

**ICC Professional Development Council
Certification Committee (CC) Meeting**

**March 28, 2019
San Diego, CA
8:30 AM PT**

MEETING MINUTES

- 1.0 Hakim Bayyoud called the meeting to order at 8:41 am PST in his capacity as Vice-chair.
- 2.0 Mr. Bayyoud requested that Michelle Porter call roll. A quorum was established with attendees noted as below.

Name	City, State	Present?
Gerard Cattani – Chair	Orlando, FL	N
Hakim Bayyoud – Vice-chair	Beaufort, SC	Y
Rick Hopkins	Tacoma, WA	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Mike Boso – BOD liaison	Grove City, OH	Y
ICC Staff		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Hamid Naderi	Austin, TX	N
Michelle Porter	Birmingham, AL	Y
Whitney Doll	Washington, DC	Y

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Ms. Porter presented information on meals.
- 5.0 Motion made and seconded to approve the December 13, 2018, minutes as presented. Motion passed unanimously.
- 6.0 REGULAR SESSION (ACTION ITEMS)**
 - 6.1 Ms. Porter shared the history of using *Inspector Skills* as a reference on certification exams. The CC members will receive a copy of the book to review and will discuss at the next CC meeting.

6.2 The criteria for attaining a Master Code Professional designation were reviewed. A motion was made and seconded to add the Commercial Energy Inspector and Commercial Energy Plans Examiner as alternates to the core Residential Energy Inspector/Plans Examiner at two credits each, and leave the remaining criteria as-is. Motion passed unanimously. The CC agreed to clean up the form with current exams as elective credits.

6.3 EDC appointments

Appointments to five Exam Development Committees were made as follows:

- New full members:
 - o Michael Savage, Sr. and Andrew Espinoza – Mechanical
 - o Thang Nguyen and Richard Soltis, Jr. - NAFED
 - o John Garcia, Jr., Sara Retmier, and Brandon Stigner – Plumbing
 - o Lucas Pump – Residential Building
 - o Kenneth Morong – Structural Steel Special Inspector
- Reappointment:
 - o James Bowen, Alan Brown, Kevin Buchanan, and Don Hill – Structural Steel Special Inspector
- New alternate members:
 - o Michael Bartlett and Joseph Flynn – NAFED
 - o Robert Ivie and Robert Rice – Plumbing
 - o Kurt Hansen and Brian Hunt – Residential Building

A motion was made and seconded to make appointments as noted above. Motion passed unanimously.

6.4 A motion was made and seconded to reappoint Jim Sherman to the Mechanical EDC and Joe Summers to the Commercial Building EDC under their original terms of participation. Motion passed unanimously.

6.5 The CC reviewed the matrix for recertification options, as a request had been received to move code development participation to Part 1. After discussion, a motion was made and seconded to retain the current matrix of options. Motion passed unanimously.

6.6 Mark Johnson presented a brief history on approved code changes in Group A and proposed changes in Group B concerning heavy timber/cross-laminated timber. Mr. Johnson requested approval from the CC to create a new special inspector certification on this topic if the changes are approved in Group B. ICC staff will monitor the progress of the proposed changes. A motion was made and seconded to approve a new heavy timber/cross-laminated timber special

inspection certification, should Group B Tall Wood-related code changes are approved. Motion passed unanimously.

6.7 This item was removed from the agenda.

6.8 The CC discussed creation of a webinar on ethics that would be a mandatory part of recertification. ICC staff will compile information on cost and logistics and bring back to the CC at the next meeting. A motion was made and seconded to approve the concept for further study. Motion passed unanimously.

7.0 INFORMATIONAL

7.1 Ms. Porter noted that efforts are underway to create code-neutral exams for launch in 2021. She was asked to continue updating the CC on progress.

7.2 A new program to recognize Master Code Professionals was relayed, and will include an updated logo and lapel pin, customized jacket, and a new web page dedicated to these individuals.

7.3 The Residential Building Inspector (B1) and Commercial Building Inspector (B2) accreditation application was being heard on March 28. The CC will be updated when ICC is provided the result.

7.4 Mr. Johnson presented information on a combination designation that will be created for candidates who have passed the ICC Residential Energy Inspector/Plans Examiner and have a current status as HERS Rater from the Residential Energy Services Network (RESNET).

