

**VIRGINIA BOARD FOR
ASBESTOS, LEAD, AND HOME INSPECTORS
MEETING MINUTES**

The Virginia Board for Asbestos, Lead, and Home Inspectors met on February 8, 2024, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members of the Board were present:

Stacy J. Armentrout
Michael Baum
Douglas Burgess
John E. Cranor, Chair
Jesse Phillips
Kevin Salva, Vice-Chair
Robert Shackford
Patrick Studley
Paul D. Thomas
Louis Walker
Robin Wilder

Board members Ralph Costen and Sharad Tandale were not present at the meeting.

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

Brian Wolford, Chief Deputy director
Steve Kirschner, LRPD Deputy Director
Marjorie King, Executive Director
Tanya M. Pettus, Deputy Executive Director
Joseph C. Haughwout, Regulatory Affairs Manager
Cameron Parris, Administrative Operations Administrator
Rachel Harris, Administrative Coordinator

Josh Laws from the Office of the Attorney General was present.

Mr. Cranor, Vice-Chair, finding a quorum of the Board present called the meeting to order at 9:02 a.m.

Call To Order

Ms. Pettus advised the Board of emergency evacuation procedures.

Emergency

Mr. Salva moved to approve the agenda as presented. Mr. Armentrout seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley, Thomas, Walker, and Wilder.

Evacuation

Approval of Agenda

Mr. Salva moved to approve the minutes of the November 30, 2023, Board meeting and the December 7, 2023, Lead-Based Paint Activities Regulatory Review Committee meeting as presented. Mr. Burgess seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley, Thomas, Walker, and Wilder.

Approval of Minutes

Ms. Pettus introduced newly appointed Board members Michael Baum, training course provider representative, Jesse Phillips, licensed lead contractor representative, and Robin Wilder, citizen member.

Introduction of New Board Member

Ms. Pettus advised due to recent changes in Board membership, an election for Board Chair for 2024 was required. Ms. Pettus opened the floor for nominations for Board Chair. Mr. Salva moved to nominate Mr. Cranor as Board Chair. Mr. Armentrout seconded the motion. Mr. Cranor accepted the nomination. Mr. Salva moved to close the nominations for Chair of the Board. Mr. Armentrout seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley, Thomas, Walker, and Wilder. By acclamation, Mr. Cranor was elected Chair of the Board.

Election of Board Chair

Mr. Cranor opened the floor for nominations for Board Vice-Chair. Mr. Cranor moved to nominate Mr. Salva as Board Vice-Chair. Mr. Burgess seconded the motion. Mr. Salva accepted the nomination. Mr. Cranor moved to close the nominations for Vice-Chair of the Board. Mr. Burgess seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley, Thomas, Walker, and Wilder. By acclamation, Mr. Salva was named Vice-Chair of the Board.

Election of Vice-Chair

Ms. Pettus advised the Board of an internal reorganization of the agency wherein Board staff will now be under the same management team as the Board for Contractors. Ms. Pettus advised that Marjorie King is now Executive Director of the Board, and introduced Cameron Parris as the Board's Regulatory Operations Administrator, and Bill Ferguson as the Board's Education and Compliance Analyst.

DPOR Staff Updates

There were no members of the public present to address the Board.

**Public
Comment**

Mr. Salva recused himself from the meeting for discussion and deliberation of File Number 2023-01875.

**Recusal of
Board Member**

In the matter of **File Number 2023-01875, Jason Benjamin Donofrio**, the Board reviewed the Consent Order and Report of Findings. Jason Benjamin Donofrio admits to a violation of Board regulation 18 VAC 15-40-155.7 as outlined in Count 1 of the Order. Mr. Donofrio consents to the imposition of a monetary penalty of \$1,500.00 for the violation outlined in Count 1, as well as Board costs of \$150.00. Mr. Donofrio agrees to complete seven (7) hours of Board-approved continuing professional education (CPE) pertaining to ethics, and provide proof of attendance and successful completion within 30 days of the Order.

