2019 VBCOA Directory

Virginia Building & Code Officials Association

Building Safety Professionals Dedicated To Better Buildings, Safer Communities
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MESSAGE FROM THE PRESIDENT

Congratulations to the Virginia Building and Code Officials Association for your recognition as the 2018 International Code Council, Chapter of the Year Award recipient! This honor cannot be diminished over time. We are so proud of all the things you do within your regions and throughout the Commonwealth of Virginia…You are the Best Volunteers throughout the world, as witnessed by the International Code Council!

Welcome to Roanoke, Virginia as we move closer towards the 90th anniversary of this Association which first met in a small town not far from here in Petersburg, on December 4, 1929. Membership dues in that day were $5 and you could pay along the course of the year if you chose. Today we have grown to well over 1000 members and our Association is one of the most highly respected and admired building professional’s associations throughout the United States of America. It is very important to know where we came from; where we all got our first start in this business of ensuring protections for the people who live, work, worship, visit and play in our Commonwealth.

Our Association has evolved considerably over the years. As communities grow and industry evolves in technology, our members have grown and developed technical proficiencies; including understanding and implementing great customer service. Through intentional engagement with our contemporaries, we have come to understand the importance of mentoring and growing professionals. Recognizing and developing diversity in our Association promotes visibility in the communities we serve, offering our Association additional opportunities for success in the coming years. This investment begins in our local communities and extends throughout our region, and into the national arena. It is a well-known fact, Virginia grows leadership from a willingness of its professionals to step forward and Volunteer!

The most important means of establishing and retaining new members is through inclusion and investment. By teaching, training and developing new members, we build trust, create loyalty and ensure teamwork and ownership. We remain engaged in reaching out to new members, willing to step forward as opportunities present. Leadership strategies must continue to focus on providing knowledgeable training, access to information, and development of programs that will ensure our professions have bright, honest and duty minded professionals willing to follow, and lead others. We will continue to build relationships with our stakeholders by being engaged, building trust through honest communication and creating future possibilities for our shared interests. Your success with Building Safety Month illustrates developed relationships with our partners in the community and the local building industry, through personal engagement.

You have so many successes to illustrate, it cannot all be listed here on these pages. Leading the nation in the ICC High School Technical Training Program again this year with 26 of the total 62 schools enrolled through-out the United Stated and having over 25 of those students and instructors from Prince William County present at the ICC ABM in Richmond, was an incredible achievement. We will continue to support these efforts for all our future leaders!

Recognizing the incredible service of our Military Veterans and their Families through donations to non-profit organizations totaling over $11k dollars to date, through the sales of
military challenge coin sets, continues to grow! **Region Chairs** worked tirelessly to roll out this program. From inception of design, to defining who would receive donations both locally and nationally, leadership from across all 8 Regions planned and executed this program in record time, demonstrating their ability to **work cohesively as a team**. Fruits from this success will be witnessed when representatives of the [ChrisSouzaFoundation.org](http://ChrisSouzaFoundation.org) and the [VeteransForeignWars.org](http://VeteransForeignWars.org) are presented these donations at our Annual Conference in Virginia Beach, this coming September.

We continue to support our sister associations in their development. Partnering with them on efforts towards efforts like hosting the **2018 International Code Council Conference in Richmond** last fall. For over 2 ½ years, Volunteers from all four chapters worked together for hundreds of hours; setting goals, developing, planning and executing strategies that created one of the most highly acclaimed and attended ICC Conferences in years! Building on our reputation as one of the finest organizations within the 367 Chapters of the ICC throughout the world!

VBCOA is without a doubt, one of the foremost leaders in the code development process. Our **Code Committees** work countless hours, reviewing thousands of proposed code changes and comments from hearings. Our committees stay engaged by communicating within their ranks as **Committee Chairs** remain in contact with leadership. Being intentional in our focus, we gain consensus from our committees and have our voting positions available to members before they are needed. Our Board of Directors are always available and responsive to questions.

This success requires **countless hours of communication**. As a **Volunteer Association**, most communications between the Officers, Executive Director and the Board of Directors takes place after normal working hours. Uncountable hours of dedication to the advancement of the Association takes place after leaving work and heading to coach baseball practice; while at the grocery store; in the morning on the way to work; while on vacation and on immeasurable hours over the weekend. Our Volunteers do this because they **believe in the work of our Association**. You are involved because you want to work towards taking our Association to the next level. YOUR dedication has inspired me at all levels; to stay engaged, come up with new ideas and to recognize future leadership opportunities for our members. You have mentored me for years, from all sides and levels of my involvement with the [Virginia Building and Code Officials Association](http://VirginiaBuildingAndCodeOfficialsAssociation).

It has been my highest honor to serve as your President. I pledge to continue in this capacity to lead our association with your best interest in mind, through September and in the coming years. So much opportunity lies ahead and **together we as a team can take our Volunteers** to the next level and beyond. Thank you for this opportunity to serve our Association!
History of VBCOA

Since 1929, the members of the Virginia Building and Code Officials Association have worked to foster partnerships among all groups associated with the construction industry. By working together, we can build better buildings and safer communities.

The Virginia Building and Code Officials Association traces its beginnings back to a one-day meeting on December 4, 1929, in Petersburg. Lynchburg Inspector George C. Hough presided over the meeting, which was held in conjunction with the 24th Annual Conference of the Virginia Municipal League. The participants formed the Virginia Building Inspectors Association with the purpose of providing an opportunity for the interchange of ideas among building officials.

In 1933, the group changed its name to the Building Officials Conference of Virginia. The annual conference was lengthened to two days in 1940.

In 1947, plumbing officials began meeting with BOCV, so the group changed its name to the Building and Plumbing Officials Conference of Virginia to reflect the change in membership. Just two years later—in 1949—electrical inspectors joined the fold, and the name was changed to Building, Plumbing and Electrical Officials Conference of Virginia. In 1962, the group changed its name to the Virginia Building Officials Conference. In 1970, VBOC held its first annual conference separate from the Virginia Municipal League’s conference. The meeting was held in Natural Bridge. At the 47th annual conference in Bristol, the group voted to change its name to the Virginia Building Officials Association. Finally, at the 58th annual conference in Roanoke, the group voted to change its name to the present Virginia Building and Code Officials Association (VBCOA).

Throughout its history and regardless of its name, VBCOA has dedicated itself to promoting the uniform enforcement of building codes and to encouraging the provision of continuing education to its members. VBCOA members actively participate in activities at the local, regional, state and national levels designed to fulfill its mission statement.
Past Presidents

VBCOA is a volunteer organization in that the vast majority of VBCOA’s business is carried out by people in the building safety profession who devote hours outside of work to advancing the goals of the association. Every person who serves on a committee, chairs a committee, attends meetings and writes and defends code changes is doing his or her part as a member of VBCOA. The officers and the president in particular carry particularly heavy load.

The International Code Council’s group oath, which can be used in the swearing in of VBCOA officers, is an excellent summary of the breadth of the job of president: To develop, maintain and promote the International Codes; to encourage and promote uniformity in the interpretation and application of the International Codes; and to promote professionalism in the fields of building and fire safety.

Since its beginning in 1929 VBCOA has been ably served by a distinguished list of individuals from all corners of the Commonwealth representing cities, counties and towns of various sizes. The presidents have been building officials, deputy building officials, plumbing inspectors, structural engineers, electrical inspectors, but they have all had the common virtue of willingness to serve VBCOA.

2017-2018 - GREGG FIELDS
Director of Code Administration, City of Alexandria

2016 -2017 - DAVID BEAHM, CBO
Building Official, Warren County

2015-2016 - JOHN G. WALSH, Code
Enforcement Operations Manager, City of Richmond

2014-15 - SEAN P. FARRELL, Code Compliance
Supervisor, County of Prince William

2013-14 - CATHERINE W. COOK
Building Official, Town of Blacksburg

2012-2013 - KRIS BRIDGES
Deputy Building Official, City of Martinsville

2011-2012 - VERNELL WOODS
Deputy Building Official, City of Norfolk

2010-2011 - JOEL BAKER
Commissioner of Buildings, County of Roanoke

2009-2010 - JIM COLLINS
Code Enforcement Branch Chief, County of Prince William

2008-2009 - LYNN UNDERWOOD
Building Official, City of Norfolk

2007-2008 - JOHN W. GLOVER
Building Official, City of Staunton

2006-2007 - GUY TOMBERLIN, CBO
Chief Plumbing Inspector, County of Fairfax

2005-2006 - RONALD W. CLEMENTS, JR.
Chief of Commercial Plan Review, County of Chesterfield

2004-2006 - JOHN DAVID CATLETT
Building Official, City of Williamsburg

2003-2004 - RICHARD BARTELL
Building Official, County of Hanover

2002-2003 - ERIC MAYS, P.E.
Building Official, County of Prince William

2001-2002 - ARTHUR E. BERKLEY, CBO
Superintendent of Inspections, County of Isle of Wight
2000-2001 – GREGORY H. REVELS
Building Official, County of Henrico

1999-2000 - CHERI HAINER
Building Code Administrator, City of Virginia Beach

1998-1999 - RICHARD C. WITT
Assistant Building Official, County of Chesterfield

1997-1998 - DENNIS MITCHELL
Assistant Director of Inspections, County of Loudoun

1996-1997 - HOWARD COUNTS
Building Plans Reviewer, County of Prince William

1995-96 - EDWARD J. BALDWIN, JR.,CPCA
Building Official, City of Harrisonburg

1994-1995 - RONALD H. MILLER
Building Commissioner, City of Roanoke

1993-1994 - WILLIAM DUGLER
Director of Inspections, County of Chesterfield

1992-1993 - STEVEN SHAPIRO
Director of Building Codes Compliance, City of Hampton

Structural Engineer, County of Fairfax

1990-1991 - R. KEITH STEVENS
Building Official, County of Bedford

1989-1990 - BARRY ARCHER
Director, Inspections Services, County of Prince William

1988-1989 - JERYL W. RIDDICK, SR.
Building Official, City of Norfolk

1987-1988 - JESSE R. HURT, CPC
Director of Inspections, County of Albemarle

1986-1987 - JAMES T. NININGER
Building Official, City of Salem

1985-1986 - EMORY RODGERS
Chief of Inspection Services, County of Arlington

1984-1985 - EDWARD M. WILLIAMS
Building Codes Officer, City of Virginia Beach

1983-1984 - CLARENCE DIERSING
Director of Code Compliance, City of Newport News

1982-1983 - EDWARD J. WELD
Building Official, County of Culpeper

1981-1982 - JOHN H. BYRD, JR.
Building Official, City of Harrisonburg

1980-1981 - D. BAIN REED
Commissioner of Buildings, City of Roanoke

1979-1980 - JOSEPH BERTONI
Chief Building Inspector, County of Fairfax

1978-1979 - GARLAND L. MOORE
Chief of Inspections, City of Danville

1977-1978 - WILLIAM J. BOLLING
Chief Bureau of Fire Prevention, City of Bristol

1976-1977 - BENJAMIN BIANCO
Plumbing Inspector Chief, County of Arlington

1975-1976 - R. A. LEDBETTER, JR.
Building Official, City of Norfolk

1974-1975 - LEO J. CANTOR
Commissioner of Buildings, City of Richmond

1973-1974 - CARL F. MUSE
Building Administrator, City of Charlottesville

1972-1973 - D. W. SENSABAUGH
Building Inspector, City of Staunton
1971-1972 - **VESTA B. SHORT**  
Assistant Director of Inspections, County of Fairfax

