

## VIRGINIA BOARD FOR CONTRACTORS MEETING MINUTES

The Board for Contractors met on Thursday, **May 22, 2025**, at the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia.

The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are sixteen (16) members on this board, in which nine (9) constitutes a quorum pursuant to §54.1-1102.

Board members present for the meeting:

Donald Groh, Vice-Chair  
Taylor Brannan  
Basil Crider  
Andrew Comstock  
Jerry Heinline  
Wiley "Bif" Johnson  
Doug Lowe  
Francis "Butch" McGonegal  
James "Lou" Spencer  
Nathan Trice  
Kerry Yoakum

Board members absent from the meeting:

Caitlin King, Chair  
Rudolph Burwell  
Ralph "Tripp" Costen  
James "Pete" Helmandollar Jr.  
Mary Anne Holbrook

Joshua E. Laws, Board Counsel, was present at the meeting.

Fernando Espinoza, Board Liaison, was not present at the meeting.

Staff members present for all or part of the meeting:

Jeb Wilkinson, Chief Deputy Director  
Steve Kirschner, Director of LRPD  
Tom Payne, Director of CID  
Marjorie King, Executive Director  
Stephanie Keuther, Assistant Executive Director  
Joseph Haughwout, Regulatory Affairs Manager  
Cameron Parris, Regulatory Operations Administrator  
Khang Le, Administrative Coordinator

**I. Vice-Chair, Groh** called the May 22, 2025, Board for Contractors Meeting to order at 2:03 P.M.

**Call  
To Order**

**Vice-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. Johnson**, to adopt the agenda of the May 22, 2025, Board for Contractors meeting.

**Approval of  
Agenda**

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

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

**Approval of  
Minutes**

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

## **III. PUBLIC COMMENT PERIOD**

**Public  
Comment  
Period**

**Vice-Chair, Groh** opened the public comment period of the meeting.

With no one wishing to come forward, Vice-Chair, Groh closed the public comment period of the meeting.

## **IV. CASE FILES**

**Case Files**

### **Licensing Cases Files**

**Licensing Case  
Files**

**In the matter of License Application, File Number 2025-00953, Artemus Seymour Dixon (Applicant).** The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

**File Number  
2025-00953  
Artemus  
Seymour Dixon**

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant attended the Board meeting and agreed with the recommendation.

**After discussion, a motion was made by Mr. Johnson, seconded by Mr. Spencer,** to approve the application for a Class A Contractor license.

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

**In the matter of License Application, File Number 2025-01072, Michael Allen Casey (Applicant).** The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

**File Number**  
**2025-01072**  
**Michael Allen**  
**Casey**

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant attended the Board meeting and agreed with the recommendation.

**After discussion, a motion was made by Mr. Johnson, seconded by Mr. Spencer,** to approve the application for a Journeyman Plumber license.

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

## **V. EDUCATION**

## **Education**

### **Education Provider Applications**

### **Education Provider Applications**

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

**1 Exam Prep LLC** – One (1) online contractor 8-hour pre-license course.

**1 Exam Prep  
LLC**

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

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

**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 regulation will be published in the Virginia Register on 6/2/2025, followed by a 30-day public comment period.</li> <li>Regulation to become effective 9/1/2025.</li> </ul>
18VAC50-30	Eligibility Requirement Amendment	<ul style="list-style-type: none"> <li>Regulation became effective 4/1/2025.</li> </ul>
18VAC50-30	Temporary Elevator Mechanic Certifications	<ul style="list-style-type: none"> <li>Regulation will become effective 6/1/2025.</li> </ul>
18VAC50-22 18VAC50-30	Fee Adjustment	<ul style="list-style-type: none"> <li>Board to consider adoption of revised fee adjustments at 5/22/2025 meeting.</li> </ul>
18VAC50-22 18VAC50-30	Change in Examination Fees	<ul style="list-style-type: none"> <li>Executive Branch to complete review.</li> </ul>

**Fee Adjustment**

**Fee Adjustment**

**Steve Kirschner, Director of LRPD**, presented the Board with draft proposed amendments pertaining to the Board's fee structure.

**Mr. Kirschner** explained that DPOR has implemented additional measures to ensure proper management of funds and oversight of the budget. Mr. Kirschner further explained that due to the additional measures, DPOR will not require the previously approved fee adjustments.

**After discussion, a motion was made by Mr. Spencer, seconded by Mr. Crider**, to adopt the revised fee amounts and approve the proposed amendments as presented.

**The motion was approved with a vote of 11-0-0. Ayes:** Groh, Brannan, Crider, Comstock, Heinline, Johnson, Lowe, McGonegal, Spencer, Trice, and Yoakum. **Nays:** None. **Abstain:** None. **Absent:** King, Burwell, Costen, Helmandollar, and Holbrook.

