Minutes of the
North Carolina Home Inspector Licensure Board
October 12, 2018

The regular meeting of the North Carolina Home Inspector Licensure Board (“Board”) was held at 9:00 am on Friday, October 12, 2018 in Raleigh, North Carolina.

The following members of the Board were present:

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<th>Name</th>
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<tbody>
<tr>
<td>H. John Gainey</td>
<td>Connie Corey</td>
<td>Robert Roegner</td>
<td>Harold Upton</td>
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<tr>
<td>Joseph Ramsey</td>
<td>Fred Herndon</td>
<td>Arthur Hall</td>
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Board member Chad Collins was absent. NC Department of Insurance, Engineering Division staff members Mike Hejduk, Terri Tart, Jennifer Hollyfield and Sam Whittington were in attendance. Board Attorney Heather Freeman, NC Department of Justice (“NCDOJ”), was in attendance.

Chairman John Gainey called the meeting to order and welcomed visitors Bob Scott and Robert Wilson (N.C. Licensed Home Inspector Association), Eddie Edwards and Eric Coates (N.C. Home Inspector), Stan Gregory (Inspector Nation) and legal counsel Keith Richardson (Forrest Firm, P.C.). Seth Palmer (N.C. Association of Realtors®) and Terri Gainey.

**Agenda**

Vice-Chairman Arthur Hall 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. Hall 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. Hall asked the members if anyone needed to recuse themselves for any listed agenda items. None were noted.

Chairman Gainey turned the meeting over to Terri Tart who then introduced Eddie Edwards and Teresa Everette from Temporary Solutions. Temporary Solutions was established by the N.C. Office of State Human Resources in 1986 to provide temporary staffing services for N.C. State Government agencies. Edwards stated that Board members were considered employees of the State as of a result of an IRS audit of the Department of Public Instruction in 2015-2016. Based on how boards and commissions function in North Carolina, Edwards reported that Board members acting on behalf of the citizens of the State of North Carolina are considered State employees. Edwards stated that all Board members must file a state employment application. Once the applicant is verified they able to work in the United States, they are employed through Temporary Solutions. Edwards stated that if a Board member decides to receive compensation, then they must complete W-4 forms for both the state and federal government. Edwards stated that if a Board member decides not to be paid compensation, then they would not need to fill out the W-4 forms, but must still file an application for employment and an I-9 form. Edwards stated that because of the audit, the State receives federal funds to on-board members serving the citizens of North Carolina. Edwards thanked the Board members that had already completed the process. Edwards noted that some Board members’ paper work remains incomplete.
**Approval of July 13, 2018, Public Hearing Minutes:**
Fred Herndon made a motion to approve the minutes. Connie Corey seconded. Director Mike Hejduk stated that some typographical errors were noted during Board member review and required correction. Rob Roegner made a motion to approve the minutes with typographical corrections. This item was subsequently revisited, and the motion passed unanimously.

**Approval of July 13, 2018, Regular Meeting Minutes:**
Rob Roegner made a motion to approve the minutes. Joseph Ramsey seconded, and the motion passed unanimously.

**Approval of July 26, 2018, Special Meeting Minutes:**
Rob Roegner made a motion to approve the minutes. Joseph Ramsey seconded, and the motion passed unanimously.

**Approval of September 13, 2018 Special Meeting Minutes:**
Rob Roegner made a motion to approve the minutes. Joseph Ramsey seconded, and the motion passed unanimously.

**Staff Report**

**Director**
Mike Hejduk stated the N.C. General Assembly Joint Legislative Administrative Procedure Oversight (APO) Committee submitted draft legislation to reform financial reporting of occupational licensing boards, but did not include the NCHILB in the list of 56 affected boards. Hejduk speculated that this was because the NCHILB is staffed by the N.C. Department of Insurance (NCDOI), a state agency that already provides financial reports in the uniform format of the N.C. Accounting System (NCAS) and operates based on a fiscal year beginning on July 1 and ending on June 30. Hejduk stated that the 93B-2(a) [Annual] & (b) [Financial] APO Standardized financial reports had been completed and that he would submit the report prior to the deadline of October 31, 2018.
93B-2(a): Annual Report: July 1, 2017 to June 30, 2018

