FLORIDA BUILDING COMMISSION
EDUCATION POC MEETING MINUTES
JUNE 6, 2019
TALLAHASSEE, FLORIDA

IMPORTANT MEETING ACCESS INFORMATION!

Meeting Information

Date: Thursday, June 6th, 2019
Time: 9:00 am, Eastern Daylight Time (New York, GMT-04:00)
Meeting ID: 148 382 085
Meeting Password: (This meeting does not require a password.)

To join the online meeting

Go to: 1. Go to https://global.gotomeeting.com/join/148382085
2. If requested, enter your name and email address.
3. Use your microphone and speakers (VoIP) – a headset is recommended. Or call in using your telephone.

Teleconference Information

Join the conference call:
Toll free: 1-877-309-2073 (US)
Attendee access code: 148 382 085

For assistance please contact:
jim.hammers@myfloridalicense.com
1-850-717-1839

CALL-IN NUMBER: 1-877-309-2073  CODE:148382085
IN PERSON ATTENDANCE: 5TH FLOOR, 2601 BLAIRSTONE RD., TALLAHASSEE, FLA. 32399
EDUCATION POC MEETING OBJECTIVES

- To approve June 6, 2019 Meeting Agenda
- To approve April 5, 2019 Meeting Minutes
- To review/decide pending accreditor applications
- To review/decide accredited advanced courses
- To review/decide administratively approved updated courses
- To review/decide self affirmed updated courses
- To review/discuss Education Administrator activity report
- To identify future POC member discussion items
- To discuss general public comment
- To identify needed next steps, assignments, and agenda items for next meeting

EDUCATION POC MEETING MINUTES—JUNE 6, 2019

All Agenda Times—Including Adjournment—Are Approximate and Subject to Change

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m. EST</td>
<td>1.) Welcome and Opening, Roll Call</td>
</tr>
<tr>
<td></td>
<td><strong>POC Members Present:</strong> Nanette Dean, (Chair), Kevin Flanagan,</td>
</tr>
<tr>
<td></td>
<td>Don Brown, Jeffrey Stone PhD</td>
</tr>
<tr>
<td></td>
<td>**POC Member(s) Absent: Brian Langille, Kelley Smith Burk, Drew Smith</td>
</tr>
<tr>
<td></td>
<td><strong>Meeting Attendees Identified:</strong> Thomas Campbell, Jim Hammers, Erin Rosica,</td>
</tr>
<tr>
<td></td>
<td>Justin Vogel, Mo Madani, Michael Clark, John Farinelli</td>
</tr>
<tr>
<td>2.)</td>
<td>Review and approval of the June 6, 2019 meeting Agenda</td>
</tr>
<tr>
<td></td>
<td><strong>Motion:</strong> To approve as submitted</td>
</tr>
<tr>
<td></td>
<td><strong>Motion:</strong> Kevin Flanagan</td>
</tr>
<tr>
<td></td>
<td><strong>Second:</strong> Don Brown</td>
</tr>
<tr>
<td></td>
<td><strong>Approved Unanimously</strong></td>
</tr>
<tr>
<td>3.)</td>
<td>Review and approval of April 5, 2019 meeting Minutes</td>
</tr>
<tr>
<td></td>
<td><strong>Motion:</strong> To approve as submitted</td>
</tr>
<tr>
<td></td>
<td><strong>Motion:</strong> Kevin Flanagan</td>
</tr>
<tr>
<td></td>
<td><strong>Second:</strong> Don Brown</td>
</tr>
<tr>
<td></td>
<td><strong>Approved Unanimously</strong></td>
</tr>
<tr>
<td>4.)</td>
<td>Review pending accreditor applications for recommendation to the Commission</td>
</tr>
<tr>
<td></td>
<td>None Pending</td>
</tr>
</tbody>
</table>

Education POC Meeting Minutes
June 6, 2019 2
5.) Review pending advanced accredited courses for recommendation to the Commission

**Course:** 2017 Florida Advanced Building Code Internet Continuing Education Course (1 Hour)  
**Provider:** @ Home Prep – A Division of Stuatzenberger College  
**Accreditor:** JC Code & Construction Consultants, Inc.  
**BCIS Course Number:** 933.0  
**Motion:** Course **approved** based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
**Motion:** Kevin Flanagan  
**Second:** Don Brown  
**Discussion:** The Education Administrator stated that even though an evaluative quiz (and answers) was included in the course materials, no mention of a “Method of Evaluation” was made in the syllabus. A reference to a “Method of Evaluation” should be noted in the syllabus.  
Approved Unanimously

