

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Building Code Academy Advisory Committee

Summary Minutes of the October 6, 2025 Meeting – Virginia Housing Center

Committee members present: Kris Bridges, Jimmy Csizmadia, Michael Dellinger, David Sharp (Chair), and Donna Rubino.

DHCD Staff present: Jeff Brown, Florin Moldovan, Rajan Engh, Stephen Reynolds, Travis Luter, and Chase Sawyer

Others present: None

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

Secretary Luter called the roll.

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

- Mr. Brown acknowledged Training and Development Specialists Stephen Reynolds and Rajan Engh who provided the group updates on the newly launched permit technician course, 2026 course calendar, and continuing education course opportunities for 2026.

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

Chair Sharp again acknowledged Jeff Brown, Deputy Director of Building and Fire Regulation, to provide an overview of the draft code change proposal increasing the number of Continuing Education (EC) hours required for code professionals from 16 CE hours every two years to 24 CE hours every two years as directed by the BCAAC at the September 2, 2025 meeting. Mr. Brown clarified that the proponent for the proposal would be the BCAAC not DHCD staff. Mr. Brown advised the BCAAC that the agency was still under direction, with additional direction forthcoming, to reduce regulations and the cost of construction and careful consideration should be given to any code change proposals that might increase regulatory burden or cost. The members discussed the proposal, giving additional direction to staff for amending the proposal to include language specifying how the new requirement will be implemented.

Mr. Bridges moved to proceed forward with submitting the code change proposal as presented in the agenda packet along with the suggested edits discussed outlining clearly how the new requirement will be implemented. The motion was seconded by Mr. Dellinger and passed unanimously.

Chair Sharp then opened the floor for general discussion.

- Mr. Brown updated the BCAAC on staff research and progress to create the Virginia Master Code Professional certification.
- Mr. Brown updated the BCAAC on staff review, research, and progress of the training matrix.
- Mr. Brown updated the BCAAC on staff progress on drafting a policy for continued education training to be required for all code officials every 10 years with exceptions for individuals appointed to boards/committees, etc.
- Mr. Dellinger expressed interest in exploring the creation of a brick/mortar code professional academy, similar to police and fire academies, for more formalized training for code professionals where new hires could be sent for 20-22 weeks for training and be inspection and/or plan review ready once they completed the academy. Mr. Dellinger further suggested incorporating certification testing within the academy curricular.
- Chair Sharp raised the question of providing reasonable training accommodation for fully remote workers. DHCD staff and BCAAC members discussed the ineffectiveness of virtual training discovered during COVID and the necessity to return to in person training to ensure the integrity of the training offered and received.

There being no other business, the meeting was adjourned at approximately 12:00 p.m.