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MINUTES

**Industrialized Buildings Commission
Wednesday, July 26, 2000
Herndon, Virginia**

Richard Osworth called the annual meeting of the Industrialized Buildings Commission to order on Wednesday, July 26, 2000, 1:00 P.M. at the Washington Dulles Holiday Inn in Sterling, Virginia. Attendance was taken as noted below:

Members Present: Bob Blatchford, Dynamic Homes
Joseph A. Cirillo, State of Rhode Island
Stephen Hernick, State of Minnesota
Richard Osworth, State of New Jersey

Others Present: Debbie Becker, NCSBCS
Jerry Brosius, NTA
Kevin Egilmez, NCSBCS
Barbara Martin, NAHB/BSC
Jim Rothman, PFS Corporation,
Judy Smith, Modular Building Institute
Bob Tanger, T. R. Arnold & Associates
Arthur Vendola, P.E., A. N. Vendola, Inc.
Dennis Webber, RADCO, Inc.
Robert Wible, NCSBCS

Approval of Minutes

On a motion by Stephen Hernick, seconded by Joe Cirillo, the IBC approved the minutes of the July 21, 1999 meeting with the following change:

- On Page 2, Minnesota's new accessibility code should refer to Chapter 1341 rather than Chapter 31.

Correspondence

The secretariat noted that a list of correspondence received since the last meeting was available.

Old Business

RDC Chairman Rothman reported on the following action items from the Rules Development Committee:

1. Bob Tanger and Chairman Rothman will expand the criteria (see Attachment A) which allows production supervisors to perform inspections. The draft language will be distributed to RDC members for comment and the final language will be voted on by letter ballot.

2. The RDC recommended that the individual who had applied for certification under the “grandfather” rule be certified if he can demonstrate that his certifications or licenses are current. The RDC also recommended that the *Uniform Administrative Procedures* incorporate language which will allow the IBC to certify applicants who do not meet certification requirements but who are otherwise qualified. The language is being drafted by Jerry Brosius and will be voted on by letter ballot.

3. The RDC reelected James Hanna, Mickey Hitchens, Jack Proctor, and Jim Rothman for an additional three-year term.

Bob Wible referred to his May 30, 2000 memo regarding IBC outreach efforts (Attachment B) and said that discussions have been held with the Commonwealth of Virginia to join the Compact as it relates to commercial modular structures. In the opinion of legal counsel, Virginia can modify the model enabling legislation to address commercial structures only and current member states would not be required to amend their legislation. Joe Cirillo made a motion, seconded by Stephen Hernick, that the IBC should continue to pursue its outreach efforts with the understanding that, if Virginia joins the Compact, its participation may be limited to commercial modular buildings. Bob Wible also briefed the IBC on his outreach efforts at the NGA’s meeting and presented the updated industry white paper.

When language which allows production supervisors to perform compliance assurance functions is recommended by RDC for adoption, the IBC agreed that a draft Formal Interpretation will be prepared and sent out for vote by letter ballot.

Joe Cirillo made a motion, seconded by Bob Blatchford, to approve the individual who applied for a waiver of level I tests if he can demonstrate that his certifications are current and has been continuous since the beginning of IBC’s program. The motion was approved.

Chairman Rothman informed the IBC that two RDC members were resigning and suggested that a recognition letter be sent thanking them for their service and contributions. Richard Osworth said that the IBC chairman would send a letter thanking the members.

New Business

Richard Osworth reported that several states had been contacted regarding RDC vacancies but had not received a response. RDC Chairman Rothman volunteered to contact Wisconsin.

On a motion by Joe Cirillo, seconded by Stephen Hernick, the Commissioners approved the reappointment of James Hanna, Jim Rothman, Mickey Hitchens, and Jack Proctor to the RDC for an additional three-year term contingent upon their acceptance. Judy Smith said that she will consult with MBI regarding a replacement for Gary Davenport and Bob Wible will send a letter to the ICC regarding a replacement for Emory Rogers.

The IBC reviewed IBC's 1998-1999 Annual Report. The Secretariat informed the IBC that copies of the Annual Report will be distributed to all of the Commissioners and to any other agency, as requested.

Financial Report and FY'2001 Budget

Richard Osworth noted there were no findings in the IBC's audited financial statements for FY 1999. He did point out that, in previous reports, fourth quarter label fee reimbursements were reflected in the financial statements of the following fiscal year. In FY 1999, in accordance with the accrual basis of accounting, the auditors felt the reimbursement expense should be recognized when the obligation incurred. On a motion by Joe Cirillo, seconded by Steve Hernick, the Commissioners adopted the auditors' report.

The IBC discussed the draft fiscal year 2001 budget. Under Task 1, a \$40,000 expense was set aside in case the IBC decided to buy imaging software and related hardware. The software is being developed by Harper West and being marketed jointly with NCSBCS. The Secretariat stated that it will evaluate the software and present its findings to the IBC. Bob Wible submitted three marketing proposals which varied from approximately \$40,000 – included in the draft budget as Task 12 – to \$80,000 based on the number of states targeted (see Attachment C). The Secretariat said that there is another new task (Task 11) for the IBC's web site expenses. On a motion by Bob Blatchford, seconded by Joe Cirillo, the IBC adopted the fiscal year 2001 budget as submitted.

Stephen Hernick mentioned that the IBC's contract with NCSBCS is due to expire in 2002 and conveyed Tom Joachim's desire to continue the relationship. Richard Osworth advised that this issue will need to be addressed at next year's meeting.

Date and Location of Next Meeting

The secretariat reported that notice would be sent regarding the date and location of the next IBC meeting. The Commissioners agreed in principle to hold the annual meeting on the third Wednesday of July.

On a motion made by Stephen Hernick, seconded by Bob Blatchford, the IBC voted to go into an executive session at 2:15 P.M. At 3:30 P.M., the IBC voted to end the executive session.

On a motion by Joe Cirillo, seconded by Bob Blatchford, the IBC redesignated ANVI with conditions. On a motion by Stephen Hernick, seconded by Joe Cirillo, the IBC redesignated RADCO with conditions. On a motion by Joe Cirillo, seconded by Bob Blatchford, the IBC redesignated PFS with conditions.

On a motion by Bob Blatchford, seconded by Stephen Hernick, the meeting was adjourned at 3:40 P.M.

Respectfully submitted,

N. Kevin Egilmez
Secretariat Staff

Attachments