**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**APRIL 15, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER.**

1.1 *Meeting started around 3:05 pm.*

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills |  |
| Clara Astua | Long Beach |  |
| Giancarlo Moral | Long Beach |  |
| Eugene Barbeau | Los Angeles |  |
| Gregory Bowser | Long Beach |  |
| Jonathan Lam | Los Angeles County |  |
| Josh Costello | Los Angeles County |  |
| Joshua Hussey | Los Angeles County |  |
| Kristin Norman | Los Angeles County |  |
| Laura Macias | CCC |  |
| Mostafa Kashe | Los Angeles County |  |
| Paul Armstrong | TBR |  |
| Razmig Shamim | Los Angeles County |  |
| Ron Takiguchi | Burbank |  |
| Shahen Akelyan (Vice Chair) | Los Angeles | X |
| Truong Huynh (Chair) | Long Beach | X |
| Victor Cuevas  | Los Angeles |  |
| **Interested Parties** | **Jurisdiction/Chapter/Company** | **Present** |
| Ali Fattah | San Diego | X |
| Adria Reinertson | Riverside County |  |
| Crystal Sujeski | OSFM | X |
| David Hansen | Ventura County |  |
| Dennis Richardson | AWC |  |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM | X |
| Greg Anderson | Citrus Heights |  |
| Homer Maiel | Tri-Chapters | X |
| Jay Hyde | SVABO | X |
| Jennifer Reiss | OSFM |  |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD | X |
| Kevin Reinertson | Riverside County | X |
| Kyle Kraus | HCD | X |
| Susan Dowty | ICC | X |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for March 11, 2020. *Approved*

1. **COMMUNICATION**

3.1 Chapter Meeting Online Conference Call for 4/16. [Truong]

3.2 *Kevin Announced that So Cal FPO meeting was cancelled for April.*

1. **NEW BUSINESS**

4.1 *None at this time.*

1. **EXISTING BUSINESS**

5.1 Intervening Code Cycle. [Truong/Ali]

*Discussion Point(s):*

* *Greg and Crystal gave comments about the changes.*
* *Kyle talked about the changes, mostly about DAS.*
* *Discussed when the Code errata will be coming and if ICC website has them. (Egress window errata)*

*Action Item(s):*

* Request one or more committee member take the lead to report on changes OR members that are part of state agencies to report or update.

5.2 Administrative Amendments. [Truong]

*Discussion Point(s):*

* *None at this time.*

*Action Item(s):*

* Everyone to suggest ideas of common administrative amendments to consider for discussion.

5.3 ADU/JADU. [Truong]

*Discussion Point(s):*

* *None at this time.*

*Action Item(s):*

* *None at this time.*

5.4 Tiny Houses – CRC Appendix Q. [Truong]

*Discussion Point(s):*

* *None at this time.*

*Action Item(s):*

* *None at this time.*

5.5 Tiny Mobile Home. [Eugene]

*Discussion Point(s):*

* *None at this time.*

*Action Item(s):*

* *None at this time.*

5.6 Emergency Housing – CBC/CRC Appendix O/X. [Truong]

*Discussion Point(s):*

* *None at this time.*

*Action Item(s):*

* *None at this time.*

5.7 Continuity of Operation Plan – COVID19 [Truong/Shahen]

*Discussion Point(s):*

* *Different Cities shared what they are doing. LB, LA SD, RC, SFM, OSHPD, HCD, Sacramento, San Jose,*

*Action Item(s):*

* *None at this time.*

5.8 CBSC Staff Review of Findings for Local Amendments. [Truong]

*Discussion Point(s):*

* *None at this time.*

*Action Item(s):*

* *None at this time.*

5.9 Status of Consultant Employee vs Permanent Employee. [Laura]

*Discussion Point(s):*

* *None at this time.*

*Action Item(s):*

* *None at this time.*
1. **ESTABLISH NEXT MEETING**

6.1 The tentative schedule for future meetings are noted below, including the method to access the online web conference meeting, audio call-in number, and meeting number (access code).

Audio Call-in Number: **408-792-6300**

 Date Time Meeting Number Click Hyperlink Below

05-13-20 3:00-5:00 TBD Start Your Meeting

06-10-20 3:00-5:00 TBD Start Your Meeting

07-08-20 3:00-5:00 TBD Start Your Meeting

08-12-20 3:00-5:00 TBD Start Your Meeting

09-09-20 3:00-5:00 TBD Start Your Meeting

10-14-20 3:00-5:00 TBD Start Your Meeting

11-11-20 3:00-5:00 TBD Start Your Meeting

12-09-20 3:00-5:00 TBD Start Your Meeting

1. **ADJOURNMENT**

***NOTES:***

***Please inform the Chairperson at any time prior to the next scheduled meeting if you wish to introduce new business for discussion with the committee. With adequate notice, items requesting committee discussion can be included in the next meeting agenda that will be distributed to the members.***

***For copies of past meeting minutes and other related documents produced by this committee, please refer to the Los Angeles Basin Chapter’s website at:***

[***https://icclabc.org/administration***](https://icclabc.org/administration) ***and*** [***https://icclabc.org/code-coordination***](https://icclabc.org/code-coordination)***.***