

**BOARD FOR CONTRACTORS COMMITTEE
MEETING DRAFT MINUTES**

The Board for Contractors Committee (“the Committee”) met on Monday, April 8th, 2013, 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
Michael Gelardi
E. G. Middleton, III
D. Todd Vander Pol

Mr. Walker and Mr. Murrow were absent.

The following DPOR staff attended the meeting:

Eric L. Olson, Executive Director
Adrienne Mayo, Regulatory Boards Administrator
Karen Bullock, Administrative Assistant
Marcie Hyman, Licensing and Education Specialist
Mindy Sprull, Regulatory Boards Administrator

Chairman Dyer called the meeting to order at 2:06 P.M.

Call To Order

The Meeting Agenda was approved unanimously. Motion made by **Mr. Gelardi**, seconded by **Mr. Vander Pol**.

Approval of Agenda

The Minutes from the January 28th, 2013 Committee meeting were adopted as drafted by unanimous vote. Motion made by **Mr. Gelardi**, seconded by **Mr. Vander Pol**.

Minutes Adopted

There was no public comment.

Public Comment

Items requiring Board action are marked with an asterisk (*):

Education Provider Applicants:

Education Provider Applications*

Applications for proposed education providers and courses were reviewed and the Committee's recommendation is as follows:

After discussion, and a motion by **Mr. Gelardi**, seconded by **Mr. Middleton**, the Committee unanimously recommended the Board approve 1 A Contractor School Pre -License Basic and Remedial Education classroom course.

1 A Contractor School

After discussion, and a motion by **Mr. Gelardi**, seconded by **Mr. Middleton**, the Committee unanimously recommended the Board approve CO-Train LLC Continuing Education (Electrical) classroom course.

CO-Train LLC

After discussion, and a motion by **Mr. Gelardi**, seconded by **Mr. Middleton**, the Committee unanimously recommended the Board approve County of Spotsylvania Continuing Education (HVAC) classroom course.

County of Spotsylvania

After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Gelardi**, the Committee unanimously recommended the Board approve Code Instruction Services, Inc. Continuing Education (Electrical) classroom course.

Code Instruction Services, Inc.

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Gelardi**, the Committee unanimously recommended the Board approve JCR Productions, Inc. Continuing Education and Vocational Training (Electrical) classroom course.

JCR Productions, Inc.

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Gelardi**, the Committee unanimously recommended the Board approve

M.S. Electrical Training

M.S. Electrical Training Continuing Education and Vocational Training (Electrical) classroom course.

After discussion, and a motion by **Mr. Gelardi**, seconded by **Mr. Vander Pol**, the Committee unanimously recommended the Board approve National Comfort Institute Continuing Education and Vocational Training (Electrical) classroom course.

National Comfort Institute

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Gelardi**, the Committee unanimously recommended the Board approve Walter W. Grander, Jr., Inc. Continuing Education (Electrical) classroom course.

Walter W. Grander, Jr., Inc.

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Gelardi**, the Committee unanimously recommended the Board approve Virginia Water Well Association Continuing Education (WWP) classroom course.

Virginia Water Well Association

After discussion, and a motion by **Mr. Gelardi**, seconded by **Mr. Vander Pol**, the Committee unanimously recommended the Board approve Vocational Training (Backflow) classroom course.

Professional Code Training, Inc.

There was no old business.

Old Business

Reporting of Education Courses*

New Business

Privacy laws, policies and procedures prohibit the sending and receiving of Social Security Numbers and DMV Control numbers over an unsecure circuit. After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board adopt a cut-off of July 31, 2013 as the last date that rosters will be accepted on the current server. After this date all education providers must transmit student rosters in an electronic format to the secure server. In addition, course completion certificates will not be accepted from students for course rosters that were not transmitted properly.

Interpretation of Regulations – Necessity of Contract*

Executive Director, Eric Olson and Department Investigators shared with the Committee that recently there have been several instances where the interpretation for “routine maintenance” has been questioned and presented in a manner that warrants additional clarification of the previous interpretation by the Board. After discussion and a motion by **Mr. Middleton**, seconded by **Mr. Dowdy**, the Committee agreed to address this issue through regulatory review. Therefore, the Committee unanimously recommended the Board adopt a Notice of Intended

Regulatory Action.

Executive Director, Eric Olson introduced Dale Dodson of the North Carolina State Board of Examiners of Plumbing, Heating & Fires Sprinkler Contractors. Mr. Dodson gave an overview of North Carolina's elimination of the continuing education requirement for trade-related licenses.

Dale Dodson

Legislative Update*

Board staff presented an update regarding the regulatory reform package submission for the Individual License and Certification regulations and copies of the public comments received. Board staff also presented to the Committee as statistical data a Continuing Education Fact Sheet.

Continuing Education

After review and discussion a motion, by **Mr. Gelardi**, seconded by **Mr. Vander Pol**, the Committee recommended the Board adopt as proposed the regulatory revisions for the Individual License and Certification which includes the elimination of the continuing education requirements for tradesman.

Mr. Middleton and **Mr. Dowdy** opposed the elimination of continuing education requirements.

Board staff presented an update regarding five other regulatory packages submissions and copies of the public comments received.

After discussion and a motion by **Mr. Dowdy**, seconded by **Mr. Middleton**, the Committee unanimously voted to present the following for Board approval:

Adopting as final the regulatory revisions amending the contractor regulations to add/modify specialties to include accessibility services contracting.

Accessibility Services Contracting

Adopting as final temporary license revisions for the contractor Regulations.

Temporary Licenses

Adopting as final the regulation revisions amending the Individual License and Certification Regulations to add/modify specialties to include certified accessibility mechanics and the limited use/limited application (LULA) endorsement.

Certified accessibility mechanics

Adopting as proposed the contractor regulatory reform packet submission.

Regulatory Reform

Adopting as proposed the contract provisions regulatory revisions for the Contractor Regulations.

Contract Provisions

Examination Exemption Agreement*

The Committee reviewed the suggested language revisions for the examination agreement presented by the Maryland Board for HVACR Contractors Board (Maryland Board). The revisions specify Virginia tradesmen who receive their license by card exchange will not be exempted from the Maryland HVAC examination. Further, disclosure of disciplinary action must be provided within the verification of licensure documents. After discussion and a motion, by **Mr. Gelardi**, seconded by **Mr. Vander Pol**, the Committee unanimously recommended the Board adopt the agreement revisions.

The Committee's next scheduled meeting is Monday, June 3rd, 2013 at 2:00 p.m.

Next Meeting

Chairman Dyer entertained a motion to adjourn from **Mr. Dowdy**, seconded by **Mr. Gelardi** and approved unanimously by the Committee. The meeting adjourned at 4:19 p.m.

Adjourn

Herbert J. Dyer, Jr., Chairman

Date