

**FLORIDA BUILDING COMMISSION
EDUCATION PROGRAM OVERSIGHT COMMITTEE**

OCTOBER 6, 2021 8:00 A.M.

THIS MEETING WILL BE HELD VIA TELECONFERENCE/WEBINAR

**JOIN THE MEETING VIRTUALLY AT: <https://global.gotomeeting.com/join/533378925>
JOIN THE MEETING BY CONFERENCE CALL: UNITED STATES (TOLL FREE) 1-866-899-4679
ACCESS CODE/MEETING ID 533-378-925**

POC MEMBERS

X-Michael Bourre-Chair, Don Brown, David John, Brian Langille, Brad Schiffer.

MEETING OBJECTIVES

- ✓ To Approve Regular Procedural Topics (Agenda and Minutes)
- ✓ To Consider/Decide on Pending Accreditor Applications
- ✓ To Consider/Decide on Accredited Advanced Courses
- ✓ To Consider/Decide on Administratively Approved Updated Courses
- ✓ To Consider/Decide on Self Affirmed Updated Courses
- ✓ To Review/Discuss Education Administrator Activity Report
- ✓ To Review/Discuss Other POC Business
- ✓ To Receive General Public Comment
- ✓ To Receive POC Member and Staff Comment

MEETING MINUTES

All Agenda Times—including Public Comment and Adjournment—are Approximate and Subject to Change

1.)	<p>WELCOME AND OPENING ROLL CALL A. Roll Call of POC Members</p> <p style="text-align:center">POC Members Present: Michael Bourre, (Chair), Brad Schiffer, David John, Brian Langille POC Member(s) Absent: Don Brown</p> <p>B. Identification of Staff/Meeting Attendees</p> <p style="text-align:center">Staff/Meeting Attendees Identified: Thomas Campbell Jim Hammers Justin Vogel Mo Madani Michael Clark Sharon Mignardi</p>
2.)	<p>REVIEW AND APPROVAL OF MEETING AGENDA Motion: To approve as submitted Motion: Brad Schiffer Second: David John Approved Unanimously</p>
3.)	<p>REVIEW AND APPROVAL OF JULY 28, 2021, MEETING MINUTES Motion: To approve as submitted Motion: David John Second: Brad Schiffer Approved Unanimously</p>

4.)	<p>PENDING ACCREDITOR APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
5.)	<p>PENDING ADVANCED ACCREDITED COURSES FOR RECOMMENDATION TO THE COMMISSION</p> <p>Course: 2020 Advanced Residential and Existing Building Changes Provider: Building Officials Association of Florida Accreditor: Contractors Institute (Koning Enterprises Inc.) BCIS Course Number: 1071.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content Motion: Brad Schiffer Second: David John Discussion: <i>Commissioner John asked if there was enough information on the title slide of the PowerPoint presentation. Specifically, he stated that the entire title of the course should be on the title slide. Also, a reference to the 7th Edition (2020) of the FBC should also be present on the title slide. Michael Clark stated that the “Knowledge Check” on slide 167, should be referenced in the syllabus, as part of the Course Evaluation. ED POC members agreed with these changes, while approving the course.</i> Approved Unanimously</p> <p>Course: Advanced FBC 7th Edition (2020) – Vertical Fenestration - Internet Provider: AIA Florida Accreditor: Code Consulting Services BCIS Course Number: 1073.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content Motion: David John Second: Brad Schiffer Discussion: <i>Commissioner John stated that he liked this presentation. He did ask if the 2nd slide, which contained information about the provider’s company “PGT” should be removed because the title slide also contained information about “PGT”. Thomas Campbell stated that there was no Rule language (61G20-6.002) that prohibited the reference of the provider’s company in more than one location, so the 2nd slide did not need to be removed.</i> Approved Unanimously</p> <p>Course: Advanced FBC: Understanding the Existing Building Code - Internet Provider: AIA Florida Accreditor: Code Consulting Services BCIS Course Number: 1072.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content Motion: David John Second: Brad Schiffer Discussion: <i>Commissioner John stated that he liked the format of this course presentation which made it easy to review.</i> Approved Unanimously</p> <p>Course: Advanced Energy Code – Changes in the 7th Edition (2020) Florida Building</p>

	<p>Code, Energy Conservation Provider: Florida Air Conditioning Apprenticeship Association Accreditor: Code Consulting Services BCIS Course Number: 1074.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content Motion: David John Second: Brad Schiffer Discussion: <i>Commissioner John asked if the title slide met the current requirements as referenced in Rule 61G20-6.002. Thomas Campbell stated that it did meet the current requirements.</i> Approved Unanimously</p>
6.)	<p>PENDING ADMINISTRATIVELY APPROVED UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
7.)	<p>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (ONE CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
8.)	<p>EDUCATION ADMINISTRATOR ACTIVITY REPORT</p> <p>Discussion: <i>The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from July 20th, 2021, through September 23rd, 2021, 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 2020-2021) 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 Fentriss by the email address listed with the information. No questions were forthcoming from the ED POC members concerning the report content.</i></p> <p>A. Provided administrative support for FBC Education POC for the July 28th, 2021 meeting</p> <p>B. Prepared minutes for FBC Education POC July 28th, 2021 meeting</p> <p>C. Prepared agenda for FBC Education POC meeting scheduled for October 6th, 2021</p> <p>D. Worked with training providers and accreditors to ensure compliance with Rule 61G20-6.002</p> <p>E. Checked the BCIS to ensure information is current regarding the FBC Education and Accreditation Program</p> <p>F. Partially completed a random course audit, of an online Accessibility course. Working on the final report.</p> <p>G. Conducting a review of the “Education and Accreditation” portion of the BCIS website. The focus of the review is ease of use, correct information, and updated</p>

information. A findings report will be forthcoming.

