

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Building Code Academy Advisory Committee

Summary Minutes of the September 2, 2025 Meeting – Virginia Housing Center

Committee members present: Kris Bridges, Jimmy Csizmadia, Michael Dellinger, Mike Henly, Paula Johnson, David Sharp (Chair), Lou Wolf, and Tread Willis (for Donna Rubino).

DHCD Staff present: Jeff Brown, Rajan Engh, Stephen Reynolds, and Travis Luter

Others present: None

Chair Sharp called the meeting to order at approximately 10:00 a.m.

Secretary Luter called the roll and informed the Chair a quorum was present.

Chair Sharp opened the floor for introductions of the members and staff present. Those in attendance introduced themselves to the group.

Chair Sharp then acknowledged Jeff Brown, Deputy Director of Building and Fire Regulation, to provide DHCD updates. Mr. Brown provided the group updates on staff positions within Building and Fire Regulation Division.

Mr. Brown acknowledged Rajan Engh and Stephen Reynolds who each provided the group updates on the re-writes of several training courses, new and re-booted trainings coming in the 2026 training calendar, and new enhancements to the online training registration system. Lastly, they informed the group that 746 digital code subscriptions were being utilized.

Chair Sharp then acknowledged Jeff Brown, Deputy Director of Building and Fire Regulation, to provide an update on the 2024 code development cycle. Mr. Brown provided an overview of the code development process. He then provided an update on the 2024 code development cycle such as calendar of meetings, submittal deadlines, etc.

Chair Sharp then opened the floor for general discussion.

- Mr. Bridges suggested that ICC Voter Validation be required to renew a digital code subscription.
- Mr. Bridges suggested adding an item to the agenda for the next meeting to discuss creating a Master Code Professional certification for Virginia.
- The members generally agreed to add an item to the agenda for the next meeting to review the training matrix.
- Mr. Bridges moved to direct staff to begin developing a policy, for review and consideration by the BCAAC, for training and education of all code officials requiring

them to attend the Core and Advanced Official DHCD training modules every 10 years. The motion was seconded by Mr. Csizmadia and passed unanimously.

- Mr. Bridges moved to direct staff to draft/develop a code change proposal to increase the required amount of continued education hours from 16 hours every two years to 24 hours every two years. The motion was seconded by Ms. Johnson and passed unanimously.
 - *Note: Tread Willis votes were not considered for votes of the BCAAC.*

There being no other business, the meeting was adjourned at approximately 2:00 p.m.