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**International Code Council  
Professional Development Council  
February 24<sup>th</sup>, 2022  
01:00pm ET/12:00pm CT/10:00am MT/09:00am PT**

<https://iccsafe.webex.com/join/cthomas>

or

**Call in: 240-454-0879  
Conference #: 922 148 883**

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PDC Chair: Nancy Springer

ICC Board Liaison: Jim Brown

| <b>CC Members</b>       | <b>EC Members</b>     |
|-------------------------|-----------------------|
| Hakim Bayyoud           | John Delesandro       |
| Gerard Cattani          | <del>Scott Holm</del> |
| <del>Rick Hopkins</del> | Michelle Kam-Biron    |
| Laura Pellizzi          | Sandi Morris          |
| <del>Lance Simms</del>  | Blake Steiner         |
| Peter Zvingilas         |                       |

ICC Staff: Liz Chagolla  
Mark Johnson  
Tracy Lendi  
Ron Piester  
Hamid Naderi  
Autumn Saylor  
Casey Thomas  
Matthew Winn

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## MINUTES

### 1. Call to Order

PDC Chair, Nancy Springer, called the meeting to order at 9:05am PT.

### 2. Roll Call

Ms. Springer asked Casey Thomas to call roll. Rick Hopkins, Lance Simms and Scott Holm were absent. A quorum was present.

### 3. Approval of Agenda

John Delesandro motioned to approve the Agenda as presented. Hakim Bayyoud seconded. Agenda approved unanimously.

#### **4. Approval of Minutes from August 23rd, 2021, Conference Call**

Mr. Delesandro motioned to approve the Minutes. Pete Zvingilas seconded. Minutes were approved.

#### **5. Introduction of Matthew Winn**

Matthew Winn introduced himself as the new Sr. Vice President of the Learning Center. He briefly outlined his career prior to ICC and the relationship of his Winn and Associates as a Platinum Provider. He looks forward to moving ICC training into the contractor space.

Executive Vice President, Mark Johnson echoed these sentiments. Ms. Springer stated she was impressed with his dedication and wishes him the best in his new role.

#### **6. Emory Rodgers Fellowship Selection**

Prior to the meeting, Ms. Thomas sent the candidates for the Emory Rodgers along with the score sheets to PDC members for input, feedback and scoring. Seven candidates applied for consideration. Once in receipt of PDC Member scores, Ms. Thomas sent the results for review. Andre Jaen was the clear winner.

Ms. Springer said she was impressed with the accomplishments and ICC participation of the winner. Many of the candidates did not have as strong an ICC connection and that is something that should carry a heavy weight in the future. This sparked the discussion on how to score and what weight should be given to a candidate that is emerging but does not have the accolades that an already accomplished candidate may have and thus will score higher. Michelle Kam-Biron added that if someone has the desire and mindset to be a leader, but is just not quite there yet, it should be encouraged and rewarded. Ms. Springer stated that improvements to the scoring sheet should be considered and worked out. Mr. Delesandro expressed concern that the process is too candidate focused and that the program should be considered as much as the candidate. Mr. Gerard Cattani cautioned against bringing in too many variables into the consideration process.

Mr. Delesandro motioned to approve Andre Jaen as the recipient of the 2021 Emory Rodgers Fellowship. Motion. Mr. Cattani seconded. Director Brown wanted to add that he personally knows the candidate and that he is very passionate about the Building Safety profession and obtaining the skills to become a master code professional. Motion passed. 8 for/1 abstention (JB).

#### **7. Other Business**

Mr. Johnson briefly covered some of ICC's international activities. He explained that there is a big demand for employment in the NEOM region of Saudi Arabia. If any of the members know of anyone that is interested, please send them ICC's way. Staff will check and see if there is a link that can be sent along.

ICC has also been building its training efforts abroad. Most specifically in the Caribbean- i.e. Trinidad and Tobago, Haiti and Jamaica. There were also a couple of trainings that took place for Belize.

#### **8. Adjournment**

Mr. Bayyoud motioned to adjourn the meeting; Ms. Kam-Biron seconded. Meeting adjourned at 9:45am PT



**International Code Council  
Professional Development Council  
May 13th, 2022  
08:30am ET  
Kentucky Room**

PDC Chair: Nancy Springer

ICC Board Liaison: Jim Brown

| <b>CC Members</b>        | <b>EC Members</b>             |
|--------------------------|-------------------------------|
| <del>Hakim Bayyoud</del> | John Delesandro               |
| Gerard Cattani           | Scott Holm                    |
| Rick Hopkins             | <del>Michelle Kam-Biron</del> |
| Laura Pellizzi           | Sandi Morris                  |
| Lance Simms              | Blake Steiner                 |
| Peter Zvingilas          |                               |

ICC Staff: Liz Chagolla  
Mark Johnson  
Ron Piester  
Hamid Naderi  
Autumn Saylor  
Casey Thomas  
Matthew Winn

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**MINUTES**

**1. Call to Order**

The meeting was called to order by Professional Development Council Chair, Nancy Springer at 8:28am ET.

