

BOARD FOR CONTRACTORS COMMITTEE MEETING

The Board for Contractors Committee met on **Tuesday, October 7, 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 8:24 am)
Ralph Costen
Francis "Butch" McGonegal
James Spencer
Doug Lowe

Committee member absent for the meeting:

Jerry Heinline

Staff members present for all or part of the meeting:

Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Cameron Parris, Regulatory Operations Administrator
Mary Charity, Licensing Operations Administrator
Khang Le, Administrative Coordinator

APPROVED

I. Chair, Groh called the October 7, 2025, Board for Contractors Committee Meeting to order at 8:03 A.M.

**Call
To Order**

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

**Determination
of Quorum**

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

**Emergency
Egress**

II. ADMINISTRATIVE MATTERS

**Administrative
Matters**

Mr. Spencer made a motion, seconded by Mr. McGonegal, to adopt the agenda of the October 7, 2025, Board for Contractors Committee meeting.

**Approval of
Agenda**

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

Mr. Spencer made a motion, seconded by Mr. Lowe, to approve the draft minutes of the August 19, 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, and 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:

CodeUpdate RVA LLC – Seeking retroactive approval to 8/20/2025 – One (1) online continuing education course for HVAC Tradesmen, one (1) online continuing education course for Plumbing Tradesmen, and one (1) online continuing education for Gas Fitting Tradesmen.

**CodeUpdate
RVA 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, and Spencer.
Nays: None. **Abstain:** None. **Absent:** Brannan, Heinline.

Mrs. Keuther shared that staff recommends approval for:

Abraham Gibbs – One (1) classroom/virtual webinar continuing education course for Electrical Tradesmen.

**Abraham
Gibbs**

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, and Spencer.
Nays: None. **Abstain:** None. **Absent:** Brannan, Heinline.

Mrs. Keuther shared that staff recommends approval for:

Appalachian Energy Center at Appalachian State University – One (1) online continuing education course for Electrical Tradesmen.

**Appalachian
Energy Center
at Appalachian
State
University**

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, and Spencer.
Nays: None. **Abstain:** None. **Absent:** Brannan, Heinline.

Mrs. Keuther shared that staff recommends approval for:

Keeping Current LLC – Two (2) classroom continuing education courses for Electrical Tradesmen.

**Keeping
Current 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, and Spencer.
Nays: None. **Abstain:** None. **Absent:** Brannan, Heinline.

Mrs. Keuther shared that staff recommends approval for:

Glentronics Inc. – Two (2) classroom continuing education courses for Plumbing Tradesmen.

**Glentronics
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, and Spencer.
Nays: None. **Abstain:** None. **Absent:** Brannan, Heinline.

Mrs. Keuther shared that staff recommends approval for:

Anderson Academy – Four (4) classroom and four (4) online vocational education courses for Electrical Tradesmen.

Anderson Academy

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, and Spencer.
Nays: None. **Abstain:** None. **Absent:** Brannan, Heinline.

Mrs. Keuther shared that staff recommends approval for:

VTEC – Four (4) classroom vocational education and four (4) classroom continuing education courses for Certified Elevator Mechanics and Certified Accessibility Mechanics.

VTEC

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, and Spencer.
Nays: None. **Abstain:** None. **Absent:** Brannan, Heinline.

Mrs. Keuther shared that staff recommends approval for:

Saint Paul's Leadership Institute – One (1) vocational education course for HVAC Tradesmen and one (1) vocational education course for Electrical Tradesmen.

Saint Paul's Leadership Institute

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, and Spencer.
Nays: None. **Abstain:** None. **Absent:** Brannan, Heinline.

VI. NEW BUSINESS

New Business

Examination Update

Examination Update

Marjorie King, Executive Director, and Stephanie Keuther, Assistant Executive Director, presented the Committee with the updated examination review schedule and reminded members of review processes.

NASCLA Examinations

NASCLA Examinations

Marjorie King, Executive Director, shared that NASCLA is currently in the process of developing a national examination for Plumbing Tradesmen and will continue to share updates with the Board.

Regulatory Update

Regulatory Update

18VAC50-22	General Regulatory Reduction	<ul style="list-style-type: none"> Regulation became effective September 1, 2025.
18VAC50-22	Eligibility Requirement Amendment	<ul style="list-style-type: none"> Regulation became effective September 1, 2025.
18VAC50-22	HB1707/SB1059 - <i>Exempt</i>	<ul style="list-style-type: none"> Regulation became effective September 24, 2025.
18VAC50-22	Renewal Notifications Amendment – <i>Fast-Track</i>	<ul style="list-style-type: none"> Staff to file fast-track action.
18VAC50-22 18VAC50-30	Change in Examination Fees	<ul style="list-style-type: none"> Public comment period concluded on September 26, 2025. No comments were received. A public hearing was held on August 19, 2025. No comments were received Board to consider adoption of final regulation at December 9, 2025, meeting.

Executive Director Report

Executive Director Report

Marjorie King, Executive Director, informed the Committee of current and past statistical data related to Board license applications, processing times, calls received, examinations, and emails.

Committee member Taylor Brannan arrived at the meeting.

Committee Member Attendance

Ms. King shared that discussion of the potential to move Remedial Education classes to every other month, rather than the current monthly schedule, will be brought to the next meeting.

Board Member Professional Development

Board Member Professional Development

Marjorie King, Executive Director, commended the Committee for their hard work and diligence and shared plans for future Board Member Professional Development.

Recovery Fund Statement

Recovery Fund Statement

Marjorie King, Executive Director, presented recovery fund statements for the months ending August and September 2025.

Ms. King also presented a forecast for the Board for Contractors Recovery Fund. Ms. King explained that the fund is expected to sustain itself for the next ten years according to the projection.

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

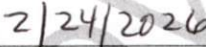
Adjournment

Chair, Groh thanked the Committee and Staff and adjourned the meeting at 9:03 A.M.

The next Committee meeting will be **December 9, 2025**.



Donald Groh, Chair



Date

APPROVED