

**ICC Professional Development Council
Certification Committee Meeting**

**January 14, 2022
11:30 AM CT
WebEx**

MEETING MINUTES

- 1.0 Rick Hopkins called the meeting to order at 11:32 AM CT.
- 2.0 Mr. Hopkins requested that Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	X
Rick Hopkins – Vice-chair	Venice, FL	Y
Hakim Bayyoud	Charleston, SC	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Jim Brown – BOD liaison	Gillette, WY	X
Nancy Springer – PDC chair	Sacramento County, CA	X
ICC Staff		
Autumn Saylor	Birmingham, AL	Y
Margaret Awokoya	Birmingham, AL	Y
Mark Johnson	Brea, CA	Y
Ron Piester	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 November 18, 2021 minutes. Motion passed unanimously.

5.0 **EXECUTIVE SESSION (ACTION ITEMS)**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.0 REGULAR SESSION (ACTION ITEMS)

6.1 Ms. Saylor presented staff recommendations, application information, and applicable documentation. CC members reviewed the recommendations and made the following motions:

- Sustainability—motion made and seconded to approve new EDC members and/or alternate(s) as listed below. Motion passed unanimously.
 - Full Member(s)
 - Josh Hanson
 - Charles Polk
- Certified Building Official/Certified Fire Marshal – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - David Gonzalves
 - Alternate(s)
 - Brad Henson
 - Robert Popa
- Commercial Fire Alarm – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - Greg Meeks

- Alternate(s)
 - Albert Yakel
 - Timothy Volz
- Fire Sprinkler– motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - Josh Wheeler
 - Alternate(s)
 - Jason Webb
- Structural Steel and Welding Special Inspector– motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - Leslie Bobbitt
 - Joseph Doane
 - Jason Eckerson
 - Kyle Miller
 - Gary Rogers
 - Alternate(s)
 - Richard Camp
 - Larry Johnson
- Residential Building–motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - Lucas Pump
 - Quyen Thai
 - Alternate(s)
 - Kaylyn Timms
- Plumbing & Fuel Gas – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - Rod Haney
 - Hipolito Olmos
 - Sara Retmier
 - Brandon Stigner
 - Alternate(s)
 - Jesus Suarez
- Mechanical – motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - Andrew Espinoza
 - Robert Adriaens
 - Dorman Robbins III
 - Matthew Wells

- Alternate(s)
 - Jeffrey Canon
 - Portable Fire Extinguishing– motion made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - Richard Soltis, Jr.
 - Joseph Flynn
 - Alexander Bass
 - Antoine King
 - Alternate(s)
 - Roscoe Gregory
 - Mark Wheeler
- 6.2 Ms. Saylor presented a request from Jerry Kettler, a member of the IgCC Examination Development Committee (EDC), to allow committee members to become certified in the examination they developed. Ms. Saylor advised of the current policy, history of policy changes, and the last time a certification was granted and/or a member was allowed to test. The CC discussed the topic at length to include accreditation considerations and access to examination items.

CC Decision

A motion was made to remove the requirements for the EDC members to be off the committee for one-year prior to testing on the new examination. Motion passed unanimously.

Action Required

Ms. Saylor will send a letter from the Certification Committee regarding the decision and have the CC Rules of Procedure updated.

- 7.0 Ms. Saylor will send out a Doodle Poll for the next meeting to be held in March 2022.
- 8.0 A motion was made to adjourn the meeting at 12:42 PM CT. Motion passed unanimously.

**ICC Professional Development Council
Certification Committee Meeting**

**May 12, 2022
Louisville, KY**

MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 8:31 AM CT.
- 2.0 Mr. Cattani requested that Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	X
Rick Hopkins – Vice-chair	Venice, FL	X
Hakim Bayyoud	Charleston, SC	
Lance Simms	College Station, TX	X
Laura Pellizzi	Stony Brook, NY	X
Peter Zvingilas	Groton, CT	X
Jim Brown – BOD liaison	Gillette, WY	X
Nancy Springer – PDC chair	Sacramento County, CA	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Margaret Awokoya – via phone	Birmingham, AL	X
Mark Johnson	Brea, CA	X
Ron Piester	Birmingham, AL	X

- 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 14, 2022 minutes. Motion passed unanimously.

