

**B.O.C.O.N.E.O.**

Building Officials Conference of North East Ohio



November, 2014

**B.O.C.O.N.E.O. Officers**

**President**

Jerry Flanik  
Lake County

**First Vice President**

James Decker  
Mentor, Ohio

**Second Vice President**

James McReynolds  
Olmsted Township, Ohio

**Secretary**

Gregory Fort  
Mayfield Heights

**Treasurer**

Mike Skvasik  
Village of Glenwillow

**Education Co-Chairmen**

James McReynolds  
Michael Gero

**Cooperating Member**

Doug Leovic  
Wickliffe Fire Dept.

**Past President**

Paul Kowalczyk  
South Euclid, Ohio

**NOTICE**  
**ANNUAL BUSINESS MEETING**  
**WEDNESDAY, NOVEMBER 19, 2014**

Notice is hereby given that the Annual Business Meeting of BOCONEO will be held on November 19, 2014, at 12:30 p.m., at the Normandy Party Center, 30310 Palisades Parkway, Wickliffe, Ohio 44092

**\*\*Lunch will be served at 11:35 a.m. immediately after the Roundtables\*\***

Since all board members terms are for a period of two-years, there are no elections to be held during the Annual Business Meeting this year. There are also no proposed bylaw changes to be brought before the membership at this time.

The Board of Directors have submitted their annual reports for the year and are included in the November newsletter.

Jerry Flanik  
President

**This Month's Meeting**  
**Navigating the Certification Maze -Understanding The**  
**Product Testing & Certification Process & Certification Marks**

**BBS2014-308: 3 Hours for all certifications**  
**Instructor: John Rimac, CSA**

[Click To Register Here](#)

**Plumbing Roundtable**

"Miscellaneous Topics"

**@ 10:30 AM**

**&**

**Electrical Roundtable**

"Prep for 2014 NEC"

**@ 10:30 AM**



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## *President's Report*

Thanks to our membership, BOCONEO continues to provide outstanding education while reaching out to other organizations in order to advocate and promote our purpose. We are fortunate to have such a strong membership that continues to grow.

Due to the increased construction activity over the past few years, it has become quite evident that many of our building departments are finding it difficult to keep up with the demand. Between the economic downturn of 2008-2009 and the recent resurgence in construction work over the past few years, a gap has been created regarding the need for qualified inspectors in our building departments. Additionally, many certified members are retiring due to changes in PERS. One of my goals for this year, regarding this gap, is to engage our membership to bring new qualified people into our membership to eventually work in our building departments in the future.

My main focus as President will be to continue working on building consistency in our local jurisdictions regarding the administration of building codes and standards. Throughout the past year the BOCONEO Board of Directors and I have reached out to many groups by developing and delivering educational presentations to forge a better understanding of building codes and standards while promoting uniformity throughout Ohio. The following groups have benefitted from our efforts: OBBS/OBOA "Building on the Code" (Webinar in Columbus), ACCA Chapter Meeting (Cleveland), HBA Chapter Meeting-February 2014 (Cleveland), 2014 Ohio Statewide Floodplain Management Conference (Columbus), HBA Chapter Meeting-October 2014 (Painesville). My goal for this coming year is to continue working with the Board of Directors by establishing additional relationships with other groups such as building trade organizations, architects and engineers.

I would like to thank all of the instructors and participants for another successful BOCONEO Educational Institute. Additionally, these special educational venues could not happen without the countless hours put in by our Educational Institute Committee. Thanks for your commitment (Great Job!). We are already planning for the 2015 BOCONEO Educational Institute.



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## *President's Report (cont.)*

The BOCONEO Annual Golf Outing was held again at Grandview Golf Club with the proceeds going to the John Korinek Memorial Scholarship Fund. Scholarship applications are available on our website and must be received by December 1, 2014. Thanks to all of the hard work from the Golf Committee, hole sponsors, and participants we had a great turnout and the weather was an outstanding 85° bright sunny day.

I am honored and look forward to serving as President of BOCONEO for another year and working with such a fine group of talented individuals on the BOCONEO Board of Directors. We will continue our dedication to providing outstanding education, as well as being a great resource of technical information regarding building code requirements to our members and other industry professionals throughout Northeast Ohio.

Sincerely,

Jerry Flanik  
President



Jerry Flanik  
President



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## *First Vice President's Report*

Section 2.01 – Purpose paragraph F of the BOCONEO By-Laws is quoted as follows:

“To foster closer cooperation and exchange of information among its members, governmental agencies and other building official organizations.”

