

**BOARD FOR CONTRACTORS COMMITTEE  
MEETING **DRAFT** MINUTES**

The Board for Contractors Committee (“the Committee”) met on **Monday, July 20, 2015**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following Committee members were present:

Herbert J. Dyer, Jr., Chairman  
Bailey Dowdy  
Jeffery Hux  
E. G. Middleton, III  
Michael Redifer

Jeffrey Mitchell and John O’Dell were absent.

The following DPOR staff members were present for all or part of the meeting:

Eric Olson, Executive Director  
Mark Courtney, Sr. Director for Regulatory & Public Affairs  
Mindy Spruill, Regulatory Boards Administrator  
Adrienne Mayo, Regulatory Boards Administrator  
Sheila Watkins, Administrative Assistant, Compliance Specialist

Chairman Dyer called the meeting to order at 2:08 P.M.

**Call To Order**

The Meeting Agenda was approved unanimously. Motion made by **Mr. Redifer**, seconded by **Mr. Dowdy**. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

**Approval of Agenda**

There were no Minutes to approve because the Committing did not meet in June.

**Meeting Minutes**

There was no public comment.

**Public Comment**

**Adrienne Mayo** Regulatory Board Administrator addressed the Board.

**Education Provider Applications**

**Education Provider Applications\***

Applications for proposed education providers and courses were reviewed and the Committee’s recommendations are as follows:

**Education Provider Applications**

Mrs. Mayo shared that staff recommends approval for **All Star Training Inc.** – HVA Online Continuing Education courses.

**All Star Training Inc.**

After discussion, and a motion by **Mr. Hux**, seconded by **Mr. Redifer**, the Committee approved recommending All Star Training Inc. as a provider for – HVA online Continuing Education courses. Motion approved by unanimous vote. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

Mrs. Mayo shared that staff recommends the Board approve **Inti Electric LLC** Vocational Education for Electrical in classroom course.

**Inti Electric LLC**

After discussion a motion was offered by **Mr. Hux**, seconded by **Mr. Middleton**, to approve Inti electric LLC in classroom Vocational training. Motion approved by unanimous vote. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

Mrs. Mayo shared that staff recommends approval for **JCR Productions Inc.** Continuing Ed Electrical (7 different courses) in classroom.

**JCR Productions Inc.**

After discussion a motion was offered by **Mr. Hux**, seconded by **Mr. Middleton**, to approve JCR Productions Inc. for 7 courses for Continuing Ed for Electrical in a classroom setting.

The vote was unanimous. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

Mrs. Mayo shared that staff recommends approval for **Milby Company – Continuing Education for Certified Water Well Providers -Water Treatment Training** classroom course. William “Billy” Powell of Milby Company addressed the Committee and shared his agreement with staff’s recommendation for approval of his Company’s courses.

**Milby Company**

There was discussion. After discussion **Mr. Hux** offered a motion seconded by **Mr. Redifer** to adopt the Staff’s recommendation and approve the Certified Water Well Provider classroom course.

The vote was unanimous. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

Mrs. Mayo shared that staff recommends approval for **Milby Company – Continuing Education for Water Well Systems -Variable Drive School and Water Well Systems** classroom courses. William “Billy” Powell of Milby Company addressed the Committee and shared his agreement with staff’s recommendation for approval of his Company’s courses.

**Milby Company**

There was discussion. After discussion **Mr. Middleton** offered a motion seconded by **Mr. Hux** to adopt the Staff's recommendation and approve the Variable Drive School and Water Well Systems continuing education classroom courses.

The vote was unanimous. Members voting "yes" were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O'Dell** were absent.

Mrs. Mayo shared that staff recommends **Qualified Gas Contractors Association Inc.** - Navien NPE Training Level 1 & 2, Plumbing in classroom course be approved. After discussion **Mr. Middleton** offered a motion seconded by **Mr. Dowdy** to adopt the Staff's recommendation and approve Qualified Gas Contractors Association Inc. for Plumbing- Navien NPE Training Level 1 & 2 classroom course.

**Qualified Gas Contractors Association Inc.**

The vote was unanimous. Members voting "yes" were: **Dyer, Dowdy, Middleton, and Redifer. Mitchell and O'Dell** were absent. Mr. Hux did not vote in this matter.

Mrs. Mayo shared that staff recommends **Virginia Electrical Education** – Continuing Education and Vocational - Electrical in classroom course be approved. After discussion **Mr. Middleton** offered a motion seconded by **Mr. Hux** to adopt the Staff's recommendation and approve Virginia Electrical Education for Continuing Education and Vocational for Electrical in classroom course be approved.

**Virginia Electrical Education**

The vote was unanimous. Members voting "yes" were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O'Dell** were absent.

Mrs. Mayo shared with the Committee that staff recommends approval of continuing education for HVA, GFC and Plumbing in classroom training for **Plumbing and Mechanical Professionals of Virginia VAPHCC**. **Mr. Middleton** offered a motion that was seconded by **Mr. Dowdy** to approve **Plumbing and Mechanical Professionals of Virginia VAPHCC** to provide continuing education for HVA, GFC and Plumbing in classroom training.

**Plumbing and Mechanical Professionals of Virginia VAPHCC**

The vote was unanimous. Members voting “yes” were: **Dyer, Dowdy, Middleton, and Redifer. Mitchell and O’Dell** were absent. Mr. Hux did not vote in this matter.

Mrs. Mayo shared that staff recommends **Village Electric Co Inc. (My Trade School)**—Electrical Correspondence – 2014 NEC changes and Simply 2014 NEC Questions Electrical courses be approved. After discussion **Mr. Middleton** offered a motion seconded by **Mr. Hux** to adopt the Staff’s recommendation and approve Village Electric Co Inc. (My Trade School) - Education for Continuing Education correspondence course be approved.

