

**BOARD FOR CONTRACTORS COMMITTEE
MEETING MINUTES**

The Board for Contractors Committee (“the Committee”) met on Monday, April 18th, 2011, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following Committee members were present:

Erby G. “Rudy” Middleton, III, Chairman
Bailey Dowdy, Vice Chairman
Herbert “Jack” Dyer, Jr.
Michael Gelardi
Doug Murrow
D. Todd Vander Pol

Mr. Walker was absent.

The following DPOR staff attended the meeting:

Eric L. Olson, Executive Director
Adrienne Mayo, Regulatory Boards Administrator
Leas Roth, Licensing and Education Administrator
Karen Bullock, Administrative Assistant
Chris Kunkel, Licensing and Education Specialist

Chairman Middleton called the meeting to order at 2:09 p.m.

Call To Order

The Meeting Agenda was approved unanimously. Motion made by **Mr. Gelardi** seconded by **Mr. Dyer**.

Approval of Agenda

The Minutes from the January 10, 2011, Committee meeting were adopted as drafted by unanimous vote. Motion made by **Mr. Gelardi**, seconded by **Mr. Dyer**.

Minutes Adopted

There was no Public Comment.

Public Comment

Items requiring Board action are marked with an asterisk (*):

Education Provider Applicants:

Education Provider Applications*

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

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Dowdy**, the Committee unanimously recommended that the Board approve CARR Contracting Services – (HVAC) vocational and continuing education in the classroom course (11 courses) and HVAC, Plumbing, Electrical, Gas (CE) correspondence.

CARR Contracting Services

Mr. Chong Ho Yuk and Mr. James Han, on behalf of Vocation School of Korean American Association of Northern VA (NOVA), attended the meeting and addressed the Committee.

Vocation School of Korean American Association of Northern VA (NOVA)

After discussion, and a motion by **Mr. Gelardi**, seconded by **Mr. Dowdy**, the Committee unanimously recommended that the Board approve Vocation School of Korean American Association of Northern VA (NOVA) – (Plumbing) vocational in the classroom (1 course).

After discussion, and a motion by **Mr. Gelardi**, seconded by **Mr. Dyer**, the Committee unanimously recommend that the Board approve Walsh Electric Co., Inc. – (Electrical) continuing education in the classroom course (1 course – switching from 6 hours to 3 hours).

Walsh Electric Co., Inc.

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Dowdy**, the Committee unanimously recommended that the Board approve Electrical Consultants, Inc. (Electrical) continuing education in the classroom course (1 course).

Electrical Consultants, Inc.

Mr. Art Smith, on behalf of All Supplies and Parts, Inc., t/a ASAP Compressors, attended the meeting and addressed the Committee.

All Supplies and Parts, Inc., t/a ASAP Compressors

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve All Supplies and Parts, Inc. t/a ASAP Compressors – HVAC continuing education and vocational in the classroom course (3 courses).

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve IES Commercial, Inc. (Electrical) continuing education in the classroom course (1 course).

IES Commercial, Inc.

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve International Assn. of Electrical Inspectors- (Electrical) continuing and vocational education in the classroom (1 CE and 1 VT).

International Assn. of Electrical Inspectors

Mr. Gregory Reynolds, on behalf of Henrico Dept. of Building Construction & Inspection, attended the meeting and addressed the Committee.

Henrico Dept. of Building Construction & Inspection

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve Henrico Dept. of Building Construction & Inspection (ELE, PLB, Gas, HVAC) continuing education in the classroom(4 courses).

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve Independent Electrical Contractors (IEC) – Atlanta and Georgia (Electrical) continuing education in the classroom (3 courses).

Independent Electrical Contractors (IEC) – Atlanta and Georgia

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve Conlicense (Contractors) pre-license education and remedial education course (2 courses).

Conlicense

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve Maryland Delaware Water Well Association (Water Well) continuing education course - retroactive approval (February 11, 2011).

**Maryland Delaware
Water Well Association**

Ms. Amy Bonilla, on behalf of Jade Learning, attended the meeting and addressed the Committee.

Jade Learning

After discussion and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve Jade Learning continuing education and vocational training (Electrical) course (2 courses each).

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve Franklin Electric vocational training (Water Well) course.

Franklin Electric

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve National Technology Transfer, Inc. continuing and vocational education (Electrical) course.

**National Technology
Transfer, Inc.**

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve Wade In Cross Connection (Backflow) vocational course.

**Wade In Cross
Connection**

After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee unanimously recommended that the Board approve EPIC Meetings: Production organized w/Mike Holt continuing education (Electrical) course.

**EPIC Meetings:
Production organized
w/ Mike Holt**

Other Education-Related Items

An education audit report was presented to the Committee by the, Regulatory Board Administrator, Adrienne Mayo. This report provided findings for three continuing education courses conducted at the Chesterfield County Building Inspectors Office an approved education provider. This report provided findings for three course audits conducted by staff. All audited were found to be in compliance.

**Other Education-
Related Items**

There was no old business.

Old Business

Regulation Review*

Board staff provided an update to the Committee on the status of regulatory review submissions for the Contractors and Individual License and Certification Regulations and presented the public comments received. After discussion, and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee recommends the board adopt as proposed the regulations.

New Business

Statutory Update

Eric Olson, Executive Director for the Board for Contractors, addressed the Committee by providing legislative updates for the 2011 session of the General Assembly.

