

FLORIDA BUILDING COMMISSION  
EDUCATION PROGRAM OVERSIGHT COMMITTEE

JUNE 7, 2023, 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) 1-877-309-2073  
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><b>WELCOME AND OPENING ROLL CALL</b></p> <p>A. Roll Call of POC Members</p> <p><b>POC Members Present:</b> Michael Bourre, (Chair), Brad Schiffer, David John, Don Brown, Brian Langille <b>POC Member(s) Absent:</b> None</p> <p>B. Identification of Staff Attendees</p> <p><b>Staff/Meeting Attendees Identified:</b> Thomas Campbell    Jim Hammers Justin Vogel        Mo Madani Michael Clark      John Farinelli</p>
2.)	<p><b>REVIEW AND APPROVAL OF MEETING AGENDA</b></p> <p><b>Motion:</b> To approve as submitted <b>Motion:</b> Brad Schiffer <b>Second:</b> Don Brown <b>Approved Unanimously</b></p>
3.)	<p><b>REVIEW AND APPROVAL OF MARCH 31ST, 2023, MEETING MINUTES</b></p> <p><b>Motion:</b> To approve as submitted <b>Motion:</b> Don Brown <b>Second:</b> Brad Schiffer <b>Approved Unanimously</b></p>

4.)	<p><b>PENDING ACCREDITOR APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
5.)	<p><b>PENDING ADVANCED ACCREDITED COURSE APPLICATIONS FOR RECOMMENDATION TO THE COMMISSION</b></p> <p><b>Course:</b> Advanced Florida Building Code, 7<sup>th</sup> Edition, Common Codes, Standards &amp; Guidelines  <b>Provider:</b> CEI of America, Inc.  <b>Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 1127.0  <b>Motion:</b> 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 adding the term “internet” to the title of the course.</i>  <b>Motion:</b> David John  <b>Second:</b> Don Brown  <b>Discussion:</b> <i>Commissioner John stated that the course should have the term “internet” in the title because it was an online course.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> Advanced Florida Building Code, 7<sup>th</sup> Edition, Common Codes, Standards &amp; Guidelines  <b>Provider:</b> CEI of America, Inc.  <b>Accreditor:</b> JC Code &amp; Construction Consultants, Inc.  <b>BCIS Course Number:</b> 1128.0  <b>Motion:</b> 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 changing the course number from 1127.0 to 1128.0 on the course title page.</i>  <b>Motion:</b> David John  <b>Second:</b> Don Brown  <b>Discussion:</b> <i>Commissioner John stated that the course number on the course title page should be changed from 1127.0 to 1128.0.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> Florida Building Code 2020 Advanced: Live/Work Units  <b>Provider:</b> Florida Home Builders Association  <b>Accreditor:</b> JDB Code Services, Inc.  <b>BCIS Course Number:</b> 1132.0  <b>Motion:</b> Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content  <b>Motion:</b> Don Brown  <b>Second:</b> Brad Schiffer  <b>Discussion:</b> <i>Shane Gerwig, representing the Florida Home Builders Association, stated that he was available for any questions from the ED POC members.</i>  <b>Approved Unanimously</b></p> <p><b>Course:</b> Florida Building Code 2020 Advanced: Scope and Administration  <b>Provider:</b> Florida Home Builders Association  <b>Accreditor:</b> JDB Code Services, Inc.  <b>BCIS Course Number:</b> 1133.0</p>