1. The Board was located at 325 N Salisbury St, Raleigh, NC 27603.
   The Board consisted of eight (8) officers and members as listed below:
   - Harold "Butch" Upton, Chairman
   - Heywood John Gaine, Vice-Chairman
   - Joseph B. Ramsey, Jr., Treasurer
   - Rob Roegner, Secretary
   - Arthur Hall
   - Fred Herndon
   - Waverly M. Sawyer
   - Connie Corey

   (1a) The total number of licensees supervised by the board (active status) 1,378
   (2) The # of applications for examination 291
   (3) The # of applicants who were refused examination 22
   (4) The # who took the examination 269
   (5) The # of initial licenses issued 233
   (5a) The # who failed the examination 68
   (6) The # of applications for license by reciprocity or comity 10
   (7) The # of licenses granted by reciprocity or comity 17
   (7a) The # of official complaints received involving licensed and unlicensed activities 47
   (7b) The # of disciplinary actions taken against licensees, or other:
       - actions taken against non-licensees, including injunctive relief 13
   (8) The # of licenses suspended 2
   (9) The # of licenses terminated/revoked (voluntarily surrendered) 1
   (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:
       a) criteria for pre-licensing field trainees,
       b) criminal background check,
       c) licensee display Board issued photo ID,
       d) fee for inactive license status and sunset/provision,
       e) compensation for assistants,
       f) statute of limitations for complaint submittal,
       g) legislative authority to license home inspection companies
   (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:

   93B-2(b): Financial Report: July 1, 2017 to June 30, 2018

   REVENUES: $397,190.00
   (Source of funds credited - License Application, Exam, Certification Issuance/Renewal Fee, Late Renewal Fee, Continuing Education Approval and Per Student Fee, Miscellaneous Fees)

   EXPENDITURES: $189,989.52
   (Purpose and amount of all funds disbursed - see enclosed detail report run date)

   FUND-BALANCE: $1,096,197.18
   (Ending Cash Value)

   *[Period Ending 6/30/18; Run Dates 08/15/2018]*
Hejduk stated that there was a lot of interest in computer-based testing since the last Board meeting. Hejduk reported that staff administered the computer-based testing with six applicants in a conference room. Hejduk stated that the computer-based exam was unsuccessful due to wireless connection issues and they decided to waive fees for these applicants to retake the exam. Hejduk reported that he and Rob Roegner were working with the Controller’s Office to set up eight computers on the fifth floor to administer the computer-based exams. Hejduk stated that staff currently offers computer-based exams once a week. Hejduk reported that he and Terri Tart would be visiting the NCDOI Charlotte Regional Office (CRO) when the first applicant is ready to test at that location. Hejduk stated that there were no dedicated NCDOI staff to monitor applicants at the CRO. The CRO Director is staff’s contact for computer-based testing. Connie Corey asked Hejduk how many applicants can test per month. Hejduk reported that there are about fifty (50) applicants testing every other month for the proctored paper exam. Hejduk stated that computer-based testing was limited to two (2) people at a time. Hejduk reported that staff would be able to increase that number to eight. Terri Tart stated that computer-based exams also required proctoring/monitoring by staff. Rog Roegner stated that Hejduk could give an update on the computer-based exams at the next Board meeting.

Hejduk explained that the Education Committee had not come up with a topic for the FY 2019-2020 Update Course. Hejduk stated that the topic would be discussed in the Education Committee report.

Hejduk stated the auditor has been provided some information and has already begun work on the 2015-2016 and 2016-2017 fiscal years. Hejduk recommended the Board authorize the auditor to proceed with FY 2017-2018 as well and asked Chairman Gainey to sign the letter of engagement.

Hejduk stated that Wilson Fausel has begun working on the new licensee report reviews. Hejduk reported that Fausel had a prior commitment and was unable to attend the Board meeting. Hejduk stated that Fausel had submitted a slide presentation for the Board. Hejduk reported that staff was sending out ten (10) letters a week to inspectors requesting contracts, reports and report review summary’s. Hejduk explained that inspectors could either upload the files to their profile or submit through NCDOI ShareFile® if the report is too large. Hejduk stated that Jennifer Hollyfield was coordinating this task. Hejduk reported that if the inspector did not redacted personal information, then staff would do so prior to sending to the contractor for review. Hejduk explained that staff would receive the review from Fausel and send it out to the inspector with a transmittal letter. Hejduk reported that Fausel had received nineteen (19) reports for review, twelve (12) had been processed, reviewed and returned. One was returned with five (5) pages missing and six (6) reports were in his que for review. Hejduk stated that nineteen (19) reports for review was a small number out of the one hundred twenty (120) requests for review that had been sent during the 12 weeks. Hejduk stated that, under the contract terms, Fausel was being paid sixty dollars ($60.00) per report.

