

VBCOA Permit Tech Committee
Meeting Minutes
April 12, 2023

- Introductions:
All regions represented except Regions II & III
 - Region I – Kim Hilbert (Tazewell)
 - Region IV – Krystal Samuels (Greene) – Danielle (Albemarle)
 - Region V – Amanda Spittle & Kim Altemose (PWC)
 - Region VI - Becky Summers (Chesterfield)
 - Region VII - Shari Carnell (West Point)
 - Region VIII - Betty Runyon (City of Chesapeake)
- Region Needs:
 - Committee members discussed what they hoped to achieve by being a part of the larger committee. Networking, collaboration, and training were a few of the topics discussed.
 - Discussed different methods of contacting other permit technicians throughout our regions. Discussed sending a mass outreach email from each region through the region committee chairs.
- Meeting frequency:
 - The committee agreed to quarterly meetings.
 - Establishing a quorum will be discussed at the next committee meeting.
- Open Discussion (thoughts, ideas, suggestions?):
 - Discussed Permit Tech Nation and possibly exploring what it would take to become a Virginia chapter in the future.
 - Discussed how the DHCD Permit Technician course did not prepare anyone for the ICC Permit Technician Exam. Members seemed very interested in developing a training guide for their respective districts.
 - Briefly discussed future training ideas with the hopes of offering CEU credits.

Next Meeting: Q3 (July – September 2023, will poll for meeting dates in July)

Website Links Discussed:

- Permit Tech Nation – <https://permittechnation.org/>
- VBCOA - <https://vbcoa.org/>