

# North Carolina Home Inspector Licensure Board

- July 10, 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

## AGENDA

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2. Read Ethics Awareness and Conflict of Interest Reminder
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4. Staff Report
5. Committee Reports
6. Public Comment
7. Unfinished Business
8. New Business
9. Adjournment

## 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: Apr. 17, 2020

## AGENDA

1. Call Meeting to Order
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3. **Review and Approve Minutes**
4. Staff Report
5. Committee Reports
6. Public Comment
7. Unfinished Business
8. New Business
9. Adjournment

# Staff Report

## AGENDA

1. Call Meeting to Order
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3. Review and Approve Minutes
4. **Staff Report**
5. Committee Reports
6. Public Comment
7. Unfinished Business
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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 2020/2021 Priorities:**

1. TBD? Spanish version video
2. New web pages – “Drupal”

## **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 (6/29)

## Director

- Contracts
- Member Terms

## Licensing

- Applications
- Licensees & Renewals

## Examinations

- Psychometrics

## Education

- Pre-Licensing
- Continuing Education

## Investigations

- Complaints

**2.6K views**



**1.4K views**



**2.5K views**



**1.8K views**

# Director (6/29)

## [Director](#)

- [Contracts](#)
- [Member Terms](#)

## [Licensing](#)

- [Applications](#)
- [Licensees & Renewals](#)

## [Examinations](#)

- [Psychometrics](#)

## [Education](#)

- [Pre-Licensing](#)
- [Continuing Education](#)

## [Investigations](#)

- [Complaints](#)

# New web pages



The screenshot shows the website for the NC Department of Insurance, Office of State Fire Marshal, Mike Causey, State Fire Marshal. The page features a search bar and navigation links for Home, Fire & Rescue, Codes, Injury Prevention, Mfd. Building, Risk Management, and Licensing & Cert. The main content area is titled "HILB - Statutes and Rules" and includes a photograph of two books, one labeled "RULES" and the other "REGULATIONS". Below the image, there are links for "NCHILB Standards of Practice" and "Board Interpretations", with a specific link for "Probing Exterior Wood Components (July 2000)".



