

# Broward County Board of Rules and Appeals Meeting Agenda

February 13, 2025

Time: 7:00 PM

Zoom Meeting Information:

<https://broward-org.zoomgov.com/j/1612065275>

Meeting ID: 161 206 5275

- I. **CALL MEETING TO ORDER**
- II. **ROLL CALL**
- III. **APPROVAL OF AGENDA**
- IV. **APPROVAL OF MINUTES** – January 9, 2025, Board Meeting
- V. **PUBLIC COMMENT (Except public hearing items on this agenda)**  
Public comments are limited to 3 minutes.
- VI. **CONSENT AGENDA**

1. **Certifications** – Staff Recommended

**CITY OF CORAL SPRINGS**

Torres, Natalia, Fire Inspector

**CITY OF DEERFIELD BEACH**

Gonzalez, Javier Perez, Sr., Structural Inspector (Temporary 120-Day)  
Guendjoian, Armen, Chief Plumbing Inspector

**CITY OF FORT LAUDERDALE**

Brown, James Martin, Electrical Inspector (Temporary 120-Day)  
Miller, Jason W., Fire Marshal  
Williams, Katie, Assistant Fire Marshal

**TOWN OF LAUDERDALE-BY-THE-SEA**

O'Linn, Daniel F., Assistant Building Official  
O'Linn, Daniel F., Chief Structural Inspector

**CITY OF LAUDERHILL**

Gregory, Kevin L., Chief Plumbing Inspector

**CITY OF HOLLYWOOD**

Lozano, Frank, Plumbing Inspector (Provisional)

**CITY OF MIRAMAR**

Perez, Anthony, Fire Inspector

**CITY OF PEMBROKE PINES**

Belisle, Jean Pierre Atelyo, Chief Plumbing Inspector

**CITY OF PLANTATION**

Merritt, Steven K., Assistant Fire Marshal

**TOWN OF SOUTHWEST RANCHES**

Bennett, Jeremie, Chief Structural Inspector

## **COUNTYWIDE**

Ionescu, Severian M., Structural Inspector  
Joseph, Tony, Electrical Plans Examiner  
Martinez, Giordano Nestor, Structural Plans Examiner  
Velasquez, Jose J., Mechanical Inspector  
Velasquez, Jose J., Structural Plans Examiner

## **VII. REGULAR AGENDA**

1. **First Reading of Proposed Changes to the Florida Building Code, Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Sections 104.12.3 Certification of the Electrical Inspector, 104.13.3 Certification of the Mechanical Inspector, and 104.14.3 Certification of the Plumbing Inspector**
  - a. Staff Report – Rolando Soto
  - b. Board Questions
  - c. Board Action
  
2. **First Reading of Proposed Changes to the Florida Building Code, Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.18 Recertification of Building Departments and Building Code Inspection Enforcement Personnel**
  - a. Staff Report – Michael Guerasio
  - b. Board Questions
  - c. Board Action
  
3. **Proposal to Change Board Meeting Start Time from 7:00 PM to 11:30 AM**
  - a. Staff Report – Dr. Ana Barbosa
  - b. Board Questions
  - c. Board Action
  
4. **Director's Report**
  
5. **Attorney's Report**
  
6. **Committee Reports**
  
7. **General Board Member Discussion**
  
8. **Adjournment**

*If a person desires to appeal any decision with respect to any matter considered at this meeting, such person will need a record of the proceedings and, for this reason, such person may need to ensure that a verbatim record of the proceeding is made, which includes the testimony and evidence upon which the appeal is to be based (FS Sec.286.0105).*

January 9, 2025  
Board Meeting Minutes

# Broward County Board of Rules and Appeals Meeting Minutes

January 9, 2025

Time: 7:00 PM

Zoom Meeting Information:

<https://broward-org.zoomgov.com/j/1618776512>

Meeting ID: 1618776512

## I. CALL MEETING TO ORDER

Chairman D'Attile called a published virtual meeting of the Broward County Board of Rules and Appeals to order at 7:00 PM.

## II. ROLL CALL

Gregg D'Attile, Chairman  
Ron Burr, Vice Chairman  
Eduard Badiu  
Stephen Bailey  
Peter Deveaugh  
John Famularo  
R. Art Kamm  
Sergio Pellecer  
Daniel Rourke  
Robert Taylor  
Dennis Ulmer  
Derek Wassink  
Abbas Zackria

Dr. Ana Barbosa, Administrative Director, introduced new Board members, Dr. Eduard Badiu and Mr. Peter Deveaugh.

## III. APPROVAL OF AGENDA

Mr. Deveaugh made a motion, and Mr. Taylor seconded the motion to approve the agenda as posted. The motion was carried out through a unanimous vote of 11-0.

## IV. APPROVAL OF MINUTES – January 9, 2025, Board Meeting

Mr. Rourke made a motion, and Mr. Famularo seconded the motion to approve the November 14, 2024, minutes as submitted. The motion was carried out through a unanimous vote of 11-0.

## V. PUBLIC COMMENT (Except public hearing items on this agenda) - none

Public comments are limited to 3 minutes.

Ms. Annette Ben-Habib referred to Section 314.2.1 (Florida Building Code). She pointed out that more energy use occurs with the introduction of an additional pump. She proposed an alternative that would balance energy and water savings by allowing an exception in situations where the water collected from the condensation capture system would be essentially negligible to the tower. If the condensation from the coolant coils and evaporators is less than 10% of the total capacity of the tower and the equipment is removed and the equipment is no greater than 65000 BTU, it could be considered an exception. If no piece of equipment on the cooling tower system is 10% or more, less than 65000 BTU and the tower is far from the furthest piece of equipment, the loop becomes very long which would mean that a condensation capture system would not be required. As an example, a residential tower of thirty stories would have an additional 400-500 feet of piping plus the pump which could cause condensation. For a residential tower with no piece of equipment more than 5 tons, the condensation is less than 1/100 of a percent. More water may be used to flush the lines on a regular basis than is actually saved.

Chairman D'Attila asked that Ms. Ben-Habib contact the Administrative Director so that her amendment idea could be presented to the Mechanical Committee and ultimately the Board for consideration.

