

**BOARD FOR CONTRACTORS COMMITTEE  
MEETING MINUTES**

The Board for Contractors Committee met on Tuesday, April 20, 2021 at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Michael Redifer  
Donald Groh  
E.G. Rudy Middleton  
Jeffrey Hux  
Shawn Mitchell  
Deborah Tomlin

Board member(s) absent from the meeting:

John O'Dell

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

Eric Olson, Executive Director  
Marjorie King, Board Administrator  
Adrienne Mayo, Board Administrator  
Mary Charity, Licensing Supervisor  
Stephanie Keutner, Administrative Assistant

APPROVED

Chairman, Redifer called the April 20, 2021 Board for Contractors Committee Meeting to order at 8:06A.M.

Call To Order

Mr. Middleton made a motion seconded by Mr. Mitchell to adopt the Agenda of April 20, 2021.

Approval of Agenda

The motion was approved with a vote of 6-0-0. Ayes: Hux, Redifer, Mitchell, Groh, Middleton, and Tomlin. Nays: O'Dell Abstain: None Absent: None

Mr. Groh made a motion seconded by Mr. Mitchell to approve the Minutes of March 9, 2021 Board for Contractors Committee Meeting as presented.

Minutes

The motion was approved with a vote of 6-0-0. Ayes: Hux, Redifer, Mitchell, Groh, Middleton, and Tomlin. Nays: O'Dell Abstain: None Absent: None

Chairman, Redifer opened the Public Comment section of the meeting.

Public Comment

Jordan Woodley addressed the Committee regarding the Experience Verification Form which is part of the contractor application process. Mr. Woodley was unable to find a verifier for his application.

Mr. Olson Executive Director, explained to Mr. Woodley the process of the Experience Verification Form. If Mr. Woodley is unable to find a verifier, then his application would need to be reviewed by the Application Review Committee, at which point the review committee would either approve his application, or send it to an IFF where Mr. Woodley would have an informal hearing regarding his experience.

With no one else wishing to come forward Chairman, Redifer closed the Public Comment section of the meeting.

Education Provider Applications

Education Provider Applications

Adrienne Mayo, Regulatory Board Administrator addressed the Board:

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

Ms. Mayo shared that staff recommends approval for:

JATC – Washington DC

JATC – Washington DC – 1 online Continuing Education ELE Course and 1 online Vocational Education ELE Course

A motion was made by Mr. Middleton seconded by Mr. Groh for approval.

The motion was approved with a vote of 6-0-0. Ayes: Hux, Redifer, Mitchell, Groh, Middleton, and Tomlin. Nays: O'Dell Abstain: None Absent: None

Ms. Mayo shared that staff recommends approval for:

Milby Company

**Milby Company** – 1 online Certified Water Well Systems Provider course.

**A motion was made by Mr. Middleton seconded by Mr. Groh for approval.**

**The motion was approved with a vote of 6-0-0. Ayes:** Hux, Redifer, Mitchell, Groh, Middleton, and Tomlin. **Nays:** O'Dell **Abstain:** None **Absent:** None

**Ms. Mayo shared that staff recommends approval for:**

**Virginia Technical Institute** – 5 classroom and online Vocational HVAC worker courses, 4 classroom and online Vocational Electrical courses, 4 classroom and online Vocational Plumbing courses.

**A motion was made by Mr. Middleton seconded by Mr. Mitchell to remove the words online class and approve the application as a virtual class.**

**The motion was approved with a vote of 6-0-0. Ayes:** Hux, Redifer, Mitchell, Groh, Middleton, and Tomlin. **Nays:** O'Dell **Abstain:** None **Absent:** None

**Old Business**

**PMPV Letter**

At its last Committee Meeting on March 9, 2021 Eric Olson Executive Director informed the Committee of a letter received from Virginia Plumbing-Heating-Cooling Contractors Association (PHCC). The letter expressed concerns over the Boards interpretation of regulations regarding contracts, and when routine maintenance would be considered contracting, and require a contract.

After discussion, the Committee choose wait until the next Committee Meeting on April 20, 2021, after the Board has ruled on contract cases, to determine if the definitions should be left as is or if they should be amended based on the concerns brought up by PHCC.

At its April 20, 2021 Committee Meeting the Committee again reviewed the current Routine Maintenance definition.

“Routine Maintenance” The definition of “routine maintenance” as used in the Board for Contractors Regulations means: “Recurring, preventative, and on-going activity necessary to delay or prevent the failure of a building, equipment, machinery, plant, or system, against normal wear and tear and is generally set by the manufacturer, the USBC, or by generally accepted practices within the industry.”

After much discussion the Committee agreed, without a vote that changes to the Boards current Routine Maintenance Agreement does not require any amendments at this time. The Committee instead, instructed staff to review the current Routine Maintenance definition with its Investigations Departments and to have a Technical Review done by a Board Member when needed.

**Virginia Technical  
Institute**

**Old Business**

**PMPV Letter**

**New Business**

**Application Review Committee**

Eric Olson Executive Director, addressed the Committee about its current application review status. With the current amount of applications being submitted to the Board for Contractions licensing staff, Mr. Olson recommended expanding the current number of review committee members.

**A motion was made by Mr. Mitchell and seconded by Mr. Hux to nominate Mr. Groh and Mr. Middleton as Application Review Committee Members.**

**The motion was approved with a vote of 6-0-0. Ayes: Hux, Redifer, Mitchell, Groh, Middleton, and Tomlin. Nays: O'Dell Abstain: None Absent: None**

The Committee also instructed staff to have Jennifer Gallini revise the application review forms to allow for easier Board and Committee Member electronic signatures.

**NASCALA Update**

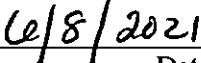
Marjorie King, Board Administrator updated to the Committee Members of the 2021 NASCALA conference, if any of the Committee Members were interested in participating.

**Adjournment**

**Chairman, Redifer thanked the Committee and Staff and adjourned the Committee Meeting at 9:01 A.M.**

The next Committee Meeting will be **June 8, 2021**

  
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Donald Groh, Vice Chairman

  
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Date

**New Business**

**Application Review Committee**

**NASCALA Update**

**Adjournment**