**Course:** 2017 Advanced Training: Impact Protection Under the FBC  
**Provider:** JC Code & Construction Consultants, Inc.  
**Accreditor:** JDB Code Services, Inc.  
**BCIS Course Number:** 932.0  
**Motion:** Course **approved** based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  
**Motion:** Kevin Flanagan  
**Second:** Don Brown  
**Discussion:** None  
Approved Unanimously

6.) Review pending administratively approved updated courses for recommendation to the Commission  
   None Pending

7.) Review pending administratively approved Self Affirmed (ONE CHANGE) updated courses for recommendation to the Commission  
   None Pending

8.) Education Administrator Activity Report  
   **Discussion:** The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from March 25th, 2019, through May 24th, 2019, including staffing the ED POC meetings and handling inquiries from a variety of sources concerning the FBC
Education Program. He also stated that “Training Funding” information (for 2018-2019) was also included in the report, which is promoted by Building A Safer Florida (BASF), and which included the who/what of eligibility requirements. He stated that if anyone was interested, or had questions, to contact Cam Fentris by the email address listed with the information. No questions were forthcoming from the ED POC members concerning the report content.

A. Provided administrative support for FBC Education POC for the April 5th, 2019 meeting

B. Prepared minutes for FBC Education POC April 5th, 2019 meeting

C. Prepared agenda for FBC Education POC meeting on June 6th, 2019

D. Worked with training providers and accreditors to ensure compliance with Rule 61G20-6.002

E. Checked the BCIS to ensure information is current regarding the FBC Education and Accreditation Program

F. Inquiries addressed from March 25th, 2019 to May 24th, 2019 were as follows:

39 inquiries: 29 telephone; 5 email; 5 phone and email

**Category of Inquirers:**
3 Accreditor
7 Providers
21 Consumers
2 Government personnel
2 Contractor
1 Design professional
1 Homeowner Association board member
1 Manufacturer
1 Plumber

**Types of Inquiries:**
8 Advanced Courses
3 BCIS
5 Mobile/modular
9 Windows
3 Roofing
1 DCA
1 Construction lien law
3 Building Codes
1 Permits
1 Product approval
1 Water fountain in gymnasium
1 Energy forms
1 Remote access installation
Training Funding Available for 2018-2019

Two types of funding: 7-hour program or “minimum 1 hour” program
Reimbursement amount: $23.00 per hour per attendee Available now, ends June 15, 2019
Eligible attendees:
-- Licensed architects, engineers, interior designers, landscape architects, construction contractors, electrical contractors, or building code administrators or inspectors
-- Home inspectors, mold remediators
--- Must include license number for all categories above
-- Employees in design and construction industries, requires this documentation:
--- Letter from their design/construction licensed employer
--- Copy of certificate of workers' compensation insurance or exemption

Eligible course topics:
-- Florida Building Code
-- Florida Fire Prevention Code
-- Construction plan and permitting requirements
-- Construction liens
-- Hurricane mitigation

For “minimum 1 hour” program, course requirements:
-- At least 50% must be codes

For 7-hour program, course requirements:
-- At least three (3) hours codes
-- At least two (2) hours advanced codes

For any program, course requirements:
-- Mitigation training for home inspectors must include proctored exam and comply with section 627.711(2), F.S.
-- *Course evaluations are REQUIRED that cover the following:
--- Satisfaction with instructor
--- Satisfaction with course materials
--- Satisfaction with conduct of the training
--- Ask whether “highly satisfied” “satisfied” “not satisfied” for each above

Must enter into an agreement before submitting for grant funds, must verify availability of funds first.

Documentation required (failure to submit is a 5% penalty):
-- Submitted within FIVE (5) WORKING DAYS AFTER EACH COURSE
-- Advertisement (must be approved in advance)
-- Sign in sheets as acceptable for each licensing board
-- Separate sign in sheets for licensees and non-licensed employees
-- Non-licensed employee sign in sheets must include type of proof submitted
-- *Copy of course evaluation for each attendee

*Failure to demonstrate that 75% or more of trainees were satisfied or highly satisfied with the course instructor will result in a 1% penalty for each 5% increment or portion thereof that the percentage of satisfied trainees fall below 75%.