## **VI. CONSENT AGENDA**

### **1. Certifications – Staff Recommended**

#### **CITY OF COCONUT CREEK**

Jean-Louis, Stevenson, Assistant Fire Marshal

#### **CITY OF FORT LAUDERDALE**

Linarte, Maurico A., Electrical Inspector (Temporary 120-Day)

#### **TOWN OF HILLSBORO BEACH**

Correa, Donald R., Chief Electrical Inspector

#### **CITY OF HOLLYWOOD**

Mackinnon, Norman, Mechanical Inspector (Temporary 120-Day)

Ramos, Moises, Fire Inspector

Zagales, Charles, Mechanical Inspector – Limited (Temporary 120-Day)

#### **CITY OF MIRAMAR**

Perez, Jose M., Mechanical Plans Examiner (Provisional)

#### **CITY OF OAKLAND PARK**

Moss, Samantha, Fire Inspector

#### **CITY OF PARKLAND**

Hurtado, Roberto, Electrical Inspector (Temporary 120-Day)

#### **CITY OF PLANTATION**

Gaskell, David, Fire Plans Examiner

#### **CITY OF POMPANO BEACH**

Canizaro, James T., Electrical Plans Examiner (Provisional)

Mascot, Alexander, Fire Inspector

#### **COUNTYWIDE**

Cogdill, Danny Lee, Electrical Plans Examiner

Hernandez, Alejandro Alfonso, Plumbing Plans Examiner

Kohn, Jordan Tal, Structural Plans Examiner

Monier, Claudio Ruben, Structural Plans Examiner

Nowalk, Adrian, Structural Plans Examiner

Paiva, Luiz A., Structural Inspector

Partagas, Juan, Structural Plans Examiner

Santiago, Rollin, Structural Inspector

Santiago, Rollin, Structural Plans Examiner

Seijo Montes, Francheska Enid, Structural Inspector

Seijo Montes, Francheska Enid, Structural Plans Examiner

Thoner, Robert, Jr., Electrical Plans Examiner

Mr. Zackria made a motion, and Mr. Famularo seconded it, to approve the certifications as recommended. The motion was carried out by a unanimous vote of 13-0.

## VII. REGULAR AGENDA

### 1. Jason Douglas Upgrade to Fire Plans Examiner

#### a. Staff Report

Mr. Bryan Parks, Chief Fire Code Compliance Officer, noted that Mr. Douglas is short a few months' work experience to qualify for an upgrade to plans examiner. After reviewing his previous work experience for non-governmental, he found that Mr. Douglas is very knowledgeable. Staff does not oppose an upgrade to fire plans examiner at this time.

#### b. Board Questions - none

#### c. Board Action

Mr. Deveaugh made a motion, and Mr. Taylor seconded the motion to approve the upgrade to fire plans examiner. The motion was carried out through a unanimous vote of 13-0.

### 2. Second Reading of Amendments to Chapter 1, Section 104.16.3 Certification of Structural Inspector and Section 104.15.3 Certification of Roofing Inspector, Florida Building Code, 8<sup>th</sup> Edition (2023)

#### a. Staff Report

Dr. Ana Barbosa, Administrative Director, noted this amendment passed first reading on November 14<sup>th</sup> and is presented this evening for public hearing.

#### b. Public Hearing

Chairman D'Attile opened the floor for a public hearing but there was no one wishing to speak.

#### c. Board Questions - none

#### d. Board Action

Mr. Burr made a motion, and Mr. Kamm seconded the motion, to adopt the amendment on second and final reading. The motion was carried out through a unanimous vote of 13-0.

### 3. Formal Interpretation #24 Update Retrofit of Windows, Doors, Garage Doors, and Shutters FBC Existing Building, Alteration Level

#### a. Staff Report

Mr. Jack Morell, Chief Structural Code Compliance Officer, explained that this is a housekeeping amendment. Two door types were inadvertently placed under the overhead garage door category and needs to be moved to the all-roof types category.

#### b. Board Questions - none

#### c. Board Action

Mr. Wassink made a motion, and Mr. Famularo seconded the motion, to approve the recommended update to Formal Interpretation #24. The motion was carried out by a unanimous vote of 13-0.

#### **4. Formal Interpretation #35 Update to 2020 National Electrical Code, Article 555.5 and 555.9**

##### a. Staff Report

Mr. Ken Castronovo, Chief Electrical Code Compliance Officer, explained this formal interpretation is a clarification. The 2017, Code allowed voltage in boatyards up to 1000. The amendment in 2020 was intended for safety but the language was faulty. It required an engineer to supervise the job for anything above 250 volts. Most boats in Fort Lauderdale exceed 250 volts. The 2026 proposed language indicates systems shall not exceed 600 volts phase to phase. Section 555.9 is proposed to be added: "Documentation of the engineered electrical design of the pier distribution system shall be provided upon request of the AHJ." He noted that Mr. Gary Loftis, P.E., brought this change to his attention.

##### b. Board Questions

In response to Chairman D'Attile concerning Section 555.9, the word, "engineered" was deleted at the suggestion of Mr. Bailey. Mr. Bailey noted that there was considerable discussion by the Electrical Committee.

##### c. Board Action

Mr. Bailey made a motion, and Mr. Deveaugh seconded the motion, to approve the recommended update to Formal Interpretation #35 as amended to delete "engineered" from Section 555.9 and "Engineering" from Section 555.9 title. The motion was carried out by a unanimous vote of 13-0.

#### **5. Administrative Director Annual Leadership Performance Review**

##### a. Staff Report

Dr. Ana Barbosa, Administrative Director, drew attention to the Leadership Performance Review provided with the agenda that was completed by Chairman D'Attile. This year staff was considered for a merit increase of 1 – 3 percent. .

##### b. Board Questions - none

##### c. Board Action

Mr. Bailey thought the review was well done.

Dr. Barbosa responded to Mr. Zackria's question about what the County provided to employees this year and indicated there was an across the board \$2,600 and employees were also eligible for 3% if they met expectations. She has granted a cost-of-living increase to staff separate from merit. The County grants the same amount to all employees that meet expectations. She chose a different approach to give more feedback to staff. Chairman D'Attile indicated it is a 1 – 3 percent merit and 4 percent cost-of-living.

