) due to COVID-19.
 - B. A quorum was declared with 10-members present.
 - C. The Ethics Awareness and Conflict of Interest Statement was read with no conflicts noted.
 - D. The 10/15/2019 and 4/8/2020 Minutes will be approved at the next scheduled meeting.
 - E. Outgoing Board Members Jeffrey Cloer (Teams) and Joe Teague were recognized by Mike Causey, Insurance Commissioner and presented Service Plaques and Certificates of Appreciation.
 - F. Joe Sadler introduced new Manufactured Building Division staff members, Keisha Burch, Meghan Wallace and Phylicia Barker (Temporary), to the Board
 - G. DOJ Attorneys, Dan Johnson and Jim Baker, each gave a brief personal introduction to the Board.
2. There were no hearings scheduled for this meeting.
 3. Old Business:
 - A. Joe Sadler gave an update of Manufactured Building Division Staff Personnel organization. Keisha Burch provides general supervision of the administration office functions along with Meghan Wallace and Phylicia Barker. Mike Hamm continues to manage the Modular program and supervise the staff engineers, Shane Phelps and Bill Moeller. Barry Gupton provides general supervision for the field inspectors, Barry Vess, Steve Smith and Mike Litaker.

- B. Keisha Burch gave an update on the conversion and implementation of the online applications and renewals process from the paper application process. Pat Walker (Retired) played a big part in getting the system operational, along with Meghan Wallace, Mike Hamm and IT staff.

4. New Business

- A. Dan Johnson, DOJ Attorney made a presentation for attorney prosecution of licensing cases before the Board. The MHB should use the designated DOJ Attorney to draft the Notice of Hearing (similar to other NCDOI staffed Boards). The MHB should designate a presiding officer for Hearings. Jim Baker will serve as the prosecutor for MHB cases and provide Notice of Hearing to all parties as required by GS-150B.
- B. Formal Licensee Disciplinary Procedure Recommendations
Foster-Motion/Teague-Second/Approved – DOJ Attorneys will provide examples of other Board procedures to clarify the proposed process. The MHB requests a memo/flow chart prior to the next Board meeting for review.
- C. Foster-Motion/Second/Approved – Staff will initiate the refund of dealer cash bond to Manning Manufactured Homes
- D. EXTENSION OF TEMPORARY LICENSE FOR MANUFACTURED HOUSING SALESPERSON
(11 NCAC 08 .0913)
An Emergency Rule was adopted by the MHB on 4/8/2020 and expired on 6/30/2020. Foster-Motion/Second/Approved – A Temporary Rule is adopted on 7/21/2020 to extend Temporary licenses issued during the COVID-19 restrictions. The Temporary Rule will expire on 6/15/2021 unless further action is taken.
- E. Joe Sadler introduced the 2019 State of North Carolina Regulations for Manufactured Homes and presented copies to the MHB. The requirements are substantially the same as HUD Part 3285/3286.
- F. Barry Gupton discussed the new MBD Website Design as part of the NCDOI and State of North Carolina format standardization. Keisha Burch discussed the plan to move Complaint and Licensing applications online.
- G. Patrick Deaver and Phillip Warrick introduced themselves as the new Public Board Members. Terri Tart, NCDOI Staff administered the Oath of Office and swore them in.

- 5. Barringer-Motion/Second/Approved – The meeting was adjourned.