

**ICC Professional Development Council  
Certification Committee Meeting**

**January 16<sup>th</sup>, 2020  
08:00 AM ET  
Charleston, South Carolina**

**MEETING MINUTES**

- 1.0 Gerard Cattani called the meeting to order at 8:09 AM ET.
- 2.0 Mr. Cattani requested that Autumn Saylor call roll. A quorum was established with attendees noted as below.

<b>Name</b>	<b>City, State</b>	<b>Present</b>
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Beaufort, SC	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Donny Phipps – BOD liaison	Roebuck, SC	Y
Nancy Springer – PDC chair	Sacramento County, CA	Y
<b>ICC Staff</b>		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Motion made and seconded to approve the July 11, 2019, minutes. Motion passed unanimously

**5.0 REGULAR SESSION (ACTION ITEMS)**

5.1 Ms. Saylor provided an overview of the Examination Development Committee (EDC) requirements and member responsibilities. Ms. Saylor presented staff recommendations, application information, and applicable documentation. CC members reviewed the recommendations and appointed members and alternates for the following EDCs.

- Permit Technician – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.

- Mechanical – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Accessibility – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Commercial Building – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Fire Services – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- CBO/CFM – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Electrical – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Property Maintenance and Housing/Zoning – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Plumbing – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Structural Steel and Welding – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Residential Building – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- IgCC – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.
- Soils Special Inspector – motion made and seconded to approve new EDC members and alternates. Motion passed unanimously.

Ms. Saylor advised the CC that due to limited applications received for the Reinforced/Prestressed Concrete and Structural Masonry EDCs, a new call will be placed and appointments made at a future meeting.

- 5.2 Hamid Naderi presented a request from Anna Lopez, Executive Director with the International Firestop Council (IFC) for ICC to recognize their certification as 4 CEUs towards ICC renewals. After discussions, a motion was made and seconded to accept the initial passing the IFC Firestop certification examination as 0.5 CEUs in the Option 7 category for renewals. Motion passed unanimously.
- 5.3 Mr. Cattani reminded the CC of past discussions for the CC setting committee goals. After initial discussions, Ron Piester suggested coming up with a strategic plan much like the ICC Board and requested Donny Phipps provide insight on the steps the Board took with developing their plan. Mr. Phipps presented the information to the CC. After which, Mark Johnson recommended they set up a work group in conjunction with the Education Committee to develop an overarching strategic plan that feeds directly into the ICC Strategic Plan. The CC will begin discussions with the EC on creating a work group.



**7.0 INFORMATIONAL ITEMS**

- 7.1 Mr. Johnson provided an update on the new sponsorship agreement with ASHREA to develop a new IgCC examination. This certification, the Commercial Green Construction Professional will validate minimum professional competency in the green building industry.
- 7.2 Mr. Piester presented a request by the American Society of Interior Designers (ASID) to explore opportunities for building a stronger connection between code officials and interior designers. This could include training, membership, and certification components. Mr. Piester advised staff may submit a proposal on behalf of ASID to develop an interiors focused certification examination at a future meeting.
- 7.3 Mr. Johnson and Mike Brinkman (via phone) presented a request by the CALBO Board of Directors to review the feasibility of creating a California specific Accessibility exam. Mr. Johnson advised staff is exploring the opportunity with CALBO to create the examination.
- 7.4 Ms. Saylor presented the total numbers of applications and certifications processed for the NCPCCI Reciprocity Program. Mr. Piester advised a new marketing campaign will go out in January.
- 7.5 Ms. Saylor presented the total numbers of applications and certifications processed for the ICC and Legacy Reinstatement Programs.
- 7.6 Mr. Johnson presented an overview of the IECC/HERS Compliance Specialist combination designation program to the CC.
- 7.7 Mr. Piester advised the CC of technical audits being performed on each of the

examination item banks for all National ICC examinations. He advised who comprises the technical committee and gave an overview on how they are performed. He advised staff will be conducting 3-5 per year.

- 8.0 There was no other business brought by the CC members to discuss.
- 9.0 ICC staff will work with the CC to set up the next teleconference, likely in March to appoint EDC members. Mr. Piester reminded the group to save the date for a large educational meeting, to include Membership Council and PDC meetings, in New Jersey from April 27-May 1. Mr. Piester advised the CC/EC and PDC meetings will be held on Thursday, April 30<sup>th</sup> with travel days on Wednesday and Friday.
- 10.0 There being no further business to discuss, the meeting was adjourned at 3:33 pm ET.