8.0 The CC heard a candidate disciplinary action for Joseph Gluck, who had used a second monitor during his January 6, 2019, Certified Portable Fire Extinguisher Technician exam via PRONTO, which was a pass result. Mr. Gluck was contacted by phone at 1:00 pm PST and gave testimony on his behalf. After disconnecting the call, the CC deliberated whether the proctor instructions to the candidate are adequate. A motion was made to revoke Mr. Gluck's certification, with no limitation on when he can retest at his own cost. Motion passed unanimously.

9.0 ICC staff will work with the CC to set up the next meeting.

10.0 There being no further business to discuss, the meeting was adjourned at 1:34 pm PST.

**ICC Professional Development Council
Certification Committee (CC) Meeting**

**May 15, 2019
Web conference**

MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 11:02 am CST.
- 2.0 Mr. Cattani requested that Michelle Porter call roll. A quorum was established with attendees noted as below.

Name	City, State	Present?
Gerard Cattani – Chair	Orlando, FL	Y
Hakim Bayyoud – Vice-chair	Beaufort, SC	Y
Rick Hopkins	Tacoma, WA	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Mike Boso – BOD liaison	Grove City, OH	Y
Nancy Springer – PDC Chair	Sacramento, CA	Y
ICC Staff		
Mark Johnson	Brea, CA	Y
Ron Piester	Birmingham, AL	Y
Michelle Porter	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 March 28, 2019, minutes as amended with notation that Mike Boso was present. Motion passed unanimously.

5.0 REGULAR SESSION (ACTION ITEMS)

- 5.1 Ms. Porter recapped the CC discussion in the March 28, 2019, meeting around a Board request to move participation in the code development process from Part 2 to Part 1 of the recertification CEU matrix. A question was raised on how ICC staff would verify attendance in the live code hearings and participation in cdpACCESS. Ron Piester relayed that a process currently exists to monitor attendance at code hearings for Code of Honor scholarship recipients, and that

this process will be explored further with ICC IT to also track attendance for certificants. After lengthy discussion, a motion was made and seconded to move option #6 on the current CEU matrix from Part 2 to Part 1. Motion passed unanimously.

- 6.0 ICC staff will work with the CC to set up the next meeting.
- 7.0 There being no further business to discuss, the meeting was adjourned at 11:41 am CST.

**ICC Professional Development Council
Certification Committee (CC) Meeting**

**July 11, 2019
Web conference**

MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 12:02 pm CST.
- 2.0 Mr. Cattani requested that Michelle Porter call roll. A quorum was established with attendees noted as below.

Name	City, State	Present?
Gerard Cattani – Chair	Orlando, FL	Y
Hakim Bayyoud – Vice-chair	Beaufort, SC	Y
Rick Hopkins	Tacoma, WA	Y
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Mike Boso – BOD liaison	Grove City, OH	Y
Nancy Springer – PDC Chair	Sacramento, CA	Y
ICC Staff		
Mark Johnson	Brea, CA	N
Ron Piester	Birmingham, AL	Y
Michelle Porter	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 May 15, 2019, minutes. Motion passed unanimously.

5.0 REGULAR SESSION

- 5.1 Ms. Porter reminded the group of the discussion begun at the May 15 meeting regarding the use of ICC's *Inspector Skills* as a reference on the National Certification exams. Also discussed previously was mandating a webinar on ethics as part of the recertification process. Comments were made about ensuring items coming from *Inspector Skills* are written straight from the reference, and the fact that other states are currently requiring ethics training as

part of their own renewal process. A motion was made and seconded to advise the Exam Development Committees (EDCs) to add *Inspector Skills* to each certification exam. The motion passed unanimously. A motion was made and seconded to require a webinar on ethics as part of the continuing education for recertification. The motion passed unanimously.

- 5.2 Potentially moving from offering exams on three code editions to offering a single edition on the newest International Codes was brought before the group as a way to streamline the exam process for candidates. Staff was asked to provide a timeline of potential exam sunsets to the CC, and bring the item back at a future meeting.
- 5.3 The application of Richard Soltis, Jr. for reappointment to the Portable/Pre-engineered Fire Extinguishing Systems EDC due to a change of employment was discussed. A motion was made and seconded to reappoint Mr. Soltis with the same terms as his original appointment. The motion passed unanimously.
- 5.4 The CC discussed the need to set committee goals in an effort to be proactive and provide guidance to ICC staff on initiatives. PDC Chair Nancy Springer recommended that the CC start with review of Council Policy #45-14. Ms. Porter will send the goals developed previously to the group, and the item will be reviewed at a future meeting.

