



## MINUTES

### CERTIFICATION COMMITTEE

September 25, 2017

#### **Voting Members**

Cameron	Labunski	Chair
Mike	Fullerton	Vice Chair
Mark	Bettin	Member
Mark	Fly	Member (absent)
Carlos	Mitroga	Member
Kurt	Monteiro	Member
Dan	Pettway	Member
D. Nirmal	Ram	Member
Ashley	Weekly	Member

#### **Non-voting Members**

Roger	Jones	BOD Ex Officio
Edward	Tsui	Coordinating Officer (absent)
Tim	Kline	Staff Liaison

**MOTIONS**  
**Meeting of September 25, 2017**

**Motion 1:** Adopt the consent agenda, which includes approval of the June 24, 2017 Meeting Minutes, completed action items and 2017-18 MBOs.

PASSED: 7-0-0

**Motion 2:** Recommend to the HFDP Exam Subcommittee that the HFDP certification shall validate competency to *incorporate standards and guidelines and regulatory codes as well as unique healthcare facility requirements and design principles in HVAC system design.*

PASSED: 7-0-0 CNV

**ACTION ITEMS**  
**Meeting of September 25, 2017**

**Action Item 1 (September 25, 2017):** Staff to present to the Certification Committee in the Jan. 20, 2018 meeting a brief session on considerations related to complying with conflict of interest guidelines as detailed in the ISO/IEC 17024 accreditation standard.

**Action Item 2 (September 25, 2017):** Staff to remove draft status and post the Committee's June 24, 2017 minutes on the Committee's web page.

**Action Item 3 (September 25, 2017):** Staff to change the due date to evaluate the application fee schedule from December, 2017 to January 20, 2018 under the "Outstanding Action Items as of December 9, 2016."

**Action Item 4 (September 25, 2017):** Mr. Labunski, Mr. Pettway and Mr. Kline to develop a motion regarding the scope of the HFDP certification and forward to the Certification Committee for an email ballot.

**Action Item 5 (September 25, 2017):** Staff to offer to the Chair of the HFDP Exam Subcommittee to schedule a conference call meeting with Mr. Labunski in order to further explain the Certification Committee's decision regarding the scope of the HFDP certification.

**Action Item 6 (September 25, 2017):** Mr. Monteiro, Mr. Pettway and Ms. Weekly to develop a slate of nominees for the HVAC Designer Exam Subcommittee for Committee review and approval in the meeting to be held on Jan. 20, 2018.

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

The meeting was called to order at Noon. A roll call was conducted.

## **2. ASHRAE CODE OF ETHICS COMMITMENT**

The ASHRAE Code of Ethics Commitment was reviewed.

**Action Item 1 (Sept. 25, 2017):** Staff to present to the Certification Committee in the Jan. 20, 2018 meeting a brief session on considerations related to complying with conflict of interest guidelines as detailed in the ISO/IEC 17024 accreditation standard.

## **3. CONSENT AGENDA**

It was moved by Mr. Fullerton and seconded by Mr. Ram that the Certification Committee:

**Motion 1:** Adopt the consent agenda, which includes approval of the June 24, 2017 Meeting Minutes, completed action items and 2017-18 MBOs.

PASSED: 7-0-0

**Action Item 2 (Sept. 25, 2017):** Staff to remove draft status and post the Committee's June 24, 2017 Minutes on the Committee's web page.

**Action Item 3 (Sept. 25, 2017):** Staff to change the due date to evaluate the application fee schedule from December, 2017 to January 20, 2018 under the "Outstanding Action Items as of December 9, 2016."

## **4. SCOPE OF HEALTHCARE FACILITY DESIGN PROFESSIONAL (HFDP)**

Chair Cameron Labunski invited the Certification Committee to comment on the question of whether the scope of the [HFDP](#) certification should be International- or U.S.-centric.

In discussion, there was general agreement that ASHRAE Certification Programs should be "ASHRAE-centric" in terms of representing critical job competencies, best practices and engineering principles, regardless of region or country.

**Action Item 4 (Sept. 25, 2017):** Mr. Labunski, Mr. Pettway and Mr. Kline to develop a motion regarding the scope of the HFDP certification and forward to the Certification Committee for an email ballot.