**Village Electric Co Inc. (My Trade School)**

The vote was unanimous. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

Mrs. Mayo shared that staff recommends **Virginia Air Distributors** – Continuing Education – HVA and GFC in classroom course be approved. After discussion **Mr. Hux** offered a motion seconded by **Mr. Middleton** to adopt the Staff’s recommendation and approve **Virginia Air Distributors** for Continuing Education for HVA and GFC Mechanical and Gas Code Review in classroom course will be approved.

**Virginia Air Distributors**

The vote was unanimous. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

Mrs. Mayo shared that staff recommends **Virginia Water Well Association** – Continuing Education and Vocational - WWP Field Day be approved. After discussion **Mr. Redifer** offered a motion seconded by **Mr. Hux** to adopt the Staff’s recommendation and approve **Virginia Water Well Association** for Continuing Education and Vocational for WWP Field Day course be approved.

**Virginia Water Well Association**

The vote was unanimous. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

Mrs. Mayo shared that staff recommends **Water Systems Council** –

**Water Systems**

Continuing Education for Certified Water Well Providers - in classroom course be approved. After discussion **Mr. Hux** offered a motion seconded by **Mr. Redifer** to adopt the Staff's recommendation and approve Water Systems Council for Continuing Education for Certified Water Well Providers in classroom course will be approved.

### Council

The vote was unanimous. Members voting "yes" were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O'Dell** were absent.

**Eric Olson** Executive Director shared comments with the Committee surrounding the Application process. They talked about existing providers, change of course and change of instructors. It was suggested that no new application is needed. Just update the current application. No vote was needed.

### Old Business

**Adrienne Mayo** Regulatory Board Administrator shared with the Committee information concerning the Application Provider Conference. She shared that it was well received by the attendees. No vote was needed.

### Provider Conference

Board staff discussed the requirements for certifying organizations that want to be approved by the Board for Residential Building Energy Analysts. Staff updated the committee members with regards to the current procedures and previous discussions with board members, RBEA regulants, and potential certifying organizations. Currently BPI, RESNET, and CHP have been approved. After discussion the Chairman directed staff to compare these three organizations and bring recommendations back for review at the October meeting.

### Certifying Organizations for RBEA

### New Business

### New Business

### Criminal Matrix/Financial Matrix Review

### Criminal Matrix/Financial Matrix Review

The Committee reviewed the current criminal matrix along with staff recommendations for amendments. The financial matrix was presented for review with no recommended amendments. **Mr. Redifer** offered a motion seconded by **Mr. Middleton** to recommend to the Board to adopt the proposed Criminal Matrix/Financial Matrix Review with the revisions. The motion passed with a unanimous "yes" vote. Members voting "yes" were: **Dyer,**

**Dowdy, Hux, Middleton, and Redifer. Mitchell and O'Dell** were absent.

**Substantial Equivalency-DC Elevator Mechanic license for CAM experience**

The Committee reviewed the documentation provided by staff regarding the consideration of substantial equivalency for elevator mechanics in Washington, DC and the current certified accessibility mechanic program. Virginia's. After additional instruction Mr. Redifer offered a motion seconded by Mr. Middleton to recommend that the Board accept substantial equivalency between DC and Virginia for CAM experience. The motion was adopted with a unanimous vote. Members voting "yes" were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O'Dell** were absent.

**Substantial Equivalency-DC Elevator Mechanic**

**Examination requests/individuals who have already passed the exam**

The Committee reviewed a recommendation from staff with regards to a policy that would prohibit an individual from registering for or taking an examination that they had already passed, when there was no requirement for the individual to complete the examination a subsequent time. Committee members discussed examination integrity issues that may have arisen within the last several years and the exposure of the exam question bank that can occur when an individual is permitted to continue to take an examination, even if it is not required. **Mr. Hux** offered a motion, seconded by **Mr. Middleton** to recommend that the Board adopt a recommended response, that if a person has taken and successfully passed the recommendation that the Board for Contractors adopt the following policy:

"Individuals are prohibited from registering for or taking an examination that they have already successfully completed, when there is no requirement for the individual to complete the examination a subsequent time." The motion was adopted with a unanimous vote. Members voting "yes" were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O'Dell** were absent.

**Miss Utility Complaints**

Board member Pace shared information with the Committee concerning his attendance at the Miss Utility meetings. He also shared that Miss Utility Board is considering farming out some of the cases that directly involve certain Regulators to the Contractor Board for reprimand/review. It was decided to table this until October upon a motion from Mr. Middleton seconded by Mr.

**Miss Utility Complaints**

Hux. The motion was adopted with a unanimous vote. Members voting “yes” were: **Dyer, Dowdy, Hux, Middleton, and Redifer. Mitchell and O’Dell** were absent.

**Awnings and Sign Contractors**

Mr. Redifer updated the Committee on the previously discussed issue of the licensing requirements for sign contractors and those contractors that install awnings that contain signs. After discussions with other Building Officials in the Hampton Roads area he determined that there was no reason for the issue to be discussed further: No vote was needed.

The next Committee Meeting will be held on Monday, October **19, 2015.**

**Mr. Hux** offered a motion seconded by **Mr. Dyer**, the Committee unanimously voted to adjourn the meeting at 3:48 p.m.

**Awnings and Sign Contractors**

**Next Meeting**

**Meeting adjourned**

\_\_\_\_\_  
Herbert J. Dyer, Jr., Chairman

\_\_\_\_\_  
Date