



North Carolina Home Inspector Licensure Board NCHILB

Regular Meeting

July 14, 2017

9:00 AM – NOON

AGENDA

- Chairman Introduction
- Board recognition – Tony Jarrett

Ethics Awareness & Conflict of Interest

Minutes of Prior Meetings

- Regular Meeting: April 7, 2017 (summary only)



Staff Reports Director

1. Action Item List
2. 93B-5 Annual Report FY 2016-2017
3. Contracts – IRB, Temp Solutions, etc.
 - a) Auditor
 - b) Inspector
 - c) Update Course
 - d) Report Reviews
4. 2018 Calendar? Jan 13; Apr 7; Jul 14; Oct 13

ACTION ITEM LIST

Date Assigned Board Meeting	Issue/Activity/Task: Status	Responsible Person	Committee	Date Due	Status
11/19/09	Develop Elective C.E. Course w/ Real Estate Commission	Peeples	Education		on hold
11/19/09	Consider Board presence at Public Venues: Home Shows, NC Homebuilder, etc.	Hejduk	Board		
02/26/10	Develop appeals process for cont ed courses - rules		Standards		
01/14/11	Coordinate with NCBEES re: engineering eval	Hejduk	Standards		in process
07/13/12	Rule .1110 AFCI	Herndon	Rules		drafted
01/11/13	Rule .1008 Applicants - criminal history	Herndon	Rules		on hold
07/12/13	Coordinate with Prelicensing Sponsors, criminal records requirements for applicants.		Education		
10/11/13	Military and spouses Rule Changes?	Herndon	Standards		n/a
10/11/13	Review of Unnecessary Rules per SL 2013-413, HB 74 NCGS 150B-21.3A	Stanford	Standards	11/01/17	in process
03/13/15	Exam Computer Based Testing (CBT)	Hejduk	Exam	07/10/15	in process
07/10/15	Update Course 2017- 2018 - Code Changes	Hejduk	Education		
02/26/16	Contract New Licensee Report Reviews (IFB)	Hejduk	Education	10/08/16	in process
04/08/16	Insurance Requirements - Surety Bond	Hejduk	SOP	07/08/16	in process
04/08/16	Recording of inspections by Sellers	Herndon	SOP	07/14/17	complete
07/10/15	Budget preparation 2017-2018	Hejduk	Finance	10/13/17	in process
	93B-5 Annual Report FY 2016-2017	Hejduk		10/31/16	in process