Criminal History and Financial History – Application Matrix Review*

The Committee reviewed amendments by board staff for the Criminal History and Financial History Application Review Matrixes. Following review and discussion and a motion by **Mr. Gelardi**, seconded by **Mr. Murrow**, the Committee recommends the Board approves both matrixes as amended.

Review of Board Policies*

The Committee reviewed amendments presented by board staff to the board policy guidance documents. After review and discussion and a motion by **Mr. Dyer**, seconded by **Mr. Gelardi**, the Committee recommends as amended approval by the Board.

Miss. Utility Board Representative*

The current committee member advises he will no longer be available to serve on the Miss. Utility Board. Upon a nomination and recommendation from **Mr. Middleton** for Mr. Pace to serve as the Board representative for the Miss. Utility Board and a motion by **Mr. Vander Pol**, seconded by **Mr. Gelardi**, the Committee recommends the Board approve Mr. Pace as the new representative.

Review of Policy regarding Wall Certificates

Board staff shared with the Committee receiving a request for issue of a wall certificate. The Committee reaffirms the board has an established policy not to issue wall certificates to licensees. No action was taken by the Committee.

Reciprocity

Regulatory Board Administrator, Adrienne Mayo, shared with the Committee that board staff has been communicating with the board in Washington DC concerning drafting a tradesman examination /reciprocity agreement. Such an agreement will be presented to the Committee for review and approval recommendation at a later date.

Elections of Officers (June)

Board staff shared with the Committee that the second term of some of the members will be expiring. Therefore, election of officers will be listed on the agenda for their upcoming June meeting.

PSI Update

Leas Roth, Licensing and Education Administrator, addressed the Committee advising that the Candidate Information Bulletin for examination vendor, PSI has been revised to reflect recent code changes. Additionally, Ms. Roth shared with the Committee that PSI has relocated their Richmond examination site until further notice and the new location is posted on the Department's website.

Chairman Middleton entertained a motion to adjourn from **Mr. Dyer**, seconded by **Mr. Gelardi** and approved unanimously by the Committee. The meeting adjourned at 4:15 p.m. **Adjourn**

E. G. Middleton III
Erby G. "Rudy" Middleton, III, Chairman

6-7-11
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Bailey Dowdy
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee
(Name of Board)
4. Meeting/IFF Date: April 18, 2011
(Date)

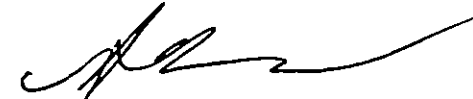
5. I have a personal interest in the following transaction:

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- I am able to participate in this transaction fairly, objectively, and in the public interest.
- or
- I did not participate in the transaction.
6. I do not have a personal interest in any transactions taken at this meeting.



Signature

April 18, 2011
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Herbert "Jack" Dyer, Jr.
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee
(Name of Board)
4. Meeting/IFF Date: April 18, 2011
(Date)

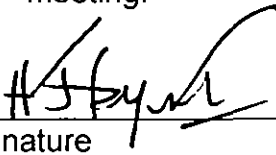
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6. I **do not** have a personal interested in any transactions taken at this meeting.


Signature

April 18, 2011
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Michael Gelardi
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee
(Name of Board)
4. Meeting/IFF Date: April 18, 2011
(Date)

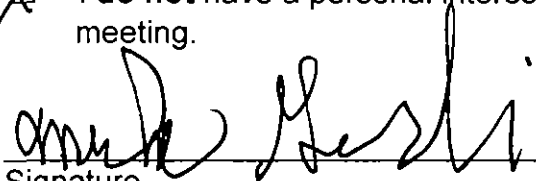
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Signature

April 18, 2011
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Erby G. "Rudy" Middleton, III
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee
(Name of Board)
4. Meeting/IFF Date: April 18, 2011
(Date)

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E. G. Middleton III
Signature

April 18, 2011
Date

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Doug Murrow
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee
(Name of Board)
4. Meeting/IFF Date: April 18, 2011
(Date)

5. I have a personal interest in the following transaction:

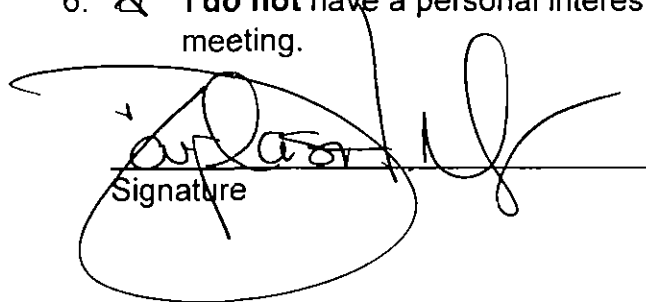
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Signature

April 18, 2011
Date

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: D. Todd Vander Pol
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee
(Name of Board)
4. Meeting/IFF Date: April 18, 2011
(Date)

5. I have a personal interest in the following transaction:

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

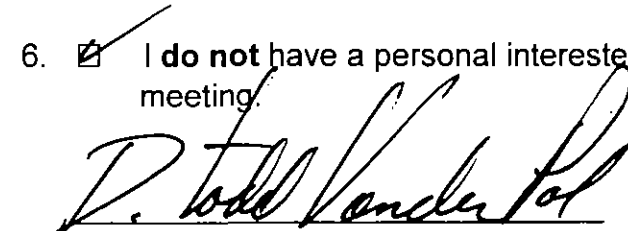
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Signature

April 18, 2011
Date