



**International Code Council
Professional Development Council
Certification Committee
(CC)**

July 6, 2016
Teleconference

CC Member	Location
Autumn Wollmann [CC Chair]	Phoenix, AZ
Ken Morong [CC Vice-chair]	Omaha, NE
Cindy Davis	Richmond, VA
Hakim Bayyoud	Beaufort, SC
Gerard Cattani	Orlando, FL
Jeremy Searfoss	Reading, PA
Gilbert Gonzales — BOD liaison	Murray, UT

ICC Staff Liaison	Location
Michelle Porter	ICC Birmingham
Ron Piester	ICC Birmingham
Mark Johnson	ICC Brea
Courtney Montgomery	ICC Birmingham
Liz Fonte	ICC Birmingham

MINUTES

1. Call to Order at 12:03 pm CT on July 6, 2016

- a. Ken Morong, CC Vice-chair, requested that Michelle Porter call roll. CC members and ICC staff were present except as noted above (Autumn Wollmann with prior notification).
- b. Quorum was established.
- c. The agenda was approved as presented.
 - i. Motion. Second. Pass unanimous.

2. Previous Minutes

- a. The minutes from the September 22, 2015, CC meeting were approved as submitted.
 - i. Motion. Second. Pass unanimous.

3. New Business

- a. The appeal of candidate ██████████ began with Ms. Porter presenting an overview of his situation and request to retake his failed E3 Electrical Plans Examiner exam with only the questions he had missed during his first exam administration. Ms. Porter also relayed that ██████████ had been offered a free exam retake opportunity with all items being presented, but that ██████████ had turned down this offer. The Committee noted that the ICC offer of a free exam retake was reasonable, and that he needed to take the entire exam again, with a different form

than he first saw. A question was raised as to whether the CC should even listen to the appeal, as it was the candidate's supervisor who formally appealed the original ICC decision, five months after the initial complaint. The CC came to a consensus that in an effort of goodwill, the candidate's side of the story would be heard although outside the normal window for appeals.

Ms. Porter attempted to call [REDACTED] at the phone number he had provided at 12:27 pm and 12:32 pm, and left a message for him after the second unsuccessful attempt. A discussion was held regarding whether to table the appeal for another time or make a decision at this time. For due diligence in giving the candidate one last opportunity to speak to the CC, a motion was made to table the appeal until a later date, with a note to the candidate that this rescheduled appeal would be his last opportunity to appeal.

i. Motion. Second. Pass unanimous.

4. Ms. Porter will poll the group for availability for a rescheduled appeal in early to mid-September. The next in-person meeting remains scheduled for December 1-2, 2016, in a location yet to be determined.

5. There being no further business to discuss, the meeting was adjourned at 12:44 pm CT.

i. Motion. Second. Pass unanimous.

Ken Morong
Certification Committee Vice-chair

[REDACTED]
Michelle Porter
Director—Certification and Testing