

**DRAFT Minutes of the
North Carolina Home Inspector Licensure Board
October 9, 2020**

The regular meeting of the North Carolina Home Inspector Licensure Board (“Board”) was held at 9:00 am on Friday, October 9, 2020, by teleconference and on Microsoft Teams®.

The following members of the Board were present:

Robert Roegner	Harold Upton	D. Arthur Hall	Derrick Johnson
Chad Collins	David Dye	Connie Corey	Joseph Ramsey

N.C. Department of Insurance (“NCDOI”), Engineering Division staff members Mike Hejduk, Jennifer Hollyfield, Rodney Daughtry, Beth Williams, Sam Whittington and Thomas Cooney were in attendance. Board Attorney Heather Freeman, N.C. Department of Justice (“NCDOJ”), was in attendance. Chairman Arthur Hall called the meeting to order and welcomed visitors Ken Brittain (N.C. Licensed Home Inspector Association - NCLHIA), Bonnie Gregory, (Inspector Nation), Eric Coates (N.C. Licensed Home Inspector), Wilson Fausel, and legal counsel Rachel Blunk (Forrest Firm, P.C.).

Agenda

Vice-Chairwoman Connie Corey reminded all Board members of the State Government Ethics Act provisions to avoid conflicts of interest, the appearance of conflicts of interest, and the potential for conflicts of interest. Corey reminded members of the Board who are licensed home inspectors that they have the potential for a conflict of interest because they serve on the Board that licenses them. Corey asked the members if anyone needed to recuse themselves for any listed agenda items. None were noted.

Approval of July 10, 2020 Regular Meeting Minutes:

David Dye made a motion to approve the minutes. Chad Collins seconded; the motion passed unanimously.

Staff Report

Director

Hejduk noted the Board 93B-2(a) annual report is due October 31, 2020 and explained the reduced information requirements. Hejduk stated staff completed the new Office of State Fire Marshal (“OSFM”) Board web pages using Drupal™ in time for license renewal. There was a request by a licensee to have a Spanish version of the videos on home inspection that are posted on the website. Hejduk explained that the translated audio recording was complete, had been dubbed and was available on YouTube®. Hejduk thanked Luis R. Lluberas and Maria Teresa Oliver-Hoyo for volunteering their time and voice talents to this project. Hejduk commended Bonnie Gregory on a great job on the Board-developed update course. Marion Peeples continues to be a consultant on the Investigation Review Committee until the contract expires on December 6, 2020. The two Board 93B training videos are now on the OSFM Board, Councils and Commissions web page. Hejduk asked Board members to send an email once they have viewed them. Hejduk showed General Liability insurance informal audit numbers following renewals noting the numbers are a

little bit higher than shown. Hejduk reviewed the current number of views on the Board’s videos and stated his intention is to have all the videos available in Spanish, but it will take time. Hejduk showed the Board the new web page and talked about the new look and features.

License Administrator

Rodney Daughtry stated for the first fiscal year quarter July 1, 2020, through September 30, 2020, 128 applications were approved, 54 new licenses were issued, and 34 computer-based exams administered. Daughtry reported 102 applicants registered for the August exam and 33 showed up. 23 applicants passed the exam and 10 applicants failed. Daughtry reported that five (5) people attended the exam review. Daughtry reported there are now 1,549 active inspectors.

Examinations

Mike Hejduk reported that Rich Hall has gone through 187 test items for the test bank with Marion Peeples under a modified contract. At least 13 more questions are needed to develop a 200 item test. Hall will proceed with getting members for the exam validation committee.

