

**BOARD FOR CONTRACTORS EDUCATION WORKGROUP  
MINUTES OF MEETING  
April 28, 2014**

The Board for Contractors Education Workgroup met on Monday, April 28, 2014, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Richmond, Virginia.

The following members of the Education Workgroup were present:

Herbert "Jack" Dyer, Jr., Chairman  
Randy Bladwin  
Kris Bridges  
H. Bailey Dowdy  
Richard Hibbard  
Haywood Kines  
Douglas Murrow  
John Nolde, Jr.  
Paul Rimel  
Dwight "Todd" Vander Pol  
Chancey Walker

The following members of the Education Workgroup were not present:

Michael Gelardi  
E. G. Middleton, III

Staff present for all or part of the meeting:

Eric L. Olson, Executive Director  
Mark Courtney, Senior Director Regulatory and  
Public Affairs  
Mindy Spruill, Regulatory Boards Administrator  
Karen Bullock, Administrative Assistant,  
Compliance Specialist  
Sheila Watkins, Administrative Assistant,  
Compliance Specialist

Chairman Dyer called the meeting to order at 10:02 a.m.

## Call To Order

**Eric Olson**, Executive Director introduced members of the Education Workgroup committee. Each person shared a little information about themselves with the group. Mr. Olson shared that Mr. Gelardi and Mr. Middleton were unable to attend the meeting today.

## Introduction of Workgroup Members

**Mr. Dowdy** offered a motion to approve the agenda. **Mr. Walker** seconded the motion, which was approved unanimously. Members voting "Yes" were: Baldwin, Bridges, Dowdy, Dyer, Hibbard, Kines, Murrow, Nolde, Rimel, Vander Pol, and Walker.

## Approval of the Agenda

**There was no public comment.**

## Public Comment

**Mr. Olson** shared a power point presentation describing the duties and responsibilities of the members of the Board for Contractors. He entertained questions and discussion from the Workgroup members. After discussion and questions about the presentation the Workgroup chairman called for a break.

## Role and Responsibility of the Board for Contractors

The members took a break at 10:40 a.m. and reconvened at 10:51 a.m..

## Break and Reconvene

**Mr. Olson shared some "history" with the workgroup.**

## Continuing Education and the Board – History & Regulations

Mr. Olson provided the workgroup with a history of continuing education within DPOR and specifically with the Board for Contractors. Upon completion of the presentation further discussion was held regarding the difference between statutory and regulatory requirements and the continuing education requirements of other regulatory programs housed at DPOR.

## **Data Collection**

The workgroup discussed the type of data that will be required to ensure the efficacy of continuing education as a requirement. Several various data sources were discussed but no consensus was made as to data types, collection methods, or deadlines. It was agreed that data collection would be discussed as other areas moved forward.

## **Continuing Education Data Collection**

## **Open Discussion**

Mr. Dyer opened the floor for discussion. He shared with the workgroup that for the next meeting he and Mr. Olson will prepare the agenda together and that he wants each member of the workgroup to:

Review the Regulations

Consider the current system as described during the meeting and record any recommendations they may want to bring to the group.

## **Open Discussion**

Other issues that were discussed included:

Roster reporting issues

Provider Problems

System Problems

Drop outs due to cost factors and

Providers who violate Board Regulations

There will be a Workgroup meeting Monday, June 23rd, 2014.

## **Next Workgroup meeting**

Chairman Dyer requested a motion to adjourn the meeting. **Mr. Walker** made a motion to adjourn the meeting at 12:49 p.m. and eat lunch. **Mr. Hibbard** seconded. By unanimous vote, Chairman Dyer adjourned the meeting. Members voting "Yes" were: Baldwin, Bridges, Dowdy, Dyer, Hibbard, Kines, Murrow, Nolde, Rimel, Vander Pol, and Walker.

## **Adjourn**

Herbert Jack Dyer  
Herbert "Jack" Dyer, Chairman

6/23/14  
Date

Jay W. DeBoer  
Jay DeBoer, Director

6/23/2014  
Date