

NCOWCICB
BOARD MEETING AGENDA
JULY 17 –18 2008
WILLIAMSTON NC
LOCATION: JULY 17TH CONFERENCE ROOM HAMPTON INN
JULY 18TH CLASSROOM BOB MARTIN AG CENTER

JULY 17TH

3:30 CALL TO ORDER: Gene Young, Chairman called to order
OPENING PRAYER: Gene Young, Chairman held prayer
Present: Board Members Gene Young, Russ Davis, Glenn Hines, Jerry Pearce,
and Connie Stephens, Executive Director
Absent: Paul Higdon, Jim Lanier, Diana Rashash, Al Gerard
RECOGNITION OF PROXY(IES): none given
READING OF ETHICS STATEMENT: read by Gene Young

ETHICS STATEMENT: In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

None noted

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

3:35 RECOGNITION OF NEWLY APPOINTED BOARD MEMBERS:
Gene Young welcomed new board member Jerry Pearce to the Board. The 9th member of board, that will replace Ralph Hollowell, is still going through process and should be finalized by the October meeting

3:40 RECOGNITION OF ANY ATTENDING PUBLIC AND REQUEST TO ADDRESS BOARD (PLEASE NOTE: PUBLIC MAY ADDRESS THE BOARD DURING THIS SECTION OF BOARD MEETING. BOARD WILL NOT RESPOND TO COMMENTS OR REQUEST MADE BY PUBLIC. REQUEST MADE BY PUBLIC DURING THIS SESSION WILL BE PLACED ON A FUTURE BOARD AGENDA FOR DISCUSSION. PUBLIC WILL BE ALLOWED MAXIMUM OF FIVE (5) MINUTES PER PERSON TO ADDRESS BOARD. PUBLIC WILL NOT BE ALLOWED COMMENT FOR REMAINDER OF BOARD MEETING.

Doug Lassiter, NCSTA, requests permission to address board later in meeting for class approvals.

3:45 Approval of minutes from March 3rd meeting, Russ Davis made motion to accept, Gene Young second, approved

3:55 REQUEST FOR CLASS APPROVALS:
Request from NCSTA hands-on work for system in Wayne County. NCOWCICB has already approved hands-on, with maximum of 12 participants and 6 hours credit, however this systems is approved for a proprietary TSII drip dispersal system and thus the request for approval specific to this system RS Board has approved, LED requested this system as hardship case.
Motion to approved made by Glenn Hines
2nd Russ Davis, approved
course #07170801 (6 HOURS ALL GRADE LEVELS)

Request from NCSTA for business class approval class content would include business planning, marketing, financial data, collections, SBA, etc. 2-Hour approval requested.
Motion to approve Glenn Hines,
2nd Russ Davis, approved
course #07170802, 2-hrs (ALL GRADE LEVELS)

Request from NCSU – “Analyzing Wastewater Treatment Systems Serving Residential & Commercial Facilities for High Strength & Hydraulic Loading”, request 12 hours credit.
Motion to approve Russ Davis
2nd Glenn Hines, approved
Course #07170803, 12-hrs (ALL GRADE LEVELS)

Request from Walters Environmental Consulting, Inc. – several Classes requested, content reviewed and does not meet preset criteria For classes no safety, ethics or 1900 rules included. Motion to table Request and have Connie send letter stating preset criteria made by Glenn Hines, Russ Davis 2nd, passed

4:05 SETTING OF TIME FRAME FOR CLASSES TO BE REAPPROVED
1 YEAR, 2 YEAR, ETC.

Motion made by Russ Davis as follows: Classes will have expiration date of November 15th each year, as board only meet four times annually all request for 2009 classes need to be submitted at next board meeting in October, if a provider is planning a major event such as a convention, conference, forum, etc. the agenda for such events must be submitted separately from class request and must be submitted to Board no later than 90 days prior to the event.
Motion by Russ Davis
2nd by Glenn Hines, Approved.

4:10

UPDATE FROM EXECUTIVE DIRECTOR

CURRENT CERTIFICATION NUMBERS:

Approximately 2500, approx 600 combos

TEACHING FACILITIES:

NCOWCICB would like to see all providers be able to use Demo sites without conflict

WEB PAGE DESIGN:

Web page upkeep and design to be moved from department and done by Connie Stephens.

Motion by Glenn Hines for Connie to seek services of outside designer and then do updates and for NCOWCICB to pay for designer.