I have focused my efforts as First Vice President toward this purpose. Periodic attendance at the meetings of other building trade organizations such as Home Builders Association, Northeast Ohio Fire Protection Association, Air Conditioning Contractors of America, etc. is paramount for exchange of information. Even though the by-laws don't specifically state these types of organizations, exchange of information between BOCONEO and these organizations is vital. I believe it is important for BOCONEO to understand the views and opinions of these other organizations especially when they impact code enforcement.

The quoted by-law also states to foster closer cooperation with other building official organizations. As a BOCONEO member, we are also members of the Ohio Building Officials Association. Fostering cooperation with OBOA is critical to the success of code enforcement.

I will continue to foster these cooperative efforts.



James Decker  
First Vice President





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## *Second Vice President's Report*

Greetings to all BOCONEO members and friends.

In 2014 BOCONEO continued to make strides toward becoming an even better educational organization.

We have continued to add to our after lunch educational programs by offering morning education for electrical and plumbing inspectors by means of our roundtable discussions. If you have never attended one of these roundtables, you should make an effort to attend at least once. The format is different from our more formal education; here discussion is encouraged, and members can ask questions easily because the roundtable method allows for input from the attendees; it is not a one person show.

We conducted a very successful educational seminar this year, and saw the numbers of attendees increase from last year, as more inspectors, designers, and code officials take advantage of this unique educational opportunity.

We will continue to improve in 2015, as we work to accomplish our goal of becoming (and staying) the pre-eminent educational organization for code officials in Ohio. Even now we are working on gathering classes and instructors for the upcoming year's education, with our goal in mind to provide you with the finest quality education, and spanning the most disciplines possible, so that no certification is neglected.

The 2016 OBOA Joint Conference will be co-hosted by BOCONEO, and so we are starting now to prepare for this event. The last time BOCONEO co-hosted the conference, it was a great success, with courses that appealed to a wide selection of attendees. We are lining up education, sponsors, and a thousand other details that will need attention in order for this event to go off without a hitch. This is where I call for volunteers: we need you to help us. No matter if you think that what you have to offer is insignificant, I assure you that it is not! The more members who step forward during this next year, and offer their services to help us, will definitely make the 2016 conference one to remember. We need you to help us, the executive board, and we want you to help us. Every little bit can help, so keep this in mind over the next year and volunteer whenever you think you can. We appreciate your efforts tremendously.



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## *Second Vice President's Report (cont.)*

As executive officers of BOCONEO we understand our duty to this organization. Foremost in our minds and hearts is the welfare of our members.

You surely see that our group does much more than provide education. We provide scholarships to our members' families, through the annual golf outing, and other events we sponsor. We also provide a venue for networking and fellowship. At a BOCONEO lunch and meeting you can see old friends, make new friends, and discuss inspection topics with peers who have experienced the same situation you may find yourself involved with. When we share experiences with each other, we are also teaching. This is the oldest form of education: sharing experiences with each other. This is the way masters teach apprentices, and it works well in BOCONEO.

Finally I want to encourage each member to express your ideas to myself, or any executive officer. Let us know what you think. We would like to hear from you. If you have a suggestion as to how we can do something better, faster, or cheaper, we want to hear from you. We also want to hear your ideas about the future of BOCONEO. I know that many of you have great insight, and we want you to help us. The future is in your hands.

A happy holiday season to all members and your families.



James McReynolds  
Second Vice President  
Co-Educational Chairman



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## *Secretary's Report*

Well another Boconeo year comes to a close with the November meeting. The organization had a good year in terms of membership, revenues and participation. While attending OBOA meetings in Columbus, I can't help but notice how we are light years ahead of all the other chapters. Not only do we have the largest membership, we have members willing to step up and help out.

At this time I would like to shout out a big thank you from the board to all of you that prepared classes and round tables, helped to clean up tables after classes, helped to pass out certificates after meetings, volunteered for committees, sold golf sponsorships, purchased website advertising and those that attended any special events put on by Boconeo. That is what truly makes our chapter strong.

This year we began issuing permanent plastic membership cards. This not only saves money spent on printing, it allows us to move forward with plans for electronic check in of classes. The database for this is still being built. It will then need special coding for the card reader system. We are also building this to align with the State of Ohio new record system.

