

BOARD FOR CONTRACTORS COMMITTEE MEETING

The Board for Contractors Committee met on **Tuesday, February 24, 2026**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Committee members present for the meeting:

Donald Groh, Chair
Nathan Trice, Vice-Chair
Taylor Brannan (arrived at 9:00 am)
Ralph Costen
Francis "Butch" McGonegal
James Spencer
Doug Lowe (arrived at 8:11 am)

Committee member absent for the meeting:

Jerry Heinline

Staff members present for all or part of the meeting:

Steve Kirschner, Director of LRPD
Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Cameron Parris, Regulatory Operations Administrator
Mary Charity, Licensing Operations Administrator
Khang Le, Administrative Coordinator

I. Chair, Groh called the February 24, 2026, Board for Contractors Committee Meeting to order at 8:03 A.M.

**Call
To Order**

Marjorie King, Executive Director reviewed the emergency egress procedures with the Committee and members of the public.

**Emergency
Egress**

Chair, Groh declared a quorum of Committee members to be in attendance.

**Determination
of Quorum**

II. ADMINISTRATIVE MATTERS

**Administrative
Matters**

Mr. Spencer made a motion, seconded by Mr. Trice, to adopt the agenda of the February 24, 2026, Board for Contractors Committee meeting.

**Approval of
Agenda**

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Costen, McGonegal, and Spencer. **Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline, and Lowe.

Mr. Spencer made a motion, seconded by Mr. Trice, to approve the draft minutes of the October 7, 2025, Board for Contractors Committee meeting as presented.

**Approval of
Minutes**

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Costen, McGonegal, and Spencer. **Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline, and Lowe.

III. PUBLIC COMMENT PERIOD

**Public
Comment
Period**

Chair, Groh opened the public comment period of the meeting.

With no one wishing to come forward, Chair, Groh closed the public comment period of the meeting.

IV. EDUCATION

Education

Education Provider Applications

**Education
Provider
Applications**

Stephanie Keuther, Assistant Executive Director, shared that staff recommends approval for:

R.E. Michel Co. LLC – Nine (9) vocational and nine (9) continuing education courses for Liquefied Petroleum Gas Fitting Tradesmen.

**R.E. Michel Co.
LLC**

A motion was made by Mr. Spencer, seconded by Mr. Trice, for approval.

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Costen, McGonegal, and Spencer. **Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline, and Lowe.

Mrs. Keuther shared that staff recommends approval for:

Johnny Apple Seed Association Inc. – One (1) classroom vocational education course for Plumbing Tradesmen.

**Johnny Apple
Seed
Association Inc.**

A motion was made by Mr. Spencer, seconded by Mr. Trice, for approval.

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Costen, McGonegal, and Spencer. **Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline, and Lowe.

Mrs. Keuther shared that staff recommends approval for:

Johnny Apple Seed Association Inc. – One (1) classroom vocational education course for HVAC Tradesmen.

**Johnny Apple
Seed
Association Inc.**

A motion was made by Mr. Spencer, seconded by Mr. Trice, for approval.

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Costen, McGonegal, and Spencer. **Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline, and Lowe.

VI. NEW BUSINESS

New Business

Examination Review Update

Examination Review Update

Stephanie Keuther, Assistant Executive Director, provided the Committee with an update regarding recent discussion around reference materials within the Plumbing, Gas, and Backflow examination reviews.

Mrs. Keuther shared that during exam review there was discussion regarding the possibility of allowing the use of the International Code Council (ICC) books with commentaries.

Regulatory Update

Regulatory Update

18VAC50-22	Renewal Notifications Amendment – <i>Fast-Track</i>	Staff to file fast-track action.
18VAC50-22 18VAC50-30	Change in Examination Fees	Regulation to become effective March 11, 2026

Executive Director Report

Executive Director Report

Marjorie King, Executive Director, informed the Committee of current and past statistical data related to Board license applications, processing times, calls received, examinations, and emails.

Mr. Trice noted that processing times appear to be a significant concern.

After discussion, the Committee agreed to further discuss the matter during the full Board meeting following the Committee meeting.

Board Member Professional Development

Board Member Professional Development

Marjorie King, Executive Director, informed the Committee that there would be no Board Member Professional Development at this meeting.

Recovery Fund Statement

Recovery Fund Statement

Marjorie King, Executive Director, presented recovery fund statements for the months ended October 31, 2025, and November 30, 2025.

VIII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

Complete Conflict of Interest Form and Travel Voucher

Mr. Groh requested the Committee members complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

IX. ADJOURNMENT

Adjournment

Chair, Groh thanked the Committee and adjourned the meeting at 9:04 A.M.

The next Committee meeting will be **April 28, 2026**.



Nathan Trice, Vice-Chair

28 APRIL 26

Date