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**Minutes**

**Certification Committee Meeting**

**Thursday, Aug. 13, 2020**

Voting Members

Ashley Weekly Chair

Kim Cowman Vice Chair

Kurt Monteiro Vice Chair

Bassel Anbari Member

Nick Armstrong Member

Suz Ann Arroyo Member

Suzanne LeViseur Member

R. Lee Millies Member

Grant Page Member

Rachel Stuckey Member

Kevin White Member

Non-voting Members

Chandra Sekhar BOD Ex Officio

Bill Dean Coordinating Officer (absent)

Tim Kline Certification Manager

Susan Polite Support Coordinator – Career Development

Guests

Zuru Du

Stacey Morse

Nicole Tucker

MOTIONS

Meeting of Aug. 13, 2020

**Motion 1:** Adopt the consent agenda, which includes approval of the June 9, 2020 Meeting Minutes, completed action items, and 2020-21 MBOs as corrected.

PASSED: 10-0-0 CNV

**Motion 2:** Adopt the Task Force’s recommended resolutions to NCRs #1-3, 5-7, and 9-11.

PASSED: 10-0-0 CNV

ACTION ITEMS

Meeting of Aug. 13, 2020

**Action Item 1 (Aug. 13, 2020):** Staff to remove draft status and post the Committee’s June 9, 2020 minutes, minus any Executive Session outcomes, on the Committee’s web page.

**Action Item 2 (Aug. 13, 2020):** Program Monitoring Task Force consisting of Mr. Armstrong, Ms. Cowman and Mr. Millies to monitor the effectiveness of certification programs, and recommend and implement any steps to improve program effectiveness.

**Action Item 3 (Aug. 13, 2020):** Staff to accept revisions to the Reference Orientation Manual.

**Action Item 4 (Aug. 13, 2020):** Staff to submit to ANSI resolutions to NCRs #1-7, 9-11.

**Action Item 5 (Aug. 13, 2020):** Certification Committee to resolve NCR #8 via email.

1. **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 9:00 a.m. A roll call was conducted.

1. **ASHRAE CODE OF ETHICS COMMITMENT**

Meeting participants were reminded the meeting would be conducted in accordance with the ASHRAE Code of Ethics Commitment.

1. **CONSENT AGENDA**

It was moved by Ms. Cowman and seconded by Ms. LeViseur that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the June 9, 2020 Meeting Minutes, completed action items, and 2020-21 MBOs as corrected.

PASSED: 10-0-0 CNV

**Action Item 1 (Aug. 13, 2020):** Staff to remove draft status and post the Committee’s June 9, 2020 minutes, minus any Executive Session outcomes, on the Committee’s web page.

**Action Item 2 (Aug. 13, 2020):** Program Monitoring Task Force consisting of Mr. Armstrong, Ms. Cowman and Mr. Millies to monitor the effectiveness of certification programs, and recommend and implement any steps to improve program effectiveness.

4. **ANSI**

Following ASHRAE’s Reaccreditation Application with scope extension (CHD, HFDP and OPMP), a Task Force consisting of Mr. Anbari, Ms. Cowman, Mr. Monteiro and Ms. Weekly met to draft resolutions to non-conforming report (NCR) citations #1-11 received June 4-5.

1. NCR #4: 9.6 Recertification Process

Per ASHRAE’s current Recertification Process policy, the rationale for a three-year recertification period is described as follows:

*The purpose of certification renewal is to ensure that certificants maintain a level of continuing competence through self-directed, acceptable professional development activities. To help ensure certificants remain current with new technology, methodology, industry trends and building codes, which oftentimes are revised every three years, the renewal period shall be every three years, as well.*

The Certification Committee discussed whether any of the following additional considerations (unhighlighted bullets) could influence the rationale for the recertification period for each of ASHRAE’s seven certification programs:

a) regulatory requirements

b) changes to normative documents

c) changes in the relevant scheme requirements

d) the nature and maturity of the industry or field in which the certified person is working

e) the risks resulting from an incompetent person

f) ongoing changes in technology, and requirements for certified persons

g) requirements of interested parties [e.g. Allied professional groups within the industry]

h) the frequency and content of surveillance activities, if required by the scheme. [Surveillance activities are not required by any ASHRAE certification programs.]

Following discussion, the Certification Committee agreed that the additional considerations do not substantially inform the rationale for the recertification period for any of its certification programs.

B. NCRs #1-3, 5-7, 9-11

Ms. Weekly invited the Certification Committee to ask questions and comment on the proposed resolutions.

**Motion 2:** Adopt the Task Force’s recommended resolutions to NCRs #1-3, 5-7, and 9-11.

PASSED: 10-0-0 CNV

**Action Item 3 (Aug. 13, 2020):** Staff to accept revisions to the Reference Orientation Manual.

**Action Item 4 (Aug. 13, 2020):** Staff to submit to ANSI resolutions to NCRs #1-7, and 9-11

**Action Item 5 (Aug. 13, 2020):** Certification Committee to resolve NCR #8 via email.

**~ Executive Session ~**

**6. ADJOURN**

 Ms. Weekly adjourned the meeting at 11:05 a.m. (EDT).

 Respectfully Submitted,

 Tim Kline