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

**Vice-Chair, Groh** requested the Board members complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

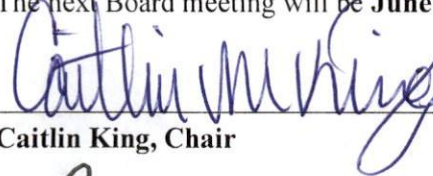
**Complete  
Conflict of  
Interest Form  
and Travel  
Voucher**

**IX. ADJOURNMENT**

**Adjournment**

**Vice-Chair, Groh** thanked the Board for Contractors and adjourned the meeting at 2:44 P.M.

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

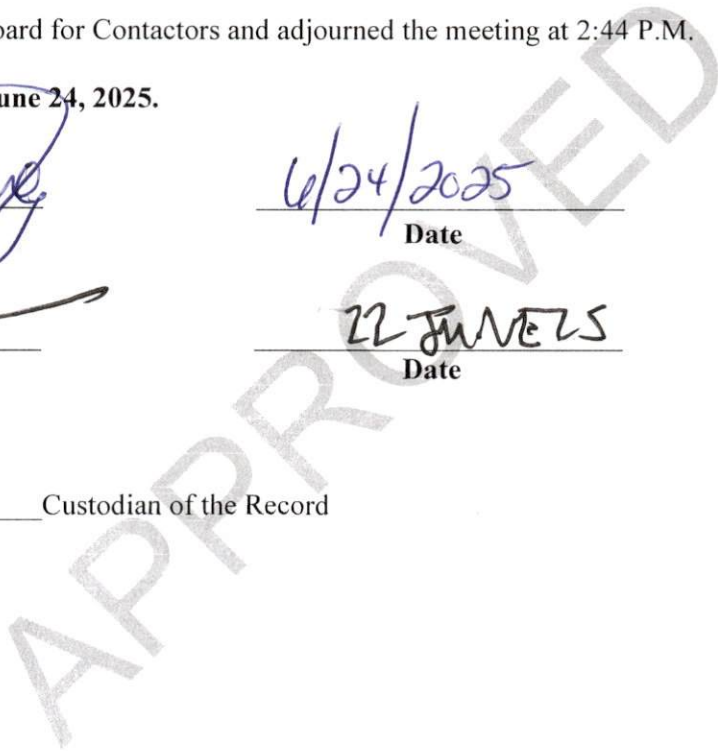
  
\_\_\_\_\_  
Caitlin King, Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Brian P. Wolford, Director

  
\_\_\_\_\_  
Date

Copy teste: \_\_\_\_\_ Custodian of the Record



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

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

1. Name Doug Lowe  
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for Contractors  
(Name of Board)

4. Meeting/IFF Date: 05/22/2025

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:

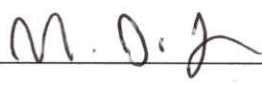
C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

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

May 22, 2025

Date

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

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

1. Name Nathan Trice  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Contractors  
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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

May 22, 2025  
Date

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

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

1. Name Basil Crider  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Contractors  
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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:

      May 22, 2025  
Signature      Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name Wiley "Bif" V. Johnson  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Contractors  
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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.

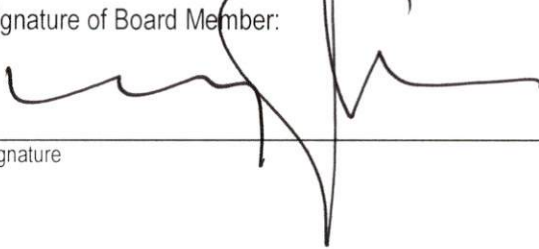
A. \_\_\_\_\_  
(Agenda Item)

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

May 22, 2025  
Date

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

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

1. Name Jerry Heinline  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Contractors  
(Name of Board)
4. Meeting/IFF Date: 05/22/2025
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

May 22, 2025  
Date

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

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

1. Name James "Lou" Spencer  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Contractors  
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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)

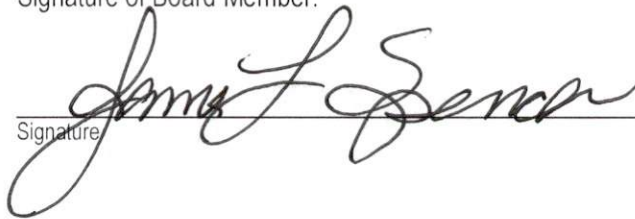
B. Nature of Personal Interest Affected by Transaction:

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

May 22, 2025

Date



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

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

1. Name Andrew "Drew" Comstock  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Contractors  
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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:

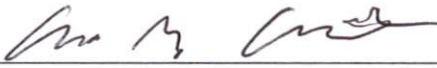
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\_\_\_\_\_

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

May 22, 2025  
Date

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

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

1. Name Donald Groh  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Contractors  
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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:

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6. Signature of Board Member:

  
Signature

May 22, 2025  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name Kerry Yoakum  
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for Contractors  
(Name of Board)

4. Meeting/IFF Date: 05/22/2025

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

May 22, 2025  
Date

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

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

1. Name Francis "Butch" McGonegal  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Contractors  
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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:

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6. Signature of Board Member:

  
Signature

May 22, 2025  
Date



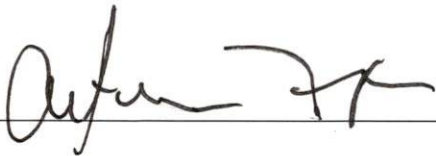
# BOARD FOR CONTRACTORS

## SIGN IN SHEET

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

9960 Mayland Drive  
Richmond, VA 23233

Thursday, May 22, 2025 – 2<sup>nd</sup> Floor Conference Center  
Board Room 4  
2:00 P.M.

NAME	Are you here for Public Comment only Y/N	PHONE NUMBER	FILE NUMBER	RESPONDENT OR COMPLAINANT	WILL YOU ADDRESS THE BOARD Y/N
Michael A. Cusey	Y	757-675-8002			
	Y	434-444 460	2024 00953		
Tamiyah Megginson	N	434-420- 1270	2024 00953		