5.0 REGULAR SESSION (ACTION ITEMS)

- 5.1 Ms. Saylor presented a staff request to modify the language and process regarding CEU audits. She advised staff is experiencing difficulties with candidates becoming non-compliant or not returning calls or emails. Ms. Saylor presented the existing audit letters with proposed verbiage changes to include the following language *“CEUs may be verified through a random audit performed by the Assessment Center. If proof of CEUs cannot be provided, the renewal will be voided; renewal*

fees are not refundable. Certificants shall be allowed to renew once all CEUs are obtained. In addition, staff advised a third and final letter will be sent via USPS. The CC questioned the current process and discussed the proposed verbiage at length. The CC was concerned regarding the “voided” terminology and requested clarification.

CC Decision

A motion was made to accept the process change of adding a “final” letter to be sent via USPS, for fees to be non-refundable, and for staff to provide clarification of the term “voided” as it relates to a certification. Motion passed unanimously.

Action Required

Ms. Saylor will update the letters and present it to the CC at the next meeting. The verbiage changes will be reflected in the Renewal Bulletin and CC Rules of Procedure.

- 5.2 Ms. Saylor presented an updated renewal bulletin to reflect reformatting and clarification of the CEU activity options to allow for easier input by certificants and future automation efforts. Expected implementation is July 1, 2022.

CC Decision

A motion was made to accept the reformatted CEU activity options. Motion passed unanimously.

Action Required

Ms. Saylor will post the updated renewal bulletin once all system updates have been made.

- 5.3 Ms. Saylor presented the updated Certification Examination Development Committee Conflict of Interest statement, which includes the changes approved at the January 14, 2022 CC meeting to remove the requirements for the EDC members to be off the committee for one-year prior to testing on a newly developed certification examination..

CC Decision

A motion was made to approve the updated Conflict of Interest statement. Motion passed unanimously.

Action Required

Ms. Saylor will update the Certification Committee Rules of Procedure with the updated Conflict of Interest statement.

- 5.4 Ms. Saylor presented updated Certification Committee Rules of Procedure which contained grammar and punctuation changes, changes to the CEU audit process, the EDC Conflict of Interest statement and the Appeals and Complaint resolution processes. The CC discussed the changes at length and requested staff provide clarity to the Appeals Process, Complaint Resolution Process, and updated CEU audit verbiage as discussed previously.

CC Decision

A motion was made to accept all grammar and punctuation changes and various updates excluding the CEU audit language and the Appeals and Complaint resolution process. Motion passed unanimously.

Action Required

Ms. Saylor will update the CC Rules to provide clarity and will present at a future CC meeting.

- 5.5 Ms. Saylor presented the 2021 Examination Development Committee meeting minutes for acceptance in accordance with Council Policy 45 and CC Rules of Procedure.

CC Decision

A motion was made to accept all meeting minutes as provided. Motion passed unanimously.

6.0 INFORMATIONAL ITEMS

- 6.1 Ms. Saylor presented the total numbers of applications and certifications processed for the NCPCCI Reciprocity Program.
- 6.2 Ms. Saylor presented the total numbers of applications and certifications processed for the ICC and Legacy Reinstatement Programs.
- 6.3 Ms. Saylor presented the total numbers of applications and certifications processed for the IECC/HERS Compliance Specialist.
- 6.4 Ms. Saylor presented the plan to retire the 2015/2014 National Certification examination suite.
- 6.5 Ms. Saylor advised the committee of continued and increasing difficulties maintaining EDC participation. Ms. Saylor advised staff will come back to the CC with a proposed solution to address the difficulties.

- 6.6 Ron Piester provided the results of the psychometric audit performed by Measure Learning. The audit was to verify conformity to the NCCA and 17024 accreditation standards, identify areas for improvement, and provide recommendations to strengthen the program. Mr. Piester advised ICC staff would continue discussions and make recommendations as appropriate to the CC.
- 7.0 Ms. Saylor will send out meeting invitation for a follow-up meeting to finalize outstanding documents.
- 8.0 A motion was made to adjourn the meeting at 3:15 PM CT. Motion passed unanimously.

**ICC Professional Development Council
Certification Committee Meeting**

**June 16, 2022
11:00 AM
Teams**

MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 11:03 AM CT.
- 2.0 Mr. Cattani requested that Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	X
Rick Hopkins – Vice-chair	Venice, FL	X
Hakim Bayyoud	Charleston, SC	X
Lance Simms	College Station, TX	X
Laura Pellizzi	Stony Brook, NY	X
Peter Zvingilas	Groton, CT	X
Jim Brown – BOD liaison	Gillette, WY	X
Nancy Springer – PDC chair	Sacramento County, CA	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X
Mark Johnson	Brea, CA	X
Ron Piester	Birmingham, AL	X

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Motion made and seconded to approve the May 12, 2022 minutes. Motion passed unanimously.