6.0 EXECUTIVE SESSION

[REDACTED]

[REDACTED]

7.0 INFORMATION ITEMS

- 7.1 Ms. Porter presented a brief overview of a planned reciprocity program between the National Certification Program for Construction Code Inspectors (NCPCCI) and selected ICC certifications. This reciprocity will allow portability for candidates who hold certifications similar to those of ICC, and ensures these certification holders will now comply with ICC's rigorous recertification program. The CC noted that ICC staff will need to avoid any potential conflicts with ICC's current accreditation through ANSI.
 - 7.2 Plans for an extension of scope to ICC's ANSI accreditation were detailed by Ms. Porter. This extension includes accrediting another six certification exams, as well as adding PRONTO as a testing method.
 - 7.3 No time was left available on the call to exhibit a PRONTO testing experience. This item will be added as informational to a future meeting.
- 8.0 ICC staff will work with the CC to set up the next meeting.
- 9.0 There being no further business to discuss, the meeting was adjourned at 1:59 pm CST.

**ICC Professional Development Council
Certification Committee Meeting**

**October 11, 2019
Web Conference**

MEETING MINUTES

- 1.0 Gerard Cattani called the meeting to order at 10:03 am CT.
- 2.0 Mr. Cattani requested that Michelle Porter call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Gerard Cattani – Chair	Orlando, FL	Y
Hakim Bayyoud	Beaufort, SC	Y – 10:33
Rick Hopkins – Vice-chair	Northport, FL	N
Lance Simms	College Station, TX	Y
Laura Pellizzi	Stony Brook, NY	Y
Peter Zvingilas	Groton, CT	Y
Mike Boso – BOD liaison	Grove City, OH	Y
Nancy Springer – PDC chair	Sacramento County, CA	Y
ICC Staff		
Mark Johnson	Brea, CA	N
Ron Piester	Birmingham, AL	Y
Michelle Porter	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 July 11, 2019, minutes. Motion passed unanimously.

5.0 REGULAR SESSION (ACTION ITEMS)

- 5.1 Ms. Porter relayed to the group that ICC had only received five applicants for the new IgCC/ASHRAE Exam Development Committee (EDC), and that Council Policy requires seven to nine members on each EDC. Ms. Porter will put out another call for applicants and reach out to AIA, ASHRAE, ASME, and ICC’s Sustainability Membership Council for publicity of the call. Action on this item was tabled until a future meeting.

5.2 The conversation about moving from offering exams on three code editions to one or two code editions was held again at this meeting. Ms. Porter provided a proposed timeline for exam sunsets (below), and the CC discussed this information. A motion was made and seconded to accept the staff-proposed timelines and move to offering exams based on two code editions effective January 1, 2020. Passed unanimously.

	Launch	Retire
2012-based exams	January 1, 2013	December 31, 2019
2015-based exams	July 1, 2015	June 30, 2021
2018-based exams	July 1, 2018	June 20, 2024
2021-based exams*	July 1, 2021	June 20, 2027

* = IPC and IMC exams launch September 2020

5.3 The group briefly touched on developing goals for the CC. The group was encouraged to review ICC Council Policy #45 and the objectives of the CC and Education Committee, then create a list of goals to be discussed at a future Professional Development Council meeting. Action on this item was tabled to a future meeting.

EXECUTIVE SESSION

6.0 [REDACTED]

7.0 INFORMATIONAL ITEMS

7.1 Ms. Porter presented a matrix of pass rate comparisons between tests delivered via PRONTO and computer-based testing (Pearson VUE) for use by the group.

- 8.0 ICC staff will work with the CC to set up the next meeting, which will likely be an in-person meeting of the full PDC. Ron 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. A firm date will be provided to the CC once the schedule is finalized.
- 9.0 There being no further business to discuss, the meeting was adjourned at 11:49 am CT.