

## BOARD FOR CONTRACTORS COMMITTEE MEETING

The Board for Contractors Committee met on **Tuesday, April 29, 2025**, 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 8:39 A.M.)  
Ralph Costen  
Doug Lowe  
Francis McGonegal  
James Spencer

Committee member(s) absent from the meeting:

Jerry Heinline

Staff members 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 April 29, 2025, Board for Contractors Committee Meeting to order at 8:00 A.M.

Call  
To Order

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

Determination  
of Quorum

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

Emergency  
Egress

## II. ADMINISTRATIVE MATTERS

Administrative  
Matters

**Marjorie King, Executive Director**, requested the Board to include “Remedial Education: Timeframe for Reoccurrences” as an item on the agenda.

Approval of  
Agenda

**Chair, Groh**, informed the Board of a typographical error on the front page of the agenda where “Emergency Evaluation Procedures” should read as “Emergency Evacuation Procedures”.

**Mr. Spencer made a motion, seconded by Mr. McGonegal**, to adopt the agenda of the April 29, 2025, Board for Contractors Committee meeting with the addition of “Remedial Education: Timeframe for Reoccurrences” and correction of the typographical error.

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Mr. Spencer made a motion, seconded by Mr. McGonegal**, to approve the draft minutes of the March 11, 2025,, Board for Contractors Committee meeting as presented.

Approval of  
Minutes

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

## 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.

## V. EDUCATION

Education

**Education Provider Applications**

Education  
Provider  
Applications

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

**Ground Up Trade & Talent Solutions (GUTTS)** – Two (2) classroom vocational education courses for HVAC Tradesmen.

**Ground Up  
Trade & Talent  
Solutions  
(GUTTS)**

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

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Mrs. Keuther shared that staff recommends approval for:**

**Electrical Code Academy, Inc.** – One (1) Classroom continuing education course for Electrical Tradesmen.

**Electrical Code  
Academy, Inc.**

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

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Mrs. Keuther shared that staff recommends approval for:**

**Elevator Learning Center** – Seeking retroactive approval for 03/19/2025 – seven (7) classroom continuing education and s (7) vocational education courses for Elevator Mechanics.

**Elevator  
Learning  
Center**

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

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Mrs. Keuther shared that staff recommends approval for:**

**Hampton Roads Contractor Prep, LLC** – One (1) classroom contractor 8 hour pre-license course.

**Hampton  
Roads  
Contractor  
Prep, LLC**

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

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Mrs. Keuther shared that staff recommends approval for:**

**Alpha Elevator Control** – One (1) classroom continuing education course for Certified Elevator Mechanics.

**Alpha Elevator  
Control**

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

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Mrs. Keuther shared that staff recommends approval for:**

**Loudoun County Health Department/Environmental Health** – Seeking retroactive approval to 03/13/2025 – one (1) classroom continuing education course for Water Well System Providers.

**Loudoun  
 County Health  
 Department/  
 Environmental  
 Health**

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

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Mrs. Keuther shared that staff recommends approval for:**

**James River Air Conditioning Company** – Seeking retroactive approval for 01/01/2025 – four (4) vocational education courses for HVAC Tradesmen.

**James River  
 Air  
 Conditioning  
 Company**

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

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**VI. NEW BUSINESS**

**New Business**

**Regulatory Update**

**Regulatory  
 Update**

18VAC50-22	General Regulatory Reduction	<ul style="list-style-type: none"> <li>Final stage filed April 4, 2025.</li> <li>Executive Branch to complete review followed by 30-day adoption period.</li> </ul>
18VAC50-22	Eligibility Requirement Amendment	<ul style="list-style-type: none"> <li>Final stage filed April 7, 2025.</li> <li>Executive Branch to complete review followed by 30-day adoption period.</li> </ul>
18VAC50-30	Eligibility Requirement Amendment	Regulation became 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	Executive Branch to complete Review.
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**Renewal Notifications Amendment Fast-Track Action**

**Joe Haughwout, Regulatory Affairs Manager**, presented the Committee with draft proposed amendments to the Board's regulations pertaining to renewal notifications.

**After discussion, a motion was made by Mr. Spencer, seconded by Mr. Lowe**, to recommend the Board adopt the proposed amendments as presented and allow staff to file a fast-track action.

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**HB1707 / SB1059 Exempt Action**

**Cameron Parris, Regulatory Operations Administrator**, presented the Committee with a draft proposed amendment to the Board's regulations pertaining to the \$25 refundable Recovery Fund assessment.

**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 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Consumer Information Sheet: Legislative Revision**

**Cameron Parris, Regulatory Operations Administrator**, presented the Committee with draft amendments to the Board's Statement of Consumer Protections reflecting upcoming legislative changes.

**A motion was made by Mr. Spencer, seconded by Mr. McGonegal**, to recommend the Board adopt the proposed revisions.

**The motion was approved with a vote of 6-0-0. Ayes:** Groh, Trice, Costen, Lowe, McGonegal, Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Brannan, Heinline.

**Fee Adjustment**

**Marjorie King, Executive Director**, explained that staff are awaiting information and will promptly provide the Board with further instruction once received.

No action was taken.

**Renewal  
Notifications  
Amendment  
Fast-Track  
Action**

**HB1707 /  
SB1059 Exempt  
Action**

**Consumer  
Information  
Sheet:  
Legislative  
Revision**

**Fee  
Adjustment**

**\*Committee Member Taylor Brannan arrived at the meeting.\***

**Committee  
Member  
Attendance**

### **Executive Director Report**

**Executive  
Director  
Report**

**Marjorie King, Executive Director**, informed the Board of current and past statistical data related to Board cases, licensing applications, emails and phone calls. Ms. King informed the Board that the remedial education class continues to be well received by participants.

### **Board Member Professional Development**

**Board Member  
Professional  
Development**

**Marjorie King, Executive Director**, briefly provided the Committee with several reminders and discussed the importance of playing a role as Committee and Board members.

### **Remedial Education: Timeframe for Reoccurrences**

**Remedial  
Education:  
Timeframe for  
Reoccurrences**

**Marjorie King, Executive Director**, informed the Board of the current procedure for the timeframe for recurring remedial education penalties.

**Ms. King** explained that regulants who have completed remedial education within a 12-month timeframe have not been required to repeat remedial education.

**Ms. King** further explained that there is no existing written policy specifying the timeframe for when remedial education must be repeated in cases of recurring violations.

**After discussion, a motion was made by Mr. Spencer, seconded by Mr. McGonegal**, to allow staff to draft a revised policy clarifying the 12-month timeframe for recurring remedial education penalties.

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

### **Recovery Fund Statement**

**Recovery Fund  
Statement**

**Marjorie King, Executive Director**, presented the Board with the latest Recovery Fund financial statements from the month ended January 31, 2025.

### **VIII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER**

**Complete  
Conflict of  
Interest Form  
and Travel  
Voucher**

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

Adjournment

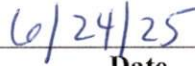
IX. ADJOURNMENT

Chair, Groh thanked the Committee and Staff and adjourned the meeting at 9:05 A.M.

The next Committee meeting will be **June 24, 2025**.



Donald Groh, Chair



Date

APPROVED