	<p><b>Motion:</b> Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content</p> <p><b>Motion:</b> Don Brown</p> <p><b>Second:</b> Brad Schiffer</p> <p><b>Discussion:</b> <i>None</i></p> <p><b>Approved Unanimously</b></p>
6.)	<p><b>PENDING ADMINISTRATIVELY APPROVED UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
7.)	<p><b>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (NO CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
8.)	<p><b>PENDING ADMINISTRATIVELY APPROVED SELF AFFIRMED (ONE CHANGE) UPDATED COURSES FOR RECOMMENDATION TO THE COMMISSION</b></p> <p>NONE PENDING</p>
9.)	<p><b>EDUCATION ADMINISTRATOR ACTIVITY REPORT</b></p> <p><i><b>Discussion:</b> The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from March 20th, 2023, through May 28th, 2023, 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 2022-2023) 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><b>A.</b> Provided administrative support for FBC Education POC for the March 31st, 2023 meeting</p> <p><b>B.</b> Prepared minutes for FBC Education POC March 31st, 2023 meeting</p> <p><b>C.</b> Prepared agenda for FBC Education POC meeting scheduled for June 7th, 2023</p> <p><b>D.</b> Worked with training providers and accreditors to ensure compliance with Rule 61G20-6.002</p> <p><b>E.</b> Checked the BCIS to ensure information is current regarding the FBC Education and Accreditation Program</p> <p><b>F.</b> Partially completed a random course audit, of an online Accessibility course. Working on the final report.</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 information. A findings report will be forthcoming.

**H.** Inquiries addressed from March 20th, 2023 to May 28th, 2023 were as follows:

44 inquiries: 33 telephone; 3 email; 8 phone and email

**Category of Inquirers:**

4 Accreditors  
8 Providers  
20 Consumers (Public)  
5 Contractors  
2 Advocate  
1 State employee  
1 Permit runner  
1 Plumber  
1 Appraiser  
1 Salesperson

**Types of Inquiries :**

9 Advanced Courses  
4 BCIS  
5 Mobile/modular  
1 License reciprocity  
1 License complaint  
1 Construction lien law  
1 Landlord/tenant  
1 DCA  
1 ADA  
1 Shed  
1 Utility bill  
8 Windows  
5 Roofing  
1 Lexis/Nexis  
1 Wind loads  
1 Construction defects  
2 Board of Architecture

**Training Funding Available for 2022-2023**

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, 2023

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"> <li>-- Florida Building Code</li> <li>-- Florida Fire Prevention Code</li> <li>-- Construction plan and permitting requirements</li> <li>-- Construction liens</li> <li>-- Hurricane mitigation</li> </ul> <p>For “minimum 1 hour” program, course requirements:</p> <ul style="list-style-type: none"> <li>-- At least 50% must be codes</li> </ul> <p>For 7-hour program, course requirements:</p> <ul style="list-style-type: none"> <li>-- At least three (3) hours codes</li> <li>-- At least two (2) hours advanced codes</li> </ul> <p>For any program, course requirements:</p> <ul style="list-style-type: none"> <li>-- Mitigation training for home inspectors must include proctored exam and comply with section 627.711(2), F.S.</li> <li>-- *Course evaluations are REQUIRED that cover the following: <ul style="list-style-type: none"> <li>--- Satisfaction with instructor</li> <li>--- Satisfaction with course materials</li> <li>--- Satisfaction with conduct of the training</li> <li>--- Ask whether “highly satisfied” “satisfied” “not satisfied” for each above</li> </ul> </li> </ul> <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"> <li>-- Submitted within FIVE (5) WORKING DAYS AFTER EACH COURSE</li> <li>-- Advertisement (must be approved in advance)</li> <li>-- Sign in sheets as acceptable for each licensing board</li> <li>-- Separate sign in sheets for licensees and non-licensed employees</li> <li>-- Non-licensed employee sign in sheets must include type of proof submitted</li> <li>-- *Copy of course evaluation for each attendee</li> </ul> <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>
10.)	<p><b>OTHER POC BUSINESS</b></p> <p>NO OTHER POC BUSINESS WAS DISCUSSED.</p>
11.)	<p><b>PUBLIC COMMENT</b></p> <p>JOHN FARINELLI, THE ACCREDITOR FOR COURSES NUMBERED 1127.0 AND 1128.0, STATED THAT HE SAW NO REFERENCE IN THE CURRENT RULE LANGUAGE THAT SAID THE WORD “INTERNET” HAD TO BE INCLUDED IN A COURSE TITLE, WHICH THE ED POC MEMBERS HAD SAID FOR COURSE NUMBER 1127.0. THOMAS CAMPBELL AND</p>

