



VIRGINIA BUILDING & CODE OFFICIALS ASSOCIATION

PERMIT TECHNICIAN AD-HOC COMMITTEE REPORT

Board of Directors Meeting April 1, 2014

The Permit Technician Ad-Hoc Committee had a conference call on March 14, 2014 to update all committee members and to discuss the following topics:

1. Mary Huffman is out on medical leave. It is unsure when she will return, so Linda will continue with conference calls and training until her return.
2. The next location for the Permit Technician Training will be held at the Chesterfield County Community Development Building. Linda will be coordinating with Becky Summers, Region VI representative, with the date and time. Since Mary is out of the office, Debra McMahon, Region V representative, will be the co-instructor with Linda for the event. It will be the same training that we conducted in January. Becky Summers gave an update on the field inspector training presentation. The inspector at Chesterfield County has completed the slides for the program, but the presentation content needs to be written. We are very excited about this program and hope to have it finished by end of year and ready for a training date in January 2015.
3. Debra McMahon gave the committee a DPOR update. The meeting that had been scheduled for March 4, 2014 was postponed, due to snow, and rescheduled for March 25, 2014. Debra also mentioned that she is part of the Virginia Tradesman Education Coalition to assist the Board for Contractors in their efforts for future success of the CE program. She will be giving us updates as things progress.
4. It was decided that instead of having a mid-year meeting of the committee that we will have our in person committee meeting at the annual conference.

Our next conference call will be on May 9, 2014 at from 2-3pm. We will be posting updates on the website as to when the next training program will be.

Respectfully Submitted,