



**International Code Council
Professional Development Council**

**May 21st, 2017
Arlington, TX
01:00pm CT
Hilton-Capitol 2**

PDC Chair: Nancy Springer

ICC Board Liaison: Cindy Davis

CC Members	EC Members
Abdulahakim Bayyoud	Michael Boso
Gerard Cattani	John Delesandro
Rick Hopkins	Dave Horras
Ken Morong	James Lake
Lance Simms	Sean Reid
Autumn Wollmann	

ICC Staff: Mark Johnson
Tracy Lendi
Hamid Naderi
Michelle Porter
~~Allison Street~~
Casey Thomas

MINUTES

1. Call to Order

The meeting was called to order by the Professional Development Council Chair, Nancy Springer, at 01:08pm CT.

2. Roll Call

Ms. Springer asked Casey Thomas, Executive Assistant, to call roll. Rick Hopkins of the Certification Committee and James Lake of the Education Committee along with Allison Street, Manager of Training and Education, were absent. A quorum was present. ICC Board of Directors Vice-President, Jay Elbettar, was also present.

3. Approval of Agenda

PDC Chair, Nancy Springer asked that an amendment be made to the Agenda. She asked that federal grants for training be added to Other Business. Ms. Autumn Wollmann motioned to approve the Agenda. Mr. Sean Reid seconded. Agenda approved as amended, no discussion.

4. Approval of Minutes

- December 2nd, 2016 Meeting

Mr. John Delesandro motioned to approve the Minutes. Ms. Wollmann seconded. Minutes approved.

5. Certification Committee Update

Ms. Springer asked Ms. Wollmann, Certification Committee Chair, to update the Council on the activities of the Certification Committee from that morning. The CC discussed the name change of the Internet-Based Testing or IBT to PRONTO (Proctored Remote Online Testing Option). The new assessment center, which will include PRONTO, will be launched in August. The Certification Rules of Procedure were discussed at length. Changes were made to the appeal, complaint and accreditation processes. Complaint vs. appeal was discussed since this is a gray area. ICC staff will present a definition of both for inclusion in the Rules. A draft will be submitted to the CC for review in the July Teleconference. One of the biggest issues is that for accreditation, the appeals committee cannot be the committee that drafted the rules in the first place. It is recommended that the CC establish an appeals body and the EC appeals process should mirror the CC process; CP-45 will have to be amended as well.

Preferred Providers requested their study guides/quiz questions be applicable for earning CEUs. It was determined that they must be reviewed at length to ensure the guides have educational content and are not just for passing tests. To be consistent, ICC T & E must add more educational content to our own quizzes/guides to strengthen them with a training component in order to demand the same from the Preferred Providers. ICC will provide language to the CC for approval. Finally, the CC discussed state certification reciprocity. There will be a focus group to look at it and ensure that full reciprocity doesn't interfere with future accreditation of the ICC program.

6. Education Committee Update

Ms. Springer asked John Delesandro, Education Committee Chair, to update the Council on the activities of the Education Committee from that morning. Mr. Delesandro reviewed what the EC covered earlier. The EC reviewed ICC University, which will tentative roll out on June 8th. The current Preferred Provider stats were also reviewed. Mr. Hamid Naderi, Sr. Vice President of Product Development, went over the stats with the group at large and explained that a large number apply but do not complete the process. ICC staff is in the process of following up with those that did not complete the process. If need be, after a couple of attempts, the EC will step in to contact them and see if they can garner a response. There will be an online meeting in June for all of the PPs for ICC staff to address any concerns or questions.

Neville Pereira from the Building Membership Council Higher Education Committee addressed the EC about the current efforts to create accredited building industry curriculum in colleges and universities. They have scaled back from pursuing 2 or 4 year college degree programs. Instead, they will focus on making course framework for code enforcement leadership as an

add-on to existing construction management programs. As of right now, the BOMC Education Committee is reviewing what that course framework should look like.

The EC also reviewed the work plan, which outlines ongoing activities and Mr. Delesandro asked the EC to review it to see what can be deleted and what should be added. One focus will be the audit process for ICC instructors.

7. Appeals Process for Preferred Provider Courses

-Status on completion of CC Appeals Process

This was touched upon in the Certification Committee update.

8. Other Business

-Sustainability Membership Council Request

The Sustainability Membership Council steering committee joined the meeting. Maureen Guttman, Chair of the Sustainability Membership Council, addressed the PDC to request a Certified Sustainability Professional designation. The designation would be comprised of 1) combination designation (CBO, CFM, MCP, AIA, PE) plus CALGreen OR one ICC energy certification plus one ICC green designation. Discussion ensued regarding CALGreen but since it includes residential and commercial as well as green and energy it was deemed to comply. Questions were also asked about ICC-700 certification as a component; it was explained that intention of the designation was to use ICC certifications. Ms. Wollmann made the motion to accept the Certified Suitability Professional designation as outlined above. Mr. Sean Reid seconded. Motion Approved unanimously.

-ABM Education Tracks Update

Dr. Tracy Lendi, Vice President of Training and Education, briefly went over the minor change to the education program for the Annual Business Meeting. One of the presenters had to bow out and the timeslot will be filled in with a HUD presentation.