JUSTIN VOGEL BOTH VERIFIED THAT MR. FARINELLI WAS CORRECT. THE NEWEST VERSION OF RULE 61G20-6.002 DID NOT CONTAIN A REFERENCE THAT STATED THE WORD “INTERNET” HAD TO BE INCLUDED IN THE TITLE OF AN ONLINE COURSE. COMMISSIONER JOHN AGREED THAT HE MUST HAVE BEEN USING AN OLDER VERSION OF RULE 61G20-6.002 WHEN HE CONDUCTED HIS ANALYSIS OF COURSE 1127.0. MR. FARINELLI ALSO STATED THAT MOST PROVIDERS ARE NOT AWARE THAT WHEN COURSE MATERIALS ARE SAVED IN THE BCIS UNDER A PARTICULAR COURSE NUMBER, THE COURSE NUMBER DOES NOT CHANGE AUTOMATICALLY TO THAT NUMBER. GIVEN THIS INFORMATION REGARDING COURSES 1127.0 AND 1128.0, MR. VOGEL SUGGESTED THAT THE CLEANEST ACTION TO TAKE WOULD BE TO MAKE A MOTION TO RECONSIDER THE ED POC’S PREVIOUS MOTIONS FOR 1127.0 AND 1128.0. THAT MOTION WAS CONDUCTED AS INDICATED BELOW.

**Motion:** To reconsider the ED POC’s previous motions for courses 1127.0 and 1128.0

**Motion:** David John

**Second:** Brad Schiffer

**Approved Unanimously**

**The ED POC then made a new motion for course 1127.0, which approved the course.**

**Course:** Advanced Florida Building Code, 7<sup>th</sup> Edition, Common Codes, Standards & Guidelines

**Provider:** CEI of America, Inc.

**Accreditor:** JC Code & Construction Consultants, Inc.

**BCIS Course Number:** 1127.0

**Motion:** Course *approved* 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:** None

**Approved Unanimously**

**The ED POC then made a new motion for course 1128.0, which mirrored the initial motion of a “conditional approval.”**

**Course:** Advanced Florida Building Code, 7<sup>th</sup> Edition, Common Codes, Standards & Guidelines

**Provider:** CEI of America, Inc.

**Accreditor:** JC Code & Construction Consultants, Inc.

**BCIS Course Number:** 1128.0

**Motion:** Course *conditionally approved* based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content, *subject to changing the course number from 1127.0 to 1128.0 on the course title page.*

**Motion:** David John

**Second:** Brad Schiffer

**Discussion:** None

**Approved Unanimously**

	<b>Commissioner Bourre asked if the newest version of Rule 61G20-6.002 could be sent to all of the ED POC members. Tom Campbell stated that he will make sure that all ED POC members will be sent the newest version of Rule 61G20-6.002.</b>
12.)	<b>POC MEMBER AND STAFF COMMENT</b>  NO POC MEMBER OR STAFF COMMENT WAS FORTHCOMING.
13.)	<b>ADJOURNED AT 9:27AM EST</b> <b>Motion:</b> To adjourn <b>Motion:</b> Don Brown <b>Second:</b> Brad Schiffer <b>Approved Unanimously</b>

**STAFF CONTACT:** 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)

2023 POC MEETING SCHEDULE		
I.	January 31, 2023 (9:00 AM EST)	Tallahassee and via teleconference
II.	March 31, 2023 (9:00 AM EST)	Tallahassee and via teleconference
III.	June 7, 2023 (9:00 AM EST)	Tallahassee and via teleconference
IV.	August 2023 (TBD)	Tallahassee and via teleconference
V.	October 2023 (TBD)	Tallahassee and via teleconference
VI.	December 2023 (TBD)	Tallahassee and via teleconference

<b>2023 COURSE ACCREDITATION APPLICATION DEADLINE SCHEDULE</b>		
	<b>ED POC MEETING DATE</b>	<b>ACCREDITED APPLICATIONS SUBMITTAL DEADLINE</b>
I.	January 31, 2023, Meeting	January 16, 2023
II.	March 31, 2023, Meeting	March 19, 2023
III.	June 7, 2023 Meeting	May 28, 2023
IV.	August 2023 Meeting	July 2023
V.	October 2023 Meeting	September 2023
VI.	December 2023 Meeting	November 2023

**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.**