

**DRAFT Minutes of the
North Carolina Home Inspector Licensure Board
July 10, 2020**

The regular meeting of the North Carolina Home Inspector Licensure Board (“Board”) was held at 9:00 am on Friday, April 17, 2020, by teleconference and on Microsoft Teams.

The following members of the Board were present:

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

Board member Heyward John Gainey was absent. N.C. Department of Insurance, 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), Anna Harvey and Seth Palmer (N.C. Realtors®), Eric Coates, Robert Wilson, and Wilson Fausel (N.C. Licensed Home Inspectors), 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 April 17, 2020 Regular Meeting Minutes:

Butch Upton made a motion to approve the minutes. Rob Roegner seconded; the motion passed unanimously.

Approval of May 27, 2020 Special Meeting Minutes:

Butch Upton made a motion to approve the minutes. Joe Ramsey seconded; the motion passed unanimously.

Staff Report

Director

Hejduk said he received a recommendation to have the videos on the web site made in Spanish. A home inspector has volunteered to record an audio tract and Hejduk will dub it in the video. The staff will also be redoing the web site for the Home Inspector Licensure Board. This will streamline the site and make information easier to find. Hejduk updated the status of contracts, noting he continues to work with the auditor who has asked for additional documentation from NCDOI. The draft audit reports are not ready to share with the Finance Committee or Board. Wilson Fausel will

present a report in this meeting for the new licensee report reviews, which has been impacted by the COVID-19 emergency and numbers will not be as high as hoped. Bonnie Gregory has been working on the next Board-developed update course and Board action is required to approve that course under the unfinished business agenda item. Marion Peeples remains under contract to assist the Investigation Review Committee and to help with exam development.

John Gainey's member term is expiring. His successor is not yet named, but Hejduk will report that information when it is available.

License Administrator

Rodney Daughtry stated for the fourth fiscal year quarter April 1, 2020, through June 30, 2020, 60 applications were approved, 40 new licenses were issued, and 6 computer-based exams were administered. Daughtry reported 102 applicants registered for the June exam and 85 showed up. 61 applicants passed the exam and 24 applicants failed. Daughtry reported that there was no exam review. Daughtry reported a record number of active licensees at 1,668.

Examination

Mike Hejduk said that Rich Hall has completed the exam bank review and is working on correlation sheets. Hall will be getting the committee members together and doing non-disclosure agreements with them. Hejduk explained two graphs regarding test item performance is available from the computer-based testing database.

Education Coordinator

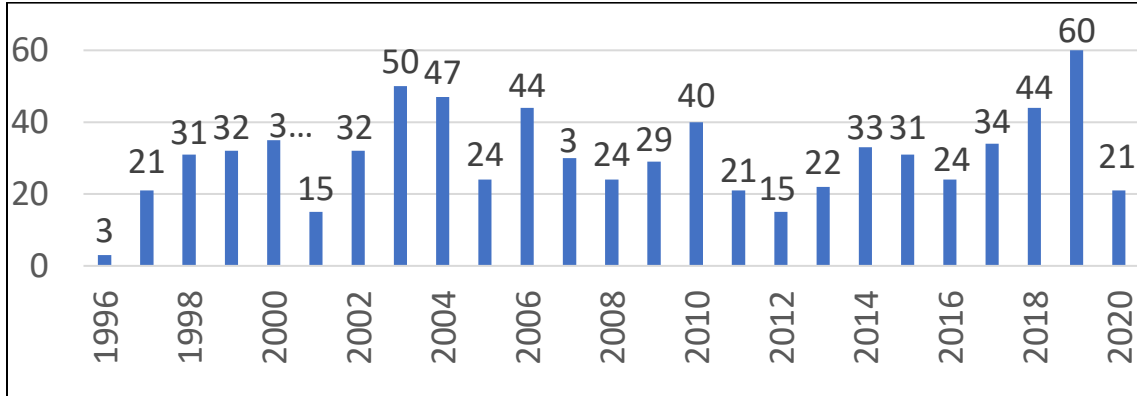
Jennifer Hollyfield reported 216 licensees have meet their annual Continuing Education (CE) requirements and 31 have renewed. 21 CE course have been approved this quarter. 86 courses were renewed and over 1,124 course evaluations submitted. Hollyfield reported no new sponsors are ready at this time.

Mike Hejduk said he was not sure if an extension of time might be needed to complete CE for inspectors due to the pandemic. He ask Bonnie Gregory and Eric Coates if they thought they would have all inspectors' CE done on time. Gregory stated they are 20% ahead of last year and should have time for all to complete CE on time. Gregory reported 80% of all CE is completed in August. Coates concurred. Both classroom and online courses are being scheduled. Gregory stated her firm is providing free CE to about 40 licensees who cannot afford to pay and scheduling seminars in classrooms for those licensees who do not want to attend classes online.

Investigator

Sam Whittington noted his microphone was not working, but the complaint investigation report slide speaks for itself. Arthur Hall said he saw it before the meeting and had no questions.