1970-1971 - **FRANK A. WIGNER**  
Building Official, City of Hampton

1969-1970 - **GARLAND E. CLIFTON**  
Chief Electrical Inspections, City of Danville

1968-1969 - **PEYTON O. WILEY**  
Chief of Inspections, City of Lynchburg

1967-1968 - **HAROLD UPFOLD**  
Building Inspector Chief, County of Arlington

1966-1967 - **JAMES B. JONES, JR.**  
Building Official, City of Martinsville

1965-1966 - **V. W. ROSE**  
Chief Electrical Inspector, City of Suffolk

1964-1965 - **JULIAN E. MEREDITH**  
Plumbing Inspector, City of Newport News

1963-1964 - **R. A. RAINES**  
Building Inspector, City of Suffolk

1962-1963 - **P. O. SHEPHERD, JR.**  
Building Inspectors Director, County of Arlington

1960-1961 - **L. G. LEFTWICH**  
Building Inspector, City of Portsmouth

1959-1960 - **MARSHALL G. FOLKES**  
Chief Electrical Inspector, City of Richmond

1958-1959 - **THOMAS M. MOSES**  
Building Inspector, City of Martinsville

1957-1958 - **BAILEY B. BARCO**  
Chief Plumbing Inspector, County of Arlington

1956-1957 - **W. A. HOLLAND**  
Building Inspector, City of Virginia Beach

1955-1956 - **O. W. SIMPSON**  
Plumbing Inspector, City of Roanoke

1955 - **S. F. ARMSTRONG**  
Engineer of Inspections Bureau, City of Lynchburg

1951 - **MARSHALL G. FOLKES**  
Chief Electrical Inspector, City of Richmond

1950 - **C. H. DOUGHERTY**  
Building & Electrical Inspector, City of Franklin

1949 - **WILLIAM WHARTON**  
Commissioner of Buildings, City of Richmond

1948 - **NORBERT MELNICK**  
Chief, Bureau of Inspections, City of Richmond

1947 - **A. R. LASH**  
Building Inspection, City of Alexandria

1946 - **DONALD R. LOCKE**  
Zoning Engineer, County of Arlington

1945 - **C. STUART DUGGINS**  
Commissioner of Buildings, City of Richmond

1944 - **J. T. NEELY**  
Building Inspector, City of Norfolk

1943 - **E. H. DABNEY**  
Building & Electrical Inspector, City of Staunton

1942 - **J. DUVAL LEE**  
Engineer of Inspection Bureau, City of Lynchburg

1941 - **H. C. BROYLES**  
Assistant Building & Plumbing Inspector, City of Roanoke

1940 - **ANDREW JENSEN**  
Building Inspector, County of Arlington

1939 - **J. R. BRANDON**  
Building Inspector, City of Suffolk
1938 - **L. D. DUTROW**  
Town Manager, Town of Front Royal

1937 - **H. J. BANGLEY**  
Building Inspector, City of Staunton

1936 - **I. G. VASS**  
City Manager, City of Waynesboro

1935 - **E. H. DABNEY**  
Building Inspector, City of Staunton

1934 - **D.P. MAGANN**  
Building Inspector, City of Roanoke

1933 - **HENRY P. BECK**  
Building Inspector, Lynchburg

1929 - 1932 - **GEORGE C. HOUGH**  
Building Inspector, City of Lynchburg (called the first meeting of the VBOA, held in Petersburg, December 4, 1929).
Mission, Vision, and Values

Mission
We are a statewide network of building safety professionals dedicated to the protection of the health, safety, and welfare of all persons who live, work, or visit the Commonwealth of Virginia.

Vision
Progressive: We welcome and promote growth within the building safety profession; Image and Outreach: The organization has a positive profile and high visibility with elected; leaders, local administrators, and the general public; so that they will support our profession and mission; Leadership: We have strong, diverse membership and participation and internal leadership that ensures a viable, sustainable organization; Partnering: We have effective partnerships with related organizations and client user groups

Values
Community: We are good stewards of our local community because we live and work here, too. We care about all people who live, work or visit our communities.
Customer Service: Whether we’re working with local officials or a homeowner, we are patient, understanding and willing to help. Sometimes there may be more than one right answer to a problem, and we are both flexible and creative in solving a code issue
Leadership: This organization has been a leader in the building safety profession for almost 90 years. We have a strong, diverse leadership that is nationally recognized for its contributions to the improvement and understanding of building code development.
Members: Our strength is our members. Being a member of VBCOA means you’re a leader in the building safety profession, and you are part of an organization that is recognized nationally for our efforts to improve the code.
Professionalism: We portray the skill, competence and character expected of a member of the building safety profession.
Resource and Education: We are trained professionals who know exactly how the code will affect a project. We are both a resource in the building and development and a source of continuing training and education.
ARTICLE I
Name

The name of this organization shall be the Virginia Building and Code Officials Association hereinafter referred to as The Association.

ARTICLE II
Purpose

The fundamental purpose of this Association shall be to:

A. Promote the interests and welfare of the building related code enforcement agencies and to promote a closer, more informed relationship among those engaged in the profession of building related code administration and enforcement within the Commonwealth of Virginia;

B. Coordinate the rules, interpretations, and procedures applicable to the administration of such codes and regulations to promote greater uniformity in all political subdivisions of the Commonwealth;

C. Establish and maintain clear lines of communication so that the members’ desires on matters relating to codes and regulations governing the design, construction, and building maintenance of buildings and structures and their appurtenances may be transmitted in an organized and coordinated manner to the General Assembly, elected officials, Board of Housing and Community Development and other appropriate agencies. These matters shall include but are not limited to building, electrical, fire prevention, mechanical, plumbing and maintenance codes; occupational certification and licensing; and training and certification of code enforcement personnel.

ARTICLE III
Responsibility

With the assistance and cooperation of its members and of professional, industry, and trade associations, and in so far as it affects the Virginia Uniform Statewide Building Code and related Regulations, Codes, and Standards, this organization will be responsible for:

A. Developing recommendations to promote and foster uniformity and professionalism in administration, enforcement and interpretation;

B. Cooperating and enhancing relationships with other related industries and federal and state agencies in advancing uniformity and understanding in building code matters;

C. Assisting, developing, and expanding educational opportunities for Association members and related industry groups;

D. Recommending, fostering and promoting modernization of codes, regulations, procedures, training of personnel, and inspection techniques considering technological improvements affecting the building construction and maintenance industry;

E. Encouraging, promoting and facilitating improved communications among the public, governmental agencies, professional, commercial, industrial, and other interest groups in matters of building construction and maintenance and their regulations.

F. Educating the public about the Association and code enforcement’s role and purpose in the community.
ARTICLE IV
Organization

Section 1. The Association shall function on a statewide basis, making provisions for the various code specialties that are its proper concern.

Section 2. Eight regional chapters shall be organized. They shall parallel the structure of the Association, establishing by-laws compatible with those of the Association and in support of the Association's purposes and responsibilities. Such by-laws shall be approved by the Board of Directors of the Association.

Section 3. Nothing in these by-laws is intended to prohibit the formation of organizations at a more local level. If such organizations are formed and they are to be affiliated with the appropriate regional chapter of the Association, they shall support and be compatible with the structure of the regional chapter.

Section 4. The delineation of geographical boundaries for regional chapters shall be as set forth by the Board of Directors. Changes to boundaries shall be by written request to the President and approved by a majority vote of the Board of Directors.

ARTICLE V
Membership

Section 1. Membership in the Association shall convey membership with the appropriate regional chapter; however, such chapters may establish local dues.

Section 2. There shall be five classes of membership: active, associate, honorary, student and retired.

A. Active membership shall be open to employees of State or local governments which administer, formulate or enforce laws, ordinances, rules, or regulations effecting construction, fire safety, building maintenance, or land use.

B. Associate membership shall be open to any persons, firms or organizations interested in codes, regulations, ordinances or laws related to construction, fire safety, building maintenance, and land use.

C. Student membership shall be open to any student currently enrolled in an accredited school, college or university who is interested in codes, the code development process, regulations ordinances or laws related to construction, fire safety, building maintenance, or land use.

D. Honorary membership shall be given to individuals of distinction who have rendered outstanding service in the furtherance of the purposes and objectives of the Association.

E. Retired membership shall be open to active members that retire from state and local government departments.

Section 3. Membership shall be granted in the following manner:

A. Applications for membership shall be by written application to the Executive Director. The Executive Director, upon confirmation that the applicant meets all applicable requirements of this article including payment of any dues required, shall enter the name of the applicant on the appropriate membership roll of the association.

B. Active members may recommend individuals for honorary membership by written application to the President. Honorary membership may be conferred at any annual or semi-annual meeting of the Association by a majority vote of active members present and voting, upon the recommendation of the Board of Directors. Honorary memberships bestowed by prior action of the membership under previous By-laws shall be continued with all rights granted by these By-laws. Eligibility criteria for honorary and retired membership shall be as set forth in the Board of Directors adopted policy. Retired membership dues shall be set at a reduced rate of 50% of the active membership fee.
Section 4. The members shall have the following rights:

A. Active, honorary, and retired members shall enjoy all rights and privileges granted by membership in The Association. Only active, honorary and retired members shall have the right to vote on general business conducted by the Association. Only active members shall have the right to serve in the capacity of Officer. Active and honorary members may serve in the capacity of Standing Committee Chairperson, Special Committee Chairperson or Region Chairperson positions of the Association.

B. Associate and student members may make and second motions and shall enjoy all other privileges granted by membership in the Association.

Section 5. Members shall assume the following responsibilities:

A. In general, all members shall further the purposes of the Association by maintaining a professional level of performance, ethical conduct and by active participation in the undertakings of the Association.

B. Dues shall be set by the Board of Directors unless changed by the membership at the Annual Meeting. Members participating in regional chapters shall also pay the dues determined by those Chapters. Dues for each calendar year shall be due and payable by January 31 of that year.

