

FLORIDA BUILDING COMMISSION
EDUCATION POC MEETING MINUTES
MAY 27, 2021
TALLAHASSEE, FLORIDA

IMPORTANT MEETING ACCESS INFORMATION!

Meeting Information

Date: Thursday, May 27, 2021
Time: 8:30 am, Eastern Daylight Time (New York, GMT-04:00)
Meeting ID: 533 378 925
Meeting Password: (This meeting does not require a password.)

To join the online meeting

- Go to: 1. Go to <https://global.gotomeeting.com/join/533378925>
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: 1-866-899-4679 (US)
Attendee access code: 533 378 925

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

CALL-IN NUMBER: 1-866-899-4679 CODE: 533378925
IN PERSON ATTENDANCE: 5TH FLOOR, 2601 BLAIRSTONE RD., TALLAHASSEE, FLA. 32399

EDUCATION POC MEETING OBJECTIVES

- To approve May 27, 2021 Meeting Agenda
- To approve April 1, 2021 Meeting Minutes
- To review/decide pending accretor applications
- To conduct Rule Workshop for Rule 61G20-6.002
- 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— MAY 27, 2021

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

8:30 a.m. EST	1.)	<p>Welcome and Opening, Roll Call</p> <p>POC Members Present: Michael Bourre, (Chair), Brad Schiffer, David John, Don Brown</p> <p>POC Member(s) Absent: Brian Langille</p> <p>Meeting Attendees Identified: Thomas Campbell Jim Hammers Sharon Mignardi Justin Vogel Mo Madani. Michael Clark Chris Howell</p>
	2.)	<p>Review and approval of the May 27, 2021 meeting Agenda</p> <p>Motion: To approve as submitted Motion: Don Brown Second: David John Approved Unanimously</p>
	3.)	<p>Review and approval of April 1, 2021 meeting Minutes</p> <p>Motion: To approve as submitted Motion: Brad Schiffer Second: David John Approved Unanimously</p>
	4.)	<p>Review pending accretor applications for recommendation to the Commission</p> <p style="text-align: center;">None Pending</p>

	<p>5.) Rule Workshop for Rule 61G20 – 6.002</p> <p>Chair Bourre asked Tom Campbell (Executive Director, Florida Building Commission) if he would continue to lead the discussion regarding possible changes to the language of Rule 61G20-6.002. Mr. Campbell agreed and stated that the ED POC needs to address a couple of items not addressed at the April meeting, and also needs to verify the changes they did make at the April meeting.</p> <p>The first issue identified by Mr. Campbell had to do with requiring a sixth upload category in the BCIS containing a description of the course evaluation method and a copy of the course’s certificate of completion. He further stated that this possible change is addressed with another issue looking at the “Course Reference Materials.” As a result, everyone agreed to end this discussion and move on to the next item.</p> <p>The next identified issue had to do with requiring advanced course accreditations to be completed by independent accreditation bodies pursuant to specific national standards (e.g., ANSI National Accreditation Board). Currently, as stated in Rule 61G20-6.002, F.A.C., accreditors approved by the Florida Building Commission review and accredit advanced code courses. Commissioner John asked if there was a reason or issue why we would need to make such a change as to having State of Florida code courses accredited by national boards. Mr. Campbell stated that this request came from an accreditation board. He further stated that he knew of no issue or reason to make this change. Commissioner John stated that he did not think we should consider this change unless a reason exists. Commissioner Schiffer suggested that an ANSI affiliated accreditation board could become an approved FBC advanced course accreditor if they chose to apply and move through the accreditor approval process. At this point, Commissioners called for a motion.</p> <p>Motion: To continue to use FBC approved accreditors to review and accredit advanced Florida Building Code courses. Motion: Brad Schiffer Second: David John Approved Unanimously</p> <p>The next identified issue had to do with removing the “Course Syllabus” from course reference materials upload categories and adding a “Method of Evaluation’ and “Certificate of Completion” upload categories to course presentation materials. Commissioner John stated that by making these changes, he felt that it would be much easier for Commissioners and staff to review courses. Commissioners agreed and called for a motion.</p> <p>Motion: To remove “Course Syllabus” from the course reference materials upload categories and add “Method of Evaluation” to course presentation materials upload categories and add a template of course completion certificate to course presentation materials upload categories. Motion: David John Second: Don Brown Approved Unanimously</p>
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Mr. Campbell now wanted to verify the changes that the ED POC made at the April 1st, 2021, meeting. He showed the POC members a snapshot of the web page in the BCIS that now depicts the categories of “online” or “instructor led” as part of “Method of Presentation”, instead of as part of a new course application. Commissioner John stated that he thought we were moving away from using the terms “computer/internet.” Mr. Campbell first suggested to instead use “online/internet”. Then he suggested to use “computer/internet/online”. Both Commissioners John and Schiffer agreed with that suggestion. The Commissioners called for a motion.

