

BOARD FOR CONTRACTORS COMMITTEE MEETING

The Board for Contractors Committee met on **Tuesday, June 23, 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
Ralph Costen
Doug Lowe
James Spencer

Committee members absent from the meeting:

Taylor Brannan
Jerry Heinline
Francis "Butch" McGonegal

Staff members present for all or part of the meeting:

Steve Kirschner, Director of LRPD
Joseph C. Haughwout, Jr., Regulatory Affairs Manager
Stephanie Keuther, Assistant Executive Director
Lisa Robinson, Licensing Operations Administrator
Khang Le, Administrative Coordinator

I. Chair, Groh called the June 23, 2026, Board for Contractors Committee Meeting to order at 8:04 A.M.

**Call
To Order**

Stephanie Keuther, Assistant 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 June 23, 2026, Board for Contractors Committee meeting.

**Approval of
Agenda**

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

Mr. Spencer made a motion, seconded by Mr. Costen, to approve the draft minutes of the April 28, 2026, 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, Lowe, and Spencer. **Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline, and McGonegal.

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. COMMUNICATIONS

Communications

Stephanie Keuther, Assistant Executive Director, presented an email submitted by Rodney Cole regarding the definition of “supervision” contained within the Board for Contractors Regulations as they pertain to licensed tradesmen.

After discussion, the Committee agreed to take the communication under advisement for further review.

V. EDUCATION

None.

Education

VI. NEW BUSINESS

Examination Update

Stephanie Keuther, Assistant Executive Director, presented examination statistics comparing in-person computer-based testing (CBT) with remotely proctored testing (RPT).

Mrs. Keuther also shared that the Board's examination review process has been successful, however staff are looking to find subject matter experts for the review of the Virginia Environmental Specialties Contracting examination.

New Business

Examination Update

Petition for Rulemaking – P. Tyler

Joe Haughwout, Regulatory Affairs Manager, presented the Committee with a Petition for Rulemaking requesting consideration of proposed amendments to the Contractor Regulations regarding written disclosure requirements prior to commencement of work. The petition specifically addresses written disclosure in residential contracting contracts to clearly identify permit responsibility prior to work being performed.

Mr. Haughwout also shared the following draft response to the petition.

Petition for Rulemaking – P. Tyler

The Board thanks the petitioner for making this thoughtful request to the Board. After considering the petition and public comment received, the Board elected to refer the issue of requiring written disclosure in residential contracting contracts regarding permit responsibility to the Board's standing committee for further review and consideration of a potential regulation.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend the Board deny the petition to amend the Board for Contractors Regulations on the basis that this issue needs further review by the Board before a rulemaking should be undertaken, and to approve the draft written response to the petitioner.

The motion was approved with a vote of 11-0-0. Ayes: King, Groh, Crider, Brannan, Comstock, Costen, Helmandollar, Lowe, Spencer, Taylor, and Trice. **Nays:** None. **Abstain:** None. **Absent:** Branin, Heinline, McGonegal, Thornton, and Yoakum.

Regulatory Update

Regulatory Update

Steve Kirschner, Director of LRPD, provided an update on the Boards pending regulatory actions and advised that the only remaining item is the fast-track action for the Renewal Notifications Amendment.

HB1439 – Solar Installation Companies

HB1439 – Solar Installation Companies

Joe Haughwout, Regulatory Affairs Manager, presented the Committee with draft proposed amendments to the Board for Contractors Regulations, as amended by the HB1439 Workgroup.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Lowe, to recommend the Board adopt the final regulation as presented and authorize staff to file the regulation and make any stylistic or grammatical corrections.

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

Mr. Haughwout also presented the committee with a draft proposed disclosure form for solar energy systems, as required by HB1439.

A motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend the Board adopt the layout and content of the disclosure form and authorize staff to make any stylistic or grammatical corrections.

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

Mr. Haughwout also introduced the Committee with a draft proposed guidance document pertaining to solar energy companies for the Board's review and consideration.

After discussion, motion was made by Mr. Spencer, seconded by Mr. Crider, to recommend the Board adopt the guidance document as amended by the Committee.

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

HB1305 – Disciplinary Cases Under Advisement

HB1305 – Disciplinary

Joe Haughwout, Regulatory Affairs Manager, presented the Committee with proposed amendments to Board regulations resulting from the recent passage of HB1305. **Mr. Haughwout** explained that the amendments primarily involve revisions to the Board's authority and the grounds for disciplinary action.

Cases Under Advisement

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend the Board adopt the proposed amendment as presented and allow staff to file an exempt action.

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

Water Well Abandonment Discussion

Water Well Abandonment Discussion

Stephanie Keuther, Assistant Executive Director, explained that the Water Well Abandonment Workgroup will need to be reformed and invited recommendations for potential participants.

No action was taken.

Maryland Reciprocal Agreement Discussion for Plumbing and Gas Fitting

Maryland Reciprocal Agreement Discussion for Plumbing and Gas Fitting

Stephanie Keuther, Assistant Executive Director, presented the Committee with a draft proposed reciprocal licensing agreement for licensed Plumbing and Gas Fitting tradesmen between the Virginia Board for Contractors and the Maryland State Board of Plumbing.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend the Board adopt the draft proposed reciprocity agreement between the Virginia Board for Contractors and the Maryland State Board of Plumbing and authorize reciprocal licensing and waiver of license examination for eligible licensees.

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

Executive Director Report

Executive Director Report

Stephanie Keuther, Assistant Executive Director, informed the Board of current and past statistical data related to Board license applications, processing times, calls received, and emails received.

Chair, Groh inquired upon the extended wait times for license applications as reported by industry

professionals.

Steve Kirschner, Director of LRPD, explained that budgetary constraints have limited the department's ability to implement measures to address application processing times, contributing to delays.

Mr. Kirschner also reminded the Committee of the upcoming Board Member Training Conference scheduled for October 22–23, 2026.

Election of Officers

Election of Officers

The chair was shifted to Director of LRPD, Steve Kirschner, who chaired the meeting so the Committee could conduct election of officers.

The floor was open for the nomination for the office of Committee Chair: **Mr. Groh** nominated **Mr. Trice** for the office of Committee Chair.

Mr. Kirschner asked if there were any additional nominations for the office of Committee Chair? (Three times). There being none, **Mr. Groh** offered a motion to close the floor for nominations. It was seconded by **Mr. Spencer**.

Mr. Kirschner called for a vote.

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

Mr. Kirschner opened the floor for the nomination for the office of Committee Vice-Chair. **Mr. Groh** nominated **Mr. Lowe** for the office of Committee Vice-Chair.

Mr. Kirschner asked if there were any additional nominations for the office of Committee Vice-Chair? (Three times). There being none **Mr. Groh** offered a motion to close the floor for nominations. It was seconded by **Ms. Spencer**.

Mr. Kirschner called for a vote.

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

Mr. Trice resumed as the chair.

Board Member Professional Development

Chair, Groh informed the Committee that there would be no Board Member Professional Development at this meeting.

Board Member Professional Development

Financial Statement

Steve Kirschner, Director of LRPD, presented the Board with the financial statement.

Financial Statement

Recovery Fund Statement

An updated recovery fund statement was not presented to the Committee during the meeting.

Recovery Fund Statement

VIII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

Chair, Groh reminded the Committee members to complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

Complete Conflict of Interest Form and Travel Voucher

IX. ADJOURNMENT

Chair, Groh thanked the Committee and adjourned the meeting at 9:42 A.M.

The next Committee meeting will be **August 25, 2026**.

Adjournment

Nathan Trice, Chair

Date