Mr. Bailey made the following grammatical corrections. Item 7 – change "into" to "in"; and Item 12a – eliminate one "not".

Mr. Burr made a motion, and Mr. Bailey seconded the motion, to approve a 3 percent merit increase. The motion was carried out by a unanimous vote of 13-0.

## **6. 2025 Board Elections**

Dr. Ana Barbosa, Administrative Director, advised that Mr. Lavrich was unable to log into the meeting, but he wanted to nominate Art Kamm for the Chair position. Mr. Zackria seconded the nomination. Mr. Kamm accepted the position. It passed by unanimous vote of 13-0. Mr. Kamm was elected Chair.

Mr. Deveaugh nominated Mr. Bailey for the Vice Chair position. Mr. Zackria seconded the nomination. Mr. Bailey accepted the position. It passed by unanimous vote of 13-0. Mr. Bailey was elected Vice Chair.

## **7. Director's Report**

Dr. Barbosa noted that the Certification Standards Review Committee and an Ad Hoc Committee will be convened this month.

Dr. Barbosa announced that individuals who pass the fire inspector examination will receive a notice from the Board of Rules and Appeals requesting their authorization for BORA to inform the cities within Broward County that they have passed the examination. It is a recruiting tool. The program will start with the next exam on January 17<sup>th</sup>.

Dr. Barbosa announced that the new ASHRAE books now available will be provided free of charge to Building Officials and Board members who request them.

Dr. Barbosa advised that Hollywood invited her to serve on a panel along with two senators to look at the Structural Integrity Reserve Study (SIRS). The SIRS Program will accept BORA's Building Safety Inspection Program (BSIP) report which could save condominium associations thousands of dollars.

## **8. Attorney's Report**

Mr. Charles Kramer noted that BORA was sued last April 30<sup>th</sup> on five counts attempting to overthrow a lot of BORA's authority. A hearing was held on November 18 at which the court granted BORA's motion to dismiss. The court gave the plaintiff thirty days to file an amended complaint. The filing deadline was not met. There is a case management hearing set for February 3<sup>rd</sup> where he will move to dismiss.

## **9. Committee Reports**

## **10. General Board Member Discussion**

Mr. Ulmer announced that former chairman of BORA, Chief Jeffrey Lucas, is retiring. A retirement celebration will be held at Fire Station #2 on Monday, January 13<sup>th</sup>, at 9 AM.

Chairman D'Attile introduced the idea of changing the time of the BORA meetings to earlier in the day. Mr. Kamm suggested a lunch hour time.

Dr. Barbosa indicated a suggestion was made to her that the Board meet one or two times a year or quarterly in person. Mr. Wassink agreed and pointed out that there is a disconnect with online virtual meetings. Mr. Zackria suggested staff survey the Board members and report the results at the next meeting.

**11. Adjournment**

The meeting adjourned at 7:56 PM.

# Consent Agenda: Item 1

**CITY OF CORAL SPRINGS**

Torres, Natalia, Fire Inspector

**CITY OF DEERFIELD BEACH**

Gonzalez, Javier Perez, Sr., Structural Inspector (Temporary 120-Day)

Guendjoian, Armen, Chief Plumbing Inspector

**CITY OF FORT LAUDERDALE**

Brown, James Martin, Electrical Inspector (Temporary 120-Day)

Miller, Jason W., Fire Marshal

Williams, Katie, Assistant Fire Marshal

**TOWN OF LAUDERDALE-BY-THE-SEA**

O'Linn, Daniel F., Assistant Building Official

O'Linn, Daniel F., Chief Structural Inspector

**CITY OF LAUDERHILL**

Gregory, Kevin L., Chief Plumbing Inspector

**CITY OF HOLLYWOOD**

Lozano, Frank, Plumbing Inspector (Provisional)

**CITY OF MIRAMAR**

Perez, Anthony, Fire Inspector

**CITY OF PEMBROKE PINES**

Belisle, Jean Pierre Atelyo, Chief Plumbing Inspector

**CITY OF PLANTATION**

Merritt, Steven K., Assistant Fire Marshall

**TOWN OF SOUTHWEST RANCHES**

Bennett, Jeremie, Chief Structural Inspector

**COUNTYWIDE**

Ionescu, Severian M., Structural Inspector

Joseph, Tony, Electrical Plans Examiner

Martinez, Giordano Nestor, Structural Plans Examiner

Velasquez, Jose J., Mechanical Inspector

Velasquez, Jose J., Structural Plans Examiner

# Regular Agenda: Item 1



# Broward County Board of Rules and Appeals

1 N. University Drive Suite, 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

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**TO:** Members of the Broward County Board of Rules and Appeals

**FROM:** Chief Mechanical Code Compliance Officer

**DATE:** February 13, 2025

**RE:** First Reading of Proposed Changes to the Florida Building Code, Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Sections 104.12.3 Certification of the Electrical Inspector, 104.13.3 Certification of the Mechanical Inspector, and 104.14.3 Certification of the Plumbing Inspector

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## **Recommendation**

It is recommended that the Broward County Board of Rules and Appeals approve, by vote, changes to the Florida Building Code, Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Sections 104.12.3 Certification of the Electrical Inspector, 104.13.3 Certification of the Mechanical Inspector, and 104.14.3 Certification of the Plumbing Inspector.

## **Reasons**

The BORA Certification Standards Review Committee met on January 15, 2025, and recommended changes to the Florida Building Code, Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Sections 104.12.3 Certification of the Electrical Inspector, 104.13.3 Certification of the Mechanical Inspector, and 104.14.3 Certification of the Plumbing Inspector. These changes facilitate the recruitment and hiring of mechanical, electrical, and plumbing inspectors to create uniform certification requirements with the structural and roofing inspectors.

The changes would mirror Section 104.16.3 Certification of the Structural Inspector, Subsection 104.16.3.1.5, and Section 104.15.3 Certification of the Roofing Inspector, Subsection 104.15.3.1.5. These subsections allow the certification of a person with 10 years of experience, without a contractor's license, and with the condition that they will have two years to acquire a license. This language does not exist in the code for mechanical, electrical, and plumbing inspectors. See Exhibits 3, 4 and 5. ~~Stricken through~~ text is language deleted. Underscored text is new or revised language.