93B-2(a) Annual Report: July 1, 2015 to June 30, 2016

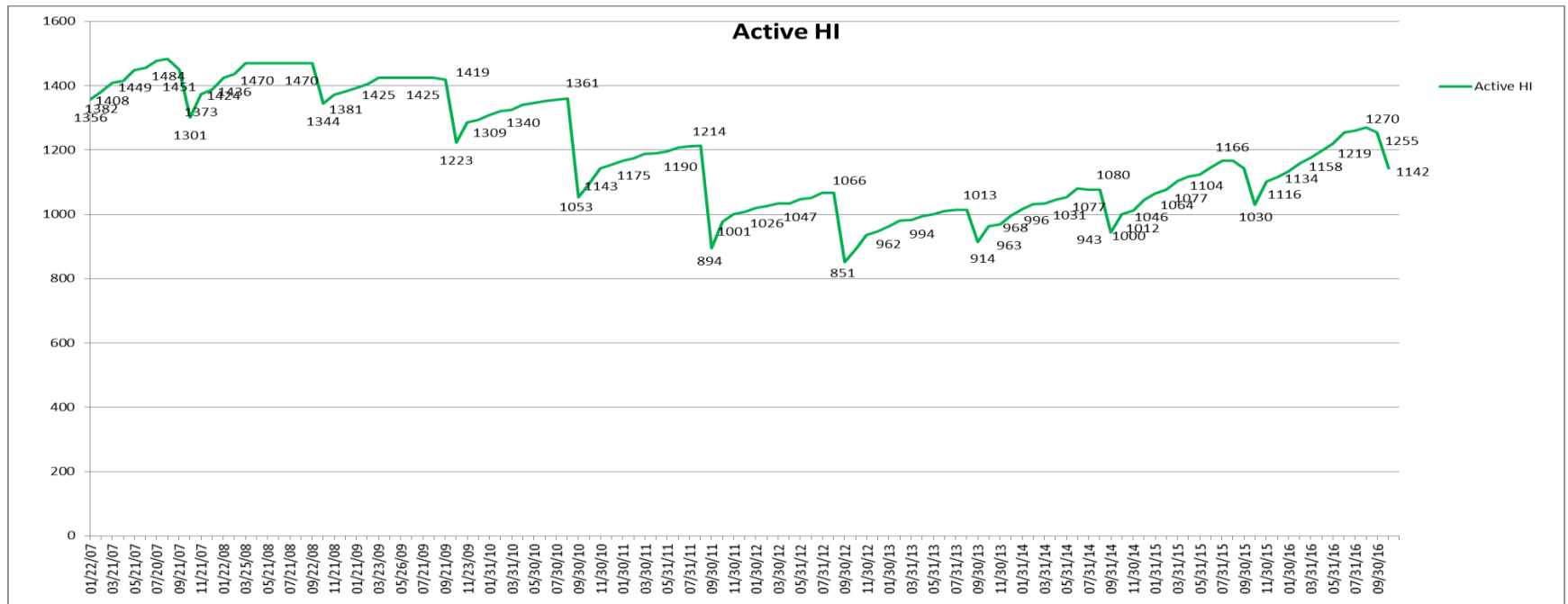
(1a)	The total number of licensees supervised by the board (active status).	1,254
(2)	The # of applications for examination	302
(3)	The # of applicants who were refused examination	0
(4)	The # who took the examination	227
(5)	The # of initial licensees issued	186
(5a)	The # who failed the examination	54
(6)	The # of applications for license by reciprocity or comity	13
(7)	The # of licenses granted by reciprocity or comity	5
(7a)	The # of official complaints received involving licensed and unlicensed activities	34
(7b)	The # of disciplinary actions taken against licensees, or other actions taken against non-licensees, including injunctive relief	9
(8)	The # of licenses suspended	0
(9)	The # of licenses terminated/revoked (voluntarily surrendered)	0
(10)	The substance of any anticipated request by the occupational licensing board to the General Assembly to amend statutes related to the occupational licensing Board: <u>None</u>	
(11)	The substance of any anticipated change in rules adopted by the occupational licensing board or the substance of any anticipated adoption of new rules by the occupational licensing board: <u>Rule .1102 must have the term “associate home inspector” removed. Rule .1204 should conform to NCGS § 143-151.63. Rule .0731 may include the option of an internet based student evaluation form. The Board anticipates reviewing all rules as required by Session Law 2013-413 and changes to NCGS § 150B-21.3A.</u>	

93B-2(b) Financial Report: July 1, 2015 to June 30, 2016

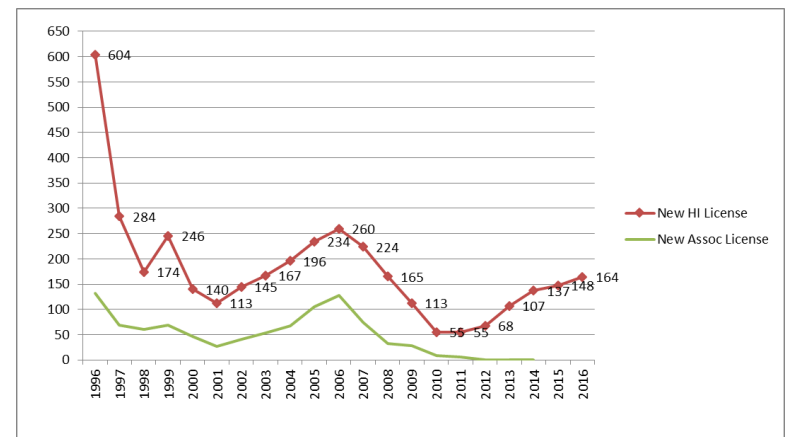
REVENUES:	<u>\$318,395.00</u>
(Source of funds credited – License Application, Exam, Certification Issuance/Renewal Fee, Late Renewal Fee, Continuing Education Approval and Per Student Fee, Miscellaneous Fees)	
EXPENDITURES:	<u>\$197,170.49</u>
(Purpose and amount of all funds disbursed – see enclosed detail report run date 6/29/13 for the period ending June 29, 2013)	
FUND BALANCE:	<u>\$736,804.00</u>
(Ending Cash Value)	

*[Period Ending 6/29/15: Run Date 06/29/2016

Licensing



FY 2016-2017	Total	Pass	Fail
Applications			
Exams Administered			
New Licenses Issued			
Licenses (Active)			
Renewed			



Education

Continuing Education (CE)