**2. Roll Call**

Ms. Springer asked Executive Assistant, Casey Thomas to call roll. Certification member Hakim Bayyoud and Education Committee member, Michelle Kam-Biron were absent. Education Chair, John Delesandro called in via WebEx. A quorum was present.

At this time, Ms. Springer asked that the group do introductions for the benefit of any members who have not been to an in-person meeting before.

Executive Vice President, Mark Johnson, stepped forward to present Nancy Springer and Gerard Cattani with plaques to thank them for their years of service to the PDC.

**3. Approval of Agenda**

Mr. Blake Steiner motioned to approve the agenda. Mr. Scott Holm seconded. No discussion. Agenda was approved unanimously.

#### **4. Approval of Minutes from February 24, 2022 Conference Call**

Mr. Gerard Cattani motioned to approve the Minutes. Mr. Rick Hopkins seconded. Minutes were approved.

#### **5. CC Update**

Certification Chair, Gerard Cattani went over the actions and discussions had by the Certification Committee the previous day. The CC adjusted the certification renewal audit process in response to encouraging certificants to comply with the CEU requirement in the renewal process. The Assessment Center audits 10% of the applications processed each month. Of those 10%, approximately 20% cannot provide proof of CEUs and 2% do not respond. To combat this the renewal options were clarified in the CEU bulletin, and we will continue pushing automations of CEU registration for renewals. Ms. Springer asked what happens if someone refuses to provide CEUs/documentation. Autumn Saylor, Director of the Assessment Center, responded that language needed to be strengthened in the CC rules to allow ICC staff to revoke certification if the documentation is not provided.

The Exam Development Committee (EDC) Conflict of Interest Policy was revised to allow the EDC members working on the exams to be able to take the exam after development is complete. However, EDC members can only take the exam once access to exam items has been relinquished.

The CC also revised the Certification Committee Rules of Procedure to establish an appeals process to be conducted by the Certification Appeals Committee. This included a proposal to remove certification related appeals from Council Policy (CP) #1. This will be submitted to the Board of Directors for their approval. This action is being created in order to fulfill requirements for future accreditation. The Certification Appeals Board would consist of the BOD Chair and three appointees by the PDC chairs. Additional revisions to the Rules will be prepared by staff for consideration at the next Certification Committee meeting.

Current statistics were reviewed on the following programs:

NCPCCI

Reinstatement Program

ICC/RESNET Certification Program

The suite of 2015 Certification exams will be sunset shortly. They will no longer be able to be purchased from PearsonVUE on June 1, 2022. They will no longer be offered by PRONTO February 1, 2023.

ICC is looking to enact more stringent guidelines for EDC members. This would include a minimum percentage of meetings attended, completion of assignments. In the virtual environment, it is getting more difficult to enforce meeting attendance.

Staff provided initial findings from a comprehensive psychometric audit of our certification program that was completed earlier this year. The audit was conducted by Yardstick Assessment Strategies. Staff will continue its review of the audit and present recommendations to the CC to improve and strengthen the certification program (based upon findings of the audit) at a future meeting.

## 6. EC Update

Vice Chair, Scott Holm reviewed the actions by the Education Committee the previous day. The EC selected the Educator of the Year. There were changes to CP 16 late last year that required two letters of support for every nominee. There was a total of 9 nominations, but only 6 were complete with letters of support. The nominations are reviewed, scored and ranked prior to the meeting. This year the highest ranked candidate was Alan Ellis, who runs EduCode. Staff will be submitting the nomination to the ICC awards committee for review. There was discussion revolving around the application and how nominators can be led to strengthen their responses to the questions. The Educator of the Year application will be a standing agenda item.

Next up for discussion was the ABM Education Program. This year, there was no call for presentations. While the education program will be bigger than the 2021 program, it will not be as large as the pre-pandemic years. There will be 5 targeted tracks and a follow-up Learn Live event for virtual learners. The tracks will be as follows:

1. PMG
2. Soft Skills
3. Significant Changes
4. A Codes Focus Track (IEBC and NEC)
5. A hot topics track

The first 4 tracks consist of ICC core curriculum. The last track is courses chosen by the EC. The rubric of courses was shared with the PDC. A question was asked as to why the ABM education component was so sparse in 2021. Director Brown answered that the conference as a whole was scaled back in light of the variants and COVID uncertainty.

Matthew Winn, Vice President of Training and Education went over the current structure of the Learning Center. Liz Chagolla was promoted to Director and will be heading up the ICC curriculum. Tracy Lendi will be charged with Instructional Design and Delivery. Scott Winn will direct the Winn part of the business. The first thing addressed was customer service. Hires were made to cover the phones, emails and chats. So far there has been a lot of positive feedback.

The Preferred Provider stats were reviewed and relayed to the group. Previously, Ms. Springer asked for a report on active providers vs. inactive. Liz Chagolla went over the difference.