Additional updates proposed for all disciplines:

1. Board name update. Broward County Central Examining Board of ~~Electricians (also Plumbing and Mechanical)~~ Construction Trades.
2. Language is no longer applicable. ~~This credit is not applicable to the requirements under Section ...~~

## **Additional Information**

- Exhibit 1: Florida Building Code Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.16.3 Certification of the Structural Inspector
- Exhibit 2: Florida Building Code Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.15.3 Certification of the Roofing Inspector
- Exhibit 3: Florida Building Code Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.12.3 Certification of the Electrical Inspector
- Exhibit 4: Florida Building Code Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.13.3 Certification of the Mechanical Inspector
- Exhibit 5: Florida Building Code Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.14.3 Certification of the Plumbing Inspector
- Exhibit 6 and 7: Copies of Broward County Applications

Respectfully Submitted,

A handwritten signature in black ink that reads "R Soto".

Rolando Soto

**EXHIBIT 1**

**104.16.3 Certification of the Structural Inspector.** To be eligible for appointment as a structural inspector, such person shall be certified by BCAIB as a standard Inspector or be a Florida Registered Architect or Florida Licensed Professional Engineer in the discipline requested.

104.16.3.1 Such person shall also be certified by BORA by meeting the requirements of at least one (1) of the following:

104.16.3.1.1 Be a Florida Registered Architect or a Florida Licensed Professional Engineer in the discipline requested with two (2) years of HVHZ experience or passing BORA's HVHZ exam.

104.16.3.1.2 Be a BCAIB certified Standard Inspector in the structural discipline with five (5) years of experience within the State of Florida, of which two (2) years shall have been within HVHZ or passing the BORA's HVHZ exam. An individual qualifying through this path shall be required to acquire a GC license by exam within one (1) year of initial certification as an inspector.

104.16.3.1.3 Be a licensed GC with at least five (5) years of experience within the State of Florida in the Structural discipline with that license, of which two (2) years shall have been within the HVHZ or passing the BORA's HVHZ exam.

104.16.3.1.4 Five (5) years of construction experience in the structural discipline in a supervisory capacity, of which at least two (2) years shall have been within the jurisdiction of HVHZ or passing the BORA's HVHZ exam. An individual qualifying through this path shall be required to acquire an unlimited GC license by exam from either the Construction Industry Licensing Board (CILB), Broward County Examining Board, or the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an inspector.

104.16.3.1.5 Ten (10) years of construction experience in the structural discipline, of which at least two (2) years shall have been within the jurisdiction of the HVHZ or passing the BORA's HVHZ exam. An individual qualifying through this path shall be required to acquire an Unlimited GC license by exam from either the Construction Industry Licensing Board (CILB), Broward County Examining Board, or the Miami-Dade Construction Trades Qualifying Board within two (2) years of initial certification as an inspector.

104.16.3.2 An applicant for certification as a structural inspector under the provisions of this section who is a graduate from an accredited school holding a bachelor or associate of science degree in engineering, architecture, or building construction may be credited for two (2) years for bachelor's degree or one (1) year for an associate degree towards the combined experience requirements. This credit is not applicable to the requirements under Section 104.16.3.1.1.

104.16.3.3 Limited building or residential inspector certifications may be issued to individuals holding current building or residential contractor licenses and who otherwise meet the requirements of the appropriate section under which they are qualifying, with duties limited to the scope of work authorized by their license.

104.16.3.4 An applicant for certification as a structural inspector under the provisions of this section may only substitute the required two (2) years of HVHZ experience with two (2) years of statewide experience and passing the BORA HVHZ exam.

104.16.3.5 Building Inspectors (structural) certified by BORA on or after July 1, 2020, shall be required to obtain a Reinforced Unit Masonry certification within two years from their initial BORA certification date.

**EXHIBIT 2**

**104.15.3 Certification of the Roofing Inspector.** To be eligible for appointment as a roofing inspector, such person shall be certified by BCAIB as a standard structural inspector or standard roofing inspector or be a Florida Registered Architect or Florida Licensed Professional Engineer in the discipline requested.

104.15.3.1 Such person shall also be certified by BORA by meeting at least one of the following:

104.15.3.1.1 Be a Florida Registered Architect or a Florida Licensed Professional Engineer in the discipline requested with two (2) years of HVHZ experience or passing BORA's HVHZ exam.

104.15.3.1.2 Be a BCAIB-certified Standard Structural Inspector or Standard roofing inspector with five (5) years of experience within the state of Florida, two (2) years of which shall have been within the HVHZ or passing BORA's HVHZ exam. An individual qualifying through this path shall be required to acquire a roofing contractor license, by exam, from either the Construction Industry Licensing Board (CILB), Broward County Examining Board, or the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification.

104.15.3.1.3 Be a licensed Roofing Contractor, by exam, from either the Construction Industry Licensing Board (CILB), Broward County Examining Board, or the Miami-Dade Construction Trades Qualifying Board with at least five (5) years of experience within the state of Florida in the roofing discipline with that License of which two (2) years shall have been within the HVHZ or passing BORA's HVHZ exam.

104.15.3.1.4 Five (5) years of construction experience within the State of Florida in the roofing discipline in a supervisory capacity, of which at least two (2) years shall have been within the HVHZ or passing BORA's HVHZ exam. An individual qualifying through this path shall be required to acquire a Roofing Contractors License, by exam, from either the Construction Industry Licensing Board (CILB), Broward County Examining Board, or the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an inspector.

104.15.3.1.5 Ten (10) years of construction experience within the State of Florida in the roofing discipline, of which at least two (2) years shall have been within the HVHZ or passing BORA's HVHZ exam. An individual qualifying through this path shall be required to acquire a roofing contractor's license, by exam, from either the Construction Industry Licensing Board (CILB), Broward County Examining Board, or the Miami-Dade Construction Trades Qualifying Board within one (2) years of the initial certification as an inspector.

104.15.3.2 An applicant for certification as a roofing inspector under the provisions of this section who is a graduate from an accredited school holding a bachelor or associate of science degree in engineering, architecture, or building construction may be credited for two (2) years for bachelor's degree or one (1) year for an associate degree towards the combined experience requirements. This credit is not applicable to the requirements under Section 104.15.3.1.1.

