

# North Carolina Home Inspector Licensure Board

- April 17, 2020 MEETING AGENDA
  - [Call Meeting to Order](#)
  - [Read Ethics Awareness and Conflict of Interest Reminder](#)
  - [Review and Approve Minutes](#)
  - [Staff Report](#)
  - [Committee Reports](#)
  - [Public Comment](#)
  - [Unfinished Business](#)
  - [New Business](#)
  - [Adjournment](#)



# Call Meeting to Order

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## Chairman D. Arthur Hall

- Call meeting to order
- Opening remarks
- Welcome guests
- Changes to the agenda?



# Ethics & Conflict of Interest

## AGENDA

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## ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

*In accordance with the State Government Ethics Act, it is the duty of every NC Home Inspector Licensure Board member to avoid both conflicts of interest and appearances of conflict.*

*Do any NC Home Inspector Licensure Board members have any known conflict of interest or potential of conflict with respect to any matters coming before the NC Home Inspector Licensure Board today?*

*If so, please identify the conflict or potential of conflict and refrain from any undue participation in the particular matter involved.*

*Let the minutes show that members of the Board who are licensed home inspectors are reminded that the State Ethics Commission has cited the potential for a conflict of interest because they serve on the Board that licenses them. Board members should exercise appropriate caution in the performance of their public duties should issues involving their licenses 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.*

# Review & Approve Minutes

- Regular Meeting: Jan. 10, 2020

## AGENDA

1. Call Meeting to Order
2. Read Ethics Awareness and Conflict of Interest Reminder
3. Review and Approve Minutes
4. Staff Report
5. Committee Reports
6. Public Comment
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**Minutes of the  
North Carolina Home Inspector Licensure Board  
April 12, 2019**

The regular meeting of the North Carolina Home Inspector Licensure Board ("Board") was held at 9:00 am on Friday, April 12, 2019, in the Board office at 325 N. Salisbury Street, Raleigh, North Carolina.

The following members of the Board were present:

H. John Gainey	Robert Roegner	Harold Upton
Joseph Ramsey	Fred Herndon	Chad Collins

Vice-Chairman Arthur Hall and Board member Connie Corey were absent. N.C. Department of Insurance, Engineering Division staff members Mike Hejduk, Terri Tart, Jennifer Hollyfield, Sam Whittington and Thomas Cooney were in attendance. Board Attorney Heather Freeman, N.C. Department of Justice ("NCDOJ"), was in attendance. Staff member Linzy Cook was absent.

Chairman John Gainey called the meeting to order and welcomed former Board member Waverly Sawyer and visitors Robert Wilson and Ken Brittain (N.C. Licensed Home Inspector Association), Wilson Fausel, Eric Coates and Floyd Gibbs (N.C. Home Inspectors), Bonnie Gregory (Inspector Nation), Brian Taylor (Chief State Fire Marshal, Assistant Commissioner) and legal counsel Keith Richardson (Forrest Firm, P.C.).

**Recognize service of Waverly Sawyer**

Chairman Gainey asked Waverly Sawyer to approach the Board. Gainey asked Director Mike Hejduk to join them in the recognition. Gainey thanked Sawyer and presented a plaque for his service to the Board and to the citizens of North Carolina. Hejduk thanked Sawyer for his years of dedicated service.

**Agenda**

Board Attorney Heather Freeman 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. Freeman 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. Freeman asked the members if anyone needed to recuse themselves for any listed agenda items. None were noted.

**Approval of January 11, 2019 Regular Meeting Minutes:**

Fred Herndon made a motion to approve the minutes. Butch Upton seconded, the motion passed unanimously.

**Approval of February 11, 2019 Special Meeting Minutes:**

Joseph Ramsey made a motion to approve the minutes. Butch Upton seconded, the motion passed unanimously.

# Staff Report

## AGENDA

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## Director (Mike Hejduk)

- Contracts

## Licensing (Rodney Daughtry)

- Applications
- Licenses & Renewals (%)

## Examinations (Rich Hall)

- Question Bank, Exams

## Education (Jennifer Hollyfield)

- Pre-Licensing Sponsors
- Continuing Education Sponsors & Renewals (%)

## Investigations (Sam Whittington, Tom Cooney)

- Complaints

# Director

## Director

- Contracts
- Member Terms

## Licensing

- Applications
- Licensees & Renewals

## Examinations

- Psychometrics

## Education

- Pre-Licensing
- Continuing Education

## Investigations

- Complaints

## **FY 2019/2020 Priorities:**

1. Computer Based Testing  
[Lockdown Browser & Respondus Monitor](#)
2. 2019 Annual Licensee Survey  
<https://www.surveymonkey.com/results/SM-2CNFG8PS7/>