-ABM Meeting/Booth

Discussion was had as to whether or not there should be a full PDC meeting at the ABM this year. Mark Johnson, Executive Vice President & Director of Business Development, explained that there are a lot of time and budget constraints to having a meeting at the ABM. Therefore, to act as representatives and help out with the education tracks, the PDC Chair, the CC Chair and Vice-Chair and the Education Committee Chair and Vice-Chair will have the option of attending this year. The feasibility of a full PDC meeting will be reviewed for next year's conference.

-Social Media/Website

The PDC Minutes are now up on the website. PDC Members are encouraged to take pictures and outline events and working through the Chairs and staff liaison have events and promotions posted to the website.

-Federal Grant Funding for Training

None of the members had any information on any available grants. Ms. Springer reminded the Council that this is something to look into and look out for in the future.

-Next Meeting

There will be a PDC update at the next BOD meeting in July. The CC will have a conference call in July to review the Rules of Procedure. Also, there will be a full PDC conference call after the new members have been selected at the July Board Meeting.

9. Adjournment

Mr. Delesandro motioned to adjourn the meeting. Mr. Hakim Bayyoud seconded. The meeting was adjourned at 03:04pm CT.



**International Code Council
Professional Development Council**

Wednesday, August 9th, 2017
01:00pm ET/12:00pm CT/11:00am MT/10:00amPT
Conference Call
Call In: 800-910-8278
Conference #: 9574349

PDC Chair: Nancy Springer

ICC Board Liaison: Cindy Davis

CC Members	EC Members
Abdulahakim Bayyoud	Michael Boso
Gerard Cattani	John Delesandro
Rick Hopkins	Douglas Dick
Laura Pellizzi	James Lake
Lance Simms	Sean Reid
Autumn Wollmann	

ICC Staff: Mark Johnson
Tracy Lendi
Hamid Naderi
Michelle Porter
Allison Street
Casey Thomas

MINUTES

The meeting was called to order at 10:01am PT by Professional Development Council Chair, Nancy Springer.

1. Roll Call

All members were present with the exception of Education Committee member, Jim Lake. Mr. Sean Reid joined the call in progress at 10:07am PT. A quorum was present.

2. Introductions – welcome new members: Laura Pellizzi (CC) and Douglas Dick (EC)

Each member did a brief overview of their position and jurisdiction for which he or she works. ICC staff explained his or her roll within ICC.

3. Approval of Agenda

Mr. John Delesandro motioned to approve the Agenda. Mr. Rick Hopkins seconded the approval. The Agenda was unanimously approved.

4. Approval of Minutes from May 21st, 2017 Meeting

Ms. Autumn Wollmann motioned for approval; Mr. Gerard Cattani seconded. The Minutes were approved.

5. Election of EC and CC Chairs and Vice-Chairs

Ms. Springer called for nominations for the Education Committee Chair. Mr. Reid nominated John Delesandro. All Education Committee Members were in favor. Ms. Springer thanked Mr. Delesandro for his service.

Next, Ms. Springer called for nominations for Education Committee Vice-Chair. Mr. Delesandro nominated Michael Boso. All were in favor. Ms. Springer thanked Mr. Boso for his service.

The floor was opened for nominations for Certification Committee Chair. Mr. Hakim Bayyoud nominated Autumn Wollmann. All members were in favor. Ms. Springer thanked Ms. Wollmann for her service.

Ms. Springer asked for nominations for Certification Committee Vice-Chair. Ms. Wollmann nominated Hakim Bayyoud. All were in favor. Ms. Springer thanked Mr. Bayyoud for his service.

6. Other Business

-ICC ABM

Ms. Springer reminded the group that the Chairs and Vice-Chairs will be attending the ABM. They should work with the Membership and be available to pitch in or answer any questions. Mr. Cattani asked if there will be time for a meeting at the ABM. Ms. Springer explained that the Chairs and Vice-Chairs will attend this year to see if there is time to have a meeting in the future. Please e-mail Executive Assistant, Casey Thomas, if you will be attending the ABM.

-Other

Director Cindy Davis wanted to thank Ms. Springer for travelling to Sacramento for the July Board Meeting. She did a terrific job on her presentation which demonstrated to the BOD the accomplishments and achievements of the PDC.

Ms. Allison Street, Manager of Training and Education, wanted to let everyone know about the upcoming virtual meeting for ICC instructors. The topics of the meeting include the new LMS system and the direction of the training department. She will send all PDC members the link to participate.

7. Next meeting

Ms. Springer would like to have a PDC meeting in November. A hold will be put on some dates that work for everyone by the end of the week.

8. Adjournment

Mr. Bayyoud motioned to adjourn the meeting. Ms. Wollmann seconded. The meeting was adjourned at 10:49am PT.