104.15.3.3 An applicant for certification as a roofing inspector under the provisions of this section may only substitute the required two (2) years of HVHZ experience with two (2) years of statewide experience and passing the BORA HVHZ exam.

### EXHIBIT 3

**104.12.3 Certification of the Electrical Inspector.** To be eligible for appointment as an Electrical Inspector, such person shall be certified as required by BCAIB as an electrical inspector. Engineers are exempt from BCAIB certification.

104.12.3.1 Such person shall also be certified by BORA by meeting the requirements of at least one (1) of the following:

104.12.3.1.1 An Engineer in the discipline requested.

104.12.3.1.2 Five (5) years of construction experience in the electrical discipline in a supervisory capacity and a Certificate of Competency as a master electrician or electrical contractor.

104.12.3.1.3 Five (5) years of construction experience in the electrical discipline and five (5) years experience as an electrical inspector certified by BCAIB and a Certificate of Competency as a master electrician or electrical contractor.

104.12.3.1.4 Seven (7) years of construction experience in the electrical discipline and possess a Certificate of Competency as a journeyman electrician.

104.12.3.1.5 Ten (10) years of experience as an electrical inspector certified by BCAIB. A person with multi-discipline certifications can only be certified in one (1) discipline. A person certified under this section is exempt from Section 104.12.3.2.

104.12.3.1.6 Ten (10) years of construction experience in the electrical discipline. An individual qualifying through this path shall be required to acquire a license by exam as master electrician or electrical contractor or electrical journeyman from either the Electrical Contractors Licensing Board (ECLB), Broward County Central Examining Board of Construction Trades, or the Miami-Dade Construction Trades Qualifying Board within two (2) years of initial certification as an inspector.

104.12.3.2 Each of the applicants shall possess a current Certification of Competency or a professional license in the discipline requested as a master electrician or electrical contractor or journeyman electrician or engineer issued by at least one (1) of the following entities:

- A. Florida Electrical Contractors Licensing Board.
- B. Broward County Central Examining Board of Electricians Construction Trades.
- C. Miami-Dade County Construction Trades Qualifying Board, Block proctored.
- D. Florida Board of Professional Engineers.

104.12.3.3 An applicant for certification as an electrical inspector under the provisions of this section who is a graduate from an accredited school holding a bachelor or associate in science degree in electrical engineering may be credited for two (2) years for a bachelor's degree or one (1) year for an associate degree towards the combined experience requirements. ~~This credit is not applicable to the requirements under Section 104.12.3.1.1.~~

## EXHIBIT 4

**104.13.3 Certification of the Mechanical Inspector.** To be eligible for appointment as a mechanical inspector, such person shall be certified as required by the BCAIB as a mechanical inspector. Engineers are exempt from BCAIB certification.

104.13.3.1 Such person shall also be certified by BORA by meeting the requirements of at least one (1) of the following:

104.13.3.1.1 An Engineer in the discipline requested.

104.13.3.1.2 Five (5) years of construction experience in the mechanical discipline in a supervisory capacity and a Certificate of Competency as a master mechanical, mechanical contractor, Class A air conditioning contractor, or Class B air conditioning contractor.

104.13.3.1.3 Five (5) years of construction experience in the mechanical discipline and five (5) years experience as a mechanical inspector certified by BCAIB and a Certificate of Competency as a master mechanical or mechanical contractor or Class A air conditioning contractor or Class B air conditioning contractor.

104.13.3.1.4 Seven (7) years of construction experience in the mechanical discipline and a Certificate of Competency as a journeyman mechanical.

104.13.3.1.5 Ten (10) years of experience as a mechanical inspector certified by BCAIB. A person with multi-discipline certifications can only be certified in one (1) discipline. A person certified under this section is exempt from Section 104.13.3.2.

104.13.3.1.6 Ten (10) years of construction experience in the mechanical discipline. An individual qualifying through this path shall be required to acquire a license by exam as master mechanical or mechanical contractor or Class A air conditioning contractor or Class B air conditioning contractor or mechanical journeyman from either the Construction Industry Licensing Board (CILB), Broward County Central Examining Board of Construction Trades, or the Miami-Dade Construction Trades Qualifying Board within two (2) years of initial certification as an inspector.

104.13.3.2 Each of the applicants shall possess a current Certificate of Competency or a professional license in the discipline requested as a master mechanical, mechanical contractor, Class A air conditioning contractor, Class B air conditioning contractor, or journeyman mechanical or engineer issued by at least one (1) of the following entities:

- A. Florida Construction Industry Licensing Board.
- B. Broward County Central Examining Board of ~~Mechanical Contractors and Specialty Mechanical Contractors~~ Construction Trades.
- C. Miami-Dade County Construction Trades Qualifying Board.
- D. Florida Board of Professional Engineers.

104.13.3.2.1 Individuals holding licenses as a Class B Air Conditioning Contractor, with a current Certificate of Competency issued by the above-mentioned boards, shall have duties limited to the inspection of air conditioning and mechanical work within the scope of their certificate of competency.

104.13.3.3 An applicant for certification as a Mechanical Inspector under the provisions of this section who is a graduate from an accredited school holding a bachelor's or an associate of science degree in mechanical engineering may be credited for two (2) years for a bachelor's degree or one (1) year for an associate degree towards the combined experience requirements. ~~This credit is not applicable to the requirements under Section 104.13.3.1.1.~~

## EXHIBIT 5

**104.14.3 Certification of the Plumbing Inspector.** To be eligible for appointment as a plumbing inspector, such person shall be certified as required by BCAIB as a plumbing inspector. Engineers are exempt from BCAIB certification.

104.14.3.1 Such person shall also be certified by BORA by meeting the requirements of at least one (1) of the following:

104.14.3.1.1 An Engineer in the discipline requested.

104.14.3.1.2 Five (5) years of construction experience in the plumbing discipline in a supervisory capacity and a Certificate of Competency as a master plumber or plumbing contractor.

104.14.3.1.3 Five (5) years of construction experience in the plumbing discipline and five (5) years experience as a plumbing inspector certified by BCAIB and a Certificate of Competency as a master plumber or plumbing contractor.