Section 6. Membership may be terminated for the following reasons:

A. Non-payment of dues.

B. Revocation of certification by the Board of Housing and Community Development

C. Conviction in a court of record of misconduct in the performance of their duties.

D. By vote of the Board of Directors upon recommendation of the Membership Committee.

E. Non-compliance with membership requirements.

Section 7. Membership may be suspended by the Membership Committee. Immediately subsequent to any suspension, the committee shall forward a recommendation of termination to the Board of Directors. The Board of Directors shall then vote whether to terminate the membership at its next board meeting. If the Board does not terminate the membership, the suspension is lifted, and the membership status is restored. Upon rehiring in a code enforcement position by a local government or state government in Virginia, the membership can be reinstated upon a majority vote of the Board of Directors in response to a written request and completed application form addressed to the President.

ARTICLE VI
Officers and Their Duties

Section 1. The officers of The Association shall be: President, First Vice-President, Second Vice-President, and Sergeant-at-Arms.

Section 2. Duties for each Office shall be as outlined in the Board of Directors Job Description Policy adopted by the Board of Directors.

ARTICLE VII
Board of Directors

Section 1. The Board of Directors shall consist of the elected Officers, the most Immediate Past President, the Chairperson of each of the eight Regional Chapters and the Chairperson(s) of The Association's standing committees. Non-voting ex-officio membership on the Board of Directors shall include the State Deputy Director for the Division of Building and Fire Regulation of the Virginia Department of Housing and Community Development, the Association’s Director of Regulatory Compliance, the Web Manager, any VBCOA member serving as the DPOR representative, the State Technical Review Board Representative(s), any current ICC Board of Director, ICC Officer, ICC Region VII Executive Council Representative(s), the BCAAC Representative, and the President (or his/her duly authorized representative) of the Virginia Chapter of the International Association of Electrical Inspectors, the Virginia Fire Prevention Association, the Virginia Plumbing and Mechanical Inspectors Association and the Women in Code Enforcement and Development in Virginia.
Section 2. Board of Director positions shall be filled by the following methods:

A. Officers shall be elected by the assembled membership body by majority vote of the Active, Honorary, and Retired members present at the annual meeting pursuant to the election policy. The membership shall consider the recommendations proposed by the Nominations Committee.

B. Region Chair positions shall be elected by the Regional membership.

C. Standing Committee Chairpersons and Web Manager shall be appointed by the President.

D. Director of Regulatory Compliance, DPOR Board, Technical Review Board, ICC Region VII, and Building Code Academy Advisory Committee positions shall be recommended or appointed by the Board of Directors. Non-Board positions such as Amusement Device Technical Advisory Committee and Manufactured Housing Board shall also be recommended or appointed by the Board of Directors. The Board of Directors shall consider recommendations when proposed by the Nominations Committee.

E. The Board of Directors shall appoint an Executive Director who shall: keep the minutes of the Board, the minutes of business meetings, and financial records of the Association; prepare an annual budget for submission to the Region Chairs for their review and amendment and to the Board of Directors for final approval; send out notices of all meetings; collect, deposit and properly disburse all dues and monies payable to or by the Association; conduct the daily business of the organization; submit a financial report at each meeting of the Board; and submit to the Association, at each annual meeting, a written report of the Executive Director's activities and the Association's financial position. The Executive Director shall draw checks in the name of The Association and shall give such bond for the faithful performance of his or her duties as Executive Director as may be prescribed by the Board of Directors.

Section 3. The Board of Directors shall conduct the affairs of the Association, subject to the directives of the membership given at the annual meeting.

Section 4. Meetings of the Board of Directors shall be held on the call of the President of Association, but not less than four times a year. The Board may conduct the business of the Association using electronic messaging or teleconference. A majority of the voting members of the Board of Directors shall constitute a quorum.

Section 5. An executive session of the Board of Directors may be conducted at the request of a member of the Board with a two-thirds vote of the Board of Directors. Only voting members of the Board of Directors and those individuals deemed by the President as necessary to the purpose of the meeting are permitted to attend the executive session.

Section 6. Length of Terms shall be limited for identified Board of Director seats. Provisions to extend length of terms, number of terms, or appointment for the duration of unfulfilled terms may be approved by the Board of Directors though a two-thirds majority vote, unless statutorily regulated. Terms shall be as follows:

A. President: 1 year
B. First Vice President: 1 year
C. Second Vice President: 1 year
D. Sergeant at Arms: 1 year
E. Director of Regulatory Compliance: 4 years; 2 consecutive terms
F. DPOR Board for Contractors: 4 years, 2 consecutive terms
G. Technical Review Board: 4 years, no term limit
H. Manufactured Housing Board: 4 years, 2 consecutive terms
I. BCAAC: 4 years, no term limit
J. ADTAC: 4 years, no term limit
K. ICC Region VII: 4 years, 2 consecutive terms

Note: Appointment for the duration of unfulfilled terms shall not count towards the limit on number of consecutive terms unless statutorily regulated.

Section 7. Any member of the Board of Directors or other Committee appointment under the purview of the Board may be removed for cause by two-thirds majority of the Board of Directors present at any board meeting.
ARTICLE VIII
Commitees

Section 1. Standing Committees shall include, but not be limited to the following;

Building Code Committee; Plumbing, Mechanical and Gas Code Committee; Property Maintenance Code Committee; Legislative Committee; Membership Committee; Education Committee; Residential Code Committee; Awards & Resolutions Committee; Public Information Committee; Energy Committee; Permit Technicians Committee; and Rehabilitation Code Committee.

The composition of each standing committee shall consist of a committee Chairperson(s), appointed by the President, and one member of each of the regional chapters, appointed by the Chairperson of each of the corresponding regional chapters. Should the Chairperson of a regional chapter fail to appoint a member of the region to serve on the standing committee, the Chairperson of that region automatically becomes the member on the standing committee, or the Chairperson of the committee shall have authority to appoint a member from that region. A majority of each committee appointees should be knowledgeable in the code specialty of the committee to which appointed. Standing committees shall meet on the call of the Chairperson. A majority of the committee members present shall constitute a quorum.

Section 2. A Nominations Committee chaired by the Immediate Past President and composed of active members, one appointed by each Region Chairperson, shall be convened as necessary. Two-thirds majority shall constitute a quorum. In the event that a regional representative is unable to serve, the Chairperson may appoint a replacement from the same Region. The chairperson may also appoint additional non-voting active members should the need arise. The committee shall conduct interviews of all candidates seeking a position identified in section B. For Association officer positions, the committee shall recommend a slate of officers to the Association membership at the Annual meeting for election. Nothing herein shall exclude nominations from the floor. For all other positions, the committee shall make their recommendations to the Board of Directors at a subsequent meeting for approval. In the event that the Immediate Past President is unable to serve, the Past Presidents Council shall appoint a chairman from the Past Presidents Council.

A. The Nominations Chair shall make a call for officer and applicable positions in advance of the required appointment date to ensure time for the Nominations Committee to meet.
B. The Nominations Committee shall interview and provide recommendations as required on the following positions:
   a. President
   b. First Vice President
   c. Second Vice President
   d. Sergeant at Arms
   e. Director of Regulatory Compliance
   f. DPOR Board for Contractors representative
   g. Technical Review Board
   h. Virginia Manufactured Housing Board
   i. BCAAC
   j. ADTAC
   k. ICC Region VII representative and alternate.

Section 3. Special committees shall be appointed by the President or as outlined below:

A. A Past President's Council composed of the Past Presidents of the Association that have active or honorary membership status and shall be chaired by the Immediate Past President. In the event that the Immediate Past President is unable to serve, the Past Presidents Council shall elect a chairperson.
B. A Region Chairs Committee composed of the elected Region chairs from each of the eight regional chapters. The Region Chairs Committee is responsible for managing the organization’s strategic plan. This committee shall also act as finance committee to the organization with the duty to review and recommend an annual budget proposed by the Executive Director. The 1st Vice President shall chair the Region Chairs Committee and the Sergeant at Arms shall serve as secretary.

C. The web manager has the authority to form and chair a Technology Committee to conduct business related to the web site or other related matters as determined necessary.

D. Such other committees as may be deemed necessary by the President or the Board of Directors.

Section 4. Duties and responsibilities for region chairs, council chairs, committee chairs and web manager shall be as outlined in the Board of Directors Job Description policy.

ARTICLE IX
Director of Regulatory Compliance

Section 1. The Association’s Director of Regulatory Compliance shall serve on the Virginia Board of Housing and Community Development in accordance with §36-135 of the Code of Virginia.

Section 2. The Director of Regulatory Compliance shall be an active member of the association.

ARTICLE X
ICC Region VII Representatives

Section 1. The Association shall appoint a representative to serve as a standing member of the ICC Region VII Executive Council.

Section 2. The ICC Region VII Executive Council member(s) shall be an active member of the Association, currently employed in a code enforcement related profession in Virginia and a member of the ICC.

ARTICLE XI
Meetings

Section 1. An annual meeting shall be held at a time and place determined by the Board of Directors. The date of this meeting and its location shall be made known a minimum of six months in advance of the meeting. Official notice of the meeting shall be mailed to the membership not less than 30 days prior to the date thereof. This meeting shall be for the purpose of presenting educational programs, electing officers, receiving reports of the officers and committees, and for any other business that may arise. A minimum of thirty active or honorary members present shall constitute a quorum.

Section 2. A semi-annual business meeting shall be held at a time and place determined by the Board of Directors. Official notice of the meeting shall be mailed to the membership not less than thirty days prior to the date thereof. This meeting shall be for the purpose of receiving reports of the officers and committees, and for any other business that shall arise. A minimum of thirty active or honorary members present shall constitute a quorum.

Section 3. Special meetings may be called by a majority vote of the Board of Directors. Notice of such meetings and the business to be conducted shall be mailed to the membership not less than fourteen days in advance of the date thereof. Mailed ballots, received within seven days after the scheduled meeting shall be considered in determining decisions made at such meetings. A minimum of thirty active or honorary members present shall constitute a quorum. Special meetings may be conducted using electronic messaging or teleconference.
ARTICLE XII
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern The Association in all cases to which they are not inconsistent with these bylaws and any special rules of order that may be adopted by the Association.

ARTICLE XIII
Amendment of By-Laws

These by-laws can be amended at any meeting of the Association by a two-third vote of Active, Honorary, and Retired members present and voting, provided that the amendment has been previously submitted in writing by any member to the Executive Director not less than thirty days in advance of the meeting for review and recommendation by the Board; and further provided, that the amendment has been circulated to the membership not less than ten days prior to the meeting.

