

**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.

Board member(s) present for the meeting:

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

Board member(s) absent from the meeting:

Taylor Brannan

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

Steve Kirschner, Deputy Director, LRPD
Marjorie King, Executive Director
Tanya Pettus, Deputy Executive Director
Cameron Parris, Regulatory Operations Administrator
Mary Charity, Licensing Operations Administrator
Stephanie Keuther, Administrative Coordinator

Mr. Groh 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 Draft Agenda of March 12, 2024.

**Approval of
Agenda**

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

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, Trice, Heinline, Spencer, Lowe, Costen, and McGonegal **Nays:** None **Abstain:** None **Absent:** Brannan

Emergency Egress

Emergency Egress

Marjorie King, Executive Director reviewed the Emergency Egress procedures with the Committee and members of the public.

Board Communications

**Board
Communications**

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

Mr. Groh opened the Public Comment section of the meeting.

Public Comment

With no one wishing to come forward Mr. Groh closed the public comment section 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 for approval.

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

**American Ground
Water Trust**

Mr. Spencer made a motion seconded by Mr. Trice for approval.

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

Ms. Charity shared that staff recommends approval for:

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

**NAESA
International**

Mr. Spencer made a motion seconded by Mr. Trice for approval.

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

Ms. Charity shared that staff recommends approval for:

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

**National Technology
Transfer Inc**

Mr. Spencer made a motion seconded by Mr. Trice for approval.

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

Ms. Charity shared that staff recommends approval for:

Lionshouse Electrical LLC – one classroom Electrical Vocational Education class.

**Lionshouse
Electrical LLC**

Mr. Spencer made a motion seconded by Mr. Trice for approval.

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

Old Business

None

Old Business

None

New Business

New Business

Remedial Education Report

Remedial Education Report

Mary Charity, Licensing Operations Administrator informed the Committee that the remedial education class continues to be well received by participants. Ms. Charity recommended to all Board members that they attend a remedial education class.

Executive Director Report

Executive Director Report

Marjorie King, Executive Director informed the Committee of current and passed statistical data related to Board cases, licensing applications, emails and phone calls. Ms. King advised the Board that the Remedial Education report would be part of the Executive Director report moving forward, and may not be included at every meeting.

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. After discussion a motion was made by Mr. Spencer, and seconded by Mr. Trice, to recommend the Board adopt proposed amendments as presented.

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

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. After discussion, a motion was made by Mr. Spencer and seconded by Mr. Crider, to recommend the Board adopt the draft proposed amendments as discussed.

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

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 to Executive Branch
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

Marjorie King, Executive Director provided the Committee a statistics report for passed exams.

No action was taken

Incarcerated applicants

Incarcerated applicants

Marjorie King, Executive Director asked the Committee 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.

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.

After consideration, a motion was made by Mr. Spencer seconded by Mr. Trice, to recommend to the Board to authorize staff to forward the applications of incarcerated individuals that require an IFF to PAL without requiring the applicant to request the IFF in writing.

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

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**.

Nathan Trice, Vice Chair

Date

Draft