

**BOARD FOR CONTRACTORS COMMITTEE  
MEETING MINUTES**

The Board for Contractors Committee met on **Tuesday, May 9, 2023** at the  
Department of Professional and Occupational Regulation (DPOR), 9960  
Mayland Drive, Richmond, Virginia.

Board member(s) present for the meeting:

Donald Groh, Chairman  
Nathan Trice  
James Spencer  
Jerry Heinline  
Doug Lowe

Board member(s) absent from the meeting:

Deborah Tomlin, Vice Chairman  
Francis McGonegal  
John O'Dell

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

Steve Kirschner, Deputy Director  
Marjorie King, Executive Director  
Joe Haughwout, Regulatory Affairs Manager  
Adrienne Mayo, Board Administrator  
Mary Charity, Licensing Supervisor  
Stephanie Keuther, Administrative Coordinator  
Shelby Smith, Licensing Specialist

Mr. Groh called the May 9, 2023, Board for Contractors Committee Meeting to order at 8:04 A.M.

Call To Order

Mr. Spencer made a motion seconded by Mr. Heinline to adopt the Agenda of May 9, 2023.

Approval of  
Agenda

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Lowe, Spencer, and Heinline Nays: None Abstain: None Absent: Tomlin, O'Dell, and McGonegal.

Mr. Spencer made a motion seconded by Mr. Heinline to approve the draft Minutes of March 14, 2023 Board for Contractors Committee Meeting as presented.

Minutes

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Lowe, Spencer, and Heinline Nays: None Abstain: None Absent: Tomlin, O'Dell, and McGonegal.

Mr. Groh opened the Public Comment section of the meeting.

Public Comment

With no one wishing to come forward Mr. Groh closed the Public Comment section of the meeting.

Education Provider Applications

Education Provider  
Applications

Adrienne Mayo, Regulatory