The updated scholarship and membership renewal forms have been uploaded to the website. Again this year I ask you to fill out the membership renewal form online then print it out and mail it in. The typed forms are much easier to read and helps to avoid mistakes. [Click here for the link to the membership form.](#)

The next two pages of this newsletter are the names of members, active and retired, that have not yet picked up their permanent membership card. Please help me get these cards delivered if you work in the office of anyone listed.



Gregory Fort  
Secretary-Webmaster

<b>Boconeo #</b>	<b>2014 Paid</b>	<b>Mbr Status</b>	<b>First Name</b>	<b>Last Name</b>	<b>Employer</b>
1000	Paid	Regular	Heinz	Akers	Shaker Heights
1006	Paid	Regular	John	Armeni	Mahoning County
1010	Paid	Regular	Walter Amandeep	Balester	South Euclid
1011	Paid	Cooperating	Singh	Bali	CSA Group
1017	Paid	Regular	Donald	Bastian	Cleveland
1025	Paid	Associate	David	Blagg	Parma
1031	Paid	Regular	Charles	Boshane	Solon
1036	Paid	Regular	Sheila	Brown	Cleveland
1038	Paid	Regular	Benjamin	Brown	Warrensville Heights
1040	Paid	Regular	Cliff	Calaway	Brunswick
1041	Paid	Regular	Cheryl	Camp	Cleveland
1046	Paid	Regular	Robert	Chaplin	Wickliffe
1047	Paid	Regular	John	Cheatham	Safebuilt - Bay Village
1060	Paid	Regular	Daniel	Dachtler	Cleveland
1073	Paid	Regular	Anthony	Dizdar	East Cleveland
1075	Paid	Regular	Joseph	Dominick	Willowick
1076	Paid	Regular	Ayonna	Donald	Cleveland
1082	Paid	Regular	Charlotte	Ellick	Warrensville Heights
1088	Paid	Regular	Allan	Ferritto	Willowick
1093	Paid	Regular	Drew	Flood	Brunswick
1329	Paid	Regular	Irene	Fomby	Cleveland
1096	Retired	Retired	Dwayne	Ford	
1099	Paid	Regular	Keith	Foulkes	Strongsville
1101	Paid	Cooperating	Edward	Franks	CPD
1104	Paid	Regular	Guy	Fursdon	North Ridgeville
1106	Paid	Regular	Bill	Gallagher	CT Consultants
1108	Paid	Regular	Denis	Garcia	Cleveland
1118	Paid	Cooperating	Robert	Green	DLZ Architecture
1120	Paid	Regular	William	Griswold	Beachwood
1122	Paid	Regular	Emily	Hanson	Broadview Heights
1123	Paid	Regular	Lavelle	Hatcher	Warrensville Heights
1125	Paid	Regular	Zachary	Hayek	University Heights
1126	Paid	Regular	Brian	Headen Heckelmoser	Warrensville Heights
1330	Paid	Regular	Donald	Jr	Cleveland
1131	Paid	Regular	Dave	Hilliard	Cleveland
1132	Paid	Regular	Mike	Hlad	Macedonia
1144	Paid	Regular	Mark	Jewitt	Lakewood
1145	Retired	Retired	Tyrone	Johnson	
1150	Paid	Regular	Kevin	Kelley	Lakewood
1152	Paid	Associate	Ronald	Kluchin	Self
1155	Paid	Cooperating	Kevin	Krol	Keller Williams Realty
1157	Paid	Regular	David	Kulcsar	Brooklyn
1158	Paid	Regular	Selwyn	Kulesar	Fairview Park
1159	Retired	Retired	Thomas	Kunz	
1162	Paid	Associate	David	Lawrence	Wickliffe
1164	Retired	Retired	Bernard	Leatherman	
1166	Paid	Regular	Dexter	LeMon	Portage County
1168	Paid	Regular	Melvin	Lester	Warrensville Heights
1174	Paid	Cooperating	Valerie	Madarasz	CSA Group
1328	Paid	Regular	Joe	Mandato	Lyndhurst
1177	Paid	Regular	Daniel	Marinucci	NC eXperts
1178	Paid	Regular	John	Marrelli	Mayfield Village
1182	Paid	Regular	Roy	Mason	Ashtabula County