2nd by Jerry Pearce, approved

CORRESPONDENCE ADDRESS UPDATE:

All correspondence for NCOWCICB is be directed to

P O Box 132 Lawsonville, NC 27022

ADDITION OF COLUMN TO DATABASE SPREADSHEET "STATUS OF CERTIFICATION ACTIVE, SUSPENDED OR REVOKED"

Columns to be added to database shall be "Active, Suspended, Inactive, and Revoked". In event status changes from Active, surrounding LEH will be notified

HANDLING OF NSF'S (non-sufficient funds)

Certified letters will be send to applicants and if no response is received within 10 days, certification shall be suspended

NOTIFICATION TO BOARD FOR PROCEDURE OF CONFERENCE CALL MEETINGS

Connie will set up conference call capability in event Board needs to hold an interim meeting about an important issue. Board members will be notified by Connie about time and process to attend conference call meeting.

SETTING OF PROCEDURE FOR FLOW OF INFORMATION FROM PUBLIC, HEALTH DEPTS, ETC THROUGH DIRECTOR AND THEN TO BOARD

All contact and info to NCOWCICB shall flow thru Executive Director. In event Board member receives contact from outside party, they are to inform outside party that they appreciate the call and they will forward the information to Executive Director. This will hopefully stop the answer shopping. Executive Director will then either the handle the situation, or if additional information is

needed, will contact the board chair for direction as to how to proceed.

REAFFIRMATION OF OFFICERS THRU JUNE 2009

Gene Young, Chairman, Russ Davis Co-Chair, Diana Rashash,
Motion to leave as stated and expire June 2009 made by Glenn
Hines, 2nd Jerry Pearce, approved

Motion made by Glenn Hines as follows: Effective immediately 18 hour introduction Course and Stand Alone Inspector Course shall have a minimum of 45 minute presentation done by NCOWCICB Chairman or Executive Director without exception
2nd by Russ Davis, approved.

5:30 BOARD SHALL ENTER INTO EXECUTIVE SESSION FOR REVIEW OF COMPLAINTS RECEIVED AND ACTION BY BOARD
Board entered into executive session, complaints reviewed,
Discussion held, decision made, response letters to be sent

6:45 BOARD WILL ENTER BACK INTO PUBLIC MEETING
ADJOURN FOR DINNER
Motion made by Glenn Hines that any system that was started prior to 1/1/08 by an uncertified person could be completed so long as the system was completed and an OP issued by 4/30/08
2nd by Russ Davis, approved.

6:50 Board returned to closed session to discuss personnel issues.
7:00 Board out of executive session. Motion to adjourn for evening and re-adjourn at 7:30 am, 7/18 made by Glenn Hines, 2nd Jerry Pearce

JULY 18TH
07/18/08

Meeting called to order at 7:30

Present: Gene Young, Glenn Hines, Al Gerard, Russ Davis, & Diana Rashash

Recap: some classes approved yesterday
1 yr re-approval

Russ: home inspectors do not have authority to quote codes. If they see something that is “odd”, they “recommend electrician” or “recommend plumber”, etc.

Al: “At time of my inspection, the system had standing liquid on the ground surface in the system area”

Diana: What are the inspectors supposed to be saying about the system? Why are they out there doing this?

Russ: Satisfy clients and lending agency. Why inspections and what info: what was observed on that day.

“Does it appear to have cracks on walls? Yes, no

Diana: Ask JB what the statute actually give system inspectors the authority to do and say about a system.

Gene: Will do.

Russ: Motion to table discussion until after Gene gets response from JB

AI: 2nd

passed

Rules:

Definitions:

Contractor

Inspector

Install

These are in the statute

Diana: do we refer back to the statute?

.0102: Types of certification

Level II: need to add in other drainfield materials

Gene will work on wordage.

.0201: Applications

Faxed applications are not accepted

Electronic are not accepted

Switching renewal deadline to 90 days past due

Diana:

Section g: why 24 hours instead of 15 days?

Need wordage that hours taken in certification year count as CEUs for next year.

Gene will talk to JB.

Section .0810

Section 0820

.0830 recordkeeping

.0901 revocation, etc

.0910

Diana: Motion that Gene go forward with what we have written, plus revisions and responses from JB

Al: 2nd

Approved

Gene: we need motion to approve our October date

Al: Motion we meet at Greensboro on October 16th at 10 am

Glenn: 2nd

Approved

Al: Motion to adjourn

Glenn: 2nd

Approved, out of session at 10:00