104.14.3.1.4 Seven (7) years of construction experience in the plumbing discipline and a Certificate of Competency as a Journeyman Plumber.

104.14.3.1.5 Ten (10) years of experience as a plumbing inspector certified by BCAIB. A person with multi-discipline certifications can only be certified in one (1) discipline. A person certified under this section is exempt from Section 104.14.3.2.

104.14.3.1.6 Ten (10) years of construction experience in the plumbing discipline. An individual qualifying through this path shall be required to acquire a license by exam as master plumber or plumbing contractor or plumbing journeyman from either the Construction Industry Licensing Board (CILB), Broward County Central Examining Board of Construction Trades, or the Miami-Dade Construction Trades Qualifying Board within two (2) years of initial certification as an inspector.

104.14.3.2 Each of the applicants shall possess a current Certificate of Competency or a professional license in the discipline requested as a master plumber, plumbing contractor, or journeyman plumber issued by at least one (1) of the following entities:

- A. Florida Construction Industry Licensing Board.
- B. Broward County Central Examining Board of Plumbers Construction Trades.
- C. Miami-Dade County Construction Trades Qualifying Board.
- D. Florida Board of Professional Engineers.

104.14.3.3 An applicant for certification as a plumbing inspector under the provisions of this Section who is a graduate from an accredited school holding a bachelor's or an associate of science degree in mechanical engineering may be credited for two (2) years for a bachelor's degree or one (1) year for an associate degree towards the combined experience requirements. ~~This credit is not applicable to the requirements under Section 104.14.3.1.1.~~



Resilient Environment Department

**BUILDING CODE DIVISION | CONTRACTOR LICENSING**

2307 West Broward Boulevard, Suite 300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • broward.org/building/contractors

ATTACH  
TWO  
1½" x 1½"  
PHOTOS  
HERE

**Engineering ▪ Mechanical ▪ Electrical ▪ Plumbing ▪ Specialty Contractor**  
**Application for Certificate of Competency**

- New License     License by Reciprocity

**Contractor Classification**

**ELECTRICAL & SPECIALTY ELECTRICAL CONTRACTORS**

- Alarm System Contractor I     Limited Energy Systems Contractor  
 Alarm System Contractor II     Master Electrician

**ENGINEERED CONSTRUCTION CONTRACTOR**

- General Engineered Construction Builder

**SPECIALTY ENGINEERED CONSTRUCTION CONTRACTOR**

**Category 1A: Specialty Engineered Utility System**

- |  |  |
|--|--|
| <input type="checkbox"/> 1A-A Underground Utility and Excavation | <input type="checkbox"/> 1A-B Secondary Utility and Excavation |
| <input type="checkbox"/> 1A-C Jack and Bore Installer            | <input type="checkbox"/> 1A-D Pipeline Rehabilitation          |
| <input type="checkbox"/> 1A-E Directional Drilling               | <input type="checkbox"/> 1A-F Pipe Bursting                    |

**Category 1B: Specialty Engineered Structural**

- 1B Plant Construction

**Category 1C: Engineered Specialty Transmission and Distribution**

- |   |   |
|---|---|
| <input type="checkbox"/> 1C-A Fuel Transmission and Distribution Lines                      | <input type="checkbox"/> 1C-B Underground and Aerial Utility Transmission and Distribution Lines      |
| <input type="checkbox"/> 1C-C Feeder Distribution Interface (FDI Telephone Boxes) Installer | <input type="checkbox"/> 1C-D Cable Television (for pre-wiring buildings apply with Electrical Board) |

**Category 2: Specialty Engineered Structural**

- |  |  |
|--|--|
| <input type="checkbox"/> 2A Heavy Marine | <input type="checkbox"/> 2B Bridges, Overpasses, Underpasses |
| <input type="checkbox"/> 2C Light Marine | <input type="checkbox"/> 2D Pile Driving                     |

**Category 3: Specialty Engineered Roads and Surfacing**

- |  |   |
|--|---|
| <input type="checkbox"/> 3A Major Roads  | <input type="checkbox"/> 3B Minor Roads |
| <input type="checkbox"/> 3C Concrete Driveways, Curbs, Gutters, Driveway Entrances and Sidewalks | <input type="checkbox"/> 3D Sealcoating |
| <input type="checkbox"/> 3E Striping, Marking and Signage of Roadways, including pavements       |   |

**Category 4: Specialty Engineered Earthwork**

- |  |  |
|--|--|
| <input type="checkbox"/> 4A Excavating | <input type="checkbox"/> 4B Clearing and Grading |
| <input type="checkbox"/> 4C Dredging   |  |

**PLUMBING & SPECIALTY PLUMBING CONTRACTORS**

- |   |  |
|---|--|
| <input type="checkbox"/> Master Plumber | <input type="checkbox"/> Irrigation Specialty Contractor |
|---|--|

**MECHANICAL & SPECIALTY MECHANICAL CONTRACTORS**

- |   |  |
|---|--|
| <input type="checkbox"/> Mechanical Contractor              | <input type="checkbox"/> Pneumatic Control                           |
| <input type="checkbox"/> Insulation                         | <input type="checkbox"/> Sheet Metal                                 |
| <input type="checkbox"/> Class A Air Conditioning           | <input type="checkbox"/> Class B Air Conditioning Limited to 25 Tons |
| <input type="checkbox"/> Test & Balance – Class A Unlimited | <input type="checkbox"/> Test & Balance – Class B Limited            |
| <input type="checkbox"/> Central Vac System                 | <input type="checkbox"/> Transport Assembly                          |



Environmental Protection and Growth Management Department

**BUILDING CODE SERVICES DIVISION**

1 North University Drive, Box #302 • Plantation, Florida 33324 • 954-765-4400 • broward.org/building

## **Journeyman Certificate of Competency Application Information and Instructions**

### **Experience**

To apply for a Journeyman license, you must have experience in the electrical, mechanical or plumbing trade as outlined below:

- **Specialty Electrical Journeyman:** must have at least three years of practical experience in the fire alarm industry, limited energy systems industry (f/k/a low voltage) or solar photovoltaic industry in addition to all State of Florida requirements.
- **Electrical Journeyman; Maintenance Electrician:** must have at least four years practical electrical maintenance experience.
- **Mechanical Journeyman:** must have at least three years of experience in the mechanical field (includes mechanical, insulation or sheet metal).
- **Plumbing Journeyman:** must have at least four years of practical plumbing experience in the plumbing field.

