

**BOARD FOR CONTRACTORS COMMITTEE
MEETING DRAFT MINUTES**

The Board for Contractors Committee (“the Committee”) met on Monday, June 3rd, 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
E. G. Middleton, III
Doug Murrow
Chancey Walker
D. Todd Vander Pol

Mr. Gelardi was absent.

The following DPOR staff attended the meeting:

Eric L. Olson, Executive Director
Mindy Sprull, Regulatory Boards Administrator
Karen Bullock, Administrative Assistant
Marcie Hyman, Licensing and Education 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. Dowdy**, seconded by **Mr. Murrow**.

Approval of Agenda

The Minutes from the April 8th, 2013 Committee meeting were adopted as drafted by unanimous vote. Motion made by **Mr. Dowdy**, seconded by **Mr. Murrow**.

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 recommendations are as follows:

After discussion, and a motion by **Mr. Walker**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve M C Dean Continuing Education (ELE) classroom course.

M C Dean

After discussion, and a motion by **Mr. Walker**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve Surging Forward Continuing Education (HVA and GFC) classroom course.

Surging Forward

After discussion, and a motion by **Mr. Walker**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve JCR Productions Inc. Continuing Education (ELE) classroom course.

JCR Productions Inc.

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Walker**, the Committee unanimously recommended the Board approve Associated Builders & Contractors Virginia Chapter Continuing Education (ELE Vocational Training) classroom course.

Associated Builders & Contractors Virginia Chapter

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve American Ground Water Trust Continuing Education (WWP and PLB and HVA) classroom course.

American Ground Water Trust

There was no old business.

Old Business

Executive Director, Eric L. Olson added two topics to the agenda: Education Audit Report and Examination Statistics.

New Business

Education Audit Report

On May 30, 2013, Regulatory Boards Administrator Adrienne Mayo audited three Continuing Education courses given by Jack L. Jones, an approved provider. Ms. Mayo found that the instructor was professional, well organized and knowledgeable of the subject matter. Board staff recommends continued approval for this provider.

Examination Statics

Executive Director, Eric L. Olson shared with the Committee the pass and fail rate of contractors and tradesmen examination for selective specialties.

Replacement of fixtures; licensing requirements*

Executive Director, Eric L. Olson shared with the Committee over the past several months the licensing staff has received a significant number of inquiries regarding the licensing requirements for individuals who replace plumbing and electrical fixtures, such as toilets, electrical outlets/switches, faucets, etc. The majority of these inquiries have come from contractors holding the HIC specialty who are performing kitchen and bath renovations and do not desire to subcontract plumbing and electrical services. Additionally, since these activities do not generally require a permit, local building officials have, in some localities, indicated to these contractors that a trade-related license is not required as they consider fixture replacement in one and two-family homes to come under home improvement. After discussion, and a motion by **Mr. Walker**, seconded by **Mr. Middleton**, the Committee unanimously recommended that the Board adopt the following policy with amended language be added to the regulations at a subsequent regulatory review:

Persons performing work that is contained in a specific volume of the USBC (i.e. NEC, IPC, IMC, etc.) who do not meet any of the statutory exemptions from licensure, are required to hold the specialty identified with that volume of the USBC.

Clarification of Regulations -Trade Examination Requirements for Apprentices*

The Committee was presented with information regarding the use of the apprenticeship exemption from the examination and whether or not it could be used more than once, in the event that an individual allowed his license to lapse. After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Dowdy**, the Committee, by majority vote, recommends to the Board that the exemption be limited to being used twice, once upon initial application, and once again the first time an individual allowed his license to lapse. After the second use, the individual would be required to complete the examination requirements.

Education Audit Report

Examination Statistics

Replacement of fixtures

Clarification of Regulations – Trade Examination Requirements for Apprentices

Mr. Vander Pol voted “no.”

Implementation of Regulations – Residential Building Energy Analysts

Adopting as final the regulatory requirements for Residential Building Energy Analysts’ training programs effective July 1, 2013.

The Committee’s next scheduled meeting is Monday, July 29th, 2013 at 2:00 p.m.

Chairman Dyer entertained a motion to adjourn from **Mr. Dowdy**, seconded by **Mr. Vander Pol** and approved unanimously by the Committee. The meeting adjourned at 3:39 p.m.

Implementation of Regulations – Residential Building Energy Analysts

Next Meeting

Adjourn

Herbert J. Dyer, Jr., Chairman

Date