



**International Code Council
Professional Development Council**

March 17, 2015
08:30am
Country Club Hills ICC Office

PDC Chair: Cindy Davis
CC Chair: Rick Witt
EC Chair: Nancy Springer

ICC Board Liaisons: Cash Olszowy
Gilbert Gonzales

CC Members	EC Members
Autumn Hartsoe	Jeff Camp
Ken Morong	John Delesandro
Jeremy Searfoss	Dave Horras
Jeff Whitney	Tom Johnson
	Sean Reid

ICC Staff: Mark Johnson
Hamid Naderi
Michelle Porter
Allison Street
Casey Thomas
Doug Thornburg

AGENDA

1. Call to Order

PDC Chair Cindy Davis called the meeting to order at 08:34am CT. Each person introduced him or herself to the group.

2. Roll Call

Since introductions were made, Ms. Davis decided formal roll call was not necessary. All were present with the exception of Certification Committee member, Jeremy Searfoss. A quorum was present.

3. Approval of Agenda

Jeff Camp motioned to approve the Agenda as presented. Nancy Springer seconded. Motion passed with unanimous approval.

4. Approval of Minutes from September 18th, 2014 teleconference

John Delesandro motioned to approve the Minutes. Nancy Springer seconded. There was no discussion and the Minutes were approved unanimously.

5. Introductions and meeting ICC Education Department Staff

Executive Vice President & Director of Business Development, Mark Johnson, wanted to take the opportunity to introduce the Training & Education staff to the Council, since they are located in the Country Club Hills office. Also, he wanted to acknowledge them for all of their hard work and ending 2014 in the “black.” Allison Street, Manager of Training and Education handled the introductions.

6. CP-45 Review

Ms. Davis began by reiterating the background of CP-45 and reminded everyone that whatever is done will be formatted to Council Policy. The main objective is to go over the CP-45 document and clarify the roles and responsibilities of each of the committees, chairs and staff. The PDC was formed with the intent for Certification and Training to come together to make recommendations to the ICC Board of Directors and to prevent decisions from being made in silos (with the exception of the confidential certification matters). Ms. Davis then asked ICC Board Vice President and PDC Board Liaison, Cash Olszowy, if he had anything to add. Mr. Olszowy asked the group to think about the term “Council” versus the term “committee.” The intention of having the two different committees make up the Professional Development Council is so that the committees can do the legwork whereas the Council will make the policy decisions. Each member should act as an ambassador to areas across the country and bring feedback to the group at large.

Previously, each of the PDC members was asked to submit their comments/changes to the CP-45 document. All the changes/comments were compiled and sent to each member prior to the meeting. Ms. Davis then led the group through the review of CP-45 line item by line item. The changes and suggestions were captured and will be forwarded to the group for another review prior to being sent to Director Hoover’s committee, which formats and checks Council Policies for consistency. Once passed through the CP Committee, the intention is to send the finalized draft to the ICC Board of Directors for approval.

In a sidebar conversation over the course of discussions, it was decided that an orientation packet should be created for new and existing members. Information such as the minutes, the history and benchmarks for the PDC should be included. Staff to look at how this could be accessible through the website.

7. EDC Chairs Item: Issuance of certification to EDC members who developed certain new ICC certification exams

Ms. Davis briefly outlined the sequence of events on this item as well as the current state. A letter was sent to the ICC Board of Directors signed by many of the EDC members asking for reconsideration on the decision made by the Certification Committee and expressing their intent to appeal. CEO Dominic Sims decided to send this matter to the PDC to review the Certification Committee decision and make a recommendation. Michelle Porter, Director of Certification and Testing, reviewed the scope of the issues and the new exams that were in question. Mel Oncu, General Counsel, called in on the conference line for this portion of the agenda. Since the staff is selective about whom serves on the EDCs and the members that comprise the EDCs for the new exams are undoubtedly subject matter experts, their level of competence is assured. Ms. Davis inquired whether or not ICC Council members are covered by the same errors and omissions policy that the Board is covered by. Ms. Oncu confirmed that to be true. The overall staff recommendations, which the Council voted on are as follows:

- 1) Honor the commitment made by ICC to the affected EDC members and grant certifications in the new exam categories for which they actively participated in development. Tom Johnson motioned to support the staff recommendation. Sean Reid seconded the motion. The floor was opened for discussion. Clarification was given on the CBO/CFM modules. A vote was taken and the motion carried in favor of the staff recommendation. (11/1; Whitney opposed).
- 2) Place a moratorium on granting Certifications to EDC members working on new exams while the policy is updated. Rick Witt motioned in favor of supporting this recommendation. Tom Johnson seconded. Motion carried unanimously.