# 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

# Examinations

## Director

- Contracts
- Member Terms

## Licensing

- Applications
- Licensees & Renewals

## Examinations

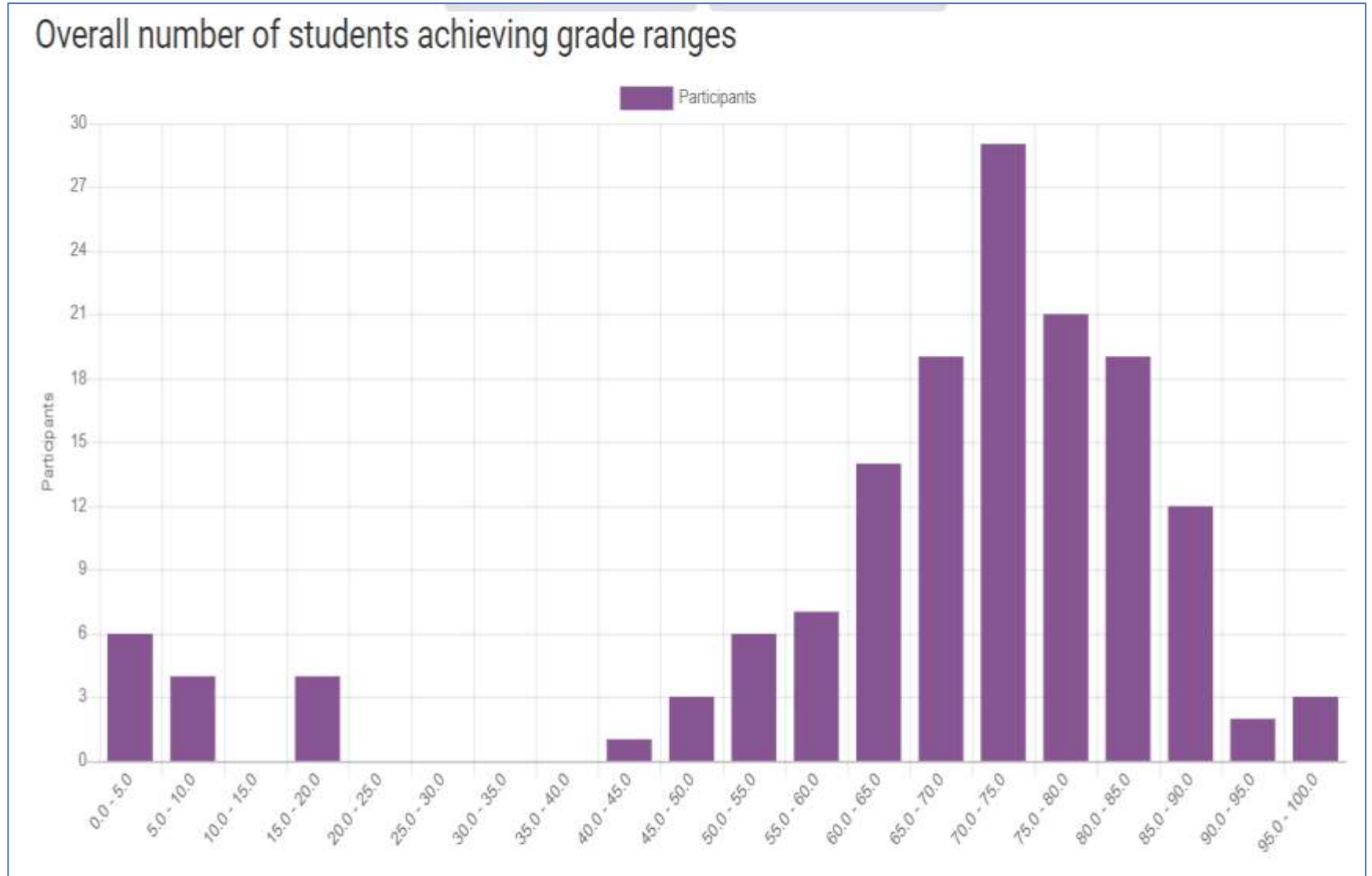
- Psychometrics

## Education

- Pre-Licensing
- Continuing Education

## Investigations

- Complaints



# Examinations

## Director

- Contracts
- Member Terms

## Licensing

- Applications
- Licensees & Renewals

## Examinations

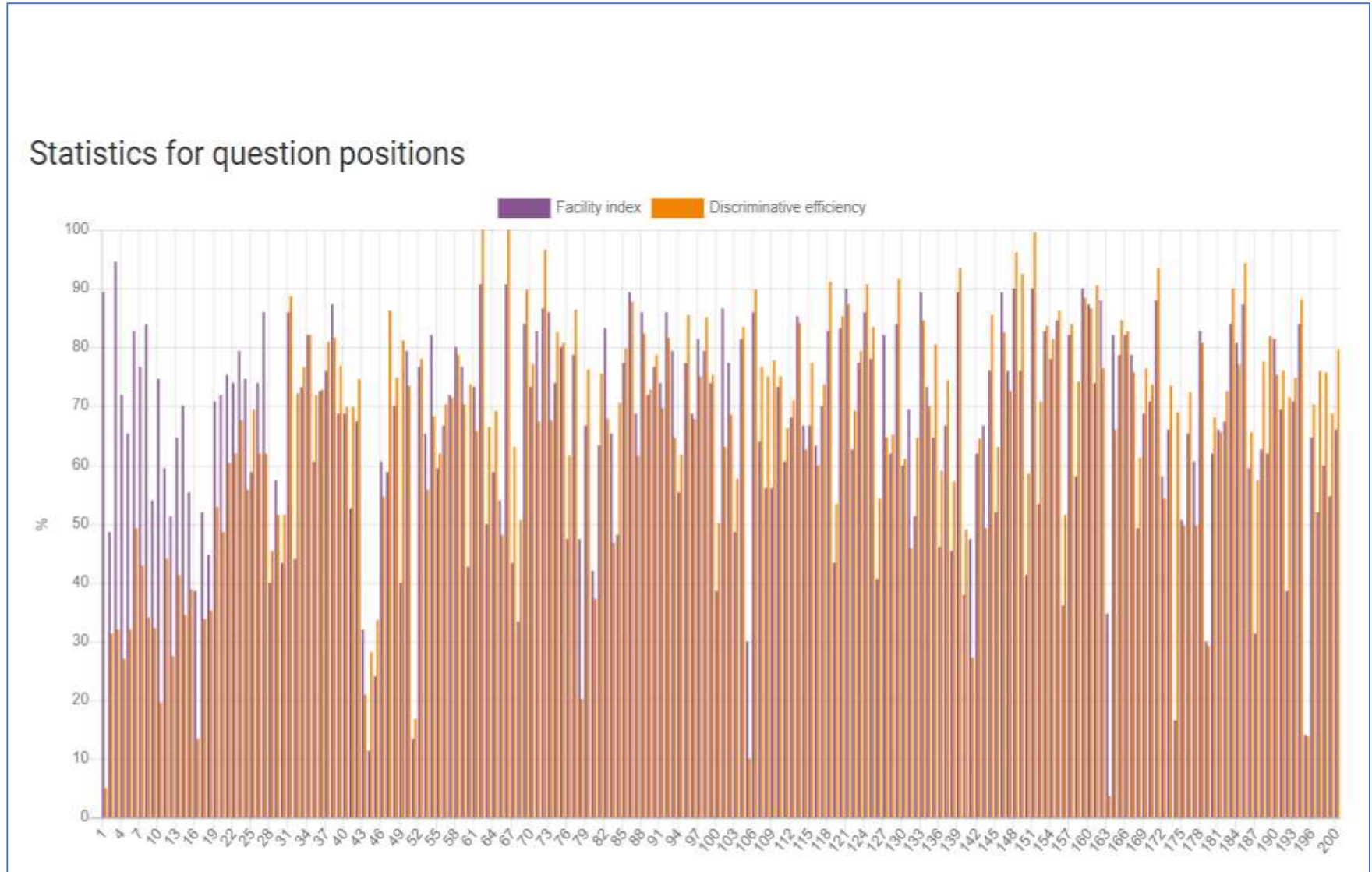
- Psychometrics

## Education

- Pre-Licensing
- Continuing Education

## Investigations

- Complaints



# Education

## [Director](#)

- Contracts
- Member Terms

## [Licensing](#)

- Applications
- Licensees & Renewals

## [Examinations](#)

- Psychometrics

## [Education](#)

- Pre-Licensing
- Continuing Education

## [Investigations](#)

- Complaints

Total Active Licenses: **1,673**  
Inspectors Who Have Met CE: **216**  
Inspectors Who Have **Not** Meet CE: **1,602**  
Total Renewed for CE year 2020: **31**

CE Activities	FY 2019/2020 3rd Quarter 4/1/20 thru 6/30/20
Course Approvals	<b>21</b>
Course Renewals	<b>86</b>
Course Evaluations	<b>1124</b>

Pre-Licensing	FY 2019/2020 2nd Quarter 4/1/20 thru 6/30/20
Sponsor Approvals	<b>0</b>

