

**BOARD FOR CONTRACTORS COMMITTEE
MEETING MINUTES**

The Board for Contractors Committee met on **Tuesday, March 11, 2025**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Board member(s) present for the meeting:

Donald Groh, Chair
Nathan Trice, Vice Chair
James “Lou” Spencer
Francis McGonegal
Doug Lowe
Ralph “Tripp” Costen
Jerry Heinline

Board member(s) absent from the meeting:

Taylor Brannan

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

Steve Kirschner, LRPD Deputy Director
Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Joe Haughwout, Regulatory Affairs Manager
Mary Charity, Licensing Operations Administrator
Cameron Parris, Regulatory Operations Administrator
Khang Le, Administrative Coordinator

I. **Chair, Groh** called the March 11, 2025, Board for Contractors Committee Meeting to order at 8:04 A.M. **Call To Order**

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

Marjorie King, Executive Director, reviewed the Emergency Egress procedures with the Committee and members of the public. **Emergency Egress**

II. ADMINISTRATIVE MATTERS

Mr. Spencer made a motion, seconded by Mr. McGonegal, to adopt the Draft Agenda of March 11, 2025. **Approval of Agenda**

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Mr. Spencer made a motion, seconded by Mr. McGonegal, to approve the draft minutes of the December 10, 2024, Board for Contractors Committee meeting as presented. **Approval of Minutes**

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

III. PUBLIC COMMENT **Public Comment**

Mr. Groh opened the Public Comment section of the meeting.

Paige Pruett addressed the Committee with concerns pertaining to DPOR processes and procedures.

Ms. King advised the Committee to review the following submitted comment from Robert Buckley regarding his request for examination waivers.

Buckley's Securitysmiths, Inc.
Robert Buckley
P.O. Box 2140
Chesterfield, Virginia 23832

To: The Board for Contractors

My name is Robert (Bob) Buckley; my business is Buckley's Securitysmiths Inc. and was started in 1985. I have been in business for 40 years and for 31 years of those years, I operated as a sole proprietorship. I was an established Class B Contractor under the name Buckley's Securitysmiths and carried four specialty classifications on my license, FAS, CIC, HIC and ESC. In transitioning my business from a sole proprietorship to an S Corp, I knew it would affect the way my taxes were

filed and would need the help of a CPA, but I had no idea other concerning issues would arise. I first received a notice from the DCJS stating that I would need a new license. I filled out the application and paid the fee. The cost was considerably more for the new license than it had been in subsequent years, but I was still recognized as a Compliance Agent, Locksmith and Electronic Security Technician.

I soon received a notice from DPOR stating that I would also need to apply for a new Class B Contractors License. I filled out the application and paid the fee; however, instead of recognizing my status as a Class B Contractor with all of my classifications, FAS, CIC, HIC and ESC, I was told I would have to sit for the exams in each of these classifications in order to secure my license. I was provided with lists of numerous publications which I would need to buy in order to pass these examinations in areas I've worked my entire professional life.

Under DPOR's, "Individual License and Certification Regulations" 54.1-1108, it states on page 37 that "no examination shall be required where a licensed Class B Contractor changes his form of business entity, provided he is in good standing with the Board." This conflicts with what I've been told.

I am asking the Board to consider my individual situation in this matter and allow me to obtain my Class B Contractor's License without requiring me to take the examinations for ESC, CIC and HIC.

Thank you.

Respectfully,
Bob Buckley

With no one else wishing to come forward, Mr. Groh closed the public comment section of the meeting.

IV. EDUCATION

Education Provider Applications

Education Provider Applications

Stephanie Keuther, Assistant Executive Director, addressed the Committee:

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

Mrs. Keuther shared that staff recommends approval for:

Milby Company – Seeking retroactive approval for 11/07/2018 - One (1) Classroom Vocational Training course for Water Well System Providers.

Milby Company

Mr. Lowe made a motion, seconded by Mr. Spencer, to deny retroactivity for 11/07/2018.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Mr. Spencer made a motion, seconded by Mr. Trice, for approval of the vocational training course.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Mrs. Keuther shared that staff recommends approval for:

TB HVAC Technical Institute – One (1) Classroom Vocational Education course for HVAC Tradesmen.

**TB HVAC
Technical Institute**

Mr. Spencer made a motion, seconded by Mr. McGonegal, for approval.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Mrs. Keuther shared that staff recommends approval for:

NCGWA - Seeking retroactive approval for 02/05/2025 to 02/07/2025, for six (6) Classroom Continuing Education and five (5) Vocational Education courses for Water Well System Providers.

NCGWA

Mr. Spencer made a motion, seconded by Mr. McGonegal, for approval.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Mrs. Keuther shared that staff recommends approval for:

Everblue – Three (3) Classroom Individual Vocational courses for Residential Building Analysts.

Everblue

Mr. Spencer made a motion, seconded by Mr. McGonegal, for approval.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Mrs. Keuther shared that staff recommends approval for:

HeatSpring

HeatSpring – Seeking Retroactive approval for 2/07/2025 – Four (4) Online/Virtual Continuing Education course for Electrical Tradesmen.

Mr. Spencer made a motion, seconded by Mr. McGonegal, for approval.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

V. NEW BUSINESS

New Business

General Assembly Update

General Assembly Update

Marjorie King, Executive Director, informed the Committee that the General Assembly Update would be given at the upcoming Board for Contractors meeting.

Regulatory Review Update

Regulatory Review Update

18VAC50-22	General Regulatory Reduction Initiative	Board to review comments received and consider adoption of final regulation.
18VAC50-22	Eligibility Requirement Amendment	Board to consider adoption of final regulation meeting.
18VAC50-30	Eligibility Requirement Amendment	Regulation will become effective 4/1/2025.
18VAC50-30	Temporary Elevator Mechanic Certifications	Regulation will become effective 6/1/2025.
18VAC50-22 18VAC50-30	Fee Adjustment	Executive Branch to complete Review.
18VAC50-22 18VAC50-30	Change in Examination Fees	Board staff to file Proposed, followed by Executive Branch review.