1183	Paid	Regular	Rod	Mastandrea	Solon
1185	Paid	Regular	Walter	Maynard	Fairview Park
1190	Paid	Regular	Robert	McLaughlin	Olmsted Falls
1198	Retired	Retired	Robert	Miller	
1199	Paid	Regular	Michael	Molinski	Lakewood
1202	Paid	Regular	Thomas	Moore	Beachwood
1203	Paid	Regular	Bruce	Morgan	Cleveland
1209	Paid	Cooperating	Dennis	Niedermyer	Retired
1212	Paid	Regular	Joe	O'Donnell	Euclid
1214	Retired	Retired	Thomas	Ockington	
1215	Paid	Regular	Carl	Opatrny	Brecksville
1216	Paid	Regular	Steve	Oprea	Strongsville
1217	Paid	Regular	Raymond	Ossovicki	Cleveland
1223	Retired	Retired	Leroy	People	Retired
1224	Retired	Retired	Zvonima	Peric	
1228	Paid	Regular	John	Pirko	Mahoning County
1230	Paid	Regular	Herbert	Porter	Brunswick
1103	Paid	Regular	Larry	Puskas	Lyndhurst
1234	Paid	Regular	John	Reape	Lakewood
1236	Paid	Regular	Timothy	Reynolds	Beachwood
1243	Paid	Regular	Daniel	Russell	Olmsted Falls
1244	Retired	Retired	David	Rymes	
1248	Paid	Regular	Robert	Santucci	Beachwood
1250	Retired	Retired	Joseph	Schiavone	
1254	Retired	Retired	Joseph	Shuster	Retired
1261	Retired	Retired	James	Smith	
1262	Paid	Regular	Michael	Smyczek	
1268	Paid	Regular	John	Stigalt	Broadview Heights Christopher@Architects LLC
1277	Paid	Cooperating	Christopher	Tadych	
1285	Paid	Regular	Eric	Tuck-Macalla	Shaker Heights
1288	Paid	Regular	Jefferey	Uroseva	Mahoning County
1289	Retired	Retired	Al	Uthe	
1292	Paid	Regular	Thomas	Vanover	Cleveland
1296	Paid	Regular	Richard	Vittardi	Newburgh Heights
1299	Retired	Retired	Richard	Wehrenberg	
1302	Paid	Regular	Roger	Westfall	Broadview Heights
1303	Retired	Retired	Richard P.	Wettrick	Retired
1304	Paid	Regular	Michael	White	Mahoning County
1307	Paid	Regular	Lori	Williams	Cleveland
1319	Paid	Regular	Fredrich	Wolff	Cleveland State University
1310	Paid	Cooperating	Michael	Worges	CSA Group
1340	Paid	Cooperating	John C.	Workley	Vocon Partners
1311	Retired	Retired	Alan	Wrana	Retired
1314	Paid	Regular	Joe	Zbasnick	Summit County



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## *Treasurer's Report*

The financial state of BOCONEO continues to remain strong in 2014. Membership revenues are up due to the \$20 dues increase initiated in 2014. Also, membership support of this year's BOCONEO Educational Institute (code classes) contributed to the modest increase in revenues compared to 2013.

Expenses in 2014 were slightly lower compared to 2013 due to a onetime 2013 expenditure for audio/visual improvement at the Normandy Catering meeting site and lower meeting food cost due to a slight drop in meeting attendance in 2014. These decreases were partially offset by the 2014 OBOA dues increase and the 2014 expenses for the officer installation dinner.

Through the end of October 2014 BOCONEO has over \$42,000 in assets including \$8,000 in the general account, \$24,000 on savings and \$10,000 in the scholarship fund.

Thanks for your support of the organization during 2014 and continue to us during 2015 by: recruiting new members; attending code classes offered by BOCONEO and support of the scholarship golf outing.

Respectfully submitted,

Michael Skvasik

Treasurer



Mike Skvasik  
Treasurer

BUILDING OFFICIALS CONFERENCE OF NORTHEAST OHIO  
 Twelve Months Ended December 31, 2014

Revenue:	YTD	January	February	March	April	May	June	July	August	September	October	November	December
Beginning Cash Balance Checking		\$5,200.38	\$5,924.54	\$11,293.27	\$21,217.41	\$21,176.23	\$18,477.44	\$18,884.66	\$21,310.56	\$21,307.56	\$16,850.16	\$8,177.58	\$8,177.58
Membership	\$29,240.00	\$3,600.00	\$7,300.00	\$14,875.00	\$2,320.00		\$1,145.00						
Code Class	\$5,089.01			\$4,549.01	\$540.00								
Golf And Sponsors	\$7,745.00						\$775.00						
Installation Dinner	\$1,195.61	\$1,195.61											
50/50	\$784.00		\$121.00	\$196.00	\$79.00		\$147.00						
Lunches	\$195.00			\$30.00	\$15.00		\$60.00						
Transfer to Scholarship account	\$0.00												
Advertising	\$175.00												
Miscellaneous Receipts	\$10.00			\$175.00			\$10.00						

