

**FLORIDA BUILDING COMMISSION
EDUCATION PROGRAM OVERSIGHT COMMITTEE**

MARCH 31, 2022, 9:00 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, Don Brown POC Member(s) Absent: None</p> <p>B. Identification of Staff Attendees</p> <p style="text-align:center">Staff/Meeting Attendees Identified: Thomas Campbell Jim Hammers Tim Tolbert Justin Vogel Mo Madani Rachel Doty Michael Clark Joe Belcher</p>
2.)	<p>REVIEW AND APPROVAL OF MEETING AGENDA Motion: To approve as submitted Motion: Don Brown Second: Brad Schiffer Approved Unanimously</p>
3.)	<p>REVIEW AND APPROVAL OF FEBRUARY 1, 2022, MEETING MINUTES Motion: To approve as submitted Motion: Brad Schiffer Second: David John Approved Unanimously</p>

4.)	<p>PENDING ACCREDITOR APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
5.)	<p>PENDING ADVANCED ACCREDITED COURSE APPLICATIONS FOR RECOMMENDATIONS TO THE COMMISSION</p> <p>Course: Florida Building Code 7th Edition 2020, Administration Advanced Code Training Provider: C2N Code Solutions, LLC Accreditor: Bill Dumbaugh BCIS Course Number: 1088.0 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: Brian Langille Discussion: None Approved Unanimously</p> <p>Course: 7th Edition (2020) FBC Advanced Florida Energy Conservation Code Provider: Electrical Council of Florida Accreditor: JC Code & Construction Consultants, Inc. BCIS Course Number: 1089.0 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: Brian Langille Discussion: None Approved Unanimously</p> <p>Course: 2020 FBC Advanced: Florida Building Code – Building 7th Edition (2020) – Analysis of Significant Changes Provider: Contractor Training Center, LLC Accreditor: JDB Code Services, Inc. BCIS Course Number: 1093.0 Motion: Course <i>conditionally approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content, <i>subject to the font being increased on identified slides, and the method of course evaluation becoming an actual polling of participants.</i> Motion: Don Brown Second: Brad Schiffer Discussion: <i>Michael Clark stated that when he reviewed this course in the BCIS, he could only look at the 3/10/2022 version of the materials, not the 3/11/2022 version. During that review he found multiple issues with the course materials which he listed in his Course Review Summary Report and is attached to the March Meeting Agenda. He conducted a later review and was able to look at the 3/11/2022 version of the materials. As it turned out, most of the issues he identified in his Course Review Summary Report had been corrected appropriately in the 3/11/2022 version. Two issues remained which needed to be addressed. The first was that the font size on many of the slides (starting with 6 and 7) seemed too small to read. Also, the “Method of Course Evaluation” was vague and passive. It needed to be a stated action as to how the course will be evaluated.</i> <i>Both Joe Belcher (course accreditor) and Rachel Doty (course provider) spoke up and asked the ED</i></p>

	<p><i>POC members for a conditional approval for this course. They further said that they would increase the font size on those identified slides and conduct a poll with the course participants for the purpose of evaluating the course, which would make the evaluation a stated action.</i></p> <p><i>Commissioner Brown also asked about the font size. As a result of the entirety of the discussion, the commissioners agreed to conditionally approve this course.</i></p> <p>Approved Unanimously</p> <p>Course: How the Building Code and ASTM Standards Make Stucco Work in Florida Provider: Harry J. Lubitz/UGL Inc. Accreditor: Contractors Institute (Koning Enterprises Inc.) BCIS Course Number: 1091.0 Motion: Course conditionally approved based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content, <i>subject to the current code edition and the word “advanced” being added to the title of the course.</i> Motion: Don Brown Second: Brad Schiffer Discussion: <i>Michael Clark stated that the current code edition and the word “advanced” were missing from the title of the course. Both should be included, according to Rule 61G20-6.002.</i></p> <p>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 (NO CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
8.)	<p>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (ONE CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</p> <p>NONE PENDING</p>
9.)	<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 January 19th, 2022, through March 18th, 2022, 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 2021-2022) 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 February 1st, 2022 meeting</p>

- B. Prepared minutes for FBC Education POC February 1st, 2022 meeting
- C. Prepared agenda for FBC Education POC meeting scheduled for March 31st, 2022
- 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. Partially completed a random course audit, of an online Accessibility course. Working on the final report.
- 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 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.
- I. Compiled a document and conducted a webinar for both FBC accreditors and training providers, which should assist both groups as they develop and accredit advanced courses
- J. Inquiries addressed from January 19th, 2022 to March 18th, 2022 were as follows:

27 inquiries: 18 telephone; 4 email; 5 phone and email

Category of Inquirers:

- 3 Accreditor
- 8 Providers
- 8 Consumers (Public)
- 3 Contractors
- 1 Landscape architect
- 1 County Commissioner
- 1 Plans examiner
- 2 Architect

Types of Inquiries :

- 9 Advanced Courses
- 4 BCIS
- 2 Continuing education
- 1 Property insurance/roofing
- 1 Door
- 1 Plumbing
- 1 Private provider
- 1 Extended warranty phishing
- 2 Construction lien law
- 1 Windows
- 1 Mobile/modular

Training Funding Available for 2021-2022

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, 2022

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.
10.)	OTHER POC BUSINESS No other POC business was brought forth for discussion.
11.)	PUBLIC COMMENT Joe Belcher stated that he accredited a course in the BCIS on March 17, but the course never moved in the system. He said he wanted to point this out to Jim Hammers, in case something was wrong.
12.)	POC MEMBER AND STAFF COMMENT Commissioner John stated that he was thankful for the efforts of Thomas Campbell to modify Rule 61G20-6.002. He further said that as a result of those rule modifications, it made the job of course reviewers much easier.
13.)	ADJOURNED AT 9:25 AM EST Motion: To adjourn Motion: Brad Schiffer Second: Don Brown 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)

2022 POC MEETING SCHEDULE		
I.	February 1, 2022 (9:00 AM EST)	Tallahassee and via teleconference
II.	March 31, 2022 (9:00 AM EST)	Tallahassee and via teleconference
III.	May 2022 (TBD)	Tallahassee and via teleconference
IV.	July 2022 (TBD)	Tallahassee and via teleconference
V.	October 2022 (TBD)	Tallahassee and via teleconference
VI.	December 2022 (TBD)	Tallahassee and via teleconference

2022 COURSE ACCREDITATION APPLICATION DEADLINE SCHEDULE		
	ED POC MEETING DATE	ACCREDITED APPLICATIONS SUBMITTAL DEADLINE
I.	February 1, 2022, Meeting	January 16, 2022
II.	March 31, 2022 Meeting	March 20, 2022
III.	May 2022 Meeting (TBD)	May 2022 (TBD)
IV.	July 2022 Meeting (TBD)	July 2022 (TBD)
V.	October 2022 Meeting (TBD)	September 2022 (TBD)
VI.	December 2022 Meeting (TBD)	November 2022 (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.