## **Contracts**

1. Auditor: *IFB 12-2018013 Anderson Smith & Wike PLLC*
2. Report Reviews: *IFB 12-2018012 Right Step Home Inspections Inc. 500 reports @ \$60/report = \$30,000  
2<sup>ND</sup> 500 reports authorized*
3. Update Course: *FY 2020-2021 IFB 12-001126 Bonnie Gregory  
Awarded 01/23*
4. Consultant: *IFB 12-2017004 Marion Peeples IRC/SME*

**Member Terms Expiring** Gainey 6/30/20

## Member Training

# Director (4/2)

## Director

- Contracts
- Member Terms

## Licensing

- Applications
- Licensees & Renewals

## Examinations

- Psychometrics

## Education

- Pre-Licensing
- Continuing Education

## Investigations

- Complaints

**2,160 views**



**1,224 views**



**2,131 views**



**1,470 views**

# Licensing

## Director

- Contracts
- Member Terms

## Licensing

- Applications
- Licensees & Renewals

## Examinations

- Psychometrics

## Education

- Pre-Licensing
- Continuing Education

## Investigations

- Complaints

<u>Licensing Activities</u>	<b>FY 2019/2020 3rd Quarter 1/1/2020 thru 3/31/2020</b>
<b>Applications Approved</b>	<b>125</b>
<b>New Licenses Issued</b>	<b>83</b>
<b>Computer Base Exams Administered</b>	<b>34</b>
<b>Registered for February Exam</b>	<b>70</b>
<b>Paper Exams Administered</b>	<b>63</b>
<b>Passed</b>	<b>48</b>
<b>Failed</b>	<b>15</b>
<b>PASS RATE</b>	<b>(69%)</b>
<b>Exam Review Attendees March 2<sup>nd</sup></b>	<b>7</b>
<b>Active Licenses</b>	<b>1,642</b>



# Examinations

## Director

- Contracts
- Member Terms

## Licensing

- Applications
- Licensees & Renewals

## Examinations

- Psychometrics

## Education

- Pre-Licensing
- Continuing Education

## Investigations

- Complaints

- HILB Exam Bank Review
- HILB Correlation Sheets
- HILB Skills Book
- SME Committee Members

# Education

## [Director](#)

- Contracts
- Member Terms

## [Licensing](#)

- Applications
- Licensees & Renewals

## [Examinations](#)

- Psychometrics

## [Education](#)

- Pre-Licensing
- Continuing Education

## [Investigations](#)

- Complaints

Total Active Licenses: **1,642**  
Inspectors Who Have Met CE: **147**  
Inspectors Who Have **Not** Meet CE: **1,639**  
Total Renewed for CE year 2020: **5**

CE Activities	FY 2019/2020 3rd Quarter 1/1/20 thru 3/31/20
Course Approvals	<b>2</b>
Course Renewals	<b>11</b>
Course Evaluations	<b>2040</b>

Pre-Licensing	FY 2019/2020 2nd Quarter 1/1/20 thru 3/31/20
Sponsor Approvals	<b>1</b>

