Minutes

Certification Committee Meeting

June 9, 2020

Voting Members

Mark Bettin Chair
Ashley Weekly Vice Chair
Kurt Monteiro Vice Chair
Mark Fly Member
Nick Armstrong Member
Kimberly Cowman Member
Rachel Stuckey Member (absent)
Bassel Anbari Member
Suz Ann Arroyo Member
R. Lee Millies Member
Kevin White Member (absent)

Non-voting Members

Chandra Sekhar BOD Ex Officio
Farooq Mehboob Coordinating Officer (absent)
Tim Kline Certification Manager
Mark Owen Director Publishing and Education
Susan Polite Support Coordinator – Career Development

Visitors

Bill Dean
Zuru Du
Scott Hazlett
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<tr>
<td>Beth</td>
<td>Kalinowski</td>
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<td>Osama</td>
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<td>Suzanne</td>
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<td>Grant</td>
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<td>Nicole</td>
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MOTIONS
Meeting of June 9, 2020

**Motion 1:** Adopt the consent agenda, which includes approval of the May 21 Meeting Minutes, completed action items, and 2019-20 MBOs as distributed, as well as approval of a slate of nominees and alternates for seven Exam Subcommittees for the 2020-23 term.

PASSED: 8-0-0 CNV

**Motion 2:** Executive Session-related
**ACTION ITEMS**
Meeting of June 9, 2020

**Action Item 1 (June 9, 2020):** Staff to remove draft status and post the Committee’s May 21, 2020 minutes on the Committee’s web page.

**Action Item 2 (June 9, 2020):** Notify the slate of nominees for seven Exam Subcommittees for the 2020-23 term of their appointment.

**Action Item 3 (June 9, 2020):** Replace the single non-member nominee with the alternate for the HFDP Exam Subcommittees for the 2020-23 term.

**Action Item 4 (June 9, 2020):** Ms. Arroyo, Ms. LeViseur and Mr. Monteiro to assist Ms. Weekly in developing the 2020-21 MBOs.

**Action Item 5 (June 9, 2020):** 2019-20 Certification Committee members to complete a self-assessment, with aggregated, anonymous self-assessment data to be referenced when developing the 2020-21 MBOs.

**Action Items 6 - 10 (June 9, 2020):** Executive Session-related

**Action Item 11 (June 9, 2020):** Mr. Anbari, Ms. Cowman, Mr. Monteiro and Ms. Weekly to evaluate *Reference Orientation Manual* to evaluate opportunities to better fulfill ISO/IEC 17024 International Standard for Conformity assessment - General requirements for bodies operating certification of persons, in light of the outcome of the ANSI Reaccreditation Application with scope extension (CHD, HFDP and OPMP) June 4-5 virtual “onsite” assessment.
1. **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:00 a.m. A roll call was conducted.

2. **ASHRAE CODE OF ETHICS COMMITMENT**

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

3. **CONSENT AGENDA [MBO# 4]**

It was moved by Ms. Weekly and seconded by Mr. Anbari that the Certification Committee:

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PASSED: 8-0-0 CNV

**Action Item 1 (June 9, 2020):** Staff to remove draft status and post the Committee’s May 21, 2020 minutes on the Committee’s web page.

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4. **ExO UPDATE [MBO# 3]**

BOD Ex-Officio Dr. Chandra Sekhar provided an update on Society-wide initiatives.

5. **PEC RESTRUCTURE**

Chair Mark Bettin reminded participants that beginning July 1, 2020 the Certification Committee will operate under a restructured Publishing and Education Council.
6. EXAM DEVELOPMENT [MBO# 3, 4]

Mr. Bettin referenced an overview of current exam development activities:


7. 2020-21 MBOs

Incoming Chair Ashley Weekly called for volunteers for a Task Force to develop the 2020-21 MBOs.

**Action Item 4 (June 9, 2020):** Ms. Arroyo, Ms. LeViseur and Mr. Monteiro to assist Ms. Weekly in developing the 2020-21 MBOs.

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8. EXECUTIVE SESSION [MBO# 3, 4.1]

9. ANSI [MBO# 4.1]

Mr. Kline provided an update on the outcome of the ANSI Reaccreditation Application with scope extension (CHD, HFDP and OPMP) virtual “onsite” assessment, which took place June 4-5.

**Action Item 11 (June 9, 2020):** Mr. Anbari, Ms. Cowman, Mr. Monteiro and Ms. Weekly to evaluate *Reference Orientation Manual* to evaluate opportunities to better fulfill ISO/IEC 17024 International Standard for Conformity assessment — General requirements for bodies operating certification of persons, in light of the outcome of the ANSI Reaccreditation Application with scope extension (CHD, HFDP and OPMP) June 4-5 virtual “onsite” assessment.
10. **SY VOLLUNTEERS**

   Mr. Bettin recognized retiring 2019-20 Committee Member, Mark Fly, thanking him for his service.

11. **ADJOURN**

   Mr. Bettin adjourned the meeting at Noon (EDT).

   Respectfully Submitted,

   Tim Kline