Education Coordinator

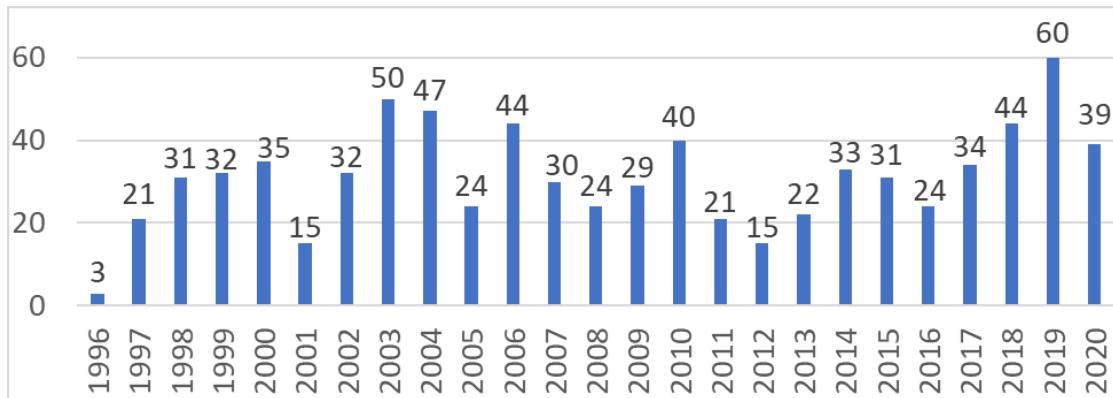
Jennifer Hollyfield reported that 1,569 have meet their Continuing Education (“CE”) requirements so far and 152 that have not meet requirements. 1,375 have renewed for the year 2020. Two CE courses have been approved this quarter. Hollyfield stated she has received 16,636 course evaluations and that three (3) new education sponsor applications are under review. Hollyfield asked to have an Education Committee Meeting before the next Board meeting.

Investigator

Sam Whittington stated that 18 complaints have been received bringing the total for the calendar year to 39. Of those, investigations completed are 13 and 35 respectively. The most recent complaint was received July 23, 2020. The average time to complete an investigation is 47 days.

Mike Hejduk stated that Thomas Cooney would be retiring by year’s end. Rob Roegner stated that he wanted to bring on board a temporary replacement to train prior to Cooney’s departure. This would need an authorization from the Board of about \$75,000.00. Discussion was deferred to the Finance Committee report.

	<u>FISCAL YEAR 2019-2020</u>	<u>CALENDAR YEAR 2020</u>
Complaints Received	<u>50</u>	<u>21</u>
Investigations Completed	<u>49</u>	<u>21</u>
Oldest case under active investigation received:	<u>7/23/20</u>	
Average time to investigate complaint:	<u>47.3 days</u>	



NCHILB Complaints per year

Committee Reports

Application Committee:

Joseph Ramsey reported that the committee met on October 8, 2020, and reviewed 12 applications. Ramsey stated that the committee recommends Board approval for 10 applications. One application needs more information and one was recommended for denial.

1. Mark Silcott
2. Christopher Huffman
3. Luey Santas
4. Vahe Bedrosian
5. Julius Lucas II
6. Arthur Cole
7. Peter Alvarez
8. Carl Riechers
9. Justin Sonner
10. Luis Garis

Joe Ramsey made a motion to approve the 10 applications listed. Connie Corey seconded the motion. The motion passed unanimously.

Examination Committee:

Rob Roegner reported that the committee did not meet.

Finance Committee:

Chad Collins asked Hejduk to give the Finance Committee report. Hejduk stated that the fund balance is a healthy \$1.7 million. Hejduk stated that licensing fee receipts including annual renewals totaled \$241,760 and exam receipts were \$10,400. The Board is currently running about a \$200,000 surplus of revenues over expenditures at this time so the funds for a new investigator are available.

Rob Roegner made a motion for the Board to allocate up to \$100,00.00 for a temporary investigator for the Board for a maximum period of 9 months. Connie Corey seconded. Discussion ensued clarifying the nine months to begin at time of hire. Chairman Hall called for a vote and the motion passed unanimously.