H. Compiled a document for ED POC members to use, which should help clarify what they should be looking for when evaluating advanced courses. (On hold due to possible rule language changes)

I. Compiled a document for both FBC accreditors and training providers, which should assist both groups as they develop and accredit advanced courses (On hold due to possible rule language changes)

J. Inquiries addressed from July 20th, 2021 to September 23rd, 2021 were as follows:

31 inquiries: 22 telephone; 6 email; 3 phone and email

Category of Inquirers:

1 Accreditor
11 Providers
13 Consumers (Public)
2 Contractors
2 Architects
1 Plumber
1 Engineer

Types of Inquiries :

8 Advanced Courses
3 BCIS
3 Contractor/licensure
1 Contractor complaint
1 Boathouse
4 Windows.
1 CCCL
2 Construction CE
1 Board of Architecture
1 HVAC
1 Pantry
1 Mobile/modular.
4 Roofing.

Training Funding Available for 2020-2021

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, 2020

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

	<p>Eligible course topics:</p> <ul style="list-style-type: none"> -- Florida Building Code -- Florida Fire Prevention Code -- Construction plan and permitting requirements -- Construction liens -- Hurricane mitigation <p>For “minimum 1 hour” program, course requirements:</p> <ul style="list-style-type: none"> -- At least 50% must be codes <p>For 7-hour program, course requirements:</p> <ul style="list-style-type: none"> -- At least three (3) hours codes -- At least two (2) hours advanced codes <p>For any program, course requirements:</p> <ul style="list-style-type: none"> -- 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: <ul style="list-style-type: none"> --- Satisfaction with instructor --- Satisfaction with course materials --- Satisfaction with conduct of the training --- Ask whether “highly satisfied” “satisfied” “not satisfied” for each above <p>Must enter into an agreement before submitting for grant funds, must verify availability of funds first.</p> <p>Documentation required (failure to submit is a 5% penalty):</p> <ul style="list-style-type: none"> -- 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 <p>*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%.</p> <p>E-mail Cam Fentriss at basfgrant@gmail.com if interested and for more information.</p>
9.)	<p>OTHER POC BUSINESS</p> <p>NO OTHER POC BUSINESS WAS MENTIONED.</p>
10.)	<p>PUBLIC COMMENT</p> <p>NO PUBLIC COMMENT WAS FORTHCOMING.</p>
11.)	<p>POC MEMBER AND STAFF COMMENT</p>

	No POC MEMBER OR STAFF COMMENT WAS FORTHCOMING.
12.)	ADJOURNED AT 8:20 AM EST Motion: To adjourn Motion: Brad Schiffer Second: David John Approved Unanimously

STAFF CONTACTS: Michael Clark (MRC Consulting) mrcconsulting@earthlink.net: 850.545.1451

NOTE: This document is available to any person requiring materials in alternate format upon request. Contact Office of Codes and Standards, Florida Building Commission, Department of Business and Professional Regulation, 2601 Blair Stone Road, Tallahassee, Florida 32399 or call (850) 487-1824.

COMMITTEE MEMBERSHIP AND MEETING SCHEDULE

EDUCATION POC MEMBERSHIP	
MEMBER	REPRESENTATION
Michael Bourre	Residential Contractor, Chair
Brian Langille	Natural Gas Distributor
Don Brown	Insurance Industry
David John	Engineering
Brad Schiffer	Architect
STAFF	
Justin Vogel	Legal Advisor
Jim Hammers	Technical Support
Thomas Campbell	Administrative Support
FACILITATOR	
Michael Clark	(MRC Consulting)

2021 POC MEETING SCHEDULE		
I.	February 2, 2021 (8:30 AM EST)	Tallahassee and via teleconference
II.	April 1, 2021 (8:30 AM EST)	Tallahassee and via teleconference
III.	May 27, 2021 (8:30 AM EST)	Tallahassee and via teleconference
IV.	July 28, 2021(10:00 AM EST)	Tallahassee and via teleconference
V.	October 6, 2021 (8:00 AM EST)	Tallahassee and via teleconference
VI.	December 2021 (TBD)	Tallahassee and via teleconference

2021 COURSE ACCREDITATION APPLICATION DEADLINE SCHEDULE		
	ED POC MEETING DATE	ACCREDITED APPLICATIONS SUBMITTAL DEADLINE
I.	February 2, 2021 Meeting	January 19, 2021
II.	April 1, 2021 Meeting	March 21, 2021
III.	May 27, 2021 Meeting	May 16, 2021

IV.	July 28, 2021 Meeting	July 18, 2021
V.	October 6, 2021 Meeting	September 19, 2021
VI.	December 2021 Meeting (TBD)	November 2021 (TBD)

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.