It was moved by Mr. Monteiro and seconded by Mr. Fullerton that the Certification Committee:

**Motion 2:** Recommend to the HFDP Exam Subcommittee that the HFDP certification shall validate competency to *incorporate standards and guidelines and regulatory codes as well as unique healthcare facility requirements and design principles in HVAC system design.*

PASSED: 7-0-0 CNV

**Action Item 5 (Sept. 25, 2017):** Staff to offer to the Chair of the HFDP Exam Subcommittee to schedule a conference call meeting with Mr. Labunski in order to further explain the Certification Committee's decision regarding the scope of the HFDP certification.

## 5. SOCIETY MOU NEGOTIATING POINT

In light of the fact that ASHRAE negotiates a number of Memorandums of Understanding (MOU) with U.S. and international governmental agencies and other professional organizations, Mr. Labunski invited the Certification Committee to consider the recommendation that acceptance of ASHRAE certification(s) could be a high priority when negotiating MOUs. Following review of examples of Society MOUs in which ASHRAE Certification already is referenced, the Certification Committee decided to take no further action on this item.

## 6. HVAC DESIGNER CERTIFICATION

Mr. Labunski invited Committee members to volunteer for a Task Force to develop a slate of nominees for the HVAC Designer Exam Subcommittee for Committee review and approval in the meeting to be held on Jan. 20, 2018.

**Action Item 6 (Sept. 25, 2017):** Mr. Monteiro, Mr. Pettway and Ms. Weekly to develop a slate of nominees for the HVAC Designer Exam Subcommittee for Committee review and approval in the meeting to be held on Jan. 20, 2018.

## 7. BETTER BUILDINGS WORKFORCE GUIDELINES (BBWG) UPDATE

Mr. Labunski presented the following update:

A. Building Energy Auditor BBWG Scheme & BEAP

The BEAP certification has been [recognized](#) by the U.S. Department of Energy (DOE) as meeting the Better Buildings Workforce Guidelines (BBWG).

B. Building Commissioning Professional BBWG Scheme & BCxP

The BCxP certification received ANSI accreditation on July 7, 2017 and has been [recognized](#) by the U.S. Department of Energy (DOE) as meeting the Better Buildings Workforce Guidelines (BBWG).

8. **ANSI/ISO/IEC 17024**

Mr. Kline described the four most frequent non-conforming report (NCR) citations as presented in meetings recently organized by ANSI: “ANSI/ISO/IEC 17024 Workshop for Accredited Certification Bodies” and “ANSI 17024 Program Client Day Meeting,” noting implications for ANSI-accredited ASHRAE certification programs:

1. 10.2 General Management System Requirements: Control of Documents. Control of Records, Management review, Review of Input, Review of Output, Internal Audit, Corrective and Preventive Actions.
2. 9.3 Examination Process: Examinations shall be designed to assess competence based on, and consistent with, the scheme, by ... reliable and objective means. The design of examination requirements shall ensure the comparability of results of each single examination, both in content and difficulty, including the validity of fail/pass decisions
3. 6.3 Outsourcing: The certification body shall have a legally enforceable agreement covering the arrangements, including confidentiality and conflict of interests.... When a certification body outsources work related to certification, the certification body shall:
  - a) take full responsibility for all outsourced work;
  - b) ensure that the body conducting outsourced work is competent and complies with the applicable provisions of this International Standard;
  - c) assess and monitor the performance of the bodies conducting outsourced work in accordance with its documented procedures;
  - d) have records to demonstrate that the bodies conducting outsourced work meet all requirements relevant to the outsourced work;
  - e) maintain a list of the bodies conducting outsourced work.
4. 4.3.1-8 Management of Impartiality: The certification body shall document its structure, policies and procedures to manage impartiality and to ensure that the certification activities are undertaken impartially. The certification body shall

have top management commitment to impartiality in certification activities. The certification body shall have a statement publicly accessible without request that it understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

## **9. EXAM DEVELOPMENT**

Mr. Labunski referenced the following overview of ongoing exam development:

- BEAP: Exam development against BBWG requirements completed. Computer-based test launched August 1. Exam passing score to be finalized. Additional exposures needed. \$100 application discount through Nov. 15.
- BEMP: Exam passing score for new form finalized Sept. 15. Score reports to be mailed by end of September.
- HBDP: Detailed Content Outline updated and finalized Sept. 18. New form tentatively to launch June, 2018.
- HFDP: Detailed Content Outline under review per survey data. New form tentatively to launch June, 2018.
- OPMP: New exam form launched. Exam passing score to be finalized. Additional exposures needed. \$100 application discount through Nov. 15.

## **10. ADJOURN**

Mr. Labunski adjourned the meeting at 1:30 p.m.

Respectfully Submitted,

Tim Kline