



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  |         |
|                              |                      |         |
| <b>ICC Staff</b>             |                      |         |
| 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.

■ [REDACTED]

[REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]



## 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 6<sup>th</sup> – members are to arrive in Orlando and attend a reception that evening,
- April 7<sup>th</sup> – Leadership program begins
- April 8<sup>th</sup> – all-day CC/EC meetings
- April 9<sup>th</sup> – 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.