5.0 REGULAR SESSION (ACTION ITEMS)

5.1 Ms. Saylor presented the updated verbiage to the audit letters, as requested by the CC during the May 12, 2022 meeting. Ms. Saylor presented the audit letters with the following language *“CEUs may be verified through a random audit performed by the Assessment Center. If proof of CEUs cannot be provided, the renewal will be voided, and your certifications will be reverted to their previous status. Please note,*

renewal fees are not refundable. Certificants shall be allowed to renew once all CEUs are obtained.

CC Decision

A motion was made to accept the verbiage as presented. Motion passed unanimously.

- 5.2 Ms. Saylor presented the renewal bulletin with the updated verbiage regarding CEU audits. The CC discussed the renewal bulletin change submitted by Assessment Center staff. During discussion, Lance Simms requested a clarification to Option 9 in the CEU table to include 0.5 CEUs per committee per year.

CC Decision

A motion was made to accept the updated audit language and the change to Option 9 to include 0.5 CEUs per committee per year. Motion passed unanimously.

- 5.4 Ms. Saylor presented updated Certification Committee Rules of Procedure which contained grammar and punctuation changes, changes to the CEU audit process, and the Appeals and Complaint resolution processes.

CC Decision

A motion was made to accept all changes as presented. Motion passed unanimously.

- 6.0 Ms. Saylor will send out meeting invitation after the new CC members have been notified of their appointments.
- 7.0 A motion was made to adjourn the meeting at 11:28 AM CT. Motion passed unanimously.

**ICC Professional Development Council
Certification Committee Meeting**

**December 16, 2022
11:00 AM CT
WebEx**

MEETING MINUTES

- 1.0 **CALL TO ORDER** The meeting was called to order at 11:04 AM CT.
- 2.0 **ROLL CALL ESTABLISHMENT OF QUORUM** Autumn Saylor called the roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Johnny Goetz	Westlake Village, CA	
Lance Simms	College Station, TX	X
Laura Pellizzi	Stony Brook, NY	X
Peter Zvingilas	Groton, CT	X
Rick Hopkins	Venice, FL	X
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	X
Alan Boswell – BOD Liaison	Tuscaloosa, AL	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X

- 3.0 **REVIEW AND APPROVE AGENDA** Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 **APPROVE PREVIOUS MINUTES** Motion made and seconded to approve the June 16, 2022 minutes. Motion passed unanimously.
- 5.0 **REGULAR SESSION**
 - 5.1 **ELECTION OF COMMITTEE CHAIR AND VICE-CHAIR** Ms. Saylor advised the need to elect a chair and vice-chair.
 - Chair - Lance Simms nominated Peter Zvingilas for CC Chair. No other nominations were put forth to the committee. Motion made and seconded to elect Mr. Zvingilas as CC Chair. Motion passed unanimously.
 - Vice-Chair – Mr. Zvingilas nominated Laura Pellizzi for CC Vice-Chair. No other nominations were put forth to the committee. Motion made and

seconded to elect Mr. Zvingilas as CC Chair. Motion passed unanimously.

5.2 **EDC APPOINTMENTS** Ms. Saylor presented staff recommendations, application information, and applicable documentation. Prior to reviewing the documentation, discussion ensued regarding the documentation presented to the CC. Members requested staff simplify the documentation provided for EDC member selections. Ms. Saylor advised documentation will be reviewed for simplification prior to the next EDC member appointments. CC members reviewed the recommendations and took the following action:

- Sustainability– motion made and seconded to appoint new EDC members for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Paul Messplay
 - Paul Eaton
 - Corey Coleman
- Commercial Building – motion made and seconded to appoint new EDC members and alternate for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Aaron Dodds
 - Dana MacAllister
 - Florin Moldovan
 - Patrick Moran
 - C.J. Jarecki
 - David Byl
 - Justin Nielsen
 - Hoyt Jeter
 - Alternate
 - Bran Stemwedel
- Permit Technician – motion made and seconded to appoint new EDC members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Mary Dugan
 - Amy Barenklau
 - Angelique Bestard
 - Carey Frazier
 - Shirley Cass-Crosby
 - Mary F. Rinella
 - Megan Allen
 - Alternates
 - Krystina Nickila
 - Leigh Nagy
- Structural Steel and Welding Special Inspector – motion made and

seconded to appoint new EDC member and alternates for a three-year term as listed below. Motion passed unanimously.