8. ABM Education Program

Manager of Training and Education, Allison Street, reviewed the ABM Training matrix for the Long Beach meeting in September, including the background information specific to the Building Council and Fire Council joint training session. Discussion included acknowledgment that the Education Committee and PDC had not had an opportunity to fully engage in the process due to the newness of the Council structure and lack of meetings. Mr. Thornburg assured the PDC that future educational programs would be fully vetted through the Committee for PDC consideration. This year will feature two code-based tours—one of Disneyland and one of the Queen Mary. CALBO will also contribute courses. Sean Reid moved to accept the content. Tom Johnson seconded. Motion carried unanimously.

9. PPP Update

Sr. Vice President of Product Development, Hamid Naderi, led the group through the latest stats on the Preferred Provider Program. To date, there are 177 applications and much of the confusion regarding the program has dissipated. Discussion was held on the security issues around attendees printing out their certificates after completing a survey of the training. Staff will continue to investigate this possibility. Currently, that has been removed from the PP Manual.

10. Other

Ms. Davis asked Rick Witt, Chair of the Certification Committee to give a 5 minute summary of the certification meeting that took place before this meeting. Mr. Witt provided background information on an issue that will be coming before the PDC related to an issue being brought forth by the Building Officials Association of Florida. The floor was opened for all Council members to share anything they wished. Tom Johnson let everyone know that the ESBOF Educational Conference will take place on April 12th, 13th and 14th in Portsmouth, NH. John Delesandro announced that the NJ Building Safety Conference will take place on May 6th, 7th and 8th and Jeff Camp stated that the CAAK Spring Code Conference is on April 19th-22nd.

11. Next meeting

Council members had to leave to catch a flight, so the next meeting was not discussed other than to mention the possibility of a meeting prior to the ABM. However, the need for follow-up on CP-45 was reiterated.

12. Adjournment

Mr. Delesandro motioned to adjourn. Mr. T. Johnson seconded. Unanimous approval. The meeting was adjourned at 02:14pm CT.



**International Code Council
Professional Development Council**

**November 6th, 2015
Las Vegas, Nevada
08:30am PT**

PDC Chair: Cindy Davis

ICC Board Liaison: Gilbert Gonzales

CC Members	EC Members
Abdulhakim Bayyoud	Michael Boso
Gerard Cattani	Jeff Camp
Autumn Hartsoe	John Delesandro
Ken Morong	Dave Horras
Jeremy Searfoss	Sean Reid
	Nancy Springer

ICC Staff: Mark Johnson
Hamid Naderi
Michelle Porter
Allison Street
Casey Thomas
Doug Thornburg

MINUTES

The Professional Development Council meeting was called to order at 08:27am PT by Professional Development Council Chair, Cindy Davis.

1. Roll Call

Ms. Davis asked Executive Assistant, Casey Thomas, to call roll. All members were present with the exception of Jeremy Searfoss and Dave Horras. Quorum was established. In addition, Ms. Davis asked all present to informally introduce him or herself.

2. Approval of Agenda

Ms. Davis proposed two changes to the agenda. First, to have the Education Committee Chair report precede the Certification Committee Chair report in Item 4. The second change was to have Item 6 'Legacy Certification Reinstatement' be discussed before "Career Path and Synergy

between C & T and T & E.” Ms. Davis asked if any other members had changes. Ms. Nancy Springer asked if Educator of the Year could be added to other business.

Ms. Springer motioned to approve the Agenda as amended. Mr. Michael Boso seconded that motion. The Agenda, as amended, was approved unanimously.

3. Approval of Minutes from August 17th, 2015 Meeting

Ms. Springer motioned to approve the Minutes. Mr. Sean Reid seconded. No discussion. Unanimous approval.

4. Reports from November 5th Meetings

a. ~~CC Chair~~ EC Chair

Ms. Davis asked Ms. Springer to give a brief review of what was discussed in the Education Committee meeting the previous day. Ms. Springer stated that the EC reviewed the feedback from the ABM. Overall, staff should be congratulated on a job well done.