Chronology of recent amendments

Amended May 7, 2001 Addressed suspension of membership; changed head of organization from Chairman to President.
Amended October 29, 2001 Added option of electric meetings and executive sessions.
Amended May 3, 2004 Created a Director of Regulatory Compliance added position to the Board of Directors
Adopted May 2, 2005 Modified list of non-voting ex officio members.
Adopted October 23, 2006 Modified duties of Region Chairs and Executive Director
Adopted October 22, 2007 Revised the composition of the Board of Directors to reduce the number of voting members of the board and specify non-voting ex officio board members and to add the Public Information Committee as a standing committee.
Adopted October 15, 2012 Established process for Board to act via electronic messaging or teleconference.
Adopted November 4, 2013 Eliminated Time & Place Committee; Assigned Duties to Sergeant at Arms; Established Permit Technicians Committee as a standing committee.
Adopted September 8, 2014 Allowed honorary members to serve as committee chairs.
Adopted September 14, 2015 Added a Rehabilitation Code Committee as a standing committee.
Adopted September 19, 2016 Revised the duties of the Nominations Committee.
Adopted October 16, 2017 Added Women in Code Enforcement to Article VII
Adopted April 30, 2018 Added retiree member category
Policy Governing the Conduct of VBCOA Elections

The policy reflects the regular procedure for the conduct of elections at the Annual Meeting of the members.

1.0 Nominations Committee Report: When the agenda item concerning elections has been reached, the president will call upon the chairman of the Nominations Committee for a report. The report of the Nominations Committee shall consist of one nominee for each officer position.

2.0 Floor Nominations: The President will then call for nominations from the floor. Nominations shall only be made by voting members in good standing. Nominations will be taken in the following order: President, First Vice President, Second Vice President, and Sergeant at Arms. The President shall request nominations from the floor three times for each vacant position until there are no more nominations. At this point, the nominations for each vacant position shall be closed and the election shall proceed to the voting for that position. On completion of the election for each vacant position, the President shall proceed with the nominations for the following position.

3.0 Tally Judges: If any position has nominations from the floor, the President shall appoint Tally Judges in such a number as the President considers necessary but shall in no case be less than three to distribute, collect, and count the ballots. Any nominee for a contested position may request an observer to be present during the counting of the ballots.

4.0 Voice Vote: If no nominations for a position are made from the floor, the President shall call for a voice vote. In the event some of the positions, but not all, are contested by nominations from the floor, the President may call for a voice vote for the uncontested positions before proceeding to the balloting of the contested positions.

5.0 Ballot: The Sergeant at Arms shall provide ballots in sufficient number to accommodate all voting members. Each person qualifying as a voting member in accordance with the Bylaws shall be entitled to a single ballot and one vote.

6.0 Voting: The President shall announce, prior to the distribution of the ballots that an "x" shall be placed in the box provided in front of the printed names or members shall write in their choice or choices for the position under consideration. A voting member may write in the name of any person, who is qualified to be elected for any position whether or not the person has been duly nominated from the floor or by the committee. All names shall be legible in order to be counted.

7.0 Ballot Distribution: When the President has completed the instructions to the voting members, the Sergeant at Arms shall give the ballots to the Tally Judges for distribution to the voting members. The President then will ask the voting members to record their votes on the ballots.

8.0 Ballot Collection: After a reasonable time, the President will instruct the Tally Judges to collect the ballots from the voting members.
9.0 **Ballot Counting:** When the ballots have been collected, the President will instruct the Tally Judges to retire to a convenient place to count and record the ballots.

The Tally Judges shall count each ballot and shall make a return to the President of the number of votes cast for each person. Then Tally Judges will deliver the ballots to the Executive Director, who shall preserve the same for a period of six months after the date of the election. After the expiration of such six-month period, the Executive Director shall destroy the ballots.

Observers appointed by the President may observe the Tally Judges during the counting of the ballots and the preparation of the return. They may not, however, interfere with the Tally Judges in the performance of their duties.

10.0 **Ballot Results:** Upon receipt of the report of results from Tally Judges, the President shall read the same to the members, and declare the results. In the event of a tie vote, the President shall call for further voting by the voting members with respect to the tied candidates. Such further voting may be by a show of hands, or at the request of any voting member, by written ballot. In the event that such further voting is done by written ballot, the procedure set forth above shall be followed. Upon the determination of the results of such further voting, the President shall declare the results thereof.
VBCOA Active Member Canon of Ethics

In as much as the practices, procedures judgments and decisions of each active member of the Virginia Building and Code Officials Association have a direct and vital impact upon the lives, safety, health and welfare of people who live and work in the Commonwealth of Virginia, I consider it my obligation to conduct my work in accordance with the following Canons of Ethics.

**CANON I**
My paramount professional responsibility shall be the safety, health and welfare of the general public.

**CANON II**
I shall conduct myself at all times in a professional manner to create respect for myself, my profession, the jurisdiction that I represent and the Virginia Building and Code Officials Association.

**CANON III**
I shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the codes administration profession.

**CANON IV**
I shall conscientiously avoid conflicts of interest and shall not accept, nor offer, any gift, favor, or service in the performance of my duties.

**CANON V**
I shall refrain from the use of my position to secure advantage or favor for myself, my family or my friends.

**CANON VI**
I shall conduct myself in a spirit of fairness to all members of the Virginia Building and Code Officials Association and shall maintain loyalty to the purpose state in Article II of the Constitution and Bylaws which is to:

(a) Promote the interests and welfare of building related code enforcement and to promote a closer, more informed relationship among those engaged in the profession of building related code administration and enforcement within the Commonwealth of Virginia.
(b) Coordinate the rules, interpretations, and procedures applicable to the administration of such codes and regulations in order to promote greater uniformity in all political subdivisions of the commonwealth; and
(c) Establish and maintain clear lines of communication so that the members’ desires on matters relating to codes and regulations governing the design, construction, and building maintenance of buildings and structures and their appurtenances may be transmitted in an organized and coordinated manner to the Board of Housing and Community Development and other appropriate agencies. These matters shall include but not limited to building, electrical, fire prevention, mechanical, plumbing and maintenance codes; occupancy certification, licensing and bonding; and training certification of code enforcement personnel.

**CANON VII**
I shall not represent any private interest in any of the business or technical affairs of the Virginia Building and Code Officials Association.

**CANON VIII**
I shall issue public statements only in an objective and truthful manner.

**CANON IX**
I shall always strive to become more knowledgeable of the codes that I am responsible for enforcing.

**CANON X**
I shall achieve and maintain the qualification, education and certification requirements of my position as specified by the Virginia Uniform Statewide Building Code and the Virginia Certification Standards.
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VBCOA Regions

VBCOA is comprised of eight regions. Each region has a local association, an elected body of officers and committees. The chairperson of each region serves as the region’s representative on the VBCOA Board of Directors. Each region meets periodically throughout the year. This page contains basic information on the regions, including the jurisdictions that participate, meeting locations, chairs, and contact information. VBCOA recognizes the vital of the regions through its Region of the Year Awards Program.

Region I
http://vbcoa.org/about/regions/region-i/

Chair: Terry Atwell, Building Official, City of Galax, (276) 236-5773 or tatwell@GalaxVA.com

Region II
http://vbcoa.org/about/regions/region-ii/

Cities: Buena Vista, Covington, Danville, Lexington, Lynchburg, Martinsville, Radford, Roanoke; Counties: Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Campbell, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge; Towns: Blacksburg, Christiansburg, Clifton Forge, Dublin, Narrows, Pearisburg, Pulaski
Chair: John Broughton, Combination Building Inspector, Montgomery County, (540) 382-5750 or broughtonjw@montgomerycountyva.gov

Region III Shenandoah Valley Chapter
http://vbcoa.org/about/regions/region-iii/

Cities: Harrisonburg, Staunton, Waynesboro, Winchester; Counties: Augusta, Clarke, Frederick, Highland, Page, Rockingham, Shenandoah, Warren
Chair: Ron Schuett, Building Official, City of Harrisonburg, (540) 432-7700 or ron.schuett@harrisonburgva.gov

Region IV James Madison Building & Code Officials Association
http://vbcoa.org/about/regions/region-iv/

Cities: Charlottesville, Fredericksburg; Counties: Albemarle, Buckingham, Culpeper, Cumberland, Fluvanna, Goochland, Greene, Louisa, Madison, Nelson, Orange, Rappahannock, and Spotsylvania
Chair: Bob Orr, Building Official, Culpeper County, (540) 727-3405 or borr@culpepercounty.gov
Region V Battlefield Chapter
http://vbcoa.org/about/regions/region-v/

Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park; Counties: Arlington, Fairfax, Fauquier, Loudoun, Prince William, Stafford; Towns: Dumfries, Herndon, Warrenton, Haymarket

Chair: Debra McMahon, Building Permits Project Manager, Fairfax County, (703) 324-1663 or Debra.mcmahon@fairfaxcounty.gov

Region VI
http://vbcoa.org/about/regions/region-vi/

Cities: Colonial Heights, Emporia, Hopewell, Petersburg, Richmond; Counties: Amelia, Brunswick, Charles City, Charlotte, Chesterfield, Dinwiddie, Greensville, Halifax, Henrico, Lunenburg, Mecklenburg, Nottoway, Powhatan, Prince Edward, Prince George, Surry, Sussex; Towns: Farmville, South Hill

Chair: Jason Laws, Senior Engineer, Chesterfield County, (804) 717-6416 or Lawsj@chesterfield.gov

Region VII Northern Neck
http://vbcoa.org/about/regions/region-vii/

Counties: Caroline, Essex, Gloucester, Hanover, King and Queen, King George, King William, Lancaster, Matthews, Middlesex, New Kent, Northumberland, Richmond, Westmoreland; Towns: Colonial Beach; Port Royal, West Point

Chair: Paul Messplay, Residential Plans Examiner, Hanover County, (804) 365-6235 or pcmessplay@hanovercounty.gov

Region VIII
http://vbcoa.org/about/regions/region-viii-2/

Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg, Yorktown; Counties: Accomack, Isle of Wight, James City, Northampton, Southampton; Towns: Cape Charles; Cheriton, Chincoteague

Chair: Kimberly Wingate-Harrell, Codes Compliance, (757) 926-8088 or wingate-harrellk@nnva.gov
VBCOA Regions

Virginia cities with counties
VBCOA STRATEGIC PLAN

VISION OUTCOMES

In 2020, the vision for VBCOA includes the following outcomes:

<table>
<thead>
<tr>
<th>PROGRESSIVE</th>
<th>IMAGE AND OUTREACH</th>
<th>LEADERSHIP</th>
<th>PARTNERING</th>
</tr>
</thead>
<tbody>
<tr>
<td>We welcome and promote growth within the building safety profession</td>
<td>The organization has a positive profile and high visibility with elected leaders, local administrators, and the general public so that they support our profession and mission.</td>
<td>We have strong, diverse membership and participation and internal leadership that ensures a viable, sustainable organization</td>
<td>We have effective partnerships with related organizations and client user groups</td>
</tr>
</tbody>
</table>