- Member
 - Gary Rogers
- Alternates
 - Joe Quintana
 - Sean Buss
- Residential Building – motion made and seconded to appoint new EDC members and alternate for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Kurt Hansen
 - Michael Nasheim
 - Jeremy Booker
 - Joseph Hanes
 - Alternate
 - Tiffany Briggs
- Plumbing & Fuel Gas – motion made and seconded to appoint new EDC members and alternate for a three-year term as listed below. Motion passed unanimously.
 - Members
 - James Walton
 - Jhony Martinez-Hercules
 - John Jenkins III
 - Brandon Stigner
 - Hipolito Olmos
 - Rod Haney
 - Sara Retmier
 - Alternate
 - Mark Black
- Mechanical – motion made and seconded to appoint new EDC members and alternate for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Ian Lehrer
 - Robert J Schutz
 - Andrew Espinoza
 - Dorman Robbins III
 - James M Pappas
 - Matthew Wells
 - Robert Adriaens
 - Alternate
 - Matthew Morgan
- Electrical – motion made and seconded to appoint new EDC members and

alternates for a three-year term as listed below. Motion passed unanimously.

- Members
 - David Kuhn
 - Kevin Shulman
 - Oscar Pedregon
 - Ryan Celestino
 - David Humphrey
 - Valerie Evans
 - Cari Helburg
- Alternates
 - James Tumelson
 - Michell Maulik
- Tall Mass Timber – motion made and seconded to appoint new EDC members and alternate for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Simon Gallagher
 - Raymond O’Brocki, CBO
 - Paul Ilg
 - Eirene Knott
 - Steve Swarthout
 - Jeremy Elkin
 - Alternate
 - Daniel Bowles
- Soils – motion made and seconded to appoint new EDC members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Raffi Babayan
 - Frank Munoz
 - William Kenneth Johnson
 - Thomas Sharp
 - John Anderson
 - Kaylie O’Sullivan
 - Alternates
 - Jesus Guevara
 - Michael Ticich
- Structural Masonry – motion made and seconded to appoint new EDC members and alternate for a three-year term as listed below. Motion passed unanimously.
 - Members
 - James Ladd
 - Acy Wartsbaugh

- Ahmed Al-Hoory
 - Matthew Bovee
 - Daniel Bowles
 - Richard Rydel, P.E.
 - Alternates
 - Michael Ticich
 - Jesus Fanas
- PMHI/Zoning – motion made and seconded to appoint new EDC members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Daniele DaBaca
 - Leondard Powell
 - Christopher McWhite
 - Kecia Lara
 - Peter Nyabagosi
 - Tana Bryant
 - Alternates
 - Rickey Haskell
 - Joseph Iliff
- Reinforced/Prestressed Concrete – motion made and seconded to appoint new EDC members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Andrew Michaud
 - Don Hill
 - Ronald B Hall
 - James Lamb
 - Jacob Collins
 - Kurt Brickley
 - Steven Harrison
 - Alternates
 - Jared Taylor
 - Ryne Turner
- Accessibility – Motion made and seconded to appoint new EDC members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Amber Armstrong
 - Roy Johnson
 - Derek Hogan
 - Jonah Michaels
 - Lucas Pump
 - Natalie Madden

- Jo Summers
- Alternates
 - C. J. Jarecki
 - James Metzgar
- Fire Services – Motion made and seconded to appoint new EDC members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Daniel Wiltse
 - Shandra Padgett
 - Patricia Conant
 - Robert Popa
 - Tyler Everitt
 - Alternates
 - Larry Kaufman
 - Russell Gipson
- The following EDC appointments were postponed to a future meeting pending additional qualified applicants.
 - CBO/CFM
 - IgCC

6.0 **INFORMATIONAL**

[REDACTED]

[REDACTED]

7.0 **NEXT MEETING** Ms. Saylor will send out a Doodle Poll for the next meeting to be held in January 2023.

8.0 **ADJOURNMENT** A motion was made to adjourn the meeting at 12:42 PM CT. Motion passed unanimously.