

**STATE BUILDING CODE TECHNICAL REVIEW BOARD
MEETING MINUTES**

July 7, 2020

Virtual Meeting

<https://vadhcd.adobeconnect.com/lbbca/>

Members Present

Mr. James R. Dawson, Chairman
Mr. Vince Butler
Mr. Daniel Crigler (left meeting due to technical issues)
Ms. Christina Jackson
Mr. Joseph Kessler
Mr. Eric Mays, PE
Ms. Joanne Monday
Mr. J. Kenneth Payne, Jr.
Mr. Richard C. Witt
Mr. Aaron Zdinak, PE

Members Absent

Mr. W. Shaun Pharr, Esq., Vice-Chairman
Mr. Alan D. Givens

Call to Order

The meeting of the State Building Code Technical Review Board (“Review Board”) was called to order at approximately 10:00 a.m. by Secretary Travis Luter.

Roll Call

The roll was called by Mr. Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board from the Attorney General’s Office, was not present.

New Business

Adobe Connect Training:

Mr. Luter introduced DHCD staff working to help facilitate the virtual meeting and the tasks each performed. Mr. Luter then turned the meeting over to Stephen Reynolds to lead the training session. Mr. Reynolds provided an overview of the Adobe Connect platform features and answered questions from Board members. General discussions were held related to certain platform features and how they would be utilized during the meeting. During the discussion a question was raised related to how additional evidence could be submitted during the virtual meeting. Mr. Luter informed the Board that a party had requested to submit a transcript of the LBBCA meeting. After a brief discussion, Chair Dawson, with no objections or opposition from the other Board members, agreed to allow the transcript. Mr. Luter will provide a copy to each Board member.

Chair Dawson directed the secretary to contact all parties and provide a way for them to submit additional evidence for review and

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consideration prior to the meeting so preparations can be made by staff for it to be shared during the meeting.

Mr. Luter provided an overview of virtual meeting procedures and outlined how the virtual meeting would be conducted on July 17, 2020.

Public Comment

Chairman Dawson opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak.

Secretary's Report

Mr. Luter provided the Board an update on the LBBCA training provided by Board staff as well as future plans for the training.

Mr. Luter clarified that the agenda package for the March 20, 2020 meeting would be used for the July 17, 2020 virtual meeting along with the addendums he had recently provided the Board members.

Mr. Luter updated the Board on the status of the vacant Board positions.

Mr. Luter informed the Board of the current caseload and the lack of need for a meeting in August; therefore, the next meeting is scheduled for September 18, 2020.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 11:45 a.m.

Approved: July 17, 2020



Chairman, State Building Code Technical Review Board



Secretary, State Building Code Technical Review Board