



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

Beth	Kalinowski
Osama	Khayata
Suzanne	LeViseur

Grant	Page
Nicole	Tucker

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

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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:

BCxP: New exam form launched March, 2020.

BEMP: New exam form launched March, 2020.

HBDP: New exam form to launch by August 15, 2020.

HFDP: New exam form launched in February, 2020.

7. 2020-21 MBOs

Incoming Chair Ashley Weekly called for volunteers for a Task Force to develop 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.

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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