

**BOARD FOR CONTRACTORS COMMITTEE
MEETING **Draft** MINUTES**

The Board for Contractors Committee (“the Committee”) met on **Monday, February 29th, 2016**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following Committee members were present:

Jeffery Hux
E. G. Middleton, III
Jeffrey Mitchell
Michael Redifer

H. Bailey Dowdy, Herbert “Jack” Dyer, and John O’Dell were absent.

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

Eric Olson, Executive Director
Jacqueline Harris, Compliance Specialist
Adrienne Mayo, Regulatory Boards Administrator
Sheila Watkins, Administrative Assistant, Compliance Specialist
Wendy Duncan, Education Specialist

Vice Chairman Redifer called the meeting to order at 2:02 P.M.

Call To Order

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

Approval of Agenda

The Minutes from the December 15, 2015 Committee meeting were adopted as final by unanimous vote. Motion made by **Mr. Middleton**, seconded by **Mr. Mitchell**. Motion approved by unanimous vote. Members voting “yes” were: **Middleton, Mitchell, Hux, and Redifer**.

Minutes Adopted

There was no public comment.

Public Comment

Wendy Duncan Education Specialist addressed the Board.

Education Provider Applications

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

Education Provider Applications

Mrs. Duncan shared that staff recommends approval for ***CSA Group** – Continuing Education Classroom Courses. **Mr. Redifer** expressed concern that the subject matter is not concentrated on code requirements as outlined in the syllabus but instead on the qualifications. After some discussion the committee voted to disapprove the application and deny the request to add CSA as an education provider. Motion was made by **Mr. Mitchell** to deny and seconded by **Mr. Middleton**. Motion was approved by unanimous vote. Members voting “yes” were: **Middleton, Mitchell, Hux, and Redifer**.

CSA Group

Mrs. Duncan shared that staff recommends approval for **Fortis College Vocational Education Classroom Courses**.

Fortis College Vocational Education

After discussion a motion was offered by **Mr. Middleton** and seconded by **Mr. Hux** to recommend approval of **Fortis College Vocational Education classroom course**. The motion passed with a unanimous “yes” vote. Members voting “yes” were: **Mitchell, Hux, Middleton and Redifer**.

Mrs. Duncan shared that staff recommends approval for **St. Mary's County Board of Electrical Examiners** Vocational Education classroom course.

**St. Mary's County
Board of Electrical
Examiners**

After discussion a motion was offered by **Mr. Middleton** and seconded by **Mr. Mitchell** to recommend approval of **St. Mary's County Board of Electrical Examiners** Vocational Education classroom course. The motion passed with a unanimous "yes" vote. Members voting "yes" were: **Middleton, Mitchell, Hux, and Redifer.**

Mrs. Duncan shared that staff recommends approval for ***Virginia Propane Gas Association.**

**Virginia Propane
Gas Association**

After discussion a motion was offered by **Mr. Middleton**, seconded by **Mr. Dowdy**, to approve the application for Electrical Webinar courses. The motion passed with a unanimous "yes" vote. Members voting "yes" were: **Mitchell, Hux, Middleton and Redifer.**

Old Business

Old Business

Licensing Requirements-Request for Louisiana and Virginia Exam Exemption

Eric Olson discussed the proposed Louisiana Licensing Agreement with the Committee. Staff recommends withdrawal of agreement due to there being no experience or practical exam requirement within the Louisiana proposal. **Mr. Middleton** offered a motion seconded by **Mr. Hux** to deny the application. The motion passed with a unanimous "yes" vote. Members voting "yes" were: **Mitchell, Hux, Middleton and Redifer.**

New Business

New Business

Mr. Redifer shared information about the International Code Council Preferred Provider Program. ICC certification is required to take continuing education. Education must come from a preferred provider that has been approved by the International Code Council.

Board Member Review Report

**Board Member
Review Report**

Eric Olson provided the Committee with information regarding the procedure implemented at the November meeting that would have non-

routine applications reviewed by a single committee member prior to being sent to an Informal Fact Finding Conference. This Application Review Committee consists of **Mr. Hux, Mr. Oliver and Mr. Mitchell**. Since the implementation of the program this Committee has reviewed 70 applications and approved 36 has resulted in a significant savings of time and resources. Staff will continue to monitor the program and give regular reports to the Committee. No action was required of the Committee.

Remedial Education Report

Adrienne Mayo and Eric Olson provided the Committee with a report on the Remedial Education classes that have been held since the last board meeting. This included statistical information on the number of contractors, the breakdown by license class, and the types of violations seen in those in attendance. Details were given regarding the information presented to the class and subjects that were being researched to add to the agenda. The February class, held on the 24th had 22 students, the majority of which were Class A contractors. No action was required of the Committee.

Regulatory Update

Eric Olson provided the Committee with a report on the status of current regulatory packages. This included the regulations that would become effective on March 1st, adding nine new specialties. Included with the new regulations was the updated processing procedure that would require Qualified Individuals to be pre-approved to take the technical examination. No action was required of the Committee.

Legislative Update

Eric Olson provided the Committee with a report on legislative action from this year's General Assembly session. Included in the report was information regarding potential legislation involving the licensing of companies that perform remediation work at clandestine drug labs and the exemption from licensure for companies that perform post-construction clean-up functions. Mr. Olson indicated that the Board for Contractors would be given a recommendation to start the regulatory review process with regards to the licensure of remediation contractors in anticipation of the passage of the legislation. No action was required of the Committee.

Remedial Education Report

Regulatory Update

Legislative Update

Other

John McHugh, Clayton Turner, and Ross McRaney from the Contractors Institute introduced themselves to the Committee.

The next Committee meeting will be held April 11, 2016 at 2:00 p.m.

Next Meeting

Mr. Redifer offered a motion seconded by **Mr. Mitchell**, the Committee unanimously voted to adjourn the meeting at 2:50 p.m.

Adjourn

Herbert Dyer, Chairman

Date