Adjustments were also made to the Preferred Provider fee structure along with a price increase. Previously, there was going to be one price for both online and onsite. However, there are smaller providers that felt that options were being taken away- i.e. To be onsite or online only. After some discussion the EC decided to match the price for the individual educator and the government/nonprofit onsite only and online only categories.

## 7. CLA Program Overview

Sr. Vice President, Hamid Naderi, went over the current status of the program. There is a currently a program under training for Code Enforcement Officer Safety, it should be ready to launch in quarter three. There are two more under consideration 1) offsite construction with the

Modular Building Institute and 2) Renewable Energy with IA EI. California OSHPD requires the Firestopping CLA.

## **8. IA EI Collaboration**

Executive Vice President, Mark Johnson, discussed the IA EI-ICC collaboration and a possible joint membership. So, far ICC and IA EI have worked or are working together on the following.

2 publications, large scale PV and energy storage

Renewable Energy CLA

Digitized the electrical references for Digital Codes Premium

Co-Branding IA EI's publication the analysis of changes

## **9. Global Activities**

Mr. Johnson explained that ICC's current focus is on two regions: MENA (Middle East Northern Africa) and the Caribbean. There is also consistent work being done in Bangladesh under SK Ghosh. In Belize, ICC has put on two webinars and two more are slated.

## **10. Other Business**

Since she is terming off this year, Ms. Springer wanted to say a few words and thank everyone for their hard work.

## **11. Adjournment**

Mr. Peter Zvingilas motioned to adjourn the meeting. Mr. Cattani seconded. Meeting adjourned at 12:17pm ET.



**International Code Council  
Professional Development Council  
October 28, 2022  
11:00am CT  
Microsoft Teams Meeting**

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PDC Chair: Rich Truitt

ICC Board Liaison: Alan Boswell

| <b>CC Members</b> | <b>EC Members</b> |
|-------------------|-------------------|
| Johnny Goetz      | M. Cade Booth     |
| Rick Hopkins      | John Delesandro   |
| Tyler Jennings    | Scott Holm        |
| Laura Pellizzi    | Sandi Morris      |
| Lance Simms       | Blake Steiner     |
| Peter Zvingilas   | Rich Truitt       |

ICC Staff: Margaret Awokoya  
Liz Chagolla  
Mark Johnson  
Ron Piester  
Hamid Naderi  
Autumn Saylor  
Matthew Winn

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**MEETING MINUTES**

**1. Call to Order**

Chair Rich Truitt called the meeting to order at 11:02 am central time.

**2. Roll Call**

Mr. Truitt asked Ron Piester to call the roll. Two Council members (Mr. Simms, Ms. Pellizzi) were absent. All other members were present, establishing a quorum of 11 members.

**3. Approval of Agenda**

Mr. Truitt presented the draft agenda to the Council for consideration. A motion was made and seconded to approve the draft agenda. The motion passed unanimously.

**4. Approval of Minutes from May 13, 2022 Meeting**

Mr. Truitt presented the draft minutes from the May 13, 2022 meeting to the Council for consideration. There were no additions or corrections. A motion was made and seconded to approve the draft minutes. The motion passed unanimously.

**5. Introductions**

Mr. Truitt introduced himself and presented opening remarks. He then recognized Board Liaison Alan Boswell, who introduced himself and presented remarks on behalf of the Board of Directors. Following Mr. Boswell's remarks, Mr. Truitt recognized new Council members Cade Booth, Johnny Goetz and Tyler Jennings, who introduced themselves. Staff Secretariats Matthew Winn and Autumn Saylor then provided opening remarks on behalf of the Education Committee and Certification Committee, respectively.

#### **6. Review of PDC Objectives, Rules and Procedures**

Ron Piester provided an overview of the PDC objectives, rules and procedures according to Council Policy CP #45-14.

#### **7. Update on Emory Rodgers Leadership in Building Safety Fellowship**

Applications for the 2022 Emory Rodgers Leadership in Building Safety Fellowship are now being accepted. The application deadline is December 21, 2022. Following the deadline, applications will be organized by staff and presented to the PDC for review. The PDC will submit a short list of recommended award recipients to the Executive Committee of the Board of Directors, which will select the final award recipient. It is anticipated the 2022 applications will be presented to the PDC in early 2023.

#### **8. Next Meeting**

The Education Committee is scheduled to meet on November 9, 2023. A scheduling poll will be sent to the Certification Committee to establish a meeting date in the near future.

#### **9. Other Business**

Mr. Goetz requested a future discussion regarding the development of certifications for the next generation of Code Officials. Additional comments regarding the Code Council's Technical Training Program and the role of the Emerging Leaders Membership Council in Safety 2.0 programs were presented.

#### **10. Adjournment**

There being no other business, Mr. Truitt called for a motion to adjourn. A motion was made and seconded to adjourn the meeting at 11:48 am central time. The motion passed unanimously.