

**Draft Minutes of Meeting  
BOARD FOR CONTRACTORS  
INFORMAL FACT-FINDING CONFERENCES  
April 24, 2012 (9:00 a.m.)**

The Board for Contractors convened in Richmond, Virginia, for the purpose of holding Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Troy Smith, Jr., Board member, presided. No other Board members were present.

Joseph Haughwout and Steve Kirschner appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Tammie M. Brown, CCR, and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case

Lic = Licensing Application

RF = Recovery Fund Claim

Trades = Tradesmen Disciplinary Case/Application

C = Complainant/Claimant

A = Applicant

R = Respondent/Regulant

W = Witness

Atty = Attorney

Participants

- |   |      |
|---|------|
| 1. Richard J. Higgins, IV<br>t/a Miracle Renovations<br>File Number 2011-04462 (Disc.)<br>(NO DECISION MADE)    | None |
| 2. Richard J. Higgins, IV<br>t/a Miracle Renovations<br>File Number 2012-01210 (Disc.)<br>(NO DECISION MADE)    | None |
| 3. Travis Shaffer<br>t/a Tri State Paving & Sealcoating<br>File Number 2012-00850 (Disc.)<br>(NO DECISION MADE) | None |

The meeting adjourned at 1:17 p.m.

BOARD FOR CONTRACTORS

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Erby G. "Rudy" Middleton, Chairman

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Gordon N. Dixon, Secretary

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Custodian of Records