Students/Sponsors/Courses

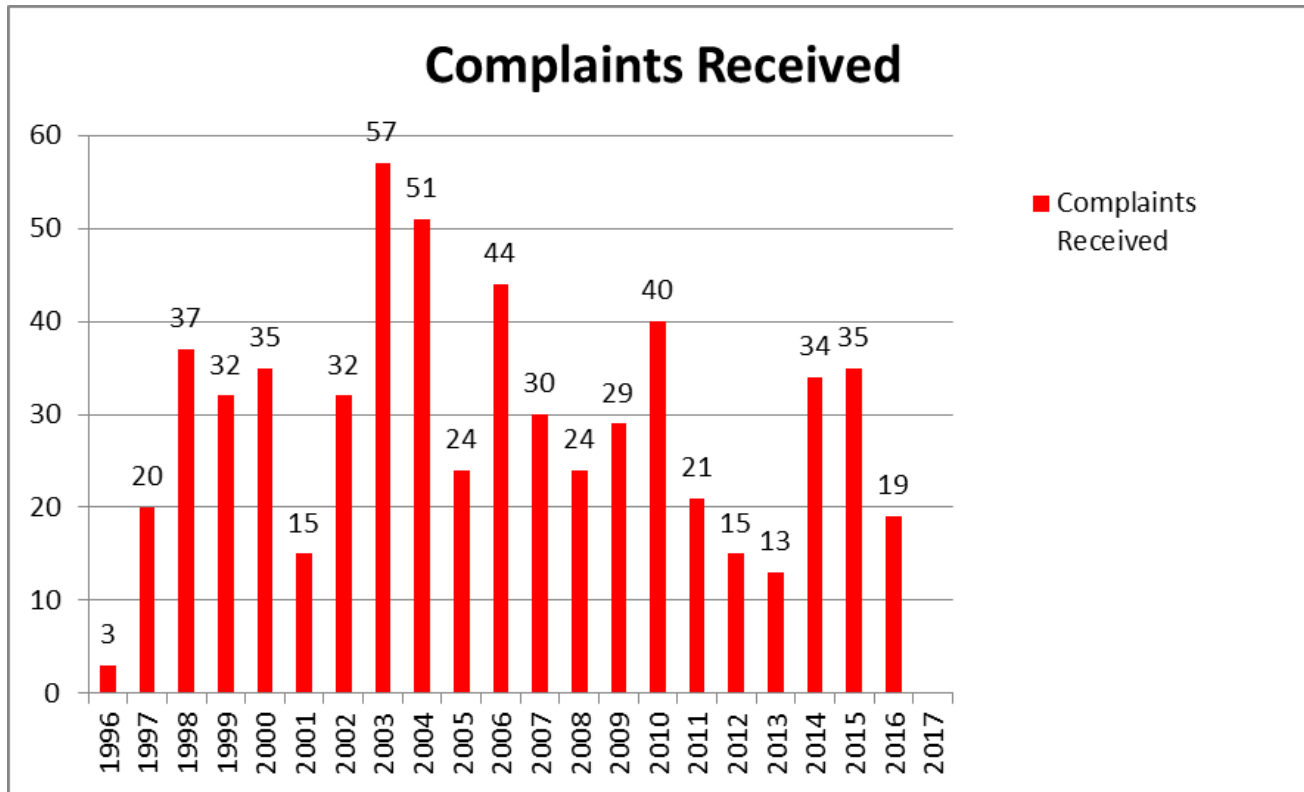
Evaluations – paper vs online

Pre-Licensing

Board-Developed Update Course

- 2015-2016 DDID
- 2016-2017 Water & Moisture
- 2017-2018 2018 Code OR
Recommended Language
Masonry Veneer/PEX

Investigations



Complainants:

- Buyers
- Sellers
- Other

Unlicensed Activity

Board Disciplinary Actions:

- Hearings
- Consent Agreements
- Dismiss with Letter of Caution
- Dismiss

COMMITTEE REPORTS

- Application Evaluation
- Examination
- Finance
- Legislative
- Education
- Investigation Review
- Personnel
- Standards of Practice/Rules
- *Advisory - New Licensee Report Audit*
- *Advisory – Budget 1 to 3 year*

