

BOARD FOR CONTRACTORS COMMITTEE MEETING

The Board for Contractors Committee met on **Tuesday, June 24, 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 8:05)
Ralph Costen
Jerry Heinline
Francis McGonegal (arrived at 8:03)
James Spencer
Doug Lowe (arrived at 8:03)

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
Khang Le, Administrative Coordinator

I. Chair, Groh called the June 24, 2025, Board for Contractors Committee Meeting to order at 8:02 A.M.

**Call
To Order**

Committee Members Doug Lowe and Francis McGonegal arrived at the meeting.

**Committee
Member
Attendance**

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**

Mr. Spencer made a motion, seconded by Mr. Trice, to adopt the agenda of the April 29, 2025, Board for Contractors Committee meeting.

**Approval of
Agenda**

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

Mr. Spencer made a motion, seconded by Mr. Trice, to approve the draft minutes of the April 29, 2025, Board for Contractors Committee meeting as presented.

**Approval of
Minutes**

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

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.

Committee Member Taylor Brannan arrived at the meeting.

**Committee
Member
Attendance**

V. EDUCATION

Education

Education Provider Applications

**Education
Provider
Applications**

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

Complete Electrical Training – Seeking retroactive approval back to 04/30/2025 – four (4) classroom vocational and continuing education courses for Electrical Tradesmen and one (1) pre-license electrical course for Contractors.

**Complete
Electrical
Training**

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

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. **Nays:** None. **Abstain:** None. **Absent:** None.

Mrs. Keuther shared that staff recommends approval for:

Workforce Continuing Education & Development, LLC – One (1) online continuing education course for Plumbing Tradesmen.

**Workforce
Continuing
Education &
Development,
LLC**

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

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. **Nays:** None. **Abstain:** None. **Absent:** None.

Mrs. Keuther shared that staff recommends approval for:

Virginia Construction Trades Academy – One (1) classroom vocational education course for Plumbing Tradesmen and one (1) classroom vocational education course for Electrical Tradesmen.

**Virginia
Construction
Trades
Academy**

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

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. **Nays:** None. **Abstain:** None. **Absent:** None.

VI. NEW BUSINESS

New Business

Reciprocal Licensure Agreements

**Reciprocal
Licensure
Agreements**

Mrs. Keuther explained that staff worked with the Ohio Construction Industry Licensing Board to review and create reciprocal agreements between Ohio and Virginia.

Stephanie Keuther, Assistant Executive Director, presented the Committee with a draft proposed reciprocal agreement for General and Advanced Business examinations.

Mrs. Keuther further explained that the Ohio board has reviewed and approved the reciprocal agreement.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. McGonegal, to recommend the Board approve the proposed reciprocity agreement between the Virginia Board for Contractors and the Ohio Construction Industry Licensing Board, authorizing the waiver of the General and Advanced Business examination for qualified applicants, contingent upon meeting all outlined eligibility and administrative requirements.

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. **Nays:** None. **Abstain:** None. **Absent:** None.

Mrs. Keuther presented the Committee with a draft proposed reciprocal agreement for Master Electricians.

Mrs. Keuther explained that the Ohio board has reviewed and approved the reciprocal agreement.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend the Board approve the proposed reciprocity agreement between the Virginia Board for Contractors and the Ohio Construction Industry Licensing Board, authorizing the waiver of the Master Electrician examination for qualified applicants, contingent upon meeting all outlined eligibility and administrative requirements.

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. **Nays:** None. **Abstain:** None. **Absent:** None.

Regulatory Update

Regulatory Update

18VAC50-22	General Regulatory Reduction	<ul style="list-style-type: none"> Final stage filed April 4, 2025. Executive Branch to complete review followed by 30-day adoption period.
18VAC50-22	Eligibility Requirement Amendment	<ul style="list-style-type: none"> Staff to file Final regulation. Final regulation will be published in the Virginia Register, followed by a 30-day public comment period.
18VAC50-22	HB1707/SB1059 - <i>Exempt</i>	<ul style="list-style-type: none"> Staff to file exempt action.
18VAC50-22	Renewal Notifications Amendment – <i>Fast-Track</i>	<ul style="list-style-type: none"> Staff to file fast-track action.
18VAC50-30	Temporary Elevator Mechanic Certifications	<ul style="list-style-type: none"> Regulation became effective June 1, 2025.

18VAC50-22 18VAC50-30	Fee Adjustment	<ul style="list-style-type: none"> The new fee amounts will become effective on August 1, 2025.
18VAC50-22 18VAC50-30	Change in Examination Fees	<ul style="list-style-type: none"> Executive Branch to complete Review.

Change in Examination Fee Provisions Regulatory Action

Joe Haughwout, Regulatory Affairs Manager, presented the Committee with draft proposed amendments to the Board’s examination fee structure.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. McGonegal, to recommend the Board adopt the revised language pertaining to the Board’s examination fee structure as presented.

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. **Nays:** None. **Abstain:** None. **Absent:** None.

Change in Examination Fee Provisions Regulatory Action

Review of Guidance Documents

Guidance Document #2959

Joe Haughwout, Regulatory Affairs Manager, presented the Committee with draft proposed amendments to Guidance Document #2959.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Costen, to recommend the Board approve the formation of a work group to review and provide further insight into Guidance Document #2959.

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. **Nays:** None. **Abstain:** None. **Absent:** None.

Review of Guidance Documents

Guidance Document #2959

Withdraw of Document #5724 and Repeal of Guidance Document #6790

Mr. Haughwout presented the Committee with the following guidance documents set to be withdrawn or repealed.

- **Document ID #5724, PSI Examination Equivalency**
- **Document ID #6790, Contractor License Requirement for Onsite Sewage System Maintenance**

Withdraw of Document #5724 and Repeal of Guidance Document #6790

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend the Board withdraw Guidance Document #5724. There was no action taken in regard to Guidance Document #6790.

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. Nays: None. Abstain: None. Absent: None.

PSI Examination Contract

PSI Examination Contract

Marjorie King, Executive Director, informed the Committee that the PSI examination contract is recommended for extension through February 28, 2027. Staff will begin the Request for Proposal process this summer.

A motion was made by Mr. Spencer, seconded by Mr. Trice, to recommend the Board extend the existing PSI examination contract.

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. Nays: None. Abstain: None. Absent: None.

Examination Review

Examination Review

Stephanie Keuther, Assistant Executive Director, explained that staff has worked to form review groups composed of subject-matter experts, including both Board members and industry professionals, tailored to each specific Board for Contractors examination.

After discussion, a motion was made by Mr. Spencer, seconded by Mr. Brannan, to recommend the Board approve the creation of the examination review groups as presented.

The motion was approved with a vote of 8-0-0. Ayes: Groh, Trice, Brannan, Costen, Lowe, McGonegal, Spencer. Nays: None. Abstain: None. Absent: None.

Executive Director Report

Executive Director Report

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

Recovery Fund Statement

Recovery Fund Statement

Marjorie King, Executive Director, informed the Committee that there was no updated recovery fund statement available for this meeting and that an updated report will be presented at the next meeting.

VIII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

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

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

IX. ADJOURNMENT

Adjournment

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

The next Committee meeting will be **August 19, 2025**.



Donald Groh, Chair

8/19/2025
Date

APPROVED