**­ADMINISTRATION COMMITTEE**

MEETING MINUTES

**MARCH 11, 2020, WEDNESDAY, 3:00PM–5:00PM**

Online Web Conference Meeting

1. **CALL TO ORDER**

1.1 Meeting called to order approximately 3:15 pm.

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Jurisdiction/Chapter/Company** | **Present** |
| Amir Hamidzadeh | Agoura Hills | 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 |  |
| Joshua Hussey | Los Angeles County |  |
| Kristin Norman | Los Angeles County |  |
| Laura Macias | CCC | X |
| Mostafa Kashe | Los Angeles County |  |
| Paul Armstrong | TBR |  |
| Razmig Shamim | Los Angeles County | X |
| 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 |  |
| David Hansen | Ventura County |  |
| Dennis Richardson | AWC | X |
| Emily Withers | HCD |  |
| Greg Andersen | OSFM |  |
| Greg Anderson | Citrus Heights |  |
| Homer Maiel | Tri-Chapters |  |
| Jay Hyde | SVABO | X |
| Jennifer Reiss | OSFM |  |
| John Taecker | UL |  |
| John Westfall | HCD |  |
| Jonathan Cook | OSHPD |  |
| Kevin Reinertson | Riverside County |  |
| Kyle Kraus | HCD |  |
| Susan Dowty | ICC |  |

1. **APPROVAL OF PREVIOUS MINUTES**

2.1 Review and approve meeting minutes for February 12, 2020.

*Meeting minutes were approved.*

1. **COMMUNICATION**

3.1 Chapter Meeting 3/12.

*Eugene and Shahen provided information about the upcoming chapter meeting (lessons learned from Seismic Retrofit Programs)*

3.2 Webpages for Code Coordination and Administration Committee.

*Truong brought up the confusion that some of the members have thinking that Code Coordination committee is a separate committee. It was suggested to move the Code Coordination Committee to be a subcommittee for the Administration Committee in the Website. The Board to discuss and consider relocating this webpage.*

3.3 Change Meeting Date for April.

*Truong announced that the April meeting will be on the 15th, instead of the 8th of the month.*

3.4 Public Operational Contingency Plan for Coronavirus.

*Truong and Shahen ask the members on the line as to how they are handling their operation during the Coronavirus outbreak. Everyone sheared what they are planning to do. It was suggested to continue to share ideas off-line as they come. This topic will be kept as an ongoing topic.*

3.5 New state law regarding consultant employee vs permanent employee.

*Laura asked if anyone is aware of new regulations for contract employees within local jurisdictions. There were not a lot of information available. Laura agreed to share information when she learns more about them.*

1. **NEW BUSINESS**

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

*Discussion Point(s):*

* Discuss audit by CBSC staff regarding use of administrative findings.

*Everyone shared their statuses and issues.*

1. **EXISTING BUSINESS**

5.1 Intervening Code Cycle.

*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.

*Truong and Ali shared information and asked the Board if a letter can be sent about this topic.*

*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. *(Was 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. *(Was 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. *(Was 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] *(Was 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.

*The committee discussed Appendix O adoption by various jurisdiction.*

*Discussion Point(s):*

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

*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

04-15-20 3:00-5:00 807 951 781 [Start Your Meeting](https://longbeach.webex.com/longbeach/j.php?MTID=m0322db33caecd4c82b78cef968dfd2ed)

05-13-20 3:00-5:00 804 942 967 [Start Your Meeting](https://longbeach.webex.com/longbeach/j.php?MTID=md0028b3e7c408c073597112268fc9acc)

06-10-20 3:00-5:00 805 369 352 [Start Your Meeting](https://longbeach.webex.com/longbeach/j.php?MTID=me93254cdf2069792f2328f0818842251)

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**

7.1 Meeting adjourned at approximately 4:00 pm.