	<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 was received	<u>5/7/20</u>	
Average time to investigate complaints	<u>45.4 days</u>	



Number of NCHILB complaints by year

Committee Reports

Application Committee:

Joseph Ramsey reported that the committee met on July 9, 2020, and reviewed 3 applications. Ramsey stated that the committee recommends Board approval for 3 applications.

1. Daniel Haberel
2. Bruce Burrell
3. Jeremy Johnson

Rob Roegner made a motion to approve 3 applications. Joe Ramsey 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 healthy. Hejduk reported licensing revenues of \$326,840 and education revenues of \$109,245. The fund balance is around \$1,400,000.

Type	Unit	Count	Total
Application	\$35	376	\$13,160
Exam	\$80	407	\$32,560
License	\$160	241	\$38,560
Renewal	\$160	1,498	\$239,680
Late	\$30	96	\$2,880
Licensing Sub-Total			\$326,840
Course Approval	\$150	34	\$5,100
Course Renewal	\$75	141	\$10,575
Per Student Fee	\$5	18,714	\$93,570
Education Sub-Total			\$109,245
Grand Total			\$436,085

Month	Expenditures	Revenues	Fund Balance
Jul	\$ 27,989.37	\$ 31,200.00	\$ 1,286,773.70
Aug	\$ 45,557.98	\$ 101,225.00	\$ 1,339,230.09
Sep	\$ 60,757.65	\$ 294,455.00	\$ 1,517,260.42
Oct	\$ 80,795.83	\$ 338,090.00	\$ 1,540,857.24
Nov	\$ 123,099.69	\$ 348,240.00	\$ 1,508,703.38
Dec	\$ 145,103.44	\$ 357,315.00	\$ 1,495,774.63
Jan	\$ 169,232.01	\$ 371,110.00	\$ 1,485,441.06
Feb	\$ 188,807.32	\$ 385,710.00	\$ 1,480,465.75
Mar	\$ 209,420.34	\$ 403,160.00	\$ 1,477,302.73
Apr	\$ 231,943.73	\$ 410,010.00	\$ 1,461,629.34
May	\$ 251,462.06	\$ 417,405.00	\$ 1,449,506.01
Jun	\$ 271,588.46	\$ 436,365.00	\$ 1,448,339.61

Legislative Committee:

No report.

Education Committee:

The Committee did not meet. Hejduk ask Bonnie Gregory to give the Board an update on the course she has created under contract for the Board-developed Update Course – Water heaters 2020 – 2021. Gregory presented a short video clip (one of seven).

Chad Collins made a motion to accept the Board-developed Update Course and Connie Corey seconded the motion. The motion passed.

Investigation Review Committee:

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

Consent Agreement

- 809** Badger #8674 (Geiger)
- 811** Shirley #3186 (Beard)
- 816** Heath #4094 (Comstock)

Rob Roegner made a motion to approve the Consent Agreements, seconded by Chad Collins. The motion passed.

Dismiss with letter of Caution

808 Hammond #2282 (Nicholson)

821 Brittain #3732 (Carter)

Rob Roegner made a motion to approve dismissal with letter of caution, seconded by Chad Collins. The motion passed.

Dismiss

803 Coleman #3364 (Barber) (Surrender License)

807 Warner #3929 (Hilton)

815 Pavan #2133 (Crifasi)

818 Hawks #3670 (Kline)

Rob Roegner made a motion to approve dismissal, seconded by Chad Collins. The motion passed.

Unlicensed Activity

None.

Whittington reported that a recent complaint raised an issue with re-inspections.. Heather said this issue involved the standards of practice and may require a rule change.

Upton made a motion to move this issue to the Standards of Practice Committee and Collins seconded The motion passed.

Standards of Practice Committee:

No meeting

Personnel Committee:

No Report

Advisory Report Review:

Wilson Fausel presented his work on report reviews completed to date.

Public Comment:

Ken Brittain urged the Board to increase the number of State exam testing locations for the convenience of applicants.

Unfinished Business:

Covid-19 Emergency

Mike Hejduk said he is getting questions from people wanting to know about inspectors wearing mask, gloves, and shoe coverings when entering homes for inspection. Hejduk said he is deferring questions to the N.C. Real Estate Commission and Realtors® for their guidelines. Connie Corey said the Realtors® have guidelines in place for inspectors. David Dye said he thought if the Board issued guidelines they could conflict with local guidelines. Bonnie Gregory explained her work with the Radon Board and HUD protocols.

New Business:

Election of Officers

The Nomination Committee consisted of Rob Roegner and Butch Upton. Upton gave the committee's report recommending a slate of officers where Arthur Hall would remain Board Chairman, Connie Corey would remain Vice-Chairman, Rob Roegner would remain Secretary and Chad Collins would remain Treasurer.

Chad Collins made a motion to accept the officers presented for FY 2020-2021. David Dye seconded and the motion passed.

Collins asked to form a committee to consider redesign and update of the home inspector license certificate to a more professional appearance. Chairman Hall named a special committee of Collins, Upton, Corey, and Roegner.

Collins asked about licensees providing proof of general liability insurance for annual license renewal applications. Hejduk stated he would communicate with licenses to submit documentation.

Adjournment:

Chad Collins made a motion to adjourn the meeting that was seconded by Corey. The motion passed.

Respectfully submitted,



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