



**ICC Professional Development Council
Certification Committee Meeting**

January 25, 2024

10:30 AM CT

Teams

MEETING MINUTES

1.0 Call to Order

Laura Pellizzi called the meeting to order at 10:33 AM CT.

2.0 Roll Call

Ms. Pellizzi requested Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	
Laura Pellizzi – Vice-Chair	Stony Brook, NY	X
Johnny Goetz	Westlake Village, CA	X
Lance Simms	College Station, TX	X
Megan Braswell	Dripping Springs, TX	
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	X
Steve McDaniel – BOD Liaison	City of Corning, NY	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X

3.0 Approval of Agenda

Motion made and seconded to approve the agenda. Motion passed unanimously.

4.0 Approval of Minutes from November 9, 2023 Meeting

Motion made and seconded to approve the November 9, 2023 minutes. Motion passed unanimously.



5.0 EXECUTIVE SESSION (ACTION ITEMS)

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 10:36 AM and ended at 11:45 PM.

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6.0 REGULAR SESSION (ACTION ITEMS)

6.1 Exam Development Committees

a. Member Changes of Employment

Ms. Saylor presented EDC Applications for members who changed employment during their term for reappointment to the EDC.

- Corey Coleman - Sustainability
- Robert Adriaens – Mechanical
- Robert Popa – Fire Services

CC Decision

A motion was made and seconded to reappoint all EDC members with employment changes to the applicable EDCs. Motion passed unanimously.

b. 2023 EDC Meeting Minutes

Ms. Saylor presented the 2023 Examination Development Committee meeting minutes and reports 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.

6.2 GENERAL REQUEST(S)

a. Update to CC Rules of Procedure

Request

Ms. Saylor presented a request by staff to clarify verbiage regarding notification of CC's decision and requirement of the receipt of appeal. Upon review of the CC Rules for Procedure, Mr. Goetz requested clarification regarding the inconsistent use of calendar days in the Appeals language.

CC Decision

After discussion, a motion was made to approve staff's request to update the



verbiage regarding as well as add “calendar” in the *Makeup of the Certification Appeals Committee* section regarding length of time to establish the committee. The motion was seconded and passed unanimously.

Action Required

Ms. Saylor to post the updated CC Rules of Procedure on the ICC website.

7.0 INFORMATIONAL ITEMS

7.1 2023 PRONTO Stats

Ms. Saylor presented the 2023 PRONTO Statistics. The CC discussed the statistics at length, to include a discussion on the use of DC for Exams. Ms. Saylor advised usage is limited; however, staff is holding off heavily marketing the program as we are working with IT to finalize the product. Johnny Goetz requested ICC provide a training regarding Digital Codes. After much discussion, Mr. Piester recommended this request be presented to the PDC for consideration.

9.0 NEXT MEETING

Ron Piester provided an update for the next In-Person PDC Meeting to be held during the ICC Leadership week in Orlando. Mr. Piester advised members of the following timeline:

- April 6th – members are to arrive in Orlando and attend a reception that evening,
- April 7th – Leadership program begins
- April 8th – all-day CC/EC meetings
- April 9th – half-day PDC meeting; members depart after 2pm

10.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 12:48 PM CT. Motion passed unanimously.



**ICC Professional Development Council
Certification Committee Meeting**

**April 8, 2024
9:00 AM ET
Sun and Surf 1**

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 8:58 AM ET.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below. Tyler Jennings exited the meeting at 10:52 AM ET.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Laura Pellizzi – Vice-Chair	Stony Brook, NY	X
Ashley Ong	Winter Park, FL	X
Johnny Goetz	Westlake Village, CA	X
Lance Simms	College Station, TX	X
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	
Steve McDaniel – BOD Liaison	City of Corning, NY	X
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	x

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Motion made and seconded to approve the agenda. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the January 25, 2024, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed with 5 in favor and 1 abstention.



Ashley Ong introduced himself to the Certification Committee.

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 9:03 AM ET and ended at 10:20 AM ET.



