

**BOARD FOR CONTRACTORS COMMITTEE  
MEETING MINUTES**

The Board for Contractors Committee met on **Tuesday, March 12, 2024**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Committee member(s) present for the meeting:

Donald Groh, Chair  
Nathan Trice, Vice Chair  
Doug Lowe  
James Spencer  
Francis McGonegal  
Jerry Heinline  
Ralph Costen

Committee member(s) absent from the meeting:

None

The following DPOR staff members were present for all or part of the meeting:

Marjorie King, Executive Director  
Tanya Pettus, Deputy Executive Director  
Joseph Haughwout, Regulatory Affairs Manager  
Cameron Parris, Regulatory Operations Administrator  
Mary Charity, Licensing Operations Administrator  
Stephanie Keuther, Administrative Coordinator

**Mr. Groh, Committee Chair, called** the March 12, 2024, Board for Contractors Committee Meeting to order at 8:03 A.M.

**Call To Order**

**Mr. Spencer made a motion, seconded by Mr. Trice,** to adopt the agenda of the March 12, 2024, Committee meeting.

**Approval of Agenda**

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

**Mr. Spencer made a motion, seconded by Mr. McGonegal,** to approve the draft minutes of December 12, 2023, Board for Contractors Committee meeting as presented.

**Minutes**

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

**Emergency Egress**

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

**Emergency Egress**

**BOARD COMMUNICATIONS:**

**Communications**

Ms. King provided the Committee with written correspondence from Patrick Jeffers, in which he petitioned the Board for regulatory change.

There was no discussion and no action taken.

**Mr. Groh** opened the public comment period of the meeting.

**Public Comment**

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

**Education Provider Applications**

**Education Provider Applications**

Mary Charity, Licensing Operations Administrator addressed the Committee:

Applications for proposed education providers and courses were reviewed and the Committee's recommendations are as follows:

**Ms. Charity shared that staff recommends approval for:**

**Baul Academy of Unique Learning LLC** - three classroom/Zoom Vocational Education courses for Certified Backflow Prevention device Worker.

**Baul Academy of Unique Learning LLC**

**Mr. Spencer made a motion, seconded by Mr. Trice,** to recommend to the Board approval of the course as presented.

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

**Ms. Charity shared that staff recommends approval for:**

**American Ground  
Water Trust**

**American Ground Water Trust** – One classroom Certified Water Well Systems Provider Continuing Education class – This provider has requested retro-active approval to November 15, 2023

**Mr. Spencer made a motion, seconded by Mr. Trice,** to recommend to the Board approval to the course as presented.

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

**Ms. Charity shared that staff recommends approval for:**

**NAESA International**

**NAESA International** - one classroom and one webinar continuing education course for Certified Elevator Mechanics.

**Mr. Spencer made a motion, seconded by Mr. Trice,** to recommend to the Board approval to the course as presented.

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

**Ms. Charity shared that staff recommends approval for:**

**National Technology  
Transfer Inc**

**National Technology Transfer Inc** - one classroom Electrical Continuing Education class.

**Mr. Spencer made a motion, seconded by Mr. Trice,** to recommend to the Board approval to the course as presented.

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

**Ms. Charity shared that staff recommends approval for:**

**Lionhouse Electrical  
LLC**

**Lionhouse Electrical LLC** – one classroom Electrical Vocational Education class.

**Mr. Spencer made a motion, seconded by Mr. Trice,** to recommend to the Board approval to the course as presented.

**The motion was approved with a vote of 7-0-0. Ayes:** Groh, Lowe, Trice, Heinline, Spencer, Costen

and McGonegal **Nays:** None **Abstain:** None **Absent:** None

**New Business**

**New Business**

**Remedial Education Report**

**Ms. Charity** informed the Board that the remedial education class continues to be well received by participants.

**Remedial Education Report**

**Executive Director Report**

**Ms. King** informed the Committee of current and passed statistical data related to Board cases, licensing applications, emails and phone calls.

**Executive Director Report**

**Regulatory Actions**

**Regulatory Actions**

18VAC 50-30: Continuing Education Amendment

**The Committee was presented with draft proposed amendments to the Board's continuing education regulations. A motion was made by Mr. Spencer, and was seconded by Mr. Trice, to recommend to the Board the adoption of the draft proposed amendments as presented.**

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

18VAC 50-30: General Regulatory Reduction Initiative

**The Committee was presented with draft proposed amendments to the Board's regulations as part of the general regulatory reduction initiative. A motion was made by Mr. Spencer, and seconded by Mr. Trice, to recommend to the Board adoption of the draft proposed amendments as presented.**

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

**Regulatory Review Update**

**Regulatory Review**

**Update**

18VAC50-22	General Regulatory Reduction Initiative	Proposed to be filed.
18VAC50-22	Eligibility Requirement Amendment	Proposed to be filed.
18VAC50-22	Amendment of Prohibited Acts	Final to be filed.
18VAC50-30	Continuing Education Amendment	Board to adopt final amendments at the March 12, 2024, meeting.
18VAC50-30	General Regulatory Reduction Initiative	2/2/2024 Submitted for Executive Branch review.
18VAC50-30	Eligibility Requirement Amendment	Proposed to be filed.
18VAC50-30	Temporary Elevator Mechanic Certifications	Fast Track to be filed.
18VAC50-22 18VAC50-30	Guidance Document 5724 - PSI Examination Equivalency	To be filed.

**Exam Statistics**

**Exam Statistics**

**Ms. King** provided the Committee a statistics report for passed exams.

No action was taken.

**Incarcerated Applicants**

**Incarcerated Applicants**

**Ms. King** advised the Committee that she would be asking the Board to consider whether non-routine applications submitted by incarcerated individuals could be referred for an Informal Fact-Finding conference without requiring the applicant to request in writing said conference.

Currently, applications that cannot be approved by staff are forwarded for further review by a member of the Board. In situations where the application cannot be approved by the reviewing Board member the applicant is notified of their right to request an Informal Fact-Finding conference (IFF) pursuant to the Administrative Process Act. When staff receives a written request for an IFF, the application is referred to the Post Adjudication and Licensing section (PAL) of the agency and a conference is scheduled.

While applications received from an incarcerated individual will always require further review by the

Board, in an attempt to streamline the application process, the Board is asked to consider authorizing staff to forward applications of incarcerated individuals requiring an IFF directly to the Post-Adjudication and Licensing section (PAL). This would align with policies already established by other Boards within the agency that accept applications from incarcerated individuals.

No action was taken.

**BMTC – Save the date – October 10<sup>th</sup> and 11<sup>th</sup>.**

**BMTC – Save the date – October 10<sup>th</sup> and 11<sup>th</sup>.**

**8. Other Business**

**Other Business**

The Committee was provided with the Board for Contractors Transaction Recovery Fund Financial Statement for informational purposes.

**Recovery Fund Financial Statement**

**Adjournment**

**Adjournment**

**Mr. Groh** thanked the Committee and staff, and adjourned the Committee meeting at 9:08 A.M.

The next Committee Meeting will be **May 7, 2024**.

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Donald Groh, Chair

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Date