Total Revenue	\$44,413.62	\$4,795.61	\$7,421.00	\$19,825.01	\$2,954.00	\$0.00	\$2,137.00	\$6,870.00	\$0.00	\$257.00	\$154.00	\$0.00	\$0.00
Expenses:													
Bank Fees	\$61.50	\$6.50	\$6.50	\$6.50	\$6.50	\$6.50	\$6.50	\$6.50	\$3.00	\$6.50	\$6.50		
Exec. Committee Meeting	\$825.87	\$112.90	\$95.68	\$156.42	\$95.68	\$90.00	\$96.00			\$88.59	\$100.80		
Monthly Meeting Food	\$15,164.00	\$1,800.00	\$1,860.00	\$2,300.00	\$2,040.00	\$1,920.00	\$1,104.00			\$1,980.00	\$2,160.00		
Awards	\$0.00												
Audio Visual Equipment	\$800.00				\$800.00								
OBDA Dues	\$5,820.00			\$5,820.00									
Office Supplies/Copies	\$157.76	\$27.55	\$90.09			\$40.12				\$432.50			
Advertising /Promotional	\$432.50												
Code Class including Books	\$1,100.00			\$1,100.00									
Sunshine Fund	\$0.00												
Insurance	\$1,401.00												\$1,401.00
Installation Dinner	\$2,043.30	\$2,043.30											
Fee For Meeting Speaker & Clerical Help	\$0.00												
Postage and P. O. Box Rental	\$184.40	\$81.20				\$92.00				\$11.20			
Audit, Secretary And Treasurer Fees	\$500.00					\$500.00							
Golf Outing Expenses	\$4,940.88						\$503.28	\$4,437.60					
ICC Conference Expense	\$2,354.36												\$2,354.36
Computer Software/ Web Site	\$800.95			\$517.95	\$63.00		\$20.00						
Transfer to Scholarship Account	\$4,999.73									\$2,195.61	\$2,804.12		
Miscellaneous	\$50.17					\$50.17							
Total Expenses	\$41,436.42	\$4,071.45	\$2,052.27	\$9,900.87	\$2,995.18	\$2,698.79	\$1,729.78	\$4,444.10	\$3.00	\$4,714.40	\$8,826.58	\$0.00	\$0.00
Increase/Decrease in Cash	\$2,977.20	\$724.16	\$5,368.73	\$9,924.14	-\$41.18	-\$2,698.79	\$407.22	\$2,425.90	-\$3.00	-\$4,457.40	-\$8,672.58	\$0.00	\$0.00

Ending Cash Balance Checking	\$8,177.58	\$5,924.54	\$11,293.27	\$21,217.41	\$21,176.23	\$18,477.44	\$18,884.66	\$21,310.56	\$21,307.56	\$16,850.16	\$8,177.58	\$8,177.58
Certificates of Deposit												
1	1096	\$18.50	\$12,355.39	\$12,355.39	\$12,355.39	\$12,355.39	\$12,355.39	\$12,355.39	\$12,355.39	\$12,355.39	\$12,355.39	\$12,373.89
2	5403	\$5.33	\$5,335.41	\$5,335.41	\$5,335.41	\$5,335.41	\$5,335.41	\$5,335.41	\$5,335.41	\$5,335.41	\$5,335.41	\$5,340.74
3	2268	\$6.32	\$6,324.83	\$6,324.83	\$6,324.83	\$6,324.83	\$6,324.83	\$6,324.83	\$6,324.83	\$6,324.83	\$6,324.83	\$6,331.15
Total CD Balance		\$24,015.63	\$24,015.63	\$24,015.63	\$24,015.63	\$24,015.63	\$24,015.63	\$24,015.63	\$24,015.63	\$24,015.63	\$24,015.63	\$24,045.78
Scholarship Checking Balance	\$7,880.77	\$7,880.77	\$7,880.77	\$7,880.77	\$6,881.77	\$5,878.77	\$5,875.77	\$5,872.77	\$5,869.77	\$5,866.77	\$7,562.38	\$10,363.50
Service Charge	-\$27.00	-\$3.00	-\$3.00	-\$3.00	-\$3.00	-\$3.00	-\$3.00	-\$3.00	-\$3.00	-\$3.00	-\$3.00	-\$3.00
Payments	-\$2,500.00											
Deposits	\$4,999.73											
Ending Balance Scholarship	\$10,363.50	\$7,887.77	\$7,884.77	\$6,881.77	\$5,878.77	\$5,875.77	\$5,872.77	\$5,869.77	\$5,866.77	\$7,562.38	\$10,363.50	\$10,363.50
TOTAL ASSETS	\$42,556.71	\$37,827.94	\$43,193.67	\$52,114.61	\$51,070.63	\$48,368.84	\$48,773.06	\$51,195.96	\$51,189.96	\$48,428.17	\$42,556.71	\$42,508.86



