**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**MAY 13, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER**

1.1 Meeting start time: 3:07.

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills |  |
| Ara Sargsyan | ICCLABC President | X |
| Clara Astua | Long Beach |  |
| Giancarlo Moral | Long Beach |  |
| Eugene Barbeau | Los Angeles | X |
| Gregory Bowser | Long Beach |  |
| Jonathan Lam | Los Angeles County |  |
| Josh Costello | Los Angeles County | X |
| Joshua Hussey | Los Angeles County |  |
| Juliet DeMoss |  | X |
| Kristin Norman | Los Angeles County | X |
| 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 |  |
| 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 |  |
| Jennifer Reiss | OSFM |  |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD | X |
| Kevin Reinertson | Riverside County |  |
| Kyle Kraus | HCD |  |
| Susan Dowty | ICC | X |

1. **APPROVAL OF PREVIOUS MINUTES**

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

1. **COMMUNICATION**

3.1 Chapter Meeting 5/21. *Ara provided information about the monthly joint meeting.*

3.2 *Homer provided information about the Tri-Chapter ABM on 5/15 and in June via Zoom*

1. **NEW BUSINESS**

4.1 If any. *None*

1. **EXISTING BUSINESS**

5.1 Intervening Code Cycle. [Truong/Ali] [5/13*] No new updates*

*Discussion Point(s):*

* Discuss changes by various state agencies for intervening code cycle.
* SD’s correspondence regarding restriction on the use of NM cable in Type III construction. [Ali]

*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] *Not discussed*

*Discussion Point(s):*

* Plan review expiration.
* Permit expiration.
* Record retention.

*Action Item(s):*

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

5.3 ADU/JADU. [Truong] *Not discussed*

*Discussion Point(s):*

* School district impact fees.
* JADU to be within single-family dwelling.

*Action Item(s):*

* None at this time.

5.4 Tiny Houses – CRC Appendix Q. [Truong] *Not discussed*

*Discussion Point(s):*

* Adoption.
* Application of requirement.
* Tiny Home as FBH.

*Action Item(s):*

* None at this time.

5.5 Tiny Mobile Home. [Eugene] *Not discussed*

*Discussion Point(s):*

* Update on status of LA City’s proposed ordinance.

*Action Item(s):*

* None at this time.

5.6 Emergency Housing – CBC/CRC Appendix O/X. [Truong] *Not discussed*

*Discussion Point(s):*

* Adoption.
* Application of requirement.
* Shelter as CM Units or FBH.

*Action Item(s):*

* None at this time.

5.7 Continuity of Operation Plan – COVID19 [Truong] [5/13]

*Discussion Point(s):*

* *Update by jurisdictions on their operation plan.*
* *Everyone is planning the operation when the counters will start opening and how the transition will look like.*
* *LA, LB, SD, OSHPD, SFM, HCD, SACRO, SJ, PA, LACO, SM*
* *Ara shared that SM is losing B+S positions*

*Action Item(s):*

* None at this time.

5.8 CBSC Staff Review of Findings for Local Amendments. [Truong] [5/13]

 *LB, LACO, SD. LA shared where they stand.*

*Discussion Point(s):*

* *Update by jurisdictions on CBSC review of their local code adoption.*
* *Discuss audit by CBSC staff regarding use of administrative findings.*

*Action Item(s):*

* None at this time.

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

*Discussion Point(s):*

* Discuss new state law impacting classification of consultant vs permanent staff.

*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: **408-418-9388**

 Date Time Meeting Number Click Hyperlink Below

06-10-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

07-08-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

08-12-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

09-09-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

10-14-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

11-11-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

12-09-20 3:00-5:00 969 208 691 [Start Your Meeting](https://longbeachcity.webex.com/longbeachcity/j.php?MTID=m47a986e73ca3e60878a9a64a9625fdb9)

1. **ADJOURNMENT**

7.1 Meeting concluded.

***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)