**File Number
2023-01875,
Jason
Benjamin
Donofrio**

Mr. Canor moved to accept the terms of the Consent Order as written. Mr. Walker seconded the motion, which was unanimously approved by Armentrout, Baum, Burgess, Cranor, Phillips, Shackford, Studley, Thomas, Walker, and Wilder.

Mr. Salva returned to the meeting.

**Return of
Board Member**

In the matter of **File Number 2024-00807, Yasmin Anabel Salgado Flores**, the Board members reviewed the record which consisted of the application file, transcript and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation.

**File Number
2024-00807,
Yasmin Anabel
Salgado Flores**

Mr. Studley moved to accept the recommendation of the Presiding Officer and deny Ms. Saldago Flores's application for an asbestos worker license. Mr. Burgess seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley, Thomas, Walker, and Wilder.

In the matter of File Number 2024-00808, Izaya D. Cooper, the Board members reviewed the record which consisted of the application file, transcript and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation.

**File Number
2024-00808,
Izaya D.
Cooper**

Mr. Salva moved to accept the recommendation of the Presiding Officer and approve Mr. Cooper's application for a lead abatement worker license. Mr. Thomas seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley,

Thomas, Walker, and Wilder.

Ms. Pettus provided an update on the status of the Board's regulatory actions.

**Regulatory
Action Update**

Ms. Pettus and Mr. Haughwout asked the Board to consider draft proposed amendments to 18VAC15-40-155, and 18VAC15-40-160 regarding insurance policy requirements for home inspectors. The draft proposed language would provide that home inspectors must maintain an insurance policy as described in 18VAC15-40-30 G. of the Board's regulations. After review and discussion, Mr. Cranor moved to adopt the draft proposed amendments as presented, and authorize staff to begin process for filing the amendment as a fast track action. Mr. Salva seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley, Thomas, Walker, and Wilder.

**Discussion of
Insurance
Requirements
for Home
Inspectors**

Ms. Pettus provide the Board with Virginia Lead Abatement examination statistics from January to December 2023 and January 2024.

**Examination
Update**

Ms. Pettus advised that in order to alleviate concerns surrounding scheduling of exams with PSI, the lead exam candidates have a dedicated phone number to contact the exam vendor. In addition, testing sites have been added to the list of approved locations, allowing for candidates along Virginia's borders to schedule their exams across state lines.

Ms. Pettus provided the Board with an update on bills being considered during the current legislative session that may impact the Board.

**2024
Legislative
Update**

Board members considered the following Resolution for Service:

Consider
Resolutions for
Service

Sandra Baynes

WHEREAS, **Sandra Baynes** did faithfully and diligently serve the Virginia Board for Asbestos, Lead, and Home Inspectors, and the Department of Professional and Occupational Regulation from 2014 to 2023;

WHEREAS, **Sandra Baynes**, did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Sandra Baynes**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Asbestos, Lead, and Home Inspectors wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Asbestos, Lead, and Home Inspectors this eighth day of February 2024, that **Sandra Baynes** be given all honors and respect due her for her outstanding service to this Board and the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

Mr. Thomas moved to adopt the resolution as written. Mr. Salva seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley, Thomas, Walker, and Wilder.

James Haltigan

WHEREAS, James Haltigan did faithfully and diligently serve the Virginia Board for Asbestos, Lead, and Home Inspectors, and the Department of Professional and Occupational Regulation from 2014 to 2023;

WHEREAS, James Haltigan, did devote generously of his time, talent and leadership to the Board;

WHEREAS, James Haltigan, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Asbestos, Lead, and Home Inspectors wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Asbestos, Lead, and Home Inspectors this eighth day of February 2024, that James Haltigan be given all honors and respect due him for his outstanding service to this Board and the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Mr. Shackford moved to adopt the resolution as written. Mr. Salva seconded the motion which was unanimously approved by: Armentrout, Baum, Burgess, Cranor, Phillips, Salva, Shackford, Studley, Thomas, Walker, and Wilder.