# Investigations

## Director

- 93B-2 Report
- Contracts
- Member Terms

## Licensing

- Applications
- Exams
- Licensees & Renewals

## Education

- Pre-Licensing
- Continuing Education

## Investigations

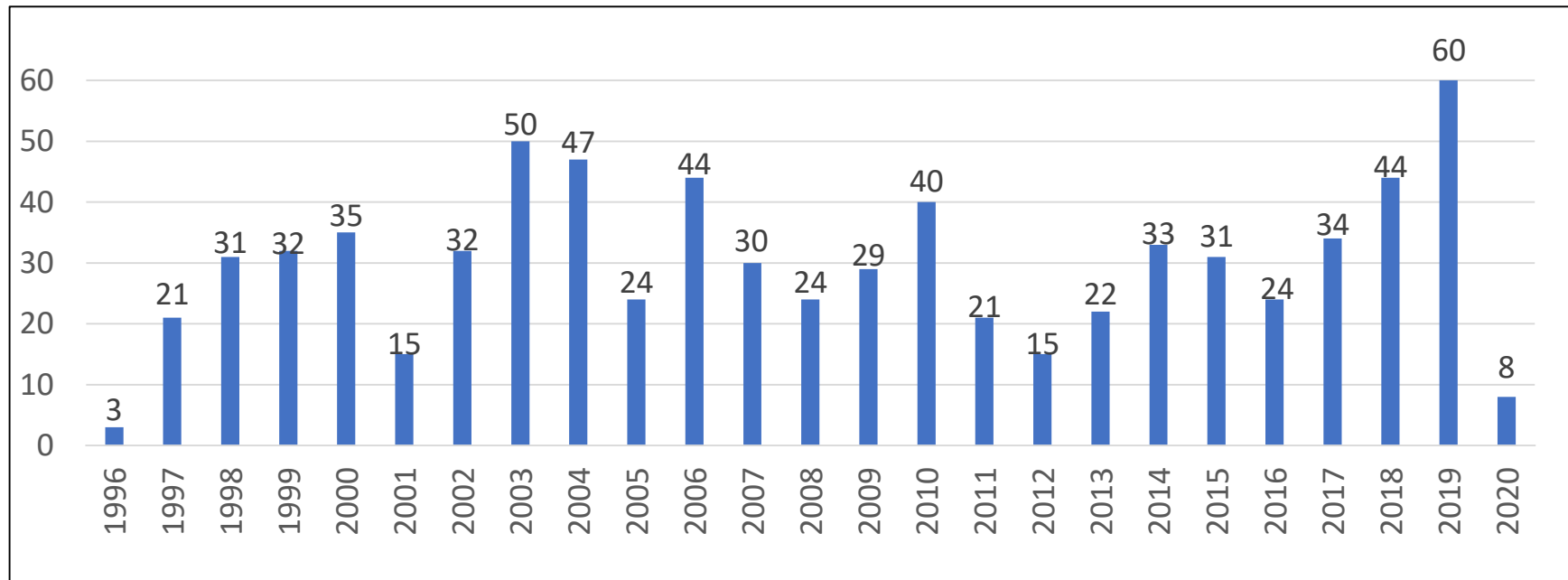
- Complaints

### FISCAL YEAR 2019-2020   CALENDAR YEAR 2020

Complaints Received	<u>37</u>	<u>8</u>
Investigations Completed	<u>37</u>	<u>9</u>

Oldest case under active investigation was received 3/26/20

Average time to investigate complaints 46.4 days



# Committee Reports

## AGENDA

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## *Standing Committees:*

- Application Evaluation
- Examination
- Finance
- Legislative
- Education
- Investigation Review
- Standards of Practice
- Personnel

## *Advisory Committee:*

- New Licensee Report Reviews

# Application Evaluation

## *Standing Committees:*

- Application Evaluation
- Examination
- Finance
- Legislative
- Education
- Investigation Review
- Standards of Practice
- Personnel

## *Advisory Committee:*

New Licensee Report Reviews

# Examination

## *Standing Committees:*

- [Application Evaluation](#)
- **[Examination](#)**
- [Finance](#)
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

## *Advisory Committee:*

[New Licensee Report Reviews](#)

1. Computer Based Testing  
[Lockdown Browser & Respondus Monitor](#)
2. Exam Sub-committee selection
3. Exam Test Item Validations

# Finance (3<sup>rd</sup> QTR)

## Standing Committees:

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

## Advisory Committee:

[New Licensee Report Reviews](#)

Type	Unit	Count	Total
Application	\$35	324	\$11,340
Exam	\$80	338	\$27,040
License	\$160	195	\$31,200
Renewal	\$160	1,468	\$234,880
Late	\$30	89	\$2,670
<b>Licensing Sub-Total</b>			<b>\$307,130</b>
Course Approval	\$150	13	\$1,950
Course Renewal	\$75	55	\$4,125
Per Student Fee	\$5	17,590	\$87,950
<b>Education Sub-Total</b>			<b>\$94,025</b>
<b>Grand Total</b>			<b>\$401,155</b>

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			
May			
Jun			

# Legislative

## *Standing Committees:*

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

## *Advisory Committee:*

[New Licensee Report Reviews](#)



# Education

*Standing Committees:*

- [Application Evaluation](#)
- [Examination](#)
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- [Legislative](#)
- **[Education](#)**
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

*Advisory Committee:*

[New Licensee Report Reviews](#)

- **David Knox – Pre-licensing Field Trainer**
- **Board-developed Update Course – Water Heaters**

# Investigation Review

## *Standing Committees:*

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- [Education](#)
- **[Investigation Review](#)**
- [Standards of Practice](#)
- Personnel

## *Advisory Committee:*

[New Licensee Report Reviews](#)

## **Consent Agreement**

**781** Adams #4194 (Newell)

**788** Norton #2145 (Pinnock)

**800** Michaud #4290 (Reese)

## **Dismiss with *Letter of Caution***

**798** Waddell #2914 (Adkins)

**806** Powell #3732 (Harrell)

## **Dismiss**

**803** Kelly #3539 (Beightler)

**807** Hilton #1069 (Tuch)

## **Unlicensed Activity**

**760, 789, and 790** Mark Lail

# Standards of Practice

## *Standing Committees:*

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- **[Standards of Practice](#)**
- Personnel

## *Advisory Committee:*

[New Licensee Report Reviews](#)

# New Licensee Report Rev.

## *Standing Committees:*

- [Application Evaluation](#)
- [Examination](#)
- [Finance](#)
- [Legislative](#)
- [Education](#)
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

## *Advisory Committee:*

[\*\*New Licensee Report Reviews\*\*](#)

**First 500 report reviews License # 3258 to 3906**

**Second 500 report reviews authorized**

**License # 3907 to 4407**

# Public Comment

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# Unfinished Business

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Board-developed Update Course

# New Business

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## COVID-19 Emergency

# Adjournment

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