General Regulatory Reduction Initiative (18VAC50-22)

General Regulatory Reduction Initiative

Joe Haughwout, Regulatory Affairs Manager, presented the Committee with draft proposed

amendments to the Board's regulations as part of the General Regulatory Reduction Initiative.

(18VAC50-22)

A motion was made by Mr. Spencer, seconded by Mr. Lowe, to recommend the Board adopt proposed amendments presented.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Cameron Parris, Regulatory Operations Administrator, presented the Committee with public comments received regarding the General Regulatory Reduction Initiative.

Ms. Parris shared that commenters expressed concerns that the proposed amendments to the definition of "electronic/communication service contracting" (ESC) continue to limit the scope of work that contractors holding this specialty intend to perform. Further, commenters suggest the incorporation of language that will broaden the scope of the ESC specialty will allow Virginia to evolve and align with advancing technology.

The Committee shares the following response.

The Board has reviewed comments received in response to the proposed amendments to the Contractor Regulations, specifically regarding the definition of "electronic / communication service contracting." At this time, the Board feels that broadening the scope of work permitted under the ESC specialty, to include the design, installation, integration, and alteration of Class 2 and Class 3 power-limited circuits as defined by the National Electric Code, may provide for unintended consequences that pose a danger to the public. The Board does recognize the concern of the commenters and is amenable to continued discussion with stakeholders in order to further develop the regulation in a manner that encompasses evolving technology within the industry.

A motion was made by Mr. Spencer, seconded by Mr. Trice, to approve the response.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Eligibility Amendment Requirement (18VAC50-22)

**Eligibility
Amendment
Requirement
(18VAC50-22)**

Joe Haughwout, Regulatory Affairs Manager, presented the Committee with draft proposed amendments to the Board's regulations as part of the Eligibility Amendment Requirement.

A motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend the Board adopt proposed amendments presented.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Review of Incorporated Guidance Documents

Review of Incorporated Guidance Documents

Cameron Parris, Regulatory Operations Administrator, presented the Committee with the following guidance documents set to be repealed.

- **Document ID #6241**, Sewage Disposal System Qualified Individual Licensing Requirements
- **Document ID #5271**, Waiver Exemption of Entry Requirements for Residential Building Energy Analysts

A motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend repealing the presented guidance documents.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Fee Adjustment

Fee Adjustment

After discussion, the Committee agreed to bring the discussion to the April 29, 2025, Board Meeting, to allow staff time to research further.

No action was taken.

PSI Examination Contract

PSI Examination Contract

Marjorie King, Executive Director, shared the Board for Contractor's PSI examination contract has recently expired.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Crider, to recommend the extension of the existing PSI examination contract.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Election of Officers

Election of Officers

The chair was shifted to the Executive Director to the Board for Contractors, Marjorie King, who chaired the meeting so the Board could conduct election of officers.

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

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

Ms. King called for a vote.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Ms. King opened the floor for the nomination for the office of Board Vice-Chair. **Mr. Groh** nominated **Mr. Trice** for the office of Board Vice-Chair.

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

Ms. King called for a vote.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Board Member Professional Development

Marjorie King, Executive Director, informed the Committee of the new Board Member Professional Development that will take place in the Board for Contractors meeting.

**Board Member
Professional
Development**

Executive Director Report

Marjorie King, Executive Director, informed the Committee of the Executive Director Report to be presented in the upcoming Board for Contractors meeting.

**Executive Director
Report**

Recovery Fund Statement

Marjorie King, Executive Director, presented the Committee with the latest Recovery Fund Statement from the month ended November 30, 2024.

**Recovery Fund
Statement**

VI. OTHER BOARD BUSINESS

Examination Reciprocity

Board staff has been collaborating with the North Carolina Licensing Board for General

**Examination
Reciprocity**

Contractors to establish a reciprocal agreement for various examinations. Per approval from the Committee, staff has drafted an examination reciprocity agreement between North Carolina and Virginia to ease licensure portability between the two states. The agreement has been signed by the North Carolina Licensing Board for General Contractors and awaits Board approval and signature.

Mr. Spencer made a motion, seconded by Mr. Trice, to recommend Board approval of the reciprocity agreement establishing waiver of the requirement that an applicant pass the Virginia Commercial Building examination when the applicant has passed the North Carolina Building Contractor examination and waiver of the requirement that an applicant pass the Virginia Residential Building examination when the applicant has passed the North Carolina Residential Contractor examination.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Spencer, Lowe, Costen, McGonegal, and Heinline. **Nays:** None. **Abstain:** None. **Absent:** Brannan.

Constituent follow up from complaint/CID Case #2024-01137

Marjorie King, Executive Director, presented the Committee with information pertaining to CID Case #2024-01137. Ms. King explained that DPOR Investigations Department followed up with the City of Richmond to verify the validity of the allegations from Ms. Paige Pruett's previous public comment. Ms. King presented an email thread that confirms that all permits for the property have been completed, approved, and closed, indicating that there are no outstanding fire code violations at 605 Maple Avenue.

Constituent follow up from complaint/CID Case #2024-01137

VII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

Marjorie King, Executive Director requested the Committee members complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

Complete Conflict of Interest Form and Travel Voucher

VIII. ADJOURNMENT

Adjournment

Mr. Groh thanked the Committee and Staff and adjourned the Committee Meeting at 9:47 A.M.

The next Committee Meeting will be **April 29, 2025**.



Donald Groh, Chair

4/29/2025

Date