1. Maintain active participation in code development
2. Maintain active participation in the legislative process
3. Provide training to code official and building industry client groups
4. Develop and implement a re-branding program emphasizing building safety professionals
5. Create an effective recruitment program
6. Develop and implement an effective orientation program
7. Develop and implement an effective leadership mentoring program
8. Develop a strategy to ensure greater access to knowledge, training, and best practices across the state
9. Define and implement a networking strategy with professional and civic organizations
10. Identify and build coalitions with sister building safety organizations
11. Explore the potential for a job-sharing program

PROGRESSIVE - We welcome and promote growth within the building safety profession

Goal 1: Maintain active participation in code development

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continue strong code development committee structure</td>
<td>Ongoing</td>
<td>Sgt-at-Arms with Code Committee Chairs</td>
</tr>
<tr>
<td>2. Recruit and mentor participants to the ICC code committees</td>
<td>Ongoing</td>
<td>Current code committee chairs</td>
</tr>
<tr>
<td>3. Recruit and mentor participants to the VBCOA code committees</td>
<td>Ongoing</td>
<td>Current code committee chairs</td>
</tr>
<tr>
<td>4. Schedule code committee meetings in alignment with the code development cycle</td>
<td>Per code cycle</td>
<td>Code committee chairs</td>
</tr>
<tr>
<td>5. Continue to fund delegates to code hearings</td>
<td>Per budget cycle</td>
<td>Region Chairs/BOD</td>
</tr>
</tbody>
</table>
6. Deploy program to provide code change training and educational seminars

| Measures: |
|-----------------|-----------------|
| Number of scholarships awarded |
| Number of code development trainings offered |
| Number of first-timers receiving scholarships |
| Number of first-timers to VBCOA committees or ICC Committees |
| Number of VBCOA committee members on ICC Code Development Committees |
| Number of committee meetings occurring during the cycle |
| Regional attendance at meetings |

**Goal 2: Maintain active participation in the legislative process**

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintain adequate levels of funding to support lobbying efforts</td>
<td>Per budget cycle</td>
<td>Region Chairs</td>
</tr>
<tr>
<td>2. Actively recruit and mentor participants in the legislative process</td>
<td>Ongoing</td>
<td>Legislative Committee</td>
</tr>
<tr>
<td>3. Continue to explore new technology for effective communication method among all committee members and BOD</td>
<td>Ongoing / Legislative session</td>
<td>Legislative Chair</td>
</tr>
<tr>
<td>4. Engage local legislative representatives to discover legislative needs and initiatives at the source level which may impact the VUSBC or enabling authority</td>
<td>Ongoing / Legislative session</td>
<td>Legislative Committee Representatives</td>
</tr>
</tbody>
</table>

**Measures:**
- Number of training sessions provided on VBCOA Legislative Committee
- Number of participants received training session
- Number of bad legislative proposals tabled

**Goal 3: Provide training to code officials and building industry client group**

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop and publish to the website a resource library of technical and non-technical training programs on the state level that can be delivered on a regional basis.</td>
<td>Ongoing</td>
<td>Education Committee</td>
</tr>
<tr>
<td>2. Partner with DHCD to educate “Officials” on the utilization of code modifications</td>
<td>Currently until 12/20</td>
<td>Education Committee</td>
</tr>
<tr>
<td>3. Explore alternative delivery methods for training such as YouTube, video conference, webinars and the creation of a knowledge center</td>
<td>Currently until 12/20</td>
<td>Education Committee</td>
</tr>
</tbody>
</table>

**Measures:**
- Number of presentations posted to the site
- Number of times each training it presented

**IMAGE AND OUTREACH** - The organization has a positive profile and high visibility with elected leaders, local administrators, and the general public so that they support our profession and mission.
**Goal 4:** Continue to educate and inform elected leaders, local administrators and the general public of the mission and importance of the VBCOA

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a plan/strategy to educate and inform the mission of and importance of the VBCOA to a) elected leaders, b) local administrators, and c) citizens/general public</td>
<td>Currently until 12/20</td>
<td>Region Chairs with 1st/2nd VPs</td>
</tr>
<tr>
<td>• Focus outreach and presentations on local governments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reach out to VML for inclusion into Virginia Town &amp; City magazine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Implement the strategy</td>
<td>Ongoing</td>
<td>Board of Directors</td>
</tr>
</tbody>
</table>

Measures:
Number of presentations to localities
Number correspondence outreaches to customers
LEADERSHIP - We have strong, diverse membership and participation and internal leadership that ensures a viable, sustainable organization

**Goal 5:** Create an effective recruitment program

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintain communications with stakeholders to learn about membership and their needs with a goal of expansion.</td>
<td>Ongoing</td>
<td>Membership Committee</td>
</tr>
<tr>
<td>2. Assemble a recruitment package that addresses who, what, where, when and why you should join/participate in VBCOA</td>
<td>Currently until 12/20</td>
<td>Membership Committee</td>
</tr>
<tr>
<td>3. Send package to all building officials and all new technical assistants on a recurring basis, based on DHCD registration</td>
<td>Ongoing</td>
<td>Membership Committee w/2nd VP to send 4 months with annual conference package</td>
</tr>
<tr>
<td>4. Partner with DHCD for inclusion in all Core Academy Modules (hand out package at core or follow-up email)</td>
<td>Currently until 12/20</td>
<td>2nd VP with BCAAC Rep</td>
</tr>
<tr>
<td>5. Provide representation at all core module trainings to present/handout benefit/recruitment package to participant; explore electronic distribution</td>
<td>Ongoing</td>
<td>Membership Committee</td>
</tr>
</tbody>
</table>

Measures:
- Number of communications
- Number of packages sent out
- Number of presentations/packages provided at DHCD modules

**Goal 6:** Develop and implement an effective orientation program

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Region Chairperson to schedule the Orientation presentation on an as needed basis</td>
<td>Ongoing</td>
<td>Region Chairs</td>
</tr>
<tr>
<td>2. Region sponsorship of two 1st timer conference attendees annually at discounted rate</td>
<td>Ongoing</td>
<td>Region Chairs</td>
</tr>
</tbody>
</table>

Measures:
- Number of completed presentations
- Number of new attendees to conferences
- Increased participation in regional and state events
### Goal 7: Develop and implement an effective leadership mentoring program

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a new Leadership Guide that provides a framework for the organization and the leadership paths available in one year</td>
<td>Currently until 5/19</td>
<td>Region Chairs</td>
</tr>
<tr>
<td>2. Expand the Leadership Guide in year two to designate skill sets required for each of the positions and address methods for preparing oneself for leadership</td>
<td>Currently until 12/19</td>
<td>Region Chairs and 1st VP</td>
</tr>
<tr>
<td>3. Amend Association job descriptions to include an expectation and strategy for mentoring of subordinate positions to disperse the responsibility for mentoring across the organization and to build in accountability and oversight</td>
<td>Currently until 12/20</td>
<td>Region Chairs and 1st VP</td>
</tr>
</tbody>
</table>

Measures:
- Completion of a new guide
- Number of updates to guide
- Completion of job description changes

### Goal 8: Develop a strategy to ensure greater access to knowledge, training, and best practices across the state

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Date</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct Region Chairs meeting 4 times per year to share knowledge and experiences, training practices, fund raising and success stories</td>
<td>ongoing</td>
<td>Region Chairs Committee with 1stVP</td>
</tr>
<tr>
<td>2. The 1st Vice President will oversee the committee chairs in successfully implementing an ongoing strategy to share knowledge, training, and best practices across the state</td>
<td>ongoing</td>
<td>1st VP</td>
</tr>
<tr>
<td>3. Progress towards making our website even better and more user friendly. Explore 3rd party management and updates</td>
<td>ongoing</td>
<td>Webmaster with Region Chairs</td>
</tr>
</tbody>
</table>

Measures:
- Number of Region Chair meetings conducted per year
- Completion of amended job descriptions
- Feedback responses from web users
### PARTNERING - We have effective partnerships with related organizations and client user groups

**Goal 9:** Define and implement a networking strategy with professional and civic organizations

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop criteria and guidelines for speaking on behalf of the VBCOA and post it on the website</td>
<td>Ongoing</td>
<td>Public Information Committee</td>
</tr>
<tr>
<td>2. Author and send introductory letter to include new region chairs information and organizational overview to statewide professional and civic organizations</td>
<td>Annually</td>
<td>President</td>
</tr>
<tr>
<td>3. Approve budget line item for strategic planning every year</td>
<td>Ongoing</td>
<td>2nd VP and Region Chairs</td>
</tr>
<tr>
<td>4. Record and post on website minutes of Region Chairs' Meeting</td>
<td>Ongoing</td>
<td>1st VP</td>
</tr>
</tbody>
</table>

**Measures:**
- Completed guidelines on speaking
- Number of requests for speakers
- Numbers of letters sent
- Increase in verbal feedback among association members

**Goal 10:** Identify and build coalitions with sister building safety organizations

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continue joint conference with sister building safety organizations for every code change cycle</td>
<td>Ongoing</td>
<td>Sergeant-at-Arms and 2nd VP</td>
</tr>
<tr>
<td>2. Continue liaison with sister building safety organizations to enhance and broaden coalitions (Note: rewrite job description to reflect this)</td>
<td>Ongoing</td>
<td>2nd VP</td>
</tr>
</tbody>
</table>

**Measures:**
- Report out after conference regarding attendance

**Goal 11:** Explore the potential for a job-sharing program

<table>
<thead>
<tr>
<th>Key Tasks and Activities</th>
<th>Start and Completion Dates</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| 1. Establish a method that can be used on an individual jurisdiction basis that is currently available or being developed.  
  - Investigate State Code for existing examples that can be adopted by locals to job share.  
  - Monitor jurisdictions that are currently working on a Memorandum of Understanding and use as a “basis” for other jurisdictions to utilize | 12/2020                    | 2nd VP and Region Chairs |
| 2. Document a process at State level that can be used as a tool by local jurisdictions to establish their own individual programs | Ongoing                    | 2nd VP and Region Chairs |
3. Develop a depository for Memorandum created by the local jurisdictions to be maintained for other jurisdictions to model programs after

<table>
<thead>
<tr>
<th>Measures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method established for job sharing initiative</td>
</tr>
<tr>
<td>Completed review of enabling authority</td>
</tr>
<tr>
<td>Number of memorandums collected</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
</tr>
<tr>
<td>Region Chairs</td>
</tr>
</tbody>
</table>

**RECOMMENDED NEXT STEPS**

1. The Strategic Plan shall be reviewed and implemented by the Region Chairs regularly

2. Some recommendations to assure successful implementation of the Strategic Plan include:
   - Identify lead individuals to be responsible for each Strategic Goal to ensure that:
     - The goal’s intent, and key tasks and activities are clarified to committees/groups that will be working on it
     - To identify further measures (how the Association measure success on goals) as far as is possible
     - A method and schedule for reporting progress is identified
   - Identify a way to coordinate and document progress on the Strategic Plan
   - Incorporate discussion of the Strategic Plan and progress/matters related to it into all meetings of the Association so that the vision outcomes become important to the membership
VBCOA Awards Program

The VBCOA currently has four annual awards programs for individuals or companies.