E-mail Cam Fentriss at basfgrant@gmail.com if interested and for more information.

9.) Identify future POC member discussion items

No future ED POC member discussion items were forthcoming.

10.) General public comment

No public comment was forthcoming.

11.) Summary and review of meeting work products and adoption of recommendations for submittal to the commission

**Recommended Commission Actions**

The Education POC considered and recommends the following:

The following new courses are recommended for APPROVAL:

**Course:** 2017 Florida Advanced Building Code Internet Continuing Education Course (1 Hour)
**Provider:** @ Home Prep – A Division of Stuatzenberger College
**Accreditor:** JC Code & Construction Consultants, Inc.
**BCIS Course Number:** 933.0
**Motion:** Course approved based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content
**Motion:** Kevin Flanagan
**Second:** Don Brown
**Approved Unanimously**

**Course:** 2017 Advanced Training: Impact Protection Under the FBC
**Provider:** JC Code & Construction Consultants, Inc.
**Accreditor:** JDB Code Services, Inc.
**BCIS Course Number:** 932.0
**Motion:** Course approved based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content
**Motion:** Kevin Flanagan
STAFF CONTACT: Michael Clark (MRC Consulting) mrcconsulting@earthlink.net: 850.545.1451

COMMITTEE MEMBERSHIP AND MEETING SCHEDULE

EDUCATION POC MEMBERSHIP

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>REPRESENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nanette Dean</td>
<td>Manufactured Buildings, Chair</td>
</tr>
<tr>
<td>Kevin Flanagan</td>
<td>Electrical Contractor</td>
</tr>
<tr>
<td>Drew Smith</td>
<td>Green Building Industry</td>
</tr>
<tr>
<td>Jeffrey Stone PhD</td>
<td>Building Product Manufacturer</td>
</tr>
<tr>
<td>Brian Langille</td>
<td>Natural Gas Distributor</td>
</tr>
<tr>
<td>Don Brown</td>
<td>Insurance Industry</td>
</tr>
<tr>
<td>Kelley Smith Burk</td>
<td>Energy</td>
</tr>
</tbody>
</table>

STAFF

<table>
<thead>
<tr>
<th>STAFF</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Justin Vogel</td>
<td>Legal Advisor</td>
</tr>
<tr>
<td>Jim Hammers</td>
<td>Technical Support</td>
</tr>
<tr>
<td>Thomas Campbell</td>
<td>Administrative Support</td>
</tr>
</tbody>
</table>

FACILITATOR

<table>
<thead>
<tr>
<th>FACILITATOR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Clark</td>
<td>(MRC Consulting)</td>
</tr>
</tbody>
</table>

2019 POC MEETING SCHEDULE

<table>
<thead>
<tr>
<th>MEETING</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>February 5, 2019 (10:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>II.</td>
<td>April 5, 2019 (10:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>III.</td>
<td>June 6, 2019 (9:00 AM EST)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>IV.</td>
<td>July 2019 (TBA)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>V.</td>
<td>September 2019 (TBA)</td>
<td>Tallahassee and via teleconference</td>
</tr>
<tr>
<td>VI.</td>
<td>November 2019 (TBA)</td>
<td>Tallahassee and via teleconference</td>
</tr>
</tbody>
</table>

2019 COURSE ACCREDITATION APPLICATION DEADLINE SCHEDULE

<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>ACCREDITED APPLICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>February 5, 2019 Meeting</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>II.</td>
<td>April 5, 2019 Meeting</td>
</tr>
<tr>
<td>III.</td>
<td>June 6, 2019 Meeting</td>
</tr>
<tr>
<td>IV.</td>
<td>July 2019 Meeting</td>
</tr>
<tr>
<td>V.</td>
<td>September 2019 Meeting</td>
</tr>
<tr>
<td>VI.</td>
<td>November 2019 Meeting</td>
</tr>
</tbody>
</table>

**NOTE:** This document is available in alternate formats upon request to the Department of Business and Professional Regulation, Codes and Standards, 5th Floor, 2601 Blairstone Rd., Tallahassee, FL, 32399.