

## MINUTES

**UTAH  
UBCC EDUCATION ADVISORY COMMITTEE  
MEETING  
June 21, 2016**

**Room 402 Fourth Floor – 1:30 p.m.  
Heber M. Wells Building  
Salt Lake City, UT 84111**

**CONVENED:** 1:37 p.m.

**ADJOURNED:** 2:53 p.m.

**Construction CE Manager:** Robyn Barkdull

**Board Secretary:** Boyce Barnes

**Division Director:** Mark Steinagel (excused)

**Committee Members Present:** Rob Allen  
John Chase  
Kathy LeMay  
Kevin Phillips  
Patrick Tomasino  
Jennifer Saunders

**Committee Members Absent:** Craig Browne  
Shane Honey  
James Thomas

**Guests:** Richard Butz – CSC Liaison  
Michael Molyneux - SEAU  
Angela Richey - APWA  
Ed Rufener - APWA

**MINUTES:**

**BUDGET REPORT FOR  
FY 2016:**

**UBCC APPLICATION  
FOR FUNDING GRANT  
REVIEW FY 2016:**

**UBCC APPLICATION  
FOR REIMBURSEMENT:**

**DECISIONS AND RECOMMENDATIONS**

Kevin Phillips made a motion to approve the minutes from the May 17, 2016 meeting. Jennifer Saunders seconded the motion. The motion passed unanimously.

The budget reports were presented and reviewed by the Committee. Questions were asked and answered.

The committee considered an application from the APWA Utah Chapter for a total of \$1,555.00. Patrick Tomasino made a motion to approve the funding request. Kevin Phillips seconded the motion.

The committee considered a request for reimbursement from the ACI Intermountain Chapter for a total of \$6,840.00. John Chase made a motion to approve the request for reimbursement. Rob Allen seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the Southern Utah Home Builders Association for a total of \$2,083.44. Rob Allen made a motion to approve the request for reimbursement. Kevin Phillips seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the Beehive Chapter of ICC for a total of \$21,564.73. Patrick Tomasino made a motion to approve the request for reimbursement. John Chase seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the SEAU for a total of \$48,272.05. John Chase made a motion to approve the request for reimbursement. Rob Allen seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the UPHCA for a total of \$1,431.68. Rob Allen made a motion to approve the request for reimbursement. Patrick Tomasino seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the UPHCA for a total of \$2,718.32. Rob Allen made a motion to approve the request for reimbursement. Patrick Tomasino seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the Utah Chapter IAEI for a total of \$6,022.51. Patrick Tomasino made a motion to approve the request for reimbursement. John

**UBCC APPLICATION  
FOR REIMBURSEMENT:**

Chase seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the Utah Chapter IAEI for a total of \$3,384.72. Patrick Tomasino made a motion to approve the request for reimbursement. John Chase seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the Salt Lake Community College for a total of \$1,243.00. Kevin Phillips made a motion to approve the request for reimbursement. Patrick Tomasino seconded the motion. The motion passed unanimously with Jennifer Saunders abstaining from the vote.

The committee considered a request for reimbursement from the Salt Lake Community College for a total of \$1,734.77. Kevin Phillips made a motion to approve the request for reimbursement. Patrick Tomasino seconded the motion. The motion passed unanimously with Jennifer Saunders abstaining from the vote.

The committee considered a request for reimbursement from the Bridgerland ATC for a total of \$1,835.30. Rob Allen made a motion to approve the request for reimbursement. Kevin Phillips seconded the motion. The motion passed unanimously.

The committee considered a request for reimbursement from the Bridgerland ATC for a total of \$4,332.50. Rob Allen made a motion to approve the request for reimbursement with clarification on the costs of the code books. Kevin Phillips seconded the motion. The motion passed unanimously.

**DISCUSSION:**

**Rule Proposal**

Robyn Barkdull presented the following proposed rule change as noted by the underlined text. The committee discussed the proposal.