The **President’s Award for Excellence**, initiated in 1999, is given in recognition of distinguished service at the state and national level.

The **Jack A. Proctor Meritorious Service Awards**, initiated in 1982 and named in honor of Jack A. Proctor in 2011, includes five categories of awards:

- for **members** in recognition of long-term special achievement.
- for **building officials** in recognition of exceptional service, interest and commendable initiative in promoting better building code enforcement and code development and in promoting the public safety, health and welfare as they relate to construction.
- for **architects and registered design professionals** in recognition of exceptional service, interest and commendable initiative in promoting outstanding architectural and engineering design and code development in residential and commercial construction.
- for **inspectors, field inspectors and plan reviewers** in recognition of exceptional effort in promoting code enforcement, improving professionalism by participation in continuing education classes designed to enhance code knowledge and promoting code knowledge to architects, engineers and contractors in a professional manner for better compliance.
- for **permit technicians** in recognition of exceptional services in promoting and developing the role of permit technicians.

The **Public Service Award**, initiated in 1993, is given in recognition of extraordinary time and effort in keeping the construction industry and the general public informed of code requirements.

The **Citizen Award**, initiated in 1993, is given in recognition of responsiveness and support of building code enforcement.

Past Awards recipients are:

**President’s Award for Excellence**

2018: Richard C Witt, Director of Building Inspections, Chesterfield County
2017: Mike Eutsey, Building Official, King and Queen County
2016: James S. Moss, Building Official, Grayson County
2015: Ronald C. Clements, Assistant Building Official, Chesterfield County
2012: John Catlett, Director of Code Administration, City of Alexandria
2011: Sean P. Farrell, Chief Property Code Inspector, County of Prince William
2010: Kris Bridges, Combination Code Inspector, City of Martinsville
2009: Regina V. K. Williams, on behalf of all local government managers, in thanks for support of the building code profession
2008: Joseph J. Messersmith, Jr., Manager, Regional Code Services, Portland Cement Association
2007: Mary Jo Fields, Executive Director, Virginia Building & Code Officials Association
2006: Norman R. Crumpton, Technical Services Manager, Virginia Department of Housing & Community Development
2004: Jack Proctor, Deputy Director, Virginia Department of Housing and Community Development
1999: Emory Rodgers, Inspection Services Division Chief, County of Arlington
### Meritorious Service Award for Long Term Achievement

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Title and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Steve Shapiro</td>
<td>Deputy Director of Community Development, Hampton</td>
</tr>
<tr>
<td>2015</td>
<td>Audrey Clark</td>
<td>Building Official, County of Fairfax</td>
</tr>
<tr>
<td>2013</td>
<td>Emory Rodgers</td>
<td>Deputy Director, Virginia Department of Housing and Community Development</td>
</tr>
<tr>
<td>2011</td>
<td>Cheri Hainer</td>
<td>Building Official, City of Virginia Beach</td>
</tr>
<tr>
<td>2010</td>
<td>Ray Pylant</td>
<td>Building Official, County of Fairfax</td>
</tr>
<tr>
<td>2007</td>
<td>Richard C. Witt</td>
<td>Assistant Building Official, County of Chesterfield</td>
</tr>
<tr>
<td>1998</td>
<td>Bernard M. Poole Jr.</td>
<td>Building Official, County of Prince George</td>
</tr>
<tr>
<td>1997</td>
<td>Sherman C. Edmondson</td>
<td>Building Official, City of Norfolk</td>
</tr>
</tbody>
</table>

### Meritorious Service Award for Building Officials

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Title and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Jamie S. Collins</td>
<td>City of Manassas</td>
</tr>
<tr>
<td>2017</td>
<td>Richard E. Bartell</td>
<td>Chief Building Official, County of Hanover</td>
</tr>
<tr>
<td>2016</td>
<td>Charles Hudson</td>
<td>Building Official, Town of South Boston (given posthumously)</td>
</tr>
<tr>
<td>2015</td>
<td>Kris Bridges</td>
<td>Deputy Building Official, City of Martinsville</td>
</tr>
<tr>
<td>2012</td>
<td>John S. Trenary</td>
<td>Building Official, County of Frederick</td>
</tr>
<tr>
<td>2012</td>
<td>Roger M. Robertson</td>
<td>Chief of Inspections, County of Chesterfield</td>
</tr>
<tr>
<td>2011</td>
<td>Randy Pearce</td>
<td>Building Official, City of Emporia</td>
</tr>
<tr>
<td>2010</td>
<td>Cathy Cook</td>
<td>Building Official, Town of Blacksburg</td>
</tr>
<tr>
<td>2009</td>
<td>Frank Woeste, Ph.D., P.E., Professor Emeritus</td>
<td>Virginia Tech</td>
</tr>
<tr>
<td>2007</td>
<td>Joel Baker</td>
<td>Building Commissioner, County of Roanoke</td>
</tr>
<tr>
<td>2007</td>
<td>John G. Walsh</td>
<td>Property Maintenance Code Official, City of Fredericksburg</td>
</tr>
<tr>
<td>2006</td>
<td>Edward J. Baldwin</td>
<td>Building Official, City of Harrisonburg</td>
</tr>
<tr>
<td>2006</td>
<td>John David Catlett</td>
<td>Codes Compliance Administrator, City of Williamsburg</td>
</tr>
<tr>
<td>2003</td>
<td>Guy Tomberlin</td>
<td>Chief Plumbing Inspector, County of Fairfax</td>
</tr>
<tr>
<td>2002</td>
<td>Kenneth L. Lewis</td>
<td>Building Official, Town of Chincoteague</td>
</tr>
<tr>
<td>2001</td>
<td>David G. Humphrey</td>
<td>Senior Electrical Inspector, County of Henrico</td>
</tr>
<tr>
<td>2000</td>
<td>James Anjam</td>
<td>Construction Plans Examiner, County of Arlington</td>
</tr>
<tr>
<td>2000</td>
<td>Charles Gerber</td>
<td>Plumbing Plan Review Engineer, County of Henrico</td>
</tr>
<tr>
<td>2000</td>
<td>Guy Tomberlin</td>
<td>Supervisor of Commercial Inspections, County of Fairfax</td>
</tr>
<tr>
<td>1997</td>
<td>Shahriar Amiri</td>
<td>Chief, Commercial Inspections, County of Fairfax</td>
</tr>
<tr>
<td>1996</td>
<td>Michael S. Board</td>
<td>Virginia Deputy State Fire Marshal</td>
</tr>
<tr>
<td>1995</td>
<td>J. Barry Archer</td>
<td>Director of Codes Administration, Kansas City, Missouri; former Director of Inspection Services, County of Prince William, Virginia</td>
</tr>
<tr>
<td>1995</td>
<td>James R. Lowery, Jr.</td>
<td>Structural Engineer, County of Fairfax</td>
</tr>
<tr>
<td>1994</td>
<td>Robert Keith Stevens</td>
<td>Assistant Town Manager, Town of Altavista</td>
</tr>
<tr>
<td>1994</td>
<td>Roxanna Rickman</td>
<td>Virginia Department of Housing and Community Development</td>
</tr>
<tr>
<td>1993</td>
<td>Bernard Poole</td>
<td>Building Official, County of Prince George</td>
</tr>
<tr>
<td>1993</td>
<td>William D. Dupler</td>
<td>Building Official, County of Chesterfield</td>
</tr>
<tr>
<td>1992</td>
<td>Charles Edward Altizer</td>
<td>Regional Engineer, Virginia State Fire Marshal's Office</td>
</tr>
<tr>
<td>1991</td>
<td>Howard H. Summers, Jr.</td>
<td>Virginia State Fire Marshal</td>
</tr>
<tr>
<td>1990</td>
<td>Jack Proctor</td>
<td>Deputy Director, Virginia Department of Housing and Community Development</td>
</tr>
<tr>
<td>1989</td>
<td>Robert L. Miller</td>
<td>Building Official, Town of Blacksburg</td>
</tr>
<tr>
<td>1989</td>
<td>William D. Dupler</td>
<td>Deputy Building Official, County of Henrico</td>
</tr>
<tr>
<td>1989</td>
<td>Jesse Hurt</td>
<td>Building Official, County of Albemarle</td>
</tr>
<tr>
<td>1988</td>
<td>D. Paul Jack</td>
<td>Director of Codes Compliance, City of Hampton</td>
</tr>
</tbody>
</table>
1987: Emory Rodgers, Inspection Services Division Chief, County of Arlington
1986: Sutton Mullen, Deputy Director, Virginia Department of Housing & Community Development
1984: Edward J. Weld, Building Official, County of Culpeper

1987: D. Paul Jack, Director of Codes Compliance, City of Hampton
1983: Joseph Bertoni, Chief Building Inspector, County of Fairfax
1982: Claude G. Cooper, Director of Inspection Services, County of Fairfax

Meritorious Service Awards for Architects/Registered Design Professionals
2015: Kenney Payne, Moseley Architects
1999: The Troyer Group, Nielsen Construction Company
1992: Walter A. Nurmi

1991: Marvin J. Cantor
1989: Glenn P. Reynolds
1989: Lynn Bays Fuechsel

Meritorious Service Awards for Inspectors, Field Inspectors and Plan Reviewers
2018: Kyle Kratzer, Combination Plan Review Specialist, Fairfax County
2018: James L. Collins, Prince William County
2016: Code Compliance Department Team, City of Newport News
2015: Delmar (Dee) Fox, Senior Building Official, Frederick County
2015: Charles M. Black, Senior Property Code Inspector, County of Prince William
2013: Mary J. Huffman, Permit Technician, Town of Blacksburg
2013: Linda Nesselrodt, Permit Technician, City of Staunton

2018: Sean P. Farrell, Chief Property Code Inspector, County of Prince William
1992: Ernest L. Lester, Chief Plumbing Inspector, County of Fairfax, Virginia
1991: Gregory H. Revels, Building Code Supervisor, Department of Housing and Community Development, Commonwealth of Virginia
1989: Howard Counts, Building Plans Reviewer, County of Prince William

Meritorious Service Awards for Permit Technicians
2013: Mary J. Huffman, Permit Technician, Town of Blacksburg
2013: Linda Nesselrodt, Permit Technician, City of Staunton

Public Service Awards
2017: Mary Jo Fields, Past VBCOA Executive Director, Virginia Municipal League
2015: Vernon Hodge, Technical and Code Specialist, Virginia Department of Housing and Community Development
2013: Bill Shelton, Director, Virginia Department of Housing and Community Development
2009: Charles S. Bajnai, Plan Review Supervisor, County of Chesterfield
2009: Brian Foley, Chief Structural Engineer, County of Fairfax
2007: Richard W. Ritter, Senior Inspector, County of Shenandoah
2006: Roger M. Robertson, Chief of Building Inspections, County of Chesterfield