### **Proof of Experience**

You must submit a notarized affidavit to substantiate the required experience by your present or former licensed employer. **If you are employed by Broward or Miami-Dade County School Board, you must submit a signed and notarized affidavit, on official letterhead, from a licensed contractor that you worked under for the time you have been employed there.** The affidavit must include a statement indicating that the licensed person is an employee of the School Board.

Reciprocity applicants must also submit a notarized affidavit. In addition, some boards may require you to appear before them.

#### **All letters and affidavits must be notarized**

- **Electrical Journeyman; Maintenance Electricians:** must include copies of your last 4 years of W-2 forms.
- **Specialty Electrician:** must include copies of your last 3 years of W-2 forms.
- **Mechanical Journeyman:** must include copies of your last 3 years of W-2 forms.
- **Plumbing Journeyman:** must include copies or your last 4 years W-2 forms.



## Broward County Board of Rules and Appeals Certification Standards Review Committee January 15, 2025 Meeting Minutes

Call to order:

Chairman D'Attile called a published meeting of the Certification Standards Review Committee to order at 9 AM at the Broward County Governmental Center West Board Room, 1 North University Drive, Plantation, Florida. The roll was called, and the following members were present:

Present:

Gregg D'Attile, Chair  
Andre Bendavid  
Jack Fisher  
Michael Guerasio  
Russell Muniz  
Stephen Pizzillo  
Thomas Schubert  
Lisa Sinalovski  
William Tracy

Approval of Minutes – September 16, 2019

Ms. Sinalovski noted some references to her were shown as “Mr.” A motion was made by Mr. Tracy and seconded by Mr. Guerasio to approve the September 16, 2019, minutes as corrected. Motion passed by unanimous vote of 9-0.

#### 4. Review proposed changes to the Mechanical, Electrical and Plumbing Inspector Certification Requirements

Mr. Rolando Soto, Chief Mechanical Code Compliance Officer, advised that for the structural discipline, individuals with ten years of experience, are given two years to obtain their contractor license. The question before the Committee is whether to allow the same two-year period for mechanical, electrical and plumbing disciplines.

Mr. Pizzillo made a motion, and Mr. Tracy seconded the motion to recommend to the Board of Rules and Appeals that Chapter 1, Sections 104.12.3, Certification of Electrical Inspector, 104.13.3, Certification of Mechanical Inspector, and 104.14.3, Certification of Plumbing Inspector, Florida Building Code, 8<sup>th</sup> Edition (2023) be amended as recommended. The motion passed by vote of 8-1. Mr. Fisher voted no.

The following discussion ensued before the vote:

Mr. Soto advised that the intent is to afford more opportunity for individuals to be attracted to the building inspection profession. Mr. Fisher asked whether the individual would have to first be approved to take the exam. Ms. Sinalovski emphasized that care is needed to ensure that

inspectors are qualified. Mr. Pizzillo felt it is the responsibility of the building official to make sure their employees are in fact qualified. Some discussion followed with respect to new-hire training. Ms. Synalovski suggested a type of onboarding be considered by this Committee. Mr. Soto emphasized that now individuals must possess a contractor license immediately upon an inspector application in the mechanical, electrical and plumbing disciplines. It is possible that individuals that proceed independently with getting their contractor license may not necessarily be ultimately interested in being an inspector. Essentially this proposal is to facilitate the process for individuals but added requirements may negate the goal.

Discussion turned to the idea of virtual inspections. Mr. Bendavid commented that virtual would serve a purpose for small things. Chairman D'Attile pointed out the hours spent by contractors waiting for the inspection. Mr. Bendavid indicated that being aware of jobs where the building official can focus on getting inspectors to the site in a two-hour window instead of four hours. It cures thirty percent of the issues. Mr. Tracy felt that providing information to contractors of why an inspection fails also reduces the percentage of failed inspections. Chairman D'Attile pointed out that the same guidelines could be helpful with virtual inspections.

In response to Ms. Synalovski, Mr. Soto emphasized that it rests with the building official of whether an individual is genuinely interested in this field of work and the building official believes the individual can succeed. He went on to say that requiring inspectors to have a contractor's license positions the inspector on a level playing field with the contractor at the job sites he or she is inspecting. Ms. Synalovski suggested a checklist for new inspectors and perhaps a period of three years instead of two. Mr. Tracy pointed out there are five exams the individual must pass during that two-year period. Mr. Pizzillo indicated it must be accomplished in two years because the State only grants two years. Ms. Synalovski suggested an additional year be granted for the contractor license only. Mr. Schubert felt it should be the same for all trades. However, he was concerned about an individual performing inspections for two years and possibly not passing the exams. Mr. Soto pointed out that the building official has the option not to hire the individual.

5. Review proposed changes to Chapter 1, Section 104.18 Recertification of Building Departments and Building Code Inspection Enforcement Personnel, Florida Building Code, 8<sup>th</sup> Edition (2023)

Mr. Michael Guerasio, Chief Structural Code Compliance Officer, referred to changes at the state level with respect to continuing education. He noted the State has removed continued education requirements for building inspection personnel who have been licensed for more than 10 years. The proposal for Chapter 1 is to add the mandatory classes required by the State. Language was added to Section 104.18.1.2 to include individuals contracted by a municipality.

A motion was made by Mr. Muniz and seconded by Mr. Pizzillo to recommend to the Board of Rules and Appeals that Chapter 1, Sections 104.18.1.2 and 104.18.1.3 be amended as recommended. The motion passed by unanimous vote of 9-0.

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Chairman D'Attile asked everyone to consider allowing more levels of virtual inspections than what is currently provided in the code. He also raised the issue of work being performed without a permit. A general discussion ensued on these topics. The process for initiating a code amendment was outlined.

7. Adjournment

There being no further business, the meeting adjourned at 10:05 AM.

