

**BOARD FOR CONTRACTORS EDUCATION WORKGROUP**  
**Draft MINUTES OF MEETING**  
**June 23, 2014**

The Board for Contractors Education Workgroup met on Monday, June 23, 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 Baldwin  
Kris Bridges  
H. Bailey Dowdy  
Richard Hibbard  
E. G. Middleton, III  
Douglas Murrow  
John Nolde, Jr.  
Paul Rimel  
Dwight "Todd" Vander Pol  
Chancey Walker

The following members of the Education Workgroup were not present:

Haywood Kines

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  
Nneka Ikem, Board for Contractors Intern  
Adrienne Mayo, Regulatory Boards Administrator  
Karen Bullock, Administrative Assistant,  
Compliance Specialist  
Sheila Watkins, Administrative Assistant,  
Compliance Specialist

Chairman Dyer called the meeting to order at 10:05 a.m.

## Call To Order

**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, Murrow, Nolde, Rimel, Vander Pol, and Walker. Kines was absent.

## Approval of the Agenda

**There was no public comment.**

## Public Comment

**Mr. Olson** briefed the members of the workgroup on the status of the Regulations. He shared that the Regs have moved from the Secretary’s desk to the Governor’s office with the exception of the Individual Trades Regulations.

## Regulatory Update

No workgroup action needed.

**Mr. Olson shared some “ideas and instruction” with the workgroup about continuing education and a planned activity to help expedite the process.**

## Purpose of Continuing Education Activity

He shared that the members would be divided into three workgroups of three and one workgroup of four. Then each group would be given the same task to complete within a specified time period.

Upon completion of the task the group spokesperson would share their results and the information would be processed as a whole.

**Mr. Olson** addressed the group about proving how continuing education works and how their ideas are important and needed to get the job done.

## Continuing Education – Proving It Works Activity

The workgroup members worked in three groups to brainstorm how continuing education works and why we have it. This activity was timed and a spokes person represented each group. After the designated time period was up each group’s ideas were shared with all.

**The group took a break for lunch from 11:49 am to 12:21 pm.**

## Lunch Break

## **Continuing Education Requirements**

The workgroup's assignment was to determine how we measure and why we have CE. Again they worked in groups and then compiled their information. David Nelson of MC Dean Company shared information with the Board about the Continuing Education requirements and shared that he is a Continuing Education instructor. Board staff will be responsible for compiling all of the ideas shared by the groups and it will be given to the Education workgroup members at the August meeting.

## **Current Continuing Education Requirements**

## **Open Discussion**

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

Be ready to further discuss the information reviewed today and any other information that is included on the agenda.

Workgroup members tossed ideas around and staff kept track so they can include this information in the summary information for the August meeting.

Other issues that were discussed included:

Advocacy

Online Providers

Number of CE hours required

## **Adequacy of Current Requirements**

There will be a Workgroup meeting Monday, **August 25th, 2014**. The work of this group needs to be wrapped up by October so the information can be presented to the full board by December of 2014.

## **Next Workgroup meeting**

Chairman Dyer requested a motion to adjourn the meeting. **Mr. Walker** made a motion to adjourn the meeting at 1:38 p.m. **Mr. Hibbard** seconded. By unanimous vote, Chairman Dyer adjourned the meeting. Members voting "Yes" were: Baldwin, Bridges, Dowdy, Dyer, Hibbard, Murrow, Nolde, Rimel, Vander Pol, and Walker. Kines was absent.

## **Adjourn**

\_\_\_\_\_  
Herbert "Jack" Dyer, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jay DeBoer, Director

\_\_\_\_\_  
Date