Hejduk requested approval to purchase a newer version of Adobe Software at a charge of two hundred thirty-one and eighty-seven cents ($231.87) per license. Hejduk stated that Fausel made a recommendation to purchase the software to make it easier to redact personal information from the report reviews. Hejduk requested to purchase at least five new licenses for the Adobe Software.
Butch Upton made a motion to approve up to two thousand five hundred dollars ($2,500.00) to purchase five new licenses. Connie Corey seconded the motion. The motion passed unanimously.

Hejduk reported that the Update Course has been developed and instructor orientation will be scheduled. Hejduk announced the 2019 Board regular quarterly meeting dates as January 11, April 12, July 12, and October 11, 2019. Hejduk stated after a review of the minutes, that Seth Palmer invited the Board to attend the Realtor Convention in September 2019. Hejduk stated that he didn’t think that Palmer wanted the Board meeting held at the convention. Hejduk explained that Palmer wanted some of the Board members present at the convention. Hejduk reported that the N.C. Licensed Home Inspection Association (NCLHIA) normally requested the Board to hold its meeting in conjunction with their conference in February. Connie Corey asked Palmer if one of the Board members could be put on the agenda at the Realtor Convention. Palmer stated that he would take that into consideration.

**License Administrator**
Terri Tart stated from July 13, 2018, through October 12, 2018, 81 applications were received, 47 new licenses were issued and 11 computer-based exams were administered. Tart reported 63 applicants registered for the August paper exam and 55 exams were administered. 36 applicants passed the exam and 19 applicants failed. Tart reported 57 applicants registered for the October paper exam and 46 exams were administered. 33 passed the exam and 13 failed. Tart reported that there were no computer-based exams scheduled in October due to two Board meetings scheduled (home inspector and code official). Tart stated that she would have some computer-based exams in November. Tart reported 21 applicants had signed up for the December paper exam.

Tart reported that 8 applicants attended exam reviews on September 10, 2018. Tart explained to the Board that several applicants who attended the exam review had concerns about waiting 180 days (6 months) to retest. Tart expected some of those applicants to address the Board today. Tart reported that there are currently 1,415 active inspectors.

**Education Coordinator**
Jennifer Hollyfield reported that from July 13, 2018 through October 10, 2018, staff received four (4) new Continuing Education (CE) course approvals, 41 course renewals, and 14,108 course student evaluations. Hollyfield stated that the deadline to complete CE was midnight September 10, 2018. Hollyfield reported that any inspectors who did not complete their CE would need to obtain it after October 1, 2018. Hollyfield stated that there were several pending applicants for approval as Pre-licensing Field Trainers.

**Pre-Licensing Field Trainers**

**Robert Wilson**
Licensed 10/1/96
No Complaints
Fred Herndon made a motion to approve. Butch Upton seconded the motion. The motion passed unanimously.
**John Galop**  
Licensed 1/4/13  
No Complaints  
Fred Herndon made a motion to approve. Butch Upton seconded the motion. The motion passed unanimously.

**Eddie Davis**  
Licensed 1/29/08  
No Complaints  
Fred Herndon made a motion to approve. Butch Upton seconded the motion. The motion passed unanimously.

**Investigator**  
Sam Whittington reported that 15 complaints have been received for the fiscal year and that 14 investigations have been completed. Whittington stated that 34 complaints had been received this calendar year. Whittington reported 35 investigations have been completed this calendar year. Whittington presented the graph below showing the historical number of complaints received each year since the start of licensing in 1996.
Committee Reports

Application Committee:
Joseph Ramsey reported that the committee met and reviewed twelve (12) applications. Ramsey made a motion to approve 11 applications and deny one, James Lewczyk. Connie Corey seconded the motion and the motion passed unanimously.

1. James Abbaticchio
2. Todd Eastland
3. Lawrence Spiro
4. Shihym Philyaw
5. James Lewczyk
6. Trinity Hunt
7. David Frankena
8. Chris Walters
9. Gregory Ledford
10. Jay Moore
11. Jason Fair
12. Allen Sweet

Examination Committee:
Rob Roegner reported that the committee met on October 11, 2018. Roegner stated the additional support for Beth Williams had been approved. Roegner reported that the exam committee would need to meet again to start validating questions on site. Roegner asked the Board to make a motion to approve funding to bring in some subject matter experts in to review exam questions. Fred Herndon made a motion to approve ten thousand dollars ($10,000.00) for expenses. Arthur Hall seconded the motion. The motion passed unanimously.

Finance Committee:
Fred Herndon reported that the committee met on October 11, 2018. Herndon reported that Board fiscal year-to-date expenditures are $33,899.49. Herndon stated that the revenues are $278,070.00 with a fund balance of $1,340,367.69. The charts below show revenues authorized by the fee schedule, number of collections, expenditures and fund balance. Hejduk explained account codes and information included in the Board’s N.C. Accounting System (NCAS) budget report. Herndon stated that Chairman Gainey addressed the committee regarding the need to consider coastal inspectors who had been disrupted by the recent hurricanes. Gainey suggested the Board could make a onetime donation to the North Carolina Relief Fund for disasters. Roegner brought to the committee the need to have more municipal code inspectors. Herndon reported that the inspection departments were looking to hire some retired fully accredited code inspectors to train new people. Herndon reported that home inspectors who are out of work due to the disaster would be ideal for this. Herndon stated that the committee discussed making a onetime donation to the North Carolina Relief Fund of fifty thousand dollars ($50,000.00). Roegner stated that he discussed this with the NCDOI Controller’s Office. Roegner reported that the Board would need to make a formal request for the donation. Roegner stated that this request would also need to be brought to the Office of State Budget and Management. Butch Upton made a motion to approve fifty
thousand dollars ($50,000.00) contingent on what Roegner finds out from the Controller’s Office to make this happen. Connie Corey seconded the motion. The motion passed unanimously.

Following his report, Ramsey excused himself at 10:04 am from the meeting to attend to personal matters.

**FEES (Revenues) – HILB System – 2nd QTR YTD**

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<th>Type</th>
<th>Unit</th>
<th>Count</th>
<th>Total</th>
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<tbody>
<tr>
<td>Application</td>
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<td>196</td>
<td>6,860</td>
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<tr>
<td>Exam</td>
<td>80</td>
<td>195</td>
<td>15,600</td>
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<tr>
<td>License</td>
<td>160</td>
<td>114</td>
<td>18,240</td>
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<tr>
<td>Renewal</td>
<td>160</td>
<td>1,402</td>
<td>224,320</td>
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<tr>
<td>Late</td>
<td>30</td>
<td>67</td>
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<tr>
<td><strong>Licensing Sub-Total</strong></td>
<td></td>
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<td><strong>267,030</strong></td>
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<tr>
<td>Course Approval</td>
<td>150</td>
<td>8</td>
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<tr>
<td>Course Renewal</td>
<td>75</td>
<td>41</td>
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<tr>
<td>Per Student Fee</td>
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<td>14,718</td>
<td>73,590</td>
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<tr>
<td><strong>Education Sub-Total</strong></td>
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<td><strong>77,865</strong></td>
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<tr>
<td><strong>Grand Total</strong></td>
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**NC Accounting System (NCAS)**

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<tr>
<th>Month</th>
<th>Expenditures</th>
<th>Revenues</th>
<th>Fund Balance</th>
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<tr>
<td>Jul</td>
<td>$11,399.15</td>
<td>$1,060.00</td>
<td>$1,104,468.03</td>
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<td>Aug</td>
<td>$21,821.79</td>
<td>$74,810.00</td>
<td>$1,149,185.39</td>
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<td>Sep</td>
<td>$33,899.49</td>
<td>$278,070.00</td>
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<td>Oct</td>
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<td>$328,610.00</td>
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<tr>
<td>Nov</td>
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<td>$338,065.00</td>
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<tr>
<td>Dec</td>
<td>$107,178.60</td>
<td>$345,240.00</td>
<td>$1,334,258.58</td>
</tr>
<tr>
<td>Jan</td>
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<td>Feb</td>
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<td>Apr</td>
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<td>May</td>
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<td>Jun</td>
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**Legislative Committee:**
Fred Herndon stated that he had no report.

**Education Committee:**
Butch Upton stated that the committee needed to determine a subject for the FY 2020-2021 update course and noted that Bonnie Gregory did a survey of inspectors. Gregory reported that inspectors were interested in a course on Termite Inspections and/or Septic Tanks. Upton stated that he would be in contact with the N.C. Department of Agriculture about a termite course. Upton asked, because funds in the amount of $50,000 have already been approved for education, if the Board could pay for development of optional inspector training and education courses that would not qualify for CE credit as either a Board-developed update or sponsor-developed elective. Hejduk reported that the 2018 N.C. State Building Code becomes effective January 1, 2019. Hejduk reported that the department would be offering six (6) hours of free CE for code enforcement officials the first week in December in Hickory, N.C. and that home inspectors might attend if interested.

**Standards of Practice Committee:**
Fred Herndon asked Mike Hejduk if he had anything to say about the Standards of Practice. Hejduk stated that the changes to the rules have been made with an effective date of October 1, 2018. Jennifer Hollyfield put in an order with Correction Enterprises for printing and mailing to all active inspectors. Herndon stated that all inspectors needed to make sure that their inspection reports followed the new rule changes.

**Investigation Review Committee:**
Arthur Hall stated that the committee met. The following cases were submitted for consideration.

**Hearing**

1. **675** Lowe #1602 (Brown)-Continued
2. **702** Hardesty #1620 (Bougie)-Continued
3. **705** Summerlin #1224 (Monnier)-Retired and Voluntarily Surrendered License

**Consent Agreement**

1. **707** Brown #3645 (McKerr)
2. **714** Neyland #2874 (Martin)
3. **719** Tillery #3435 (Das)
4. **720** Carter #3317 (Vela)

Fred Herndon made a motion to approve the recommendation to move forward to a consent agreement. Connie Corey seconded the motion. The motion passed unanimously.

**Dismiss with Letter of Caution**

1. **718** Petty #3615 (Gilliam)
2. Y002 Young #4032 (Howard)
3. K006 King #1756 (Robinson)

Fred Herndon made a motion to dismiss each of these complaints with a Letter of Caution. Connie Corey seconded the motion. The motion passed unanimously.

Dismiss

1. M024 McCarn #1818 (Te kampe)
2. P027 Powell #3633 (Dunn)

Rob Roegner made a motion to dismiss each of these complaints. Fred Herndon seconded the motion. The motion passed unanimously.

Unlicensed Activity

1. None

The Board recessed for a break at 10:36 am and reconvened at 10:52 am.

Personnel Committee:
John Gainey stated there was no report. Gainey asked Rob Roegner about Devin McGirth. Roegner stated that McGirth was employed with the Department of Insurance. Roegner reported that McGirth works with staff on various tasks with NCHILB. Roegner stated that McGirth was a candidate for becoming a home inspector. Roegner reported that McGirth was a good asset to the department. Roegner stated that NCDOI had a new investigator starting on October 15, 2018. Roegner reported that the investigator is a licensed professional engineer named Thomas Cooney. Roegner asked for a motion to approve money for Cooney to attend the pre-licensing training through Gregory Enterprises. Fred Herndon made a motion to approve up to three thousand dollars ($3,000.00) for Cooney to attend the training. Arthur Hall seconded the motion. The motion passed unanimously.

Advisory Committee(s):
Mike Hejduk stated that the Advisory Committee for new licensee report reviews had already been addressed during staff and committee reports.

Public Comment:
Eric Coates addressed the Board and stated that Sponsors and Instructors would be interested in knowing the outcome of the report audits to help create courses for inspectors to take for their continuing education.

Unfinished Business:
Chairman Gainey reviewed the list of items noting that all had already been addressed during staff and committee reports.

New Business:
Hejduk explained new business agenda Item 6. a. the proposed amendment to Article III, Section C of the By-laws regarding the duties of the Application Evaluation Committee. The proposed amendment, shown below and presented to the Board at the July regular meeting, limits the committee’s duties to review of applications and reverts approval to the Board.

Application Evaluation Committee shall be responsible for the review and approval of Home Inspector applications. All appeals review of the staff decisions concerning evaluation of applications will be heard by this committee upon receipt of a written request. Appeals of this committee will be heard by the Board.

Butch Upton made a motion to approve the change to the By-laws regarding the duties of the Application Evaluation Committee. Fred Herndon seconded the motion. The motion passed unanimously.

Mike Hejduk stated that new business agenda Item 6. b. must be addressed by the Board during open session pursuant to the North Carolina Open Meetings Act, North Carolina General Statute Chapter 143 Article 33C. Hejduk stated the Board’s legal counsel was contacted by legal counsel for Gregory Enterprises who raised concerns about an email sent by Chairman Gainey to several licensees. Hejduk reported that a copy of the email was in the Board member packets as well as on the slide viewed by the audience. Hejduk asked all Board members to read the email.

Hejduk stated prior to any public discussion by the Board, Chairman H. John Gainey has requested that he be permitted to address the Board regarding this matter. Hejduk stated that Chairman Gainey must recuse himself from any discussion or vote by the Board. Hejduk requested that any comments by Gregory Enterprises or legal counsel regarding this matter be made before any public discussion by the Board. Hejduk asked Chairman Gainey to address the Board. Gainey read a prepared statement and provided a copy to the Board. Chairman Gainey then recused himself from deliberations and left the meeting room.

Hejduk stated that if the Board wished to discuss the matter a motion must be made and seconded. Rob Roegner made a motion to discuss the matter in open session. Fred Herndon seconded the motion. The motion was voted on and approved unanimously by the members present. During discussion, Connie Corey asked what the complaint was about. Board attorney Heather Freeman stated that the issue is that Gainey sent out an email as Board chairman. Freeman stated that it could appear that Gainey made representations on behalf of the Board as well as two private associations. Arthur Hall stated that the email stated that inspectors would have to start requiring 24 hours of continuing education prior to license renewal. At or about this time, Joseph Ramsey returned to the meeting via teleconference dial-in.

Roegner stated that the issue with the email is Gainey using his position on the Board to influence an audience or a select group of people. Roegner stated that there is also an association with InterNACHI®. Roegner stated that it is an unfair advantage with another education provider. Roegner stated that there are many issues that this email brings to light. Roegner stated that the issue that he had with the email is that it reflects on everybody on the Board. Roegner also stated that it may reflect negatively on the N.C. Department of Insurance and the Commissioner. Roegner stated that was why the Board should bring this issue to the N.C. State Ethics Commission. Roegner also said he had a problem with the last sentence of the email that stated there are a few
things inspectors needed to hear that could not be emailed. Roegner questioned was the issue about someone on the Board or was it about a competitor. Roegner stated that he didn’t know. Roegner stated that he knew that Gainey was trying to boost inspector participation in his area. Roegner stated that this email is no way to accomplish that. Butch Upton stated that he was approached at a CE class and was questioned by two inspectors wanting to know when the Board was going to start requiring the additional CE. Upton stated he responded by saying that he didn’t know what the inspector was talking about. Herndon asked Upton where this class was held and Upton responded in the Charlotte area.

Rob Roegner stated that if the Board needed legal advice then the Board would need to go into closed session. Hejdruk reported that if the Board wished to discuss with its legal counsel, a motion needs to be made to go into closed session pursuant to §143-318.11(a)(3). Ramsey stated that he knows that they need legal advice.

Fred Herndon made a motion to go into closed session pursuant to N.C. Gen. Stat. § 143-318.11(a)(3). The motion was seconded by Butch Upton. The motion passed unanimously. All staff and visitors left the meeting room and the the Board went into closed session.

The Board reconvened at 12:03 pm. Rob Roegner made a motion to discuss the matter in open session as required by N.C. Gen. Stat. § 143-318.11(a)(6). Connie Corey seconded the motion. The motion passed unanimously.

Roegner made a motion that the Board forward the issue to the N.C. State Ethics Commission through the Board’s legal counsel. Connie Corey seconded the motion. The motion passed unanimously

**Adjournment:**
Chairman Gainey returned to the meeting room and adjourned the meeting.

Respectfully submitted,

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