Motion: To change the web page category, under “Method of Presentation”, from “computer/internet” to “computer/internet/online”.

Motion: Brad Schiffer

Second: David John

Approved Unanimously

Mr. Campbell stated that the next identified item to verify, which removed the term “internet” from Rule 61G20-6.002, required no further action or motion.

Mr. Campbell stated that the next identified item to verify had to do with requiring a title page or slide on the course materials. Since it was not approved as a motion, no other action needs to be taken.

Mr. Campbell stated that the next identified issue to verify had to do with requiring two categorical uploads (instead of five) of course materials into the BCIS, with explicit instructions as to what information is required in each of the two categories. No Commissioners had any comments. A motion was called for.

Motion: To approve the change requiring two categorical uploads (instead of five) of course materials into the BCIS, with explicit instructions as to what information is required in each of the two categories.

Motion: David John

Second: Don Brown

Approved Unanimously

Mr. Campbell then showed the Commissioners a draft of the Information/Instruction page that will appear with the new course application. He further stated that the changes the Commissioners are making through this Rule workshop, will be depicted on this page. He further stated that links will be embedded within this information that will show examples of acceptable documents, such as a sample course outline. Commissioner John agreed with what was being shown but raised the suggestion again of requiring a title page or slide on the course materials. He directed the Commissioners to look at a course that was being considered for approval at this meeting, which had no title slide on the actual presentation. Mr. Campbell asked the Commissioners if they wanted to require a title slide or page on the course materials, which is currently not required. A motion was called for.

Motion: To require a title page or slide on the course presentation materials, to include the course title, hours of course credit, Florida Building Code Edition, and course provider name, address, phone number, email address.

Motion: David John

Second: Brad Schiffer

Approved Unanimously

Mr. Campbell was showing more examples of acceptable course descriptions, course timelines, a template for a certificate of course completion, etc. Commissioner John asked if we could delete the term template, and instead refer to the certificate of course completion as an “example of required text/information for a certificate of completion.” A motion was called for.

Motion: To approve the examples of course descriptions, course outlines, course timelines, and course descriptions, and to change the reference of a “template of a course completion certificate” to “example of required text/information for a certificate of course completion”

Motion: David John

Second: Don Brown

Approved Unanimously

Mr. Campbell then showed the Commissioners a sample of a course presentation in the form of a PowerPoint. A motion was called for.

Motion: To approve the example of an acceptable course presentation

Motion: Don Brown

Second: David John

Approved Unanimously

Commissioner John asked Mr. Campbell what it meant in the rule language to annually audit 2% of the approved courses. Mr. Campbell stated that annually staff checks 2% of all approved courses for accuracy, currency, completeness, etc. Commissioner John thought that was a particularly good practice.

Mr. Campbell called for a motion to approve all the rule language changes that have been addressed through this rule making workshop.

Motion: To approve all the rule language changes recommended by the ED POC during the rule making workshop for Rule 61G20-6.002, F.A.C.