In regards to the Preferred Provider Program, there are 300 applications. There was a review of the Preferred Provider website, the recent stakeholders meeting as well as the Manual to address FAQs and the renewal process.

There will be an upcoming RFP to be a partner in the online campus.

The EC will be collaborating with the Building Membership Council’s higher education committee to ensure the work of the EC and higher education committee is coordinated. Finally, a new VP of training will be coming on board next week.

b. ~~EC Chair~~ CC Chair

Ms. Davis asked Ms. Autumn Hartsoe to give a brief recap of the 11/5/15 Certification Committee meeting.

Ms. Hartsoe stated there was a lengthy discussion of the proposed reinstatement program, which will be outlined and continued today.

There was discussion on the Fire Stopping exam and as to whether or not it should be a full certification or a certificate program which would involve rigorous training and passing an assessment.

The CC had 3 appeals and 3 hearings as well as reviewed the minutes from the Exam Development Committees.

They also discussed the Disaster Response Inspector Certification, which will be discussed further today.

The CC made appointments to the Exam Development Committees. There was also discussion on adding the Concrete Manual to the Commercial Building Inspector exam materials.

Finally, Certification also has an RFP out to potential testing vendors.

c. Items for additional discussion out of November 5th Meetings

This item was skipped in favor of beginning the Reinstatement discussion.

5. Legacy Certifications Reinstatement (formerly Item 6)

Ms. Davis gave a recap of the history of this agenda item beginning with the letter from BOAF and how other states are interested in a reinstatement option as well. She reviewed the ICC's current policy on certification renewal. She reminded the Council that BIPs voted to keep the policy as is. Now, the Board of Directors is looking for a recommendation from the PDC on this matter. She cautioned that there are concerns about backlash from the individuals who followed the rules as well concerns that this may invoke questions on the credibility of the ICC certification program. On the other hand, this is a good opportunity to bring individuals back into the fold and there are financial benefits.

A lengthy discussion ensued. The PDC concluded that reinstatement should be allowed with proof of an original certification, proof of CEUs, and the payment of fees. All members agreed that a formal reinstatement program should be inclusive of all individuals and there should not be for a specific time period. This resulted in the suggested recommendation to make to the Board of Directors as follows:

Based on the request for an amnesty/reinstatement program for certification holders to allow them to become current, that any such program developed by ICC should be inclusive of all certification holders moving forward and not be date-specific, and should include CEUs and fees sufficient to incentivize current renewal—this recommendation is contingent on some level of assurance that a reinstatement program does not negate any accreditation or professionalism of the certification program.

Mr. Camp made the motion to approve the recommendation as listed above. Mr. Reid seconded. More discussion followed. It was determined that staff would be responsible for the particulars of the program, including fees, marketing, CEUs etc. A vote was taken; there was only 1 against (J. Delesandro). Motion passed.

6. Career Path and Synergy between C&T and T&E and other credentials (formerly Item 5)

There was a discussion on a possible badging/certificate program as part of a larger idea of remaking the credentialing program altogether. Job task analysis can be used as the basis for certificate programs and this would fill the need for those that need more specialized training. Ms. Davis stated that it is not cost feasible to create certifications for every topic and this is a way to fill the need on topics that do not currently have certifications. Mr. Reid supported the idea of badging since it will push training. Ms. Springer reiterated that sentiment and added especially if it encourages participation by a younger generation.

7. When Disaster Strikes/continuation of Disaster Response Inspectors Cert.

Ms. Michelle Porter, Director of Certification and Testing, gave the background of the certification and the current low interest in the certification. It was developed in response to Hurricane Katrina.

However, the Disaster Strikes training institute is very popular. Ms. Allison Street, Manager of Training, suggested this could be a certificate/badging program. Mr. Naderi mentioned that there was interest from one group to develop a certification program. Ms. Porter will follow up on collaboration. Ms. Springer stated that many states and the federal government have disaster programs therefore there is little need for an ICC program. That being said, it would be beneficial to look into an ICC partnership for disaster coordination. Staff will do some further research.

8. Other Business

Ms. Springer wanted to review the Educator of the Year discussions from the 11/05/2015 Education Committee meeting. She stated that the EC created a rubric for scoring the applications. She informed the group that the EC was working on better criteria for the award and ways to distribute information on criteria for potential applicants.

The next meeting of the PDC will most likely take place on February 25th and 26th. The location will be determined.

9. Adjournment

The meeting was adjourned at 01:38pm PT.