Type	Unit	Count	Total
Application	\$35	127	\$4,445
Exam	\$80	130	\$10,400
License	\$160	53	\$8,480
Renewal	\$160	1,511	\$241,760
Late	\$30	14	\$420
Licensing Sub-Total			\$265,505
Course Approval	\$150	2	\$300
Course Renewal	\$75	11	\$825
Per Student Fee	\$5	16,6364	\$83,180
Education Sub-Total			\$84,305
Grand Total			\$349,810

Month	Expenditures	Revenues	Fund Balance
Jul	\$ 19,196.42	\$ 24,910.00	\$ 1,453,733.19
Aug	\$ 40,784.96	\$ 85,270.00	\$ 1,492,504.65
Sep	\$ 60,097.76	\$ 336,315.00	\$ 1,724,236.85
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			

Legislative Committee:

No report.

Education Committee:

Committee did not meet.

Mike told the Board that Bonnie Gregory has completed the Board-developed update course.

Investigation Review Committee:

Butch stated that the committee met. The following cases were submitted for consideration.

Hearing

730, 776, 792 Sutton #3445(et al) Board Attorney Heather Freeman explained NCDOT's initial experience with holding hearings via teleconference and stated some improvements are still needed before it would be appropriate to try for the Board.

Consent Agreement

802 Morris #2829 (Hintz)	Motion Corey, second Collins, Passed
819 Huggins #4010 (Humphrey)	Motion Corey, second Dye, Passed

Dismiss with letter of Caution

823 Roberts #4179 (McCraw)	Motion Corey, second Dye, Passed
834 Williams #1814 (Tabbner)	Motion Corey, second Dye, Passed
813 McKinney #3605 (Pendleton-Brown)	Motion Corey, second Dye, Passed
834 Smith #4204 (Maira)	Motion Corey, second Dye, Passed
831 Taylor #3725 (Carmann)	Motion Corey, second Dye, Passed

Dismiss

805 Beam #3439 (Froehlich)
825 Balderas #3548 (Renfrow)
828 Going #2208 (McCoy)
833 Sullo #3991 (Wheat)
804 Owens #3857 (Jacobs)
817 Clifford #3449 (Buchanan)
826 Andrews #3723 (Schmid)
827 Brown #107 (Harvey)
829 Powell #3732 (Boehman)

Corey made a motion to approve dismissal of each of the listed cases, seconded by Dye. The motion passed.

Unlicensed Activity

Bobby Lee McGinnis

823 Unlicensed Engineering: Kelly Still has been referred to PE Board

Standards of Practice Committee:

David Dye stated there was no meeting and invite industry members to make suggestions for improvement.

Eric Coates asked if there was a train the trainer scheduled for the update course. Bonnie Gregory stated she was working with Jennifer Hollyfield and considering the first week in November. Gregory asked for sponsors to provide Hollyfield with their availability for scheduling purposes.

Personnel Committee:

No Report

Advisory Committee:

New Licensee Report Review

Wilson Fausel presented a report on home inspection report reviews completed to date. Some inspectors are not citing the NCHILB Standards of Practice in their contracts. Fausel noted that since the start of report reviews the Standards of Practice have had some rule changes from the 2014 to 2018 edition.

Special Committee:

License Redesign

Chad Collins showed the committee recommended license redesign to the Board.



Connie Corey made a motion to accept the new recommended license certificate redesign. David Dye seconded and the motion passed.

Collins asked for a motion to authorize funds to print and mail redesigned licenses to all licensees. Staff showed the cost estimate for printing and mailing envelopes by Correction Enterprises at \$1,303.07 for 1,700 license certificates and estimated mailing fees totaling at least \$3,500. Collins made a motion to amend the motion to authorize up to \$5,000 and Upton seconded the amendment. Butch Upton made the motion to authorize up to \$5,000 to print and mail redesigned license certificates. Connie Corey seconded and the motion passed unanimously.

Public Comment:

No Comment

Unfinished Business:

Hejduk noted that the Board-developed update course and train the trainer schedule was previously addressed. Hejduk stated that despite the COVID-19 Emergency, NCHILB licensees were able to earn continuing education with the Board's existing rules.

New Business:

Hejduk stated there was no new business.

Adjournment:

Butch Upton made a motion to adjourn the meeting that was seconded by Joe Ramsey. The motion passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rob Roegner". The signature is written in a cursive style with a horizontal line at the end.

Rob Roegner
Secretary, N.C. Home Inspector Licensure Board