# Item 2



## Broward County Board of Rules and Appeals

1 N. University Drive Suite, 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

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**TO:** Members of the Broward County Board of Rules and Appeals

**FROM:** Chief Structural Code Compliance Officer

**DATE:** February 13, 2025

**RE:** First Reading of Proposed Changes to the Florida Building Code, Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.18 Recertification of Building Departments and Building Code Inspection Enforcement Personnel

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### **Recommendation**

It is recommended that the Broward County Board of Rules and Appeals approve, by vote, changes to the Florida Building Code, Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.18 Recertification of Building Departments and Building Code Inspection Enforcement Personnel, Subsections 104.18.1.2 and 104.18.1.3 Continuing Education.

### **Reasons**

The BORA Certification Standards Review Committee convened on January 15, 2025, and recommend the following proposed changes by a majority vote:

- Add “or contracted with” to Section 104.18.1.2
- Designate 6 hours of required continuing education in specific categories into Section 104.18.1.3.
  - 2-hours of Energy Conservation
  - 1-hour in Accessibility
  - 2-hours of Florida laws and rules (other than accessibility and ethics)
  - 1-hour of ethics
- Add a title: “Continuing Education”
- Replace “contact hours” with “continuing educational hours”
- Correct additional Scribner errors throughout this section

### **Additional Information**

- Exhibit 1: Florida Building Code, Broward County Administrative Amendments, Chapter 1, 8th (2023) Edition, Section 104.18 Recertification of Building Departments and Building Code Inspection Enforcement Personnel.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael Guerasio".

Michael Guerasio

**EXHIBIT 1**

**BORA RECERTIFICATION REQUIREMENTS**

**104.18 Recertification of Building Departments and Building Code Inspection Enforcement Personnel**

**104.18.1** All Building Departments shall be recertified biennially by BORA. To be recertified, all Building Officials, Assistant Building Officials, Chief Inspectors, Plans Examiners, and Inspectors who are presently certified by BORA shall meet the following criteria and comply with the current requirements for initial certification:

**104.18.1.1** Be currently certified by BORA.

**104.18.1.2** Be employed by or contracted with a governmental AHJ (building department) within Broward County. See Section 104.17.

**104.18.1.3 Continuing Education**. All Building Officials, assistant Building Officials, Chief Inspectors, Plans Examiners, and Inspectors to be recertified shall obtain twenty-eight (28) ~~contact~~ of continuing education hours within ~~a~~ the two (2) consecutive calendar year biennial renewal period (starting January 1, on an even year, through December 31, of the next odd year). Continuing education hours can be obtained by attending a classroom or online educational courses, workshops, and seminars. Any of which shall be approved by BORA, the Miami-Dade County Code Compliance Office, or the Florida Department of Business and Professional Regulation. Continuing education ~~contact~~ hours shall include 2-hours of energy conservation, 1-hour in accessibility, 2-hours of Florida laws and rules (other than accessibility and ethics), and 1-hour of ethics. ~~approved as discipline-specific (courses which are specific to the code chapters enforced by the specific discipline) and general courses. Courses mandated for license holders by the state of Florida Boards~~ These courses shall be classified as general courses unless clearly indicated as discipline-specific by a State agency. A minimum of one-half (½) of the twenty-eight (28) ~~contact~~ continuing education hours within a two (2) consecutive calendar year biennial renewal period shall be the discipline-specific category. ~~Meetings of BORA committee~~ meetings shall be counted as one (1) hour in the general category, and professional association meetings shall be counted as not to exceed one (1) hour in the discipline-specific category for a maximum of fourteen (14) contact hours within a the two (2) consecutive calendar year biennial renewal period.



## Broward County Board of Rules and Appeals Certification Standards Review Committee January 15, 2025 Meeting Minutes

Call to order:

Chairman D'Attile called a published meeting of the Certification Standards Review Committee to order at 9 AM at the Broward County Governmental Center West Board Room, 1 North University Drive, Plantation, Florida. The roll was called, and the following members were present:

Present:

Gregg D'Attile, Chair  
Andre Bendavid  
Jack Fisher  
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Stephen Pizzillo  
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Lisa Sinalovski  
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Approval of Minutes – September 16, 2019

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inspectors are qualified. Mr. Pizzillo felt it is the responsibility of the building official to make sure their employees are in fact qualified. Some discussion followed with respect to new-hire training. Ms. Synalovski suggested a type of onboarding be considered by this Committee. Mr. Soto emphasized that now individuals must possess a contractor license immediately upon an inspector application in the mechanical, electrical and plumbing disciplines. It is possible that individuals that proceed independently with getting their contractor license may not necessarily be ultimately interested in being an inspector. Essentially this proposal is to facilitate the process for individuals but added requirements may negate the goal.

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A motion was made by Mr. Muniz and seconded by Mr. Pizzillo to recommend to the Board of Rules and Appeals that Chapter 1, Sections 104.18.1.2 and 104.18.1.3 be amended as recommended. The motion passed by unanimous vote of 9-0.

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Chairman D'Attile asked everyone to consider allowing more levels of virtual inspections than what is currently provided in the code. He also raised the issue of work being performed without a permit. A general discussion ensued on these topics. The process for initiating a code amendment was outlined.

7. Adjournment

There being no further business, the meeting adjourned at 10:05 AM.

# Item 3



## Broward County Board of Rules and Appeals

1 N. University Drive Suite, 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

---

**TO:** Members of the Broward County Board of Rules and Appeals

**FROM:** Administrative Director

**DATE:** February 13, 2025

**RE:** Proposal to Change Board Meeting Start Time from 7:00 PM to 11:30 AM

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### **Recommendation**

I respectfully recommend that the Board of Rules and Appeals discuss and vote on a change to the start time of Board meetings from 7:00 PM to 11:30 AM.

### **Reasons**

The request stems from feedback from several Board members and employees of various building departments. Many expressed that the current 7:00 PM meeting time conflicts with their personal and family responsibilities. Moving meetings to 11:30 AM would:

- Minimize disruptions to personal and family time.
- Align with standard working hours, making it more convenient for those with office jobs to attend.
- Improve efficiency by integrating the meetings into the workday, potentially increasing participation and engagement.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "A Barbosa".

Dr. Ana C. Barbosa