Application Evaluation

Examination

Computer Based Testing

Hardwired

- PC / workstation

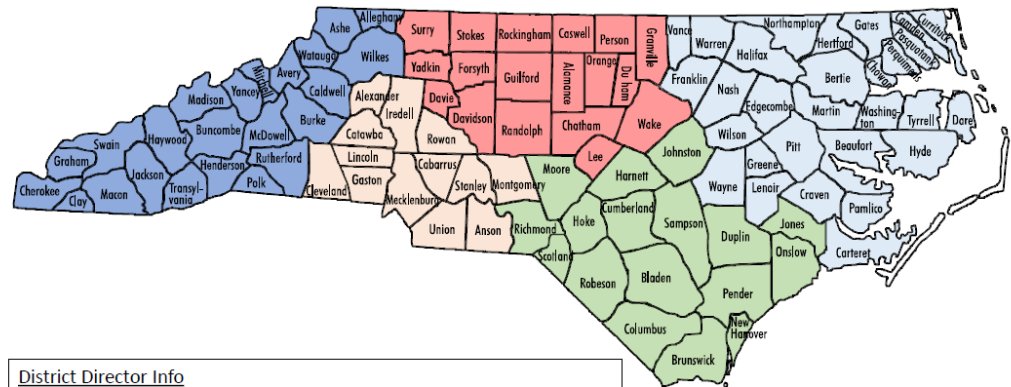
Wireless

- iPad
- 2-1
- Laptop

NCDOI Regional Offices

- Raleigh
- Asheville
- Charlotte
- Wilmington

NCDOI Regional Districts



District Director Info			
Western	April Riddle	828-231-8610 c	April.Riddle@ncdoi.gov
Charlotte	Hygan Kapikian	980-523-9972 w	Hygan.Kapikian@ncdoi.gov
Central	Mendy Greenwood	919-218-3626 c	Mendy.Greenwood@ncdoi.gov
Southeast	Jarrod Lowery	919-398-4912 c	Jarrod.Lowery@ncdoi.gov
Eastern	Brent Heath	919-703-5661 c	Brent.Heath@ncdoi.gov

Finance

- REVENUES: July 1, 2016 through June 30, 2017
 - License Fees \$257,245
 - Education Fees \$ 85,890
 - Misc \$ 20
 - Total [NCAS] \$343,155 *est. \$289,350*
- EXPENDITURES: \$199,112 **Net \$144,043**
- FUND BALANCE: \$880,846

Finance

Licensing Fees

• Application	\$ 10,220	292 @ \$ 35
• Exam	\$ 22,240	278 @ \$ 80
• License	\$ 32,320	202 @ \$160
• Renewal	\$195,200	1,220 @ \$160
• <u>Late</u>	<u>\$ 2,550</u>	85 @ \$ 30
• Total	\$262,530	

Education Fees

• Course Approval	\$ 8,250	55 @ \$150
• Course Renewals	\$ 4,650	62 @ \$ 75
• <u>Rosters</u>	<u>\$78,530</u>	15,706 @ \$ 5/hr
• Total	\$91,430	/ 12 hrs CE ~ 1,308
• Grand Total	\$353,960	

FY 2016/2017 ESTIMATED REVENUES

ACCOUNT	DESCRIPTION	143-151.57(a) Rule Change Eff 10/1/10	Estimated Collections	Actual Revenues FY 11-12	Actual Revenues FY 12-13	Actual Revenues FY 13-14	Actual Revenues FY 14-15	Actual Revenues FY 15-16	Estimated Revenues FY 16-17
435300	CERTIFICATION FEES	NCAC .1011							
	Application for Home Inspector License	\$35.00	150				\$ 8,575.00	\$ 10,500.00	\$ 5,250.00
	Home Inspector Exam Fee	\$80.00	150				\$ 17,920.00	\$ 22,000.00	\$ 12,000.00
	License Fee Home Inspector	\$160.00	100				\$ 24,480.00	\$ 29,600.00	\$ 16,000.00
	Renewal Fee Home Inspector	\$160.00	1150				\$ 166,400.00	\$ 177,600.00	\$ 184,000.00
	Late Renewal Fee Home Inspector	\$30.00	50				\$ 2,430.00	\$ 1,890.00	\$ 1,500.00
	SubTotal			\$ 189,426	\$ 189,670.00	\$ 202,825.00	\$ 219,805.00	\$ 241,590.00	\$ 218,750.00
435300006	CONTINUING EDUCATION FEE	NCAC .1300							
	Application for Course Approval	\$150.00	20				\$ 6,150.00	\$ 3,450.00	\$ 3,000.00
	Renewal of Course Approval	\$75.00	20				\$ 3,450.00	\$ 1,875.00	\$ 1,500.00
	Course Fee (per credit hr, per licensee)	\$5.00	13,800				\$ 85,830.00	\$ 70,450.00	\$ 66,000.00
	SubTotal			\$ 71,171	\$ 85,210.00	\$ 88,410.00	\$ 95,430.00	\$ 75,775.00	\$ 70,500.00
437990	OTHER MISC REV - PROGRAM								
	Copies of Board Rules or Licensure Standards						\$ 110.00		
	SubTotal			\$ 125	\$ 25.00	\$ 125.00	\$ 110.00	\$ 10.00	\$ 100.00
	TOTAL REVENUES			\$ 260,722.00	\$ 274,905.00	\$ 291,360.00	\$ 315,345.00	\$ 318,395.00	\$ 289,350.00
	TOTAL EXPENDITURES						\$ 215,389.59	\$ 197,170.00	
	DIFFERENCE						\$ 99,955.41	\$ 121,225.00	
		Licenseses	1,050	1,150					
		CE hours	16	12	Oct. 1, 2014				
		Total CE hrs	16,800	13,800	(3,000)				
		fee/hr	\$ 5.00	\$5.00					
		Total fees	\$ 84,000	\$ 69,000	\$ (15,000.00)				
		Rate	#Licensees	hours	Total				
	License Renewals	\$160.00	1000		\$ 160,000				
	Continuing Education	\$5.00	1000	12	\$ 60,000				
				Total	\$ 220,000				
		\$160.00	100		\$ 16,000				
		\$5.00	100	12	\$ 6,000				
				Total	\$ 22,000				