7.0 REGULAR SESSION (ACTION ITEMS)

7.1 General Request(s)

a. Staff Request: G1 examination retirement

Ms. Saylor presented a request to retire the G1 – Green Building Residential Examiner examination. The certification would become a legacy certification and can be renewed.

CC Decision

After discussion of the examination program, a motion was made to approve the request and retire the examination after approval of meeting minutes by the chair. The motion was seconded and passed unanimously.

Action Required

Ms. Saylor will retire the examination from future purchases upon receipt of the chair-approved meeting minutes.

7.2 Group discussion – Expectations for 2024-2025

Mr. Zvingilas requested the CC have an open discussion. The following discussions occurred:

CC Member Contacts – Mr. Zvingilas encouraged the CC members to exchange cell phone numbers with each other and Ms. Saylor for ease of communication.

Action Required

Ms. Saylor to coordinate the exchange of cell phone numbers.

CP-45 Changes – Lance Simms advised the group he reviewed CP-45 and encourages the CC to look at the CC Mission statement and objectives as they related to the Credentialing program. Specifically, possible modifications to the following: 13.0, 14, 14.7, 14.9. Ms. Saylor advised she also has a few modifications staff is working on for a future update.

During this discussion, the committee reviewed the makeup of the committee as it relates to jurisdictional positions and whether or not they should be primarily filled with those who are actively fulfilling the day-to-day duties of a Building Official. After discussions on a possible CP-45 change, Mr. McDaniel recommended the committee submit a committee



recommendation to staff, in lieu of a change to CP-45, to ensure the committee's makeup includes members who are active building officials for a jurisdiction.

Action Required

Ms. Saylor to add this as a discussion point on a future meeting agenda.

Succession Planning – Mr. Zvingilas advised with the upcoming departure of long-standing CC members Mr. Simms and Laura Pellizzi, that the CC should focus on succession planning. During the discussion, Mr. Goetz requested to partner with Mr. Simms on the development of the CC Disciplinary Guideline document. During this discussion, CC member onboarding was discussed. Ms. Saylor advised she onboards each member; however, it does not include examination development. Ms. Saylor advised she will create and present a new Certification Committee member training document that will contain specifics surrounding the Certification program.

Action Required

Ms. Saylor to develop a training for new CC members and present it at a future meeting. Mr. Goetz to reach out to Mr. Simms to discuss the history of the disciplinary guideline document.

CC Member Assignments – Ms. Pellizzi recommended each member have an agenda item to present at the CC meetings to help encourage member participation.

Action Required

Ms. Saylor and Mr. Zvingilas to discuss implementation.

Program Awareness - In an effort to raise awareness of the Credentialing program, the CC discussed opportunities for a panel discussion at a future conference, a webinar or series of webinars for members and certificants, and ways to improve website navigation. Ron Piester advised the committee on the timeline for conference agenda items as well as how the membership quarterly meetings occur.

Action Required

Mr. Piester and Mr. Zvingilas to research options for a webinar as well as questionnaires to identify topics and interested parties.

CC Support of Credentialing Program– Mr. McDaniel encouraged the committee to assist the Credentialing Department in making thoughtful



improvements to the Credentialing program. The discussion Included clarification of terminology and improvement of the candidate/certificate experience.

Action Required

Ms. Saylor to add this as a discussion point on a future meeting agenda.

In-Person EDC Meeting – The CC briefly discussed in-person EDC meetings and their impact on the publication of exams after a new code edition is released. Mr. McDaniel encouraged the Credentialing Department to review the impact of in-person vs web-conference meetings focusing on examination development and maintenance.

Action Required

Ms. Saylor to review and report to the CC at a future meeting.

8.0 INFORMATIONAL ITEMS

8.1 PRONTO Updates

a. In-Person Test Centers

Ms. Saylor advised in-person testing centers are on schedule to launch July 1, 2024.

b. Statistics

Ms. Saylor presented PRONTO statistics for calendar year 2023.

c. DC for Exams

Ms. Saylor advised there is one final issue IT is working to resolve. Once resolved, ICC Credentialing will launch a new marketing campaign.