November, 2014

## Education Report

BOCONEO once again was a leader in providing education in 2014. Throughout the year nine classes were offered for a total of 27 hours worth of continuing education for various certifications. In addition to the main classes nine electrical and nine plumbing roundtables offered an additional 18 hours of class time. These continuing education hours included no less than 12 hours for each of the BBS certifications. Find your certifications and check the total possible con-ed hours:

BO	33	MPE	30	PPE	24
EPE	21	BI	24	FPI	12
MI	15	PI	21	NRIUI	27
ESI	18	RBO	33	RPE	33
RBI	24	RPI	21	RIUI	27

These hours only include the main classes and roundtables offered. The classes covered a full range of topics;

- Wood Use In The IBC & Recognition Of Fire-Retardant Treated Wood
- Wall Bracing Provisions of the 2013 RCO
- Review of the International Fuel Gas Code
- Complaints, Investigations & Building Department Support
- Four Steps to Safe Truss Installations Concepts Overview
- Life Safety Dampers
- Complaints, Investigations and Building Department Support (revised)
- RCO 502.14 Fire Resistance of Floors & Equivalent Protection Options
- Tall Wall Seminar
- Navigating the Certification Maze

The BOCONEO code institute provided additional hours of continuing education for certifications.

The education offered by BOCONEO not only provides the continuing education hours required for BBS certifications, it also provides education that can be utilized in our profession.

Michael Gero  
Co-Educational Chairman



November, 2014

## **B.O.C.O.N.E.O. Officers**

### **President**

Jerry Flanik  
Lake County

### **First Vice President**

James Decker  
Mentor, Ohio

### **Second Vice President**

James McReynolds  
Olmsted Township, Ohio

### **Secretary**

Gregory Fort  
Mayfield Heights

### **Treasurer**

Mike Skvasik  
Village of Glenwillow

### **Education Co-Chairmen**

James McReynolds  
Michael Gero

### **Cooperating Member**

Doug Leovic  
Wickliffe Fire Dept.

### **Past President**

Paul Kowalczyk  
South Euclid, Ohio

## *This Months Educational Presenter*

This month our friends from the CSA group will present the main education class. The class is titled "Navigating the Certification Maze – Understanding the Product Testing & Certification Process & Certification Marks." BBS2014-308 will provide 3 hours of credit for BO, MPE, PPE, EPE, BI, FPI, MI, PI, NRIUI, ESI, RBO, RPE, RBI, RPI, RIUI certifications.

The electrical and plumbing roundtables have a 10:30 a.m. starting time. Roundtables will run from 10:30 to 11:30 a.m. with lunch starting at noon. Please sign up only for the roundtable you plan to attend.

The roundtable classes are separate classes from the main class. Each class requires a distinctive sign in sheet. The BBS requires attendees to sign in within 15 minutes of the class beginning. Certificates of attendance are distributed at the end of the class. The attendance rooster is submitted to BBS by BOCONEO. Your certificate is required to be submitted to the BBS by you when you renew your certifications.

Just a couple of housekeeping reminders; if you would like a vegetarian type of lunch please email your request to [boconeo@gmail.com](mailto:boconeo@gmail.com) when you register so arrangements can be made for special diets. We will make every attempt to accommodate the requests.

Also, if you have registered for the class and find that you will not be able to attend, please send an email to [boconeo@gmail.com](mailto:boconeo@gmail.com) with that information so we can adjust the attendance count. We understand that schedules can change so we ask you to help us control some of the expenses with the courtesy of a cancellation notice. Thank you.



Michael Gero  
Co-Educational Chairman