

BOARD FOR CONTRACTORS EDUCATION WORKGROUP
Final MINUTES OF MEETING
August 25, 2014

The Board for Contractors Education Workgroup met on Monday, August 25, 2014, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia.

The following members of the Education Workgroup were present:

Herbert "Jack" Dyer, Jr., Chairman
Kris Bridges
H. Bailey Dowdy
Richard Hibbard
Douglas Murrow
John Nolde, Jr.
Paul Rimel
Dwight "Todd" Vander Pol

The following members of the Education Workgroup were not present:

E. G. Middleton, III, Haywood Kines and Randy
Baldwin

Staff present for all or part of the meeting:

Mindy Spruill, Regulatory Boards Administrator
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 10:02 a.m.

Call To Order

Mr. Nolde offered a motion to approve the agenda. **Mr. Vander Pol** seconded the motion, which was approved unanimously. Members voting "Yes" were: **Bridges, Dowdy, Dyer, Hibbard, Murrow, Nolde, Rimel, and Vander Pol.** **Kines, Middleton and Baldwin, were absent.**

Approval of the Agenda

Mr. Nolde offered a motion to approve the minutes of the June 23rd meeting. **Mr. Vander Pol** seconded the motion, which was approved unanimously. Members voting "Yes" were: **Bridges, Dowdy, Dyer, Hibbard, Murrow, Nolde, Rimel, and Vander Pol.** **Kines, Middleton and Baldwin, were absent.**

Approval of Minutes

There was no public comment.

Public Comment

Ms. Spruill briefed the members of the workgroup on the status of the Regulations. She shared that all Regulations have moved from the Secretary's desk to the Governor's office.

Regulatory Update

No workgroup action needed.

The workgroup members were given a handout that included a compilation of the survey data and the comments received. After reviewing the data the members discussed the contents of the handout in detail with respect to continuing education. **Ms. Spruill** shared that surveys were mailed to 500 Tradesman and currently 170 have responded. Their responses were compiled and provided in the handout for workgroup's consideration.

Survey Update and Discussions

Ms. Spruill addressed the group about the continuing education handout.

Staff Recommendations

The workgroup members decided to review the handout and critique each area. Their recommendations are:

Online offerings:

- Keep online options and enhance the security measures.
- Consider Provider fees and Course fees.
- Initial application fees and renewal fees.

- Separate course fees with expiration 6 months after Virginia's code change.
- Consideration of non code update courses expiration date.

Course Expiration Dates:

- Staff to review, critique other area i.e. Real Estate, CNG, and provide feedback and additional options for consideration to the workgroup at the October meeting.
- Test creation and Cost assessment.
- Pay if you fail assessment test.

Knowledge Assessment:

- Provide the option of pre testing.
- Perhaps proctor the exam.
- Economic burden to the licensee.
- Consideration of Regulatory requirements.
- The workgroup wants staff to gather additional information on how other states completes this process; specifically Colorado. Workgroup wants staff to review monitoring, fees, online options and costs involved.

Expanded Course Offerings:

- Confer with Board counsel for change requirements
- Management of primary and supplemental courses.
- Review management of partial course completion, i.e. Real Estate.
- Expansion of course offerings.
- Primary and supplemental course changes.
- Electable in addition to code update I code hasn't updated within the renewal cycle.

Licensing the provider/courses/instructors

- Recommendations were included in course expiration dates area.

Additional Discussion:

- Requiring Tradesman on the job site – would like to look into this as a regulatory change option.

The group took a break for lunch from 12:15 am to 12:42 pm.

Lunch Break

Open discussion/topics

**Open discussion/topics
for October Meeting**

The workgroup discussed the following:

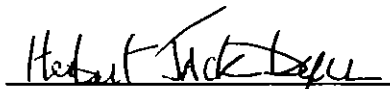
- Licensed Tradesman on the jobsite/Regulatory Requirements
- Continuing Education Change Requirements
- Workgroup requests staff to send out proposal along with agenda to members.

There will be a Workgroup meeting Monday, **October 20th, 2014**. Recommendations will be finalized for reporting to the Board for Contractors at its December 16, 2014 meeting.

Final Workgroup meeting

Chairman Dyer requested a motion to adjourn the meeting. **Mr. Vander Pol** made a motion to adjourn the meeting at 1:04 p.m. **Mr. Hibbard** seconded. By unanimous vote, Chairman Dyer adjourned the meeting. Members voting "Yes" were: Bridges, Dowdy, Dyer, Hibbard, Murrow, Nolde, Rimel and Vander Pol. Baldwin, Kines and Middleton were absent.

Adjourn


Herbert "Jack" Dyer, Chairman

10/20/14
Date

Jay DeBoer, Director

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 Workgroup
(Name of Board)
4. Meeting/IFF Date: August 25, 2014
(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 interested in any transactions taken at this meeting.

Signature

August 25, 2014
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 Workgroup
(Name of Board)
4. Meeting/IFF Date: August 25, 2014
(Date)

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

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

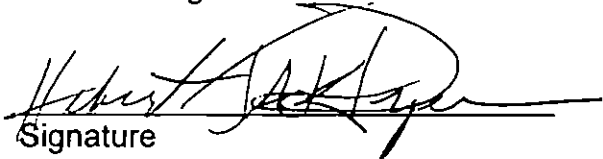
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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


Signature

August 25, 2014
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 Workgroup
(Name of Board)
4. Meeting/IFF Date: August 25, 2014
(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:

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- or
- I did not participate in the transaction.

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


Signature

August 25, 2014
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 Workgroup
(Name of Board)
4. Meeting/IFF Date: August 25, 2014
(Date)

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

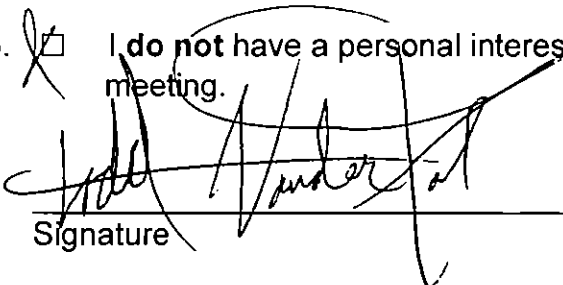
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Signature

August 25, 2014
Date