8.2 Program Updates

a. NCPCCI

Ms. Saylor presented the total numbers of applications and certifications processed for the NCPCCI Reciprocity Program.

b. Reinstatement

Ms. Saylor presented the total numbers of applications and certifications processed for the ICC and Legacy Reinstatement Programs. The CC discussed the requirements for candidates wishing to reinstate their certifications. At the conclusion of the discussion, a request was made for a future agenda item for the CC to review the Reinstatement Program costs through the lens of the CC and the CC's mission.



Action Required

Ms. Saylor to include this as a future agenda item.

c. CSP Combination Designation

Ms. Saylor advised the CC that on January 30, 2024, staff added the GCP – Commercial Green Construction Professional examination as an option to obtain the CSP. After review of the information posted on the website, a request was made to add an asterisk with a comment regarding retired certifications.

Action Required

Ms. Saylor to update the website upon receipt of the chair-approved meeting minutes.

d. Code Enforcement Officer Program

Ms. Saylor advised the CC that a call for committee will be distributed by the end of April 2024 for the new program. Ms. Saylor presented the Exam Development Overview infographic utilized by the Exam Development Committees. After discussion, a request was made to have this sent out to the CC along with the approved meeting minutes.

Action Required

Ms. Saylor to include the infographic with the chair-approved meeting minutes.

8.3 Department Videos

Ms. Saylor presented the latest department video, *“How to Redeem Exam Vouchers”*, to the CC. Ms. Saylor advised upcoming videos will include DC for Exams, Preparing for an ICC Exam, Exam Development, Exam Security, and Get Involved with the Certification Program (EDC, CC).

8.0 NEXT MEETING

The next CC meeting will be held via Teams on June 17th, 2024, from 12:00 PM ET to 2:00 PM ET.

Action Required

Ms. Saylor to send out a meeting invitation.

9.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 3:31 PM ET. Motion passed unanimously.



**ICC Professional Development Council
Certification Committee Meeting**

June 17, 2024

11:00 AM CT

Teams

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 11:01 AM CT.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Laura Pellizzi – Vice-Chair	Stony Brook, NY	X
Ashley Ong	Winter Park, FL	X
Johnny Goetz	Westlake Village, CA	X
Lance Simms	College Station, TX	X
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	
Steve McDaniel – BOD Liaison	City of Corning, NY	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	x

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Tyler Jennings requested a modification of the agenda to include his new location. Ms. Saylor advised the requirements to change location. Motion made and seconded to approve the agenda as presented. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the April 08, 2024, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed unanimously.



Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 11:03 AM CT and ended at 12:11 PM CT.

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6.0 INFORMATIONAL ITEMS

6.1 PRONTO Updates

In-Person Test Centers

Ms. Saylor advised in-person testing centers are on schedule to launch July 1, 2024. Ms. Saylor provided the steps the candidate will complete to select and schedule an in-person examination.

6.2 Program Updates

G1 Retirement

Ms. Saylor advised the G1 – Green Building – Residential Examiner examination was retired. For candidates who are currently authorized who fail the exam, will be provided an opportunity for purchase a one-time 30-day examination authorization.

6.3 Succession Planning

Ms. Saylor presented the New CC Member Training to the CC. Ms. Saylor requested feedback from the CC members. CC members offered feedback. Ms. Saylor to update the presentation incorporating the CC feedback.

6.4 Department Videos

Ms. Saylor advised the Getting Involved and Digital Codes for Exams videos are in development.

6.5 Future Discussions

Ms. Saylor presented the topics for future discussion.

7.0 NEXT MEETING

At this point, the next CC meeting will be held via Teams after appointment of the new CC members.

8.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 12:34 PM ET. Motion passed unanimously.



**ICC Professional Development Council
Certification Committee Meeting**

September 19, 2024

10:00 AM CT

Teams

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 10:01 AM CT.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Tyler Jennings Vice - Chair	Richland, WA	X
Ashley Ong	Winter Park, FL	X
Johnny Goetz	Westlake Village, CA	X
Megan Foley	Reynoldsburg, OH	X
Theodore Zuk	Jackson County, OR	X
Rich Truitt – PDC Chair	Bel Air, MD	
Steve McDaniel – BOD Liaison	City of Corning, NY	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	
Margaret Awokoya	Birmingham, AL	X
Whitney Doll	DC	X

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Motion made and seconded to approve the meeting agenda. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the June 17, 2024, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed unanimously.