Motion: David John

Second: Brad Schiffer

Approved Unanimously

	<p>6.) Review pending advanced accredited courses for recommendation to the Commission</p> <p>Course: Advanced FBC 7th Edition (2020) – Vertical Fenestration Provider: AIA Florida Accreditor: Code Consulting Services BCIS Course Number: 1063.0 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>None</i> Approved Unanimously</p> <p>Course: 2020 FBC Advanced Module 2017 NEC Article 680 Internet Provider: Mike Holt Enterprises of Leesburg inc. Accreditor: Code Consulting Services BCIS Course Number: 1064.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content, <i>and subject to the addition of a title slide in the course presentation materials referencing the Florida Building Code as part of the content.</i> Motion: Brad Schiffer Second: Don Brown Discussion: <i>Commissioner John stated that he thinks the course is excellent but does not have a title slide and does not directly reference the Florida Building Code. Michael Clark stated that the course is based on the National Electric Code (NEC), which is considered part of the base code for the Florida Building Code. As a result, in the past, the Building Commission has approved courses like this one. Sharon Mignardi, the accreditor for this course, stated that in Chapter 35: Building Volume (FBC), that the NEC is referenced, which makes it part of the Florida Building Code. She further stated that there are few electrical related courses in the market, and that this provider does an excellent job with his courses. Commissioner John restated that he wants to approve the course, but that it needs a title slide referencing the relationship with the Florida Building Code. The ED POC members agreed with this suggestion.</i> Approved Unanimously</p> <p>Course: 2020 FBC Changes, Advanced Code Module Live Provider: Mike Holt Enterprises of Leesburg inc. Accreditor: Code Consulting Services BCIS Course Number: 1065.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content Motion: Don Brown Second: Brad Schiffer Discussion: <i>None</i> Approved Unanimously</p>
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		<p>Course: Advanced FBC 2020 7th Ed. Residential Smoke and Carbon Monoxide Alarms Provider: Jake Leahy’s Electrical Code Connection Accreditor: Code Consulting Services BCIS Course Number: 1062.0 Motion: Course <i>approved</i> based on the FBC accreditation process that only verifies the accuracy of the Florida Building Code related content Motion: Don Brown Second: David John Discussion: <i>None</i> Approved Unanimously</p>
	7.)	<p>Review pending administratively approved updated courses for recommendation to the Commission</p> <p>None Pending</p>
	8.)	<p>Review 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><i>Discussion: The Education Administrator stated that the report contained brief descriptions of the normal activities of the Administrator from March 22, 2021, through May 17th, 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 April 1st, 2021 meeting</p> <p>B. Prepared minutes for FBC Education POC April 1st, 2021 meeting</p> <p>C. Prepared agenda for FBC Education POC meeting scheduled for May 27th, 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</p>

	<p>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 information. A findings report will be forthcoming.</p> <p>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)</p> <p>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)</p> <p>J. Inquiries addressed from March 22nd, 2021 to May 17th, 2021 were as follows:</p> <p>33 inquiries: 25 telephone; 3 email; 5 phone and email</p> <p><u>Category of Inquirers:</u> 3 Accreditors 7 Providers 17 Consumers (Public) 1 Contractors 1 Architects 1 Researcher 1 Flood plain manager 1 Business owner 1 Plumber</p> <p><u>Types of Inquiries :</u> 9 Advanced Courses 2 BCIS 1 Contractor/qualifier licensure 1 Plumbing 4 Windows. 1 Shed 1 Stucco 1 Screen enclosure 1 Restaurant/retail 1 Inspection 5 Mobile/modular. 5 Roofing. 1 Board of Architects</p>
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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

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

		<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>
	<p>10.)</p>	<p>Identify future POC member discussion items</p> <p>Commissioner John stated that he would like the ED POC to discuss what the term “online” means. He suggested that it could have multiple meanings and needs to be clarified.</p>
	<p>11.)</p>	<p>General public comment</p> <p>No public comment was forthcoming.</p>
	<p>12.)</p>	<p>Summary and review of meeting work products and adoption of recommendations for submittal to the commission</p> <p><u>Recommended Commission Actions</u></p> <p>The Education POC considered and recommends the following:</p> <p>Motion: To approve all the rule language changes recommended by the ED POC during the rule making workshop for Rule 61G20-6.002, F.A.C. Motion: David John Second: Brad Schiffer Approved Unanimously</p> <p>The following New Courses are recommended for APPROVAL:</p> <p>Course: Advanced FBC 7th Edition (2020) – Vertical Fenestration Provider: AIA Florida Accreditor: Code Consulting Services BCIS Course Number: 1063.0 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 Approved Unanimously</p>

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	13.)	<p><i>Adjourned at 9:33 am est</i></p> <p>Motion: To adjourn Motion: Don Brown Second: David John Approved Unanimously</p>

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

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 2021 (TBD)	Tallahassee and via teleconference
V.	October 2021 (TBD)	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 2021 Meeting (TBD)	July 2021 (TBD)
V.	October 2021 Meeting (TBD)	September 2021 (TBD)
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.