

## **BOARD FOR CONTRACTORS REGULATORY REVIEW WORKGROUP**

The Board for Contractors Regulatory Review Workgroup met on **Monday, August 18, 2025**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Board members present for the meeting:

Donald Groh, Vice-Chair  
Nathan Trice  
Taylor Brannan  
Ralph Costen  
Jerry Heinline  
James Spencer  
Doug Lowe

Staff members present for all or part of the meeting:

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

**I. Vice-Chair, Groh** called the August 18, 2025, Board for Contractors Regulatory Review Workgroup meeting to order at 12:01 P.M.

**Call  
To Order**

**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. Lowe**, to adopt the agenda of the August 18, 2025, Board for Contractors Regulatory Review Workgroup meeting.

**Approval of  
Agenda**

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

## **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. NEW BUSINESS**

**New Business**

### **Guidance Document #2959**

**Guidance  
Document  
#2959**

**Marjorie King, Executive Director**, informed the workgroup, in accordance with the Board vote during its June 24, 2025, meeting, the regulatory workgroup was formed and tasked to provide further insight into Guidance Document #2959.

**Joe Haughwout, Regulatory Affairs Manager**, presented the workgroup with suggested edits to the guidance document. Workgroup members engaged in lengthy discussion, recommended additional revisions and edits, and ultimately voted to adopt revised Guidance Document #2959.

**Vice-Chair, Groh** called a recess to the meeting at 1:45 P.M.

**Recess**

**Vice-Chair, Groh** called the meeting back to order at 2:05 P.M.

The regulatory workgroup completed the proposed language for Guidance Document #2959.

**Mr. Brannan made a motion, seconded by Mr. Spencer**, to adopt the revised document for presentation to the full Board at its August 19, 2025, meeting.

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

**Guidance Document #6790**

**Guidance Document #6790**

The Board was presented with Guidance Document #6790 to consider for repeal as the guidance is incorporated into Guidance Document #2959.

**Mr. Brannan made a motion, seconded by Mr. Spencer,** to recommend the Board, should it adopt revised Guidance Document #2959, repeal Guidance Document #6790 as the guidance was incorporated into Guidance Document #2959.

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

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

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

**Mr. Groh** reminded workgroup members complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

**IX. ADJOURNMENT**

**Adjournment**

**Vice-Chair, Groh** thanked the workgroup and staff and adjourned the meeting at 3:08 P.M.

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**Donald Groh, Vice-Chair**

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**Date**