5.0 INTRODUCTIONS

New committee members Megan Foley and Theodore Zuk introduced themselves to the committee. All other members introduced themselves.

6.0 ELECTION OF VICE-CHAIR

Mr. Zvingilas requested nominations for a Vice-Chair. Ashley Ong nominated Johnny Goetz. Mr. Goetz nominated Tyler Jennings. Ms. Saylor confirmed both nominees accepted the nomination. A motion was made to elect Mr. Jennings as Vice-Chair. Motion passed unanimously.

7.0 EXECUTIVE SESSION (ACTION ITEMS)

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 10:15 AM CT and ended at 11:16 AM CT.



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[REDACTED]

[REDACTED]

- 1. [REDACTED]

[REDACTED]

[REDACTED]



8.0 NEXT MEETING

Prior to discussion regarding the next meeting, Ms. Saylor reminded the committee of the ICC Member Community. She walked the committee members through the website and the Certification Committee group. She advised the group is private and that in the future, upcoming meeting documents will be posted in the online group. She advised that participation in the community is not required and will send out documents through email to those who are unable or elect not to participate in the member community.

Ms. Saylor advised the next meeting will be held mid-November to appoint 2025 – 2027 EDCs. She advised she will send out a Doodle Poll.

9.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 11:47 AM CT. Motion passed unanimously.



**ICC Professional Development Council
Certification Committee Meeting**

December 23, 2024

1:00 PM CT

Teams

MEETING MINUTES

1.0 CALL TO ORDER

Pete Zvingilas called the meeting to order at 1:01 PM CT.

2.0 ROLL CALL ESTABLISHMENT OF QUORUM

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below. Ron Piester joined the meeting at 1:25 PM and Rich Truitt exited the meeting at 3:00 PM CT.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Ashley Ong	Winter Park, FL	X
Johnny Goetz	Westlake Village, CA	X
Megan Foley	Reynoldsburg, OH	X
Theodore Zuk	Jackson County, OR	X
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	X
JC Hudgison – BOD Liaison	Tampa, FL	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X
Whitney Doll	DC	X

3.0 REVIEW AND APPROVE AGENDA

Mr. Zvingilas presented the draft agenda for consideration. Motion made and seconded to approve the meeting agenda. Motion passed unanimously.

4.0 APPROVE PREVIOUS MINUTES

Mr. Zvingilas presented the meeting minutes from the September 19, 2024, CC meeting for consideration. Motion made and seconded to approve the meeting minutes. Motion passed unanimously.



Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 1:03 PM CT and ended at 3:01 PM CT.

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6.0 REGULAR SESSION (ACTION ITEMS)

6.1 GENERAL REQUEST(S)

a. Staff Request: Change to RENEWAL requirements for the ICC Reinforced Concrete Special Inspector Certification

Request

Ms. Saylor presented a request by staff and endorsed by the EDC to eliminate the requirement to maintain a current *Concrete Field Testing Technician - Grade I* certification from ACI in order to renew the ICC certification.

CC Decision

After discussion, a motion was made to approve staff's request to eliminate the requirement to maintain a current *Concrete Field Testing Technician - Grade I* certification from ACI in order to renew the ICC certification. The motion was seconded and passed unanimously (Mr. Jennings abstained).

Action Required

Ms. Saylor to notify the program manager responsible for the Reinforced Concrete certification program, update appropriate documentation, and notify staff.

7.0 NEXT MEETING

Mr. Piester advised the group the PDC will be meeting at the end of January to review the Emory R. Rodgers Leadership in Building Safety Fellowship applications. In addition, the next in-person CC, EC and PDC meetings will be held at the end of April in conjunction with the Chapter Leadership Academy in Orlando.

8.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 3:13 PM CT. Motion passed unanimously.