1,150 Licensees – conservative - \$289,350

Legislative

- No meeting

Education

- Continuing Education (CE)
- Pre-Licensing
- Board-developed update courses (FY)
 - 2015-2016
 - 2016-2017
 - 2017-2018
 - 2018-2019
 - 2019-2020

Standards of Practice/Rules

- Rules Review by Nov. 2017
- Comments received from Inspector Nation

Investigation Review

- Recommended Board Action(s) Licensees
 - Proposed Hearing
 - Proposed Consent Agreement
 - Dismiss with Letter of Caution
 - Dismiss
- Recommended Board Action(s) Unlicensed

Personnel

- No meeting held

Advisory Committee

New Licensee Report Audit

IFB

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

All qualified bids will be evaluated and award or awards will be based on *whether an award provides best value and is most advantageous to the State, as determined by a consideration of:*

1. *Number of years' experience as an active license NC Licensed Home Inspector*
2. *Number of home inspections performed*
3. *Number of years' experience as an NCHILB approved Educational Sponsor or Instructor*
4. *Quality of three (3) sample reports*
5. *Estimated review and evaluation time per inspection: contract, summary, and report.*
6. *Hourly fee and total bid price for 500 reviews*
7. *History of Board Disciplinary Action*

While the intent of this IFB is to award a Contract to [single Vendor for all line items *[or, to multiple Vendors — edit as needed]*], the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

• 3.4 → EVALUATION CRITERIA ¶

All qualified bids will be evaluated and award made based on considering the following criteria, to result in an award most advantageous to the State: ¶

Technical: Maximum 60 points ¶

Criteria ^α	Scoring Key (see Notes to Table) ^α	Points ^α
Years active NC license ^α	A ^α	α
Number of home inspections ^α	B ^α	α
Sponsor/Instructor experience ^α	C ^α	α
Average Review time ^α	D ^α	α
Hourly fee and total bid price ^α	E ^α	α
Board Disciplinary action ^α	F ^α	α
Totals	α	α

Notes to Table ¶

Scoring Key: ¶

A: < 1 year = 1 pt; ≥ 1 and ≤ 5 years = 5 pts; > 5 years and ≤ 15 years = 8 pts; > 15 years = 10 pts ¶

B: 1 point per 1,000 home inspections (10 pts max.) ¶

C: Education Sponsor/Instructor (anywhere) 2 pts; Approved NCHILB Education Sponsor/Instructor — pre-licensing 2 pts; Approved NCHILB Update Course Sponsor/Instructor 4 pts; Approved NCHILB Elective Course Sponsor/Instructor 2 pts ¶

D: 30 minutes = 1 pt; 45 minutes = 5 points; 60 minutes = 8 pts; 90 minutes = 10 pts ¶

E: \$25 to \$30 per hour = 10 pts; \$31 to \$40 per hour = 8 pts; \$40 per hour to \$50 per hour = 5 pts ¶

F: Disciplinary Action 5 pts; No Disciplinary Action = 10 pts ¶

¶

Price: ¶

Total bid price for 500 inspection report reviews (includes contract, summary and home inspection report) including travel time to and from meetings. \$ _____ ¶

Example: The State will determine best value by normalizing the scores as follows: ¶

The Total Technical Point score will be multiplied by 1,000 and then divided by the bid price. ¶

¶

$$\frac{60 \text{ pts} \times 1,000}{\$20,000} = \frac{60,000}{20,000} = 3.0 \text{ ¶}$$

¶

PUBLIC COMMENT



UNFINISHED BUSINESS

- NC Assoc. of Realtors® video surveillance
- Approve Board-Developed Update Course for 2017-2018
- Rules Review comments / response to RRC

NEW BUSINESS

- Election of Officers 2017-2018