# Investigations

## [Director](#)

- 93B-2 Report
- Contracts
- Member Terms

## [Licensing](#)

- Applications
- Exams
- Licensees & Renewals

## [Education](#)

- Pre-Licensing
- Continuing Education

## [Investigations](#)

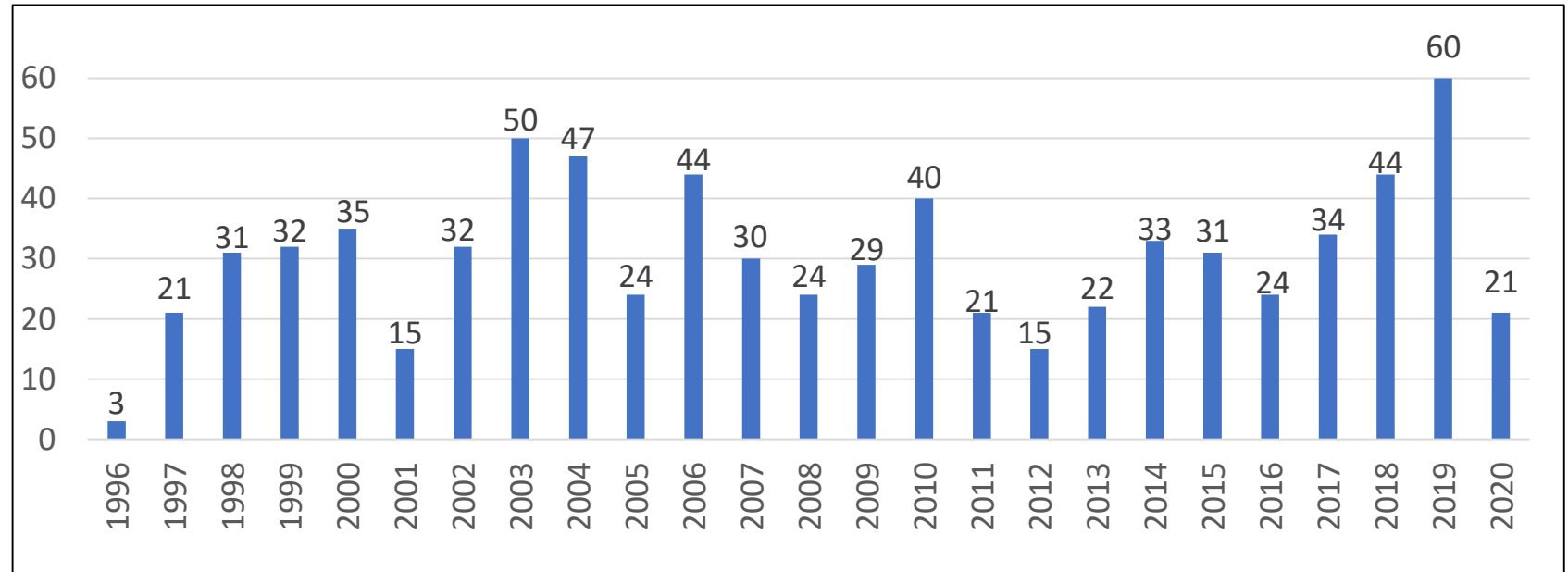
- Complaints

### FISCAL YEAR 2019-2020   CALENDAR YEAR 2020

Complaints Received	<u>50</u>	<u>21</u>
Investigations Completed	<u>49</u>	<u>21</u>

Oldest case under active investigation was received 5/7/20

Average time to investigate complaints 45.4 days



# Committee Reports

## AGENDA

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6. Public Comment
7. Unfinished Business
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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. Exam Sub-committee selection
2. 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](#)
- [Finance](#)
- [Legislative](#)
- **[Education](#)**
- [Investigation Review](#)
- [Standards of Practice](#)
- Personnel

*Advisory Committee:*

[New Licensee Report Reviews](#)

- **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**

811 Shirley #3186 (Beard)

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

808 Hammond #2282 (Nicholson)

821 Brittain #2810 (Carter)

## **Dismiss**

810 Coleman #3364 (Barber)

812 Warner #3928 (Hilton)

815 Pavan #2133 (Crifasi)

818 Hawks #3670 (Kline)

## **Unlicensed Activity**

None

# 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

COVID-19 Emergency

# New Business

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## Election of Officers

# Adjournment

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