2001: H. R. (Dick) Ashe, Chairman, Virginia Board of Housing and Community Development
1999: Dr. J. Daniel Dolan, P.E., Associate Professor of Wood Engineering, Virginia Tech
1998: Richard Ritter, Building Inspector, County of Shenandoah
1997: Paul Lynch, Chief, Combination Inspections Branch, County of Fairfax
James Collins, Chief Building Inspector, County of Prince William
1996: Iby B. George, Fire Chief, City of Virginia Beach
1996: Counties of Chesterfield, Hanover and Henrico
1994: Donald Goodwin, Building Official, City of Franklin
1996: Edward J. Baldwin, Plans Reviewer, City of Harrisonburg

1993: Ronald L. Smith, CPCA, Chief Building Inspector, City of Roanoke
1992: Harold Hienkle, Superintendent of Inspections, City of Lynchburg

Citizen Awards

2017: Matt Paxton, Entrepreneur and Owner, Legacy Navigators, Inc.
2017: Michael L. Toalson, Executive Director, Homebuilders Association of Virginia
2012: Dr. Carray Banks, Department Head, School of Technology, Norfolk State University
2011: Steve Johnson and staff, Endependence Center
2011: Janet Roach, Reporter, WVEC-TV, Norfolk
2010: New River Valley Homebuilders Association
2003: WACEL (Washington Area Council of Engineering Laboratories, Inc.), Bethesda, MD

2003: Howard Kruse, Revere Gas, Hartfield, Virginia
2002: Home Builders Association of Southside Virginia
1996: Jill M. Pope, Peninsula Housing & Builders Association, Newport News, Virginia
1995: Qualified Gas Contractors Association, Norfolk, Virginia
1993: Robert B. Carpenter, Jr., Vice President, English Construction
1992: Alan Diamonstein, Virginia House of Delegates, Newport News

Resolutions in Memoriam

2009: Michael Clift, Building Official, County of King George

2016: Kenneth B. Fox, Building Official, County of Page
ICC Recognition

VBCOA members have been active participants in the International Code Council as well as ICC’s predecessor organizations. VBCOA is proud that these members also served as presidents of the ICC or its predecessors:

- William Wharton, City of Richmond, 1957-1959 BOCA President
- Leo J. Cantor, Richmond Building Commissioner, 1975-76 BOCA President
- Joe Bertoni, Fairfax County Chief Building Inspector, 1991-1992 BOCA President
- Emory Rodgers, Arlington County Building Official, 1998-1999 BOCA President
- Steve Shapiro, Hampton Director of Code Compliance, 2002-2003 BOCA President; 2007-2008 ICC President
- William D. Dupler, Chesterfield County Building Official, 2011-2012 ICC President
- Guy Tomberlin, Fairfax County, Building Code Services Manager, 2014-2015 ICC President

In addition, these VBCOA members or regions have been recognized by ICC for contributions to the code profession:

- Emory Rodgers, 2009 ICC Bobby J. Fowler Award
- Richard C. Witt, 2016 Gerald H. Jones Code Official of the Year
- Region II Virginia Building & Code Officials Association, 2010 ICC Raising the Profile for the "Better Building, Safer Homes" campaign in conjunction with the New River Valley Home Builders Association

VBCOA has earned national recognition in acknowledgement of its leadership at the local, state and national levels as follows:

- 1995 BOCA Chapter of the Year
- 2004 ICC Chapter of the Year Award
- 2007 ICC Chapter Merit Award
- 2008 ICC Chapter Merit Award
- 2009 ICC Chapter Merit Award
- 2010 ICC Chapter Merit Award
- 2012 ICC Chapter Merit Award
- 2016 ICC Chapter Merit Award
- 2018 ICC Chapter of the Year Award
At the Chapter Presidents’ Meeting on Monday, Oct. 22, 2018, Chapter Merit Award winners — the Washington Association of Building Officials and the Building Officials Association of Texas — and the recipient of the prestigious Chapter of the Year Award — the Virginia Building and Code Officials Association — were announced.

“Chapter presidents, my fellow board members and I understand the time and effort you contribute on behalf of your chapters,” said International Code Council Board Director Stuart Tom, who served as the chairman of the 2018 ICC Awards Committee. “Today’s awards are a small token of appreciation from the board of directors and the entire Code Council membership. Congratulations to all of you, and thank you for your leadership.”

The Chapter of the Year Award is the Code Council’s highest award bestowed upon a chapter and recognizes the extraordinary performance of a chapter in promoting the goals and mission of the Code Council. The recipient of the 2018 Chapter of the Year Award is the Virginia Building and Code Officials Association (VBCOA) for its work to advance participation in the code development process and promote the building safety profession through extensive education offerings.

The Virginia Building and Code Officials Association is one of the Code Council’s most active and engaged chapters and has accomplished some inspiring and exciting things
this year. From training to mentoring and community engagement, VBCOA is a true leader in the building safety field. A prominent local and national advocate for building safety and the model codes, VBCOA has worked extensively to advance participation in the code development process. In partnership with the Virginia Department of Housing and Community Development, VBCOA provides training on cdpACCESS across Virginia and helps code officials register and vote on proposed code changes both online and at the code hearings. VBCOA members enthusiastically participate in code development committees and in code adoption activities on a regular basis.

The chapter goes above and beyond to promote building safety professionalism through extensive educational program offerings. VBCOA hosts an annual conference for more than 200 code officials, inspectors and other professionals. The conference includes many sessions taught by instructors or providers approved by the Code Council. Thanks to VBCOA’s leadership, more than 90 percent of its members are ICC certified.

VBCOA is also a passionate advocate for supporting the next generation of building safety professionals. They have been a vocal supporter of the Code Council’s High School Technical Training Program since its inception. Virginia currently has the most participating schools in the nation due to VBCOA’s diligent work in recruiting participants, promoting the codes curriculum and establishing long-term relationships with schools.

On the national level, VBCOA participation in Code Council activities is exceptional. VBCOA members serve on the Code Council Board of Directors and participate in Membership Councils, exam development committees, the Professional Development Council, ad hoc committees and more. From education and certification to code development and adoption, VBCOA is a leader on the local, state and national level.

The International Code Council congratulates the Virginia Building and Code Officials Association as its 2018 Chapter of the Year.
VBCOA receives ICC Chapter of the Year award

ICC annual meeting held in Richmond for the first time

THE INTERNATIONAL CODE Council (ICC) held their annual conference in Richmond, Virginia October 21 – 24. Mayor Levar Stoney welcomed the more than 1,500 code professionals from the United States and Saudi Arabia, Qatar, Australia, Barbados, Canada, Cayman Islands, Georgia, Japan, New Zealand, Nigeria, Oman, and the United Arab Emirates to the Richmond Convention Center. In expressing appreciation for those in the building codes profession, Stoney referenced the recent tornados that had affected the Richmond area, as well as Hurricanes Florence and Michael.

Every year, the ICC presents awards to honor organizations for their accomplishments and service to the building safety industry. This year, the Virginia Building and Code Officials Association (VBCOA) earned the ICC Chapter of the Year award.

The ICC is supported by over 380 chapters throughout the world and consists of groups of code officials and industry-related professionals.

In presenting the award, ICC President Jay Elbettar stated that the VBCOA application stood apart due to VBCOA’s focus on training, mentoring, community engagement, and leadership in the building safety industry. ICC Awards and Resolutions Committee member Stuart Tom noted that the VBCOA is a clear advocate for the next generation of building safety professionals, stating that Virginia has more schools in the High School Technical Training Program (HSTTP) than any other state. He credited this achievement to the VBCOA board which has worked hard to establish long term relationships with Virginia’s schools and community colleges.

In fact, ICC officials were so impressed with the VBCOA report of activities that they asked VBCOA to present at the ICC Chapter Presidents’ meeting and share VBCOA’s “secret sauce” for success.

VBCOA President Pete Mensinger, Immediate Past President Gregg Fields, and Past President David Beahm accepted the award on behalf of the VBCOA. In accepting the award, the trio of presidents stressed the importance of investing in the group’s membership, reaching out and involving new members in the organization, and working with other organizations in the codes industry.

President Mensinger credited VBCOA’s success in part to the organization’s ability to maintain a leadership presence in each region of the state by having each represented on the VBCOA Board of Directors. Mensinger also stressed the importance of VBCOA’s culture of enthusiasm and volunteerism that works to engage all members. He offered this advice: “Get people involved, teach, train, and develop your people, every day.”

Students from the Charles J. Colgan Sr. High School in Prince William County joined their teachers Tim Mason and Michelle Kight as they were honored for their work using the ICC High School Technology Training Program (HSTTP) curriculum in Virginia. The students had the opportunity to attend the annual business meeting and networked with the more than 1,500 plus code professionals attending the event. President Mensinger thanked Jim Ellwood, ICC Career Development Coordinator and VBCOA HSTTP Co-Chairs Paula Johnson and Kyle Kratzer for their tireless efforts implementing the HSTTP in Virginia Schools during the presentation to the chapter presidents.

Board of Directors Resolution Honoring the Service and Career of Emory R. Rodgers

Be It Known By All Present, the following Resolution was proposed approved and confirmed by the Virginia Building and Code Officials Association Board of Directors at the 2018 VBCOA Mid-Year Meeting and Conference;

Whereas, Emory R. Rodgers dedicated 30 years of honorable service and leadership to the VBCOA organization, and provided over 40 years of professional, dedicated and faithful service to the code development industry;

Whereas, Emory R. Rodgers provided constant leadership and mentorship to the members of VBCOA and continuously contributed value and knowledge to his profession; and worked diligently to collaborate with his colleagues in order to develop long standing partnerships and consensus among sister organizations;

Whereas, Emory R. Rodgers significantly contributed to the safety and welfare of all citizens of the Commonwealth of Virginia and the nation, through code development and implementation;

Whereas Emory R. Rodgers was a steadfast advocate for public safety, health and welfare in the building code industry and believed in the VBCOA mission, vision and strategy of which propelled the organization to be a nationally recognized leader in the industry;

And Whereas, Emory R. Rodgers was well recognized among code officials and his peers as a national leader in code development, having received numerous awards for meritorious service, and therefore setting the example for all future generations of code professionals to follow;

Now Be It Therefore Resolved, that VBCOA honorably recognizes the distinguished professional career and lifelong accomplishments of Emory R Rodgers; and recognizes and will forever appreciate the exceptional public service and substantial contributions to the success of the VBCOA organization by Emory R. Rodgers. May his work live in the fabric of our profession forever.