**International Code Council
Professional Development Council**

**November 14th, 2017
Clearwater, FL
08:30am ET**

PDC Chair: Nancy Springer

ICC Board Liaison: Cindy Davis

CC Members	EC Members
Hakim Bayyoud	John Delesandro
Gerard Cattani	Doug Dick
Rick Hopkins	James Lake
Laura Pellizzi	Sean Reid
Lance Simms	Joseph Summers
Autumn Wollmann	

ICC Staff: Laurence Genest
Mark Johnson
~~Traey Lendi~~
Hamid Naderi
Michelle Porter
Ron Piester
Allison Street
Casey Thomas

MINUTES

1. Call to Order

Professional Development Council Chair, Nancy Springer called the meeting to order at 08:32 am EST.

2. Roll Call

Ms. Springer asked Executive Assistant, Casey Thomas, to call roll. Certification Committee member, Autumn Wollmann and Education Committee member, Jim Lake and Vice President of Training, Tracy Lendi were absent. Joseph Summers was available by teleconference. A quorum was present.

3. Approval of Agenda

Mr. Sean Reid motioned to approve the Agenda. Mr. John Delesandro seconded. The Agenda was approved unanimously.

4. Approval of Minutes

- August 9th, 2017 teleconference

Mr. Gerard Cattani motioned to approve the Minutes. Mr. Delesandro seconded. The Minutes were approved unanimously.

5. Certification Committee Update

CC Vice Chair, Hakim Bayyoud, gave the CC Committee update. Appointments were made to 6 Exam Development Committees. The CC addressed a request from the Board of Directors to increase the number of CEUs for Board service; this request was approved. The Building Membership Council requested the issuance of CEUs for viewing cdpACCESS tutorials; this request was denied.

The Rules of Procedure were discussed and are almost ready to be posted on the website. One of the issues, as pointed out by Director Davis, is that for accreditation, the CC cannot hear appeals (since they are the body that makes the rules). The solution is to use the appeals committee that is already in existence per CP-1. This committee consists of: the ICC BOD Vice-President, who is a non-voting member, and 3 members appointed by the CEO. However, the CC will still be hearing complaints. Director of Certification, Michelle Porter, stated that examples of complaints and appeals will be on the website, so people can see the difference. Ms. Porter also went over the PRONTO feedback thus far. PRONTO will be used as the testing method for Region III in February. The negative feedback on PRONTO usually resulted from 2 issues: 1) failure to view the tutorial 2) failure to test connectivity. The pass rate across all testing methods (paper/pencil, computer-based & PRONTO) was presented to see if there were any differences between the 3. It was determined that no action was necessary.

Concerns were brought up about the intent and quality of the Code Specialist module. Director Davis relayed that it didn't correlate with the Permit Tech exam. The CC will ask for a more specific request to address the issue.

Finally, there will be changes to the Special Inspector Exams in December 2017: 1) they will no longer be tied to a specific year. 2) the plan sets will be digitized.

During the course of discussion Mr. Lance Simms asked for an update on Assessment Based Certificate program. Sr. Vice President, Hamid Naderi, stated that there are 2-3 topics in the works. One is firestopping; the criteria still need to be developed. The California Fire Marshals want to develop the criteria. It will mostly be an education focus, but testing will be through PRONTO. He hopes to have it wrapped up in early 2018.

6. Education Committee Update

Education Committee Chair, John Delesandro, summarized the prior day's EC meeting.

With the departure of Mike Boso to the ICC Board, the EC Vice-Chair position needed to be filled. Mr. Sean Reid was selected as Vice-Chair.

There was discussion on how disasters impacted the ABM. For the 2018 ABM, there needs to be a focus on emergency management and an emphasis on PMG topics.

Vice President of Education, Tracy Lendi and Manager of Education Allison Street went over the new institutes and academies for 2018. There are 57 of these type of events scheduled for 2018, which is a big jump from the 25 in 2017.

The call for presenters for the 2018 ABM is open and will be closing on January 31st.

There was a virtual trainer meeting. This was a test bed for the virtual classroom technology that will be used for Significant Changes course in January 2018. This allows for training to reach people on a national level. The hope is to have this sort of virtual training once or twice a month in the future on various courses.

Ms. Street explained that the Learning Center is looking to expand the instructor pool. To that end a process has been put in place 1) an application is submitted on the Learning Center website 2) there is a technical interview 3) the applicant gives a virtual presentation and 4) the applicant is shadowed by a current ICC instructor.

Mr. Naderi reviewed the Preferred Provider Program. There are currently 10K courses in the catalog, of which, 427 courses are available in the Live Schedule. The bulk uploading of courses is working better on the PP website. The roster upload is the last website feature that is outstanding. There are 140 Special Inspection courses, of which 50-60 are active. On average, we receive 20 new PP applications every month.

7. Other Business

Director Davis asked if the Fire Membership Council submitted a course for the ABM. Ms. Street answered not yet. Mr. Delesandro suggested that there should be a Member's forum about Pronto and the Virtual training room; perhaps it could be one of the 90 min sessions at ABM.

The next meeting was discussed for March; Ms. Thomas sent everyone a calendar invite to hold the dates.

8. Adjournment

Mr. Reid motioned to adjourn the meeting. Mr. Delesandro seconded. The meeting was adjourned at 12:17pm EST.

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