**R156-15A-231. Administration of Building Code Training Fund and Factory Built Housing Fees Account.**  
In accordance with Subsection 15A-1-209(5)(c), the Division shall use monies received under Subsection 15A-1-209(5)(a) to 3 provide education regarding codes and code amendments to building inspectors and individuals engaged in construction-related trades or professions. In accordance with Subsection 58-56-17.5(2)(c), the Division shall use a portion of the monies received under Subsection 58-56-17.5(1) provide education for factory built housing. The following procedures, standards, and policies are established to apply to the administration of the separate funds:

(1) The Division shall not approve or deny education grant requests from the Building Code Training Fund or from the Factory Built Housing Fees Account until the Uniform Building Code Commission (UBCC) Education Advisory Committee ("the Committee"), created in accordance with Subsections 58-1-203(1)(f) and R156-15A-201(1)(a), has considered and made recommendations on the requests.

(2) Appropriate funding expenditure categories include:

(a) grants in the form of reimbursement funding to the following organizations that administer code related or factory built housing educational events, seminars or classes:

(i) schools, colleges, universities, departments of universities, or other institutions of learning;

(ii) professional associations or organizations; and

(iii) governmental agencies.

(b) costs or expenses incurred as a result of educational events, seminars, or classes directly administered by the Division;

(c) expenses incurred for the salary, benefits or other compensation and related expenses resulting from the employment of a Board Secretary;

(d) office equipment and associated administrative expenses required for the performance of the duties of the Board Secretary, including but not limited to computer equipment, telecommunication equipment and costs and general office supplies; and

(e) other related expenses as determined by the Division.

(3) The following procedure shall be used for submission, review and payment of funding grants:

(a) A funding grant applicant shall submit a completed "Application for Building Code Training Funds Grant" or a "Factory Built Housing Education Grant Application" a minimum of 15 days prior to the meeting at which the request is to be considered and prior to the training event on forms provided for that purpose by the Division. Applications received less than 15 days prior to a meeting may be denied.

(b) Payment of approved funding grants will be made as reimbursement after the approved event, class, or seminar has been held and the required receipts, invoices and supporting documentation, including proof of payment, if requested by the Division or Committee, have been submitted to the Division.

(c) Approved funding grants shall be reimbursed only for eligible expenditures which have been executed in good faith with the intent to ensure the best reasonable value.

(d) A Request for Reimbursement of an approved funding grant shall be submitted to the Division within 60 days following the approved event, class or seminar unless an extenuating circumstance occurs. Written notice must be given to the Division of such an extenuating circumstance. Failure to submit a Request for Reimbursement within 60 days shall result in non-payment of approved funds, unless an extenuating circumstance has been reviewed and accepted by the Division.

(4) The Committee shall consider the following in determining whether to recommend approval of a proposed funding request to the Division:

(a) the fund balance available and whether the proposed request meets the overall training objectives of the fund, including but not limited to:

(i) the need for training on the subject matter;

(ii) the need for training in the geographical area where the training is offered; and

(iii) the need for training on new codes being considered for adoption;

(b) whether the grant applicant agrees to charge a cost for the training over class, or seminar which is uniform across all categories of attendees.

~~(b)~~ (c) the prior record of the program sponsor in providing codes training including:

- (i) whether the subject matter taught was appropriate;
- (ii) whether the instructor was appropriately qualified and prepared; and
- (iii) whether the program sponsor followed appropriate and adequate procedures and requirements in providing the training and submitting request for funding;

~~(c)~~ (d) costs of the facility including:

- (i) the location of a facility or venue, or the type of event, seminar or class;
- (ii) the suitability of said facility or venue with regard to the anticipated attendance at or in connection with additional non-funded portions of an event or conference;
- (iii) the duration of the proposed educational event, seminar, or class; and
- (iv) whether the proposed cost of the facility is reasonable compared to the cost of alternative available facilities;

~~(d)~~ (e) the estimated cost for instructor fees including:

- (i) a reimbursement rate not to exceed \$150 per instruction hour without further review and approval by the Committee;
- (ii) the experience or expertise of the instructor in the proposed training area;
- (iii) the quality of training based upon events, seminars or classes that have been previously taught by the instructor;
- (iv) the drawing power of the instructor or, meaning the ability to increase the attendance at the proposed educational event, seminar or class;
- (v) travel expenses; and

(vi) whether the proposed cost for the instructor or instructors is reasonable compared to the costs of similar educational events, seminars, or classes;

~~(e)~~ (f) the estimated cost of advertising materials, brochures, registration and agenda materials, including:

- (i) printing costs that may include creative or design expenses; and
- (ii) whether printed materials comply with 4(b); and
- (iii) delivery or mailing costs;

~~(f)~~ (g) other reasonable and comparable cost alternatives for each proposed expense item;

~~(g)~~ (h) other information the Committee reasonably believes may assist in evaluating a proposed expenditure; and

~~(h)~~ (i) a total reimbursement rate of the lesser of \$10 per student hour or the cost of all approved actual expenditures.

(5) The Division, after consideration and recommendation of the Committee based upon the criteria in Subsection (4), may reimburse the following items in addition to the lesser of \$10 per student hour or the cost of all approved actual expenditures:

- (a) text books, code books, or code update books;
- (b) cost of one Division licensee mailing list per provider per two-year renewal period;
- (c) cost incurred to upload continuing education hours into the Division's online registry for contractors, plumbers, electricians or elevator mechanics and
- (d) reasonable cost of advertising materials, brochures, registration and agency materials, including:
  - (i) printing costs that may include creative or design expenses; and

- (ii) delivery or mailing costs.
- (6) Joint function.
  - (a) "Joint function" means a proposed event, class, seminar, or program that provides code or code related or factory built housing education and education or activities in other areas.
  - (b) Only the prorated portions of a joint function that are code and code related or factory built housing education are eligible for a funding grant.
  - (c) In considering a proposed funding request that involves a joint function the Committee shall consider whether:
    - (i) the expenses subject to funding are reasonably prorated for the costs directly related to the code and code amendment or factory built housing education; and
    - (ii) the education being proposed will be reasonable and successful in the training objective in the context of the entire program or event.
  - (7) Advertising materials, brochures and agenda or training materials for a Building Code Training funded educational event, seminar, or class shall include a statement that acknowledges that partial funding of the training program has been provided by the Utah Division of Occupational and Professional Licensing from the 1% surcharge funds on all building permit
  - (8) Advertising materials, brochures and agenda or training materials for a Factory Built Housing Fees Account funded educational event, seminar, or class shall include a statement that acknowledges that partial funding of the training program has been provided by the Utah Division of Occupational and Professional Licensing from surcharge fees on factory built housing sales.
  - (9) If an approved event or joint event is not held, no amount is reimbursed with the exception of the costs described in Subsection (5)(d).

Jennifer Saunders made a motion to recommend that DOPL move forward and file the proposed amendments to R156-15A-231(4)(b) and (4)(f)(ii). Rob Allen seconded the motion. The motion passed unanimously.

**NEXT MEETING:**

The next committee meeting is scheduled for Tuesday, August 16, 2016; 1:30 p.m.; in Room 402 (Fourth Floor) of the Heber M. Wells Building, Salt Lake City, Utah.

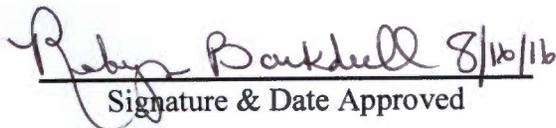
**ADJOURN:**

Adjourned at 2:53 p.m. (no motion required)

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

  
Signature & Date Approved

Chairperson, Craig Browne  
Chairperson, UBCC Education Advisory Committee

  
Signature & Date Approved

Robyn Barkdull  
Construction CE Manager, Division of Occupational and Professional Licensing