Presented in Charlottesville, Virginia
On this Thirtieth day of April of the year Two Thousand and Eighteen

VBCOA President
Gregg C. Fields
Board of Directors Resolution Honoring the Service and Career of William “Bill” Shelton

Be It Known By All Present, the following Resolution was proposed approved and confirmed by the Virginia Building and Code Officials Association Board of Directors at the 2018 VBCOA Mid-Year Meeting and Conference;

Whereas, William Shelton dedicated 20 years of honorable service, leadership and support to the VBCOA organization, and provided over 30 years of professional, dedicated and faithful service to the code development and housing programs through the Department of Housing and Community Development;

Whereas, William Shelton provided constant leadership and professional mentorship at the highest levels of integrity, competence and ethical standards, and encouraged participation in code development and comprehensive professional training through his establishment of the statewide code academy;

Whereas William Shelton is a steadfast advocate for public safety, health and welfare in the commonwealth, and promoted our statewide building and fire prevention codes and their importance to economic development; his vision and support helped to propel VBCOA to become a nationally recognized leader in the industry;

And Whereas, William Shelton is well recognized among his colleagues as a distinguished leader in providing safe vibrant communities, having received numerous awards for meritorious service as result of his initiatives and professional standards; working diligently to collaborate with his colleagues in order to develop long standing partnerships for the selfless benefit of others;

Now Be It Therefore Resolved, that VBCOA honorably recognizes the distinguished professional career and lifelong accomplishments of William Shelton; and recognizes and will forever appreciate the exceptional public service and substantial contributions to the success of the VBCOA organization by William Shelton.

Presented in Charlottesville, Virginia
On this Twenty-Ninth day of April of the year Two Thousand and Eighteen

VBCOA President
Gregg C. Fields
Categories of VBCOA Membership

Active membership - open to employees of State or local governments which administer, formulate or enforce laws, ordinances, rules, or regulations effecting construction, fire safety, building maintenance, or land use.

Student - Enrolled students of administration or enforcement of building codes or related fields.

Associate membership - open to any persons, firms or organizations interested in codes, regulations, ordinances or laws related to construction, fire safety, building maintenance, and land use.

Honorary membership - given to individuals of distinction who have rendered outstanding service in the furtherance of the purposes and objectives of the Association.

Retired membership – open to individuals that retire from state or local governmental departments.

Criteria for Designation as a Retired Member

Policy Adopted by the VBCOA Board of Directors

1. A Retired Member shall have been a VBCOA member in good standing for five years;

2. A Retired Member shall have been active in association business and committee work at the region or state level for five or more years.
Criteria for Designation as an Honorary Member
Policy Adopted by the VBCOA Board of Directors

1. Nomination for VBCOA Honorary Member Designation shall be submitted by the nominator in writing 30 days prior to the VBCOA mid-year or annual meeting. The nomination shall include a statement as to why this person is being nominated for honorary status;

2. An Honorary Member shall have been a VBCOA Member in good standing for five years;

3. An Honorary Member shall have been active in association business and committee work at the regional or state levels for five or more years;

4. An Honorary Member shall have attended five or more VBCOA Annual Meetings;

5. An Honorary Member shall have been a ICC member of good standing for five years; and,

6. This policy may be amended or waived by a majority vote of those present and eligible to vote at any VBCOA Board of Directors meeting.

VBCOA Honorary Members

J. Barry Archer  Howard Counts  W. G. Light  Phillip O. Shepherd
Joe Arsi        Clarence Diersing  Donald MacDanel  Geary Showman
Moses Atkins    William Dupler     Ronald Miller  Ronald Smith
Edward J. Baldwin  W. David Elliott  Carl F. Muse  Sharon Smith
Joel Baker      Selden H. Garnett  James T. Nininger  Keith Stevens
Harold I. Baumes  Howell Gwaltney  Ronald Peck  Francisca Stoddart
John Bender     Lorenzo Harris    Jack Proctor  James T. Swiger
Joseph Bertoni  Harold Hienkle  Edward G. Ragland  Neal Thompson
Bill Butler      Jesse Hurt       Roxanne Rickman  Arnold Vincent
Leo Cantor       James B. Jones   Roger Robertson  Peyton Wiley
John C. Catlett  Vaugh N. Kelley  Emory Rodgers  Edward Williams
Audrey Clark     Lewis G. Leftwich  Dewey Sensabaugh  

2019 VBCOA Directory   Page 46
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</tr>
</tbody>
</table>

2019 VBCOA Directory   Page 49
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<th>Title</th>
<th>Agency/Municipality</th>
<th>Address/Location</th>
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<th>Fax</th>
<th>Email</th>
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<tr>
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<tr>
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<tr>
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<tr>
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**2019 VBCOA Directory**

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2019 VBCOA Directory  Page 64
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Company/Location</th>
<th>Address</th>
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<th>Type</th>
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</thead>
<tbody>
<tr>
<td>Green, Ronnie</td>
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<tr>
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<td>7</td>
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<th>Name</th>
<th>Title</th>
<th>Company/Location</th>
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<th>Fax</th>
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<tr>
<td>Hash, David</td>
<td>Code Compliance Official</td>
<td>Town of South Hill</td>
<td>(434) 447-5041</td>
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<td><a href="mailto:dhash@southhillva.org">dhash@southhillva.org</a></td>
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<td>Hawken, Sam</td>
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<td>Hawker, Seth</td>
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<td>2</td>
<td><a href="mailto:hawkes@danvilleva.gov">hawkes@danvilleva.gov</a></td>
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<td>Hawkes, Matthew</td>
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<td>Active</td>
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<td><a href="mailto:cdhaynes2201@gmail.com">cdhaynes2201@gmail.com</a></td>
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<td>University Building Official</td>
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<tr>
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</tbody>
</table>

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
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<th>Type</th>
<th>Region</th>
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<tr>
<td>Hunt, Richard T.</td>
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<td>Charlottesville</td>
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<tr>
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<th>Region</th>
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<tbody>
<tr>
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<td>Email: <a href="mailto:shermanmc124@gmail.com">shermanmc124@gmail.com</a></td>
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<td>McDonald, Darryl</td>
<td>Owner</td>
<td>Metro Plumbing Pro Consulting, LLC</td>
<td>7037 Leebbrad Street Springfield, VA 22151</td>
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<td>McDonald, Gerald</td>
<td>Building Inspector</td>
<td>City of Falls Church</td>
<td>300 Park Avenue</td>
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<td>Falls Church, VA 22046</td>
<td>Phone: (703) 248-5075 Fax: (703) 533-5214</td>
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<td>McDonald, Jonathan E.</td>
<td>Construction Codes Inspector</td>
<td>County of Arlington</td>
<td>2100 Clarendon Blvd., Ste. 1000</td>
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<td>McElrath, James</td>
<td>Code Inspector</td>
<td>County of Wise</td>
<td>PO Box 570 Wise, VA 24293</td>
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<td>McErllean, Jr. Edwin A.</td>
<td>Inspection Services Manager</td>
<td>City of Hampton</td>
<td>22 Lincoln Street, 3rd Floor</td>
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<td>Hampton, VA 23669</td>
<td>Phone: (757) 727-6268 Fax: (757) 727-6557</td>
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<td>McElrath, Gerard</td>
<td>Construction Codes Inspector</td>
<td>County of Arlington</td>
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<td>McElrath, Gary L.</td>
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<td>County of Bedford</td>
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<td>McElrath, Christopher</td>
<td>Plans Reviewer - Plumbing/Gas</td>
<td>County of Loudoun</td>
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<td>Mensinger, CBO, CBMO, Pete</td>
<td>Special Projects Mgr. - New Construction</td>
<td>City of Alexandria</td>
<td>301 King Street, Room 4200</td>
<td>(703) 746-4210</td>
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<td>Migneault, Michael</td>
<td>Zoning Enforcement Specialist III</td>
<td>City of Norfolk</td>
<td>400 Granby Street, Norfolk, VA 23510</td>
<td>(757) 664-6595</td>
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<td>Environmental/Zoning Insp. I</td>
<td>City of Portsmouth</td>
<td>PO Box 820, Portsmouth, VA 23705</td>
<td>(757) 393-8522</td>
<td>(757) 393-5108</td>
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<td>Merchant, Sharon</td>
<td>Administrative Coordinator</td>
<td>County of James City</td>
<td>PO Box 8784, Williamsburg, VA 23187-8784</td>
<td>(757) 253-6838</td>
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<td>Merlin, Martha C.</td>
<td>Admin. Program Support Assistant</td>
<td>City of Richmond</td>
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<td>(804) 646-7970</td>
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<td>Mervine, Francis</td>
<td>Facilities Specialist</td>
<td>Prince William County Schools</td>
<td>P. O. Box 389, Manassas, VA 20108</td>
<td>(703) 791-7231</td>
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<td>Messick, Eric</td>
<td>Electrical Inspector</td>
<td>County of Loudoun</td>
<td>1 Harrison Street, MSC 60B, P.O. Box 7000, Leesburg, VA 20177</td>
<td>(571) 577-5649</td>
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<td>Plan Review Technician</td>
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<td>PO Box 470, Hanover, VA 23069</td>
<td>(804) 365-6039</td>
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<td>Metcalf, Wayne</td>
<td>Building Inspector</td>
<td>County of Loudoun</td>
<td>PO Box 7000, MSC #60 B, Leesburg, VA 20177-7000</td>
<td>(571) 252-0618</td>
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<td>Combination Commercial Insp.</td>
<td>County of Goochland</td>
<td>PO Box 10, Goochland, VA 23063</td>
<td>(804) 556-5300</td>
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<td>Miller, Ronald H.</td>
<td>ConsultantVILGMA Life Member</td>
<td>City of Hampton</td>
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<td>(540) 400-8437</td>
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<td>Millette, John</td>
<td>Codes Compliance II</td>
<td>City of Hampton</td>
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<td>(757) 727-6392</td>
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**2019 VBCOA Directory**  Page 77
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2019 VBCOA Directory  Page 78
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EMail: 

Noble, Robert
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Hampton, VA  23669
Type:  Active  Region:  8
Phone:  (757) 727-6288  Fax:  (757) 727-6357
EMail: moble@hampton.gov
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<td>6576 Sand Wedge Court, Alexandria, VA 22312</td>
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<td>PO Box 66, Eastville, VA 23347</td>
<td>Active</td>
<td>8</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>Type</th>
<th>Region</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yancey, Jason T.</td>
<td>Construction Inspector</td>
<td>1 Jadip Lane, Ste. 111</td>
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<tr>
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<td>Building Inspector</td>
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<tr>
<td>Yaney, Tamra</td>
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<tr>
<td>Yates, Morgan</td>
<td>Building Commissioner</td>
<td>PO Box 29800</td>
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</tr>
<tr>
<td>Yeager, William</td>
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<tr>
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</tr>
</tbody>
</table>

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https://vbcoa.org/2019-annual-school-conference/registration/

2020 Mid-Year Conference
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Stonewall Jackson Hotel

VBCOA Annual School and Conference
September 13 – 15, 2020
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