**ICC Professional Development Council  
Certification Committee Meeting**

**March 24, 2020  
01:00 PM CT  
Web Conference**

**MEETING MINUTES**

- 1.0 Gerard Cattani called the meeting to order at 1:08 PM CT.
- 2.0 Mr. Cattani requested that Autumn Saylor call roll. A quorum was established with attendees noted as below.

<b>Name</b>	<b>City, State</b>	<b>Present</b>
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Beaufort, SC	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Donny Phipps – BOD liaison	Roebuck, SC	N
Nancy Springer – PDC chair	Sacramento County, CA	N
<b>ICC Staff</b>		
Mark Johnson	Brea, CA	N
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y
Lee Ellen Ramsey	Birmingham, AL	Y

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Motion made and seconded to approve the January 16, 2020 minutes. Motion passed unanimously
- 5.0 **REGULAR SESSION (ACTION ITEMS)**
  - 5.1 Ms. Saylor presented staff recommendations, application information, and applicable documentation. CC members reviewed the recommendations and made the following motions:

- Reinforced/Prestressed Concrete Special Inspector – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
  - Full Member
    - Andrew Michaud
    - Don Hill
    - Jacob Westerman
    - James Lamb
    - Jonathan Fleming
    - Ronald Hall
  - Alternate
    - Wade Greene
- Structural Masonry Special Inspector– motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
  - Full Member
    - Bart Larsen
    - Phil Samblanet
    - John Chrysler
    - James Ladd
    - Jason Plunkett
    - Jeffery Anderson
  - Alternate
    - Christopher Kehl
- Sustainability – members discussed concerns regarding the limited number of persons available for appointment to the EDC and requested consideration of not finalizing the roster at this time. Mr. Cattani requested Ms. Saylor provide the steps staff completed prior to this call and what activities could not be completed if it were to remain open. Ms. Saylor advised staff will include the Sustainability EDC in the EDC call at the end of the year. After further discussion, a motion was made and seconded to approve new EDC members as listed below. Motion passed unanimously.
  - Full Member
    - Jesse Newton
    - Steven Rinehart
    - Jim Hemsell
    - Yafeng Cao
    - Charles Ford
    - Paul Messplay

- Tall Mass Timber Special Inspector – members discussed the makeup of the EDC as it relates to the AWC appointed member. Ms. Saylor advised staff has requested but not yet received the appointee’s information. As such, the committee discussed appointing six full members to the EDC. Motion made and seconded to approve new EDC members as listed below. Motion passed unanimously.
    - Full Member
      - Crystal Lambert
      - Eirene Knott
      - Kurt Brickley
      - Peter McLaughlin
      - Simon Gallagher
      - Paul Ilg
- 6.0 ICC staff will work with the CC to set up the next teleconference, likely in late April or early May for the next regularly scheduled meeting. Mr. Cattani requested all members review prior meeting minutes for any outstanding items and come prepared to discuss. Mr. Cattani requested Ms. Saylor send out a Doodle Poll for availability.
- 7.0 There being no further business to discuss, the meeting was adjourned at 1:41 PM CT.

**ICC Professional Development Council  
Certification Committee Meeting**

**September 9<sup>th</sup>, 2020  
12:00 PM CT  
Web Conference**

**MEETING MINUTES**

- 1.0** Gerard Cattani called the meeting to order at 12:05 PM CT.
- 2.0** Mr. Cattani requested that Autumn Saylor call roll. A quorum was established with attendees noted as below.

<b>Name</b>	<b>City, State</b>	<b>Present</b>
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Beaufort, SC	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Donny Phipps – BOD liaison	Roebuck, SC	N
Nancy Springer – PDC chair	Sacramento County, CA	N
<b>ICC Staff</b>		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y
Lee Ellen Ramsey	Birmingham, AL	Y
Will Coffman	Birmingham, AL	Y

**3.0** Motion made and seconded to approve the agenda as presented. Motion passed unanimously.

**4.0** Motion made and seconded to approve the March 24, 2020 minutes. Motion passed unanimously

**5.0 REGULAR SESSION**

5.1 Ms. Saylor presented to the committee a request by Sarah Kinter with the Departments of Permits, Licenses and Inspections with the City of Pittsburgh to begin providing accommodations to candidates whose primary language is not English. Sarah called



into the conference at 12:29 PM CT. Ms. Kinter provided background to the committee on the request. Lance Simms asked Ms. Kinter what types of accommodations she was seeking, and she stated an interpreter and/or additional time of time and a half up to double-time. Ms. Kinter left the meeting at 12:35 PM CT. The committee discussed the request and logistics on applying it to the ICC examination program. After an in-depth discussion, a motion was made and seconded to deny the request. Motion passed unanimously.