Mr. Cranor asked the Board to consider amending the agenda in order to allow finance staff to give an overview of the financial statements. The Board agreed by consensus to continue the meeting beginning with agenda item XI.e., and proceed with the board financial statements when finance staff was scheduled to arrive.

Ms. Pettus provided the Board with an update on recent and upcoming outreach opportunities.

**Outreach
Update**

Ms. Pettus informed the Board that there will be a Board Member Training Conference held on October 10 and 11, 2024.

Other Business

The Board recessed from 9:40 a.m. to 9:50 a.m.

Recess

The Board reviewed the most recent financial statement for informational purposes.

**Board
Financial
Statements**

Hope Larson, Financial Services Director and Brandon Walton, Budget Officer provided an overview of the items listed on the financial statement for training purposes.

Ms. Pettus provided an overview of Board member responsibilities.

**Board Member
Training:
Responsibilities
Overview**

Ms. King reminded the board that the next meeting date is May 9, 2024.

**Future Meeting
Dates**

Ms. King reminded the Board members to complete and return their conflict-of interest forms and travel vouchers.

**Complete
Conflict of
Interest Forms
and Travel
Vouchers**

There being no further business, the meeting was adjourned at 11:14 a.m.

Adjourn



John E. Cranon, Chair



Kishore S. Thota, Secretary

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Stacy J. Armentrout
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)
4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

D. I am able to participate in this transaction fairly, objectively, and in the public interest. or

I did not participate in the transaction.

6. Signature of Board Member:


Signature

February 8, 2024

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Michael Baum
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)

4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)


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I did not participate in the transaction.

6. Signature of Board Member:



Signature

February 8, 2024
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Douglas Burgess
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)
4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

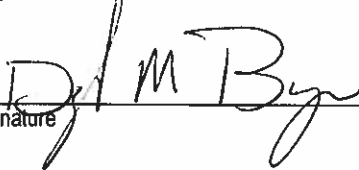
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- I did not participate in the transaction.

6. Signature of Board Member:


Signature

February 8, 2024
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name John Cranor
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)
4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

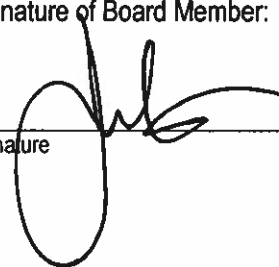
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(Agenda Item)

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- I did not participate in the transaction.

6. Signature of Board Member:

Signature 

February 8, 2024
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Jesse Phillips
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)
4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

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- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
- I did not participate in the transaction.

6. Signature of Board Member:



Signature

February 8, 2024

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Kevin Salva
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)

4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

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(Agenda Item)

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6. Signature of Board Member:


Signature

February 8, 2024

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Robert Shackford
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)

4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

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(Agenda Item)

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I did not participate in the transaction.

6. Signature of Board Member:

 February 8, 2024
Signature Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Patrick Studley
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)
4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

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(Agenda Item)

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6. Signature of Board Member:


Signature

February 8, 2024

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Paul D. Thomas
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)
4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
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- I did not participate in the transaction.

6. Signature of Board Member:


Signature

February 8, 2024
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Louis Walker
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)
4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

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(Agenda Item)

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D. I am able to participate in this transaction fairly, objectively, and in the public interest. or

I did not participate in the transaction.

6. Signature of Board Member:



Signature

February 8, 2024

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Robin Wilder
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Asbestos, Lead and Home Inspectors
(Name of Board)
4. Meeting/IFF Date: 02/08/2024

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

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D. I am able to participate in this transaction fairly, objectively, and in the public interest. or

I did not participate in the transaction.

6. Signature of Board Member:



Signature

February 8, 2024

Date

