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**International Code Council  
Professional Development Council**

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

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

ICC Board Liaisons: Cash Olszowy  
Gilbert Gonzales

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

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

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**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 18<sup>th</sup>, 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 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> in Portsmouth, NH. John Delesandro announced that the NJ Building Safety Conference will take place on May 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> and Jeff Camp stated that the CAAK Spring Code Conference is on April 19<sup>th</sup>-22<sup>nd</sup>.

## **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.