5.2 Moved to 6.5 as an informational item.

5.3 Ms. Saylor presented a request to the committee to change the 6-year CEU requirements for ICC and Legacy reinstatements to 3-years. Staff advised the committee that candidates are consistently providing CEUs within 3-years and that this will align the process with the ICC Renewals program as well as allow for an online reinstatement process. The committee discussed the origins of the 6-year allowance. Motion was made and seconded to change the CEU requirement from 6-years to 3-years. Motion passed unanimously.

## **6.0 INFORMATIONAL ITEMS**

6.1 Ms. Saylor advised the committee that the Assessment Center has contracted with Yardstick Assessment Strategies to perform a deep dive into the examination program. They will review the program in its entirety and make recommendations from a psychometric viewpoint on managing our examination program. Gerard Cattani requested the committee receive a copy of the report upon completion.

6.2 Ron Piester presented a set of new credentials the Assessment Center team is working on with organization AIA, ASID, and NCARB. The credentials will provide a specialized path for design professionals to achieve a nationally recognized credential in the field of building safety. Discussion ensued on the content of the examinations, ensuring it does not conflict with current licensing of the professionals as well as a request to include the National Society of Professional Engineers in the discussions.

6.3 Ms. Saylor advised the committee that due to the COVID-19 pandemic and travel restrictions, that launching of the 2021 I-Code based examinations may be delayed. She advised staff is working on a proposal to launch the examinations as they become available, rather than launching all at once. Ms. Saylor advised once staff has a better understanding of what our updating will look like (remote vs in-person), staff will bring this back to the CC for review and approval of the updated schedule.

6.4 Mr. Cattani provided next steps on the sub-committee comprised of two members from the CC and the EC to create PDC goals. He requested the members of the CC review Council Policy 45, meet with the EC members and come back with an update.

6.5 Ms. Saylor presented to the committee that they were exploring making the Special Inspector Plan set an external resource for use on the examinations. Staff will contact stakeholders to obtain feedback as well as perform an analysis on the impacts to the examinations and additional work required by the various Exam Development Committees. Once complete, staff will present findings and recommendations to the committee.

**7.0 NEW BUSINESS**

7.1 [REDACTED]

8.0 ICC staff will work with the CC to set up the next teleconference.

9.0 There being no further business to discuss, the meeting was adjourned at 1:49 PM CT.

**ICC Professional Development Council  
Certification Committee Meeting**

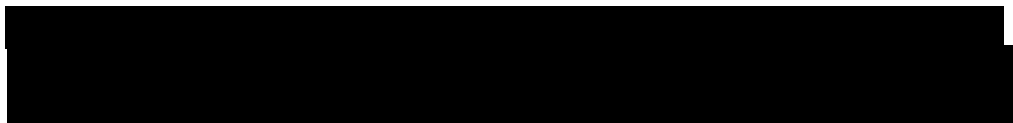
**October 30, 2020  
01:00 PM CT  
Web Conference**

**MEETING MINUTES**

- 1.0** Gerard Cattani called the meeting to order at 1:02 PM CT.
- 2.0** Mr. Cattani requested that Autumn Saylor call roll. Peter Zvingilas arrived at 1:24 PM CT and Donny Phipps arrived at 1:25 PM CT, quorum was established with all other members noted below were in attendance.

<b>Name</b>	<b>City, State</b>	<b>Present</b>
Gerard Cattani – Chair	Orlando, FL	Y
Rick Hopkins – Vice-chair	Port Charlotte, FL	Y
Hakim Bayyoud	Beaufort, SC	Y
Lance Simms	College Station, TX	X
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Donny Phipps – BOD liaison	Roebuck, SC	Y
Nancy Springer – PDC chair	Sacramento County, CA	Y
<b>ICC Staff</b>		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Autumn Saylor	Birmingham, AL	Y
Lee Ellen Ramsey	Birmingham, AL	Y

- 3.0** Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0** Motion made and seconded to approve the previous meeting minutes. Motion passed unanimously.
- 5.0 EXECUTIVE SESSION**



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**6.0** Ms. Saylor advised there are additional instances of candidate misconduct in the pipeline and will work with the CC to set up the next teleconference.

**7.0** There being no further business to discuss, the meeting was adjourned at 1:46 PM CT.