

# Illinois Council of Code Administrators

## BOARD MEETING MINUTES

Thursday November 9, 2017 10:00 a.m.

Location: Homer Glenn Village Hall

1. President Steiskal called the meeting to order at 10:02am.
2. Attendees present and by phone: Dave Dertz (SSBOA), Keith Steiskal (SBOC), Jeff Stehman (CEOSI), Greg Thorpe (ILLOWA), Margaret Vaughn, Tom Lipinski (ILLOWA), Jeff Albertson (FVFBIA), Gerald Tienstra (IPIA), Dale Engebretson (SBOC), Rhonda Klecz (IACE), Joe Baber (SSBOA), Kathryn Gruber (IPOC), Jerry Matchek (SSBOA)
3. Member Organization Delegate (QUORUM )
4. A motion was made by Greg Thorpe to approve the minutes from the September 7, 2017 meeting. It was seconded by Dave Dertz and approved by majority.
5. President Report  
Keith has been moving forward on the creation of an Executive Director position. He also discussed the need to build better relationships in Springfield.
6. No Vice-President Report at this time.
7. No Secretary Report at this time. Tom has retired.
8. A motion was made to approve the Treasurer's report by Dave Dertz. It was seconded by Gerry Tienstra. Jeff Albertson indicated the bills for the 2018 dues will be mailed in December. He will also have a basic budget for 2018 at the next meeting. At this time, the only expenses are for the lobbyist and new executive director position.
9. Illinois Legislative Update and Discussion Items  
Margaret submitted an update via email this morning. The accessibility code is moving forward to JCAR. They are currently reformatting the code and it should be ready by mid-spring. The final day of the VETO session is today. The topic of sexual harassment has taken center stage and all representatives have been in training.

Jerry Matchek volunteered to meet with Margaret and State Representative Frances Hurley to discuss the legislation regarding dilapidated buildings.

#### 10. ICC Updates and information–Tim Schmitz

Tim sent his information via email.

Rhonda mentioned the ability to obtain a key fob from ICC with your certifications loaded onto it.

##### a) Committee Reports

###### a) ISO Committee

There is value to ISO. Dale Engebretson will reach out to Tim Schmitz (ICC) to discuss the future of ICC with respect to ISO.

###### b) Lobbyist Committee

No committee minutes were presented.

###### c) Plumbing Committee

No committee minutes were presented.

###### d) ICCA Annual Meeting Committee –

February 6, 2018 will be the date for the ICCA training and legislative reception in Springfield. A motion was made by Dave Dertz and seconded by Jeff Stehman to allow a budget not to exceed \$3,000 for the training and legislative reception. The motion was passed by majority. Jeff will reach out to the planning association to see about a partnership for the reception. Training will be provided using the ICC certificate with a topic geared towards planning.

###### e) Update of IEMA– **Facility Assessment Support Team (FAST)** Alliance –

No committee minutes were presented.

###### f) Illinois Terrorism Task Force

During the last ICCA meeting, the task force conducted an emergency meeting to vote on expenditures. A copy of the expenditures was presented. Kathryn Gruber will be the alternate delegate due to the Jeff's retirement. Jeff will contact Deb Clark to update the information.

## 11. Old Business

Keith is working on a contact list for all State contacts, IML, etc., with the help of Jeff Stehman.

Keith is working on the tax exempt status, Secretary of State non-profit, and other accounting matters.

Available video conferencing for ICCA meetings was discussed. We may start out with an IPAD and face time application on a trial run. The ability of having two satellite sites (1 north, 1 south) was also suggested. There was a consensus to always have an ability to meet face to face.

The creation of an Executive Director position was discussed in detail. A motion was made by Tom Lipinski that a part time Executive Director position is created. The director shall be paid \$300.00 a month plus travel expenses. His hours shall not exceed 10 hours a month. The motion was seconded by Joe and approved by majority. The accountant will be contacted prior to the start of the director concerning payment for time worked. Jeff Stehman will be the new Executive Director. He agreed to a 1 year commitment and submitted a list of goals and duties for the position. All duties shall be at the direction of the Board. Since this is a new position, Jeff and Greg will be working on a job description. This will need to be added into the By-Laws and voted upon.

The slate of officers for the January election are as follows:

President: Greg Thorpe

Vice-President: Keith Steiskal

Treasurer – Jeff Albertson

Secretary – Kathryn Gruber

Sargent at Arms – David Dertz

## 12. New Business

Rhonda Klecz requested the attendance of a board member at the next IACE meeting to discuss the benefits or being a part of ICCA.

Dale Engebretson will reach out to NWBOCA about future involvement.

The next meeting will be held January 11, 2018 in Bloomington, IL at the Government Center, 115 East Washington Street, second floor, Bloomington, IL 61702-3157.

Greg Thorpe will have a list of all 2018 meeting dates and locations by the next meeting.

Rhonda Klecz informed everyone she is working on a two day training event in 2019. This event will be a collaboration between groups from Minnesota, Wisconsin, Iowa and Missouri.

Rhonda's information spurred discussion on the ICC regions and the opinion we need to pursue a request to ICC to move Illinois to a different region. Dale Engebretson will contact ICC to find out the requirements to move to a different region.

Tomorrow is Veteran's Day. Gerald Tienstra and Jeff Stehman were thanked for their service in the armed forces.

13. A motion was made by Greg Thorpe to adjourn the meeting. It was seconded by Gerald Tienstra. The meeting was adjourned at 11:57am.