JULY 12, 2019 MEETING 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
7. Unfinished Business
8. New Business
9. Adjournment
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
7. Unfinished Business
8. New Business
9. Adjournment

Chairman H. John Gainey

- Call meeting to order
- Opening remarks
- Welcome guests
- Changes to the agenda?
Ethics & Conflict of Interest

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
7. Unfinished Business
8. New Business
9. Adjournment

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.
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
7. Unfinished Business
8. New Business
9. Adjournment

• Regular Meeting: April 12, 2019
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**
7. **Unfinished Business**
8. **New Business**
9. **Adjournment**

**Director** (Mike Hejduk)
- 93B-2 Report
- Contracts
- Member Terms

**Licensing** (Terri Tart)
- Applications
- Exams

**Education** (Jennifer Hollyfield)
- Pre-Licensing Sponsors
- Continuing Education

**Investigations** (Sam Whittington, Tom Cooney)
- Complaints
1. NC Realtors® Conf.
2. 93B-2 Reports (a) [Annual] & (b) [Financial]
3. Computer Based Testing
4. Board-developed Update Course FY 2019-2020

Contracts
1. Auditor: IFB 12-2018013 award Anderson Smith & Wike PLLC
2. Report Reviews: IFB 12-2018012 award Right Step Home Inspections Inc. 500 reports $30,000 ($60/report)
3. Update Course: IFB 12-2018018 Bonnie Gregory

Member Terms

Election of Officers
## Licensing

### Director
- 93B-2 Report
- Contracts
- Member Terms

### Licensing
- Applications
- Exams

### Education
- Pre-Licensing
- Continuing Education

### Investigations
- Complaints

<table>
<thead>
<tr>
<th>Licensing Activities</th>
<th>Quarterly 4/1/2019 thru 6/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Approved</td>
<td>62</td>
</tr>
<tr>
<td>New Licenses Issued</td>
<td>51</td>
</tr>
<tr>
<td>Computer Base Exams Administered</td>
<td>16</td>
</tr>
<tr>
<td>Registered for April Exam</td>
<td></td>
</tr>
<tr>
<td>Paper Exams Administered</td>
<td></td>
</tr>
<tr>
<td>Passed</td>
<td>38</td>
</tr>
<tr>
<td>Failed</td>
<td>30</td>
</tr>
<tr>
<td>Registered for June Exam</td>
<td></td>
</tr>
<tr>
<td>Paper Exam Administered</td>
<td></td>
</tr>
<tr>
<td>Passed</td>
<td>54</td>
</tr>
<tr>
<td>Failed</td>
<td>45</td>
</tr>
<tr>
<td>Active Licenses</td>
<td>1612</td>
</tr>
</tbody>
</table>
**Education**

**Director**
- 93B-2 Report
- Contracts
- Member Terms

**Licensing**
- Applications
- Exams

**Education**
- Pre-Licensing
- Continuing Education

**Investigations**
- Complaints

### CE Activities

<table>
<thead>
<tr>
<th></th>
<th>Quarterly 4/1/19 thru 6/30/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Approvals</td>
<td>16</td>
</tr>
<tr>
<td>Course Renewals</td>
<td>0</td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>2534</td>
</tr>
</tbody>
</table>
Investigations

**Director**
- 93B-2 Report
- Contracts
- Member Terms

**Licensing**
- Applications
- Exams

**Education**
- Pre-Licensing
- Continuing Education

**Investigations**
- Complaints

**FISCAL YEAR**
- Complaints Received: 7/1/19 – 6/30/20 = 3
- Investigations Completed: 7/1/19 – 6/30/20 = 0

**CALENDAR YEAR**
- Complaints Received: 2019 = 34
- Investigations Completed: 2019 = 33

Oldest case under investigation: 4/11/19
Committee Reports

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
7. Unfinished Business
8. New Business
9. Adjournment

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

1. Donald McMillian
2. Roger Baker
3. Jarrod Roberson
4. Darryl Bone
5. Kenneth Butler
6. Ian Rhinehart
7. James Bailey
8. Mark Romer
9. Brian Doyle
Examination

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

Advisory Committee:
- New Licensee Report Reviews
## Finance

### Standing Committees:
- Application Evaluation
- Examination
- Finance
- Legislative
- Education
- Investigation Review
- Standards of Practice
- Personnel

### Advisory Committee:
- New Licensee Report Reviews

<table>
<thead>
<tr>
<th>Type</th>
<th>Unit</th>
<th>Count</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$35</td>
<td>358</td>
<td>$12,530</td>
</tr>
<tr>
<td>Exam</td>
<td>$80</td>
<td>357</td>
<td>$28,560</td>
</tr>
<tr>
<td>License</td>
<td>$160</td>
<td>238</td>
<td>$38,080</td>
</tr>
<tr>
<td>Renewal</td>
<td>$160</td>
<td>1,435</td>
<td>$229,500</td>
</tr>
<tr>
<td>Late</td>
<td>$30</td>
<td>77</td>
<td>$2,310</td>
</tr>
</tbody>
</table>

**Licensing Sub-Total**: $311,080

<table>
<thead>
<tr>
<th>Type</th>
<th>Unit</th>
<th>Count</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Approval</td>
<td>$150</td>
<td>32</td>
<td>$4,800</td>
</tr>
<tr>
<td>Course Renewal</td>
<td>$75</td>
<td>148</td>
<td>$11,100</td>
</tr>
<tr>
<td>Per Student Fee</td>
<td>$5</td>
<td></td>
<td>$99,730</td>
</tr>
</tbody>
</table>

**Education Sub-Total**: $115,630

**Grand Total**: $426,710

### Month Expenditures, Revenues, Fund Balance

<table>
<thead>
<tr>
<th>Month</th>
<th>Expenditures</th>
<th>Revenues</th>
<th>Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>$11,399.15</td>
<td>$1,060.00</td>
<td>$1,104,468.03</td>
</tr>
<tr>
<td>Aug</td>
<td>$21,821.79</td>
<td>$74,810.00</td>
<td>$1,149,185.39</td>
</tr>
<tr>
<td>Sep</td>
<td>$33,899.49</td>
<td>$278,070.00</td>
<td>$1,340,367.69</td>
</tr>
<tr>
<td>Oct</td>
<td>$49,795.17</td>
<td>$328,610.00</td>
<td>$1,375,012.01</td>
</tr>
<tr>
<td>Nov</td>
<td>$92,022.05</td>
<td>$338,065.00</td>
<td>$1,342,240.13</td>
</tr>
<tr>
<td>Dec</td>
<td>$107,178.60</td>
<td>$346,345.00</td>
<td>$1,335,363.58</td>
</tr>
<tr>
<td>Jan</td>
<td>$131,420.90</td>
<td>$357,865.00</td>
<td>$1,322,641.28</td>
</tr>
<tr>
<td>Feb</td>
<td>$150,319.53</td>
<td>$369,410.00</td>
<td>$1,315,287.65</td>
</tr>
<tr>
<td>Mar</td>
<td>$168,252.37</td>
<td>$391,035.00</td>
<td>$1,318,979.81</td>
</tr>
<tr>
<td>Apr</td>
<td>$191,134.18</td>
<td>$400,730.00</td>
<td>$1,305,793.00</td>
</tr>
<tr>
<td>May</td>
<td>$210,947.40</td>
<td>$417,100.00</td>
<td>$1,302,349.78</td>
</tr>
<tr>
<td>Jun</td>
<td>$240,069.11</td>
<td>$427,435.00</td>
<td>$1,283,563.07</td>
</tr>
</tbody>
</table>

**Agenda**

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

- Advisory Committee: New Licensee Report Reviews
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

Total Active Licenses: **1612**

Inspectors Who Met C.E. **276**

Inspectors Who Did Not Meet C.E. **1429**

Total Renewed for the C.E. year 2019: **24**

Percent of Licensees renewed out of those currently active: **1.5%**

Cutoff date to obtain C.E. is September 10, 2019
Investigation Review

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

Advisory Committee:
New Licensee Report Reviews
Standards of Practice

**Standing Committees:**
- Application Evaluation
- Examination
- Finance
- Legislative
- Education
- Investigation Review
- Standards of Practice
- Personnel

**Advisory Committee:**
- New Licensee Report Reviews
Public Comment

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
7. Unfinished Business
8. New Business
9. Adjournment
Unfinished Business

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
7. Unfinished Business
8. New Business
9. Adjournment

• New Licensee Report Reviews (Wilson Fausel)

• NCHILB Videos (WinRock Productions LLC)

• Board-developed Update Course Bonnie Gregory
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
7. Unfinished Business
8. New Business
9. Adjournment

NC REALTORS® XCHANGE ’19

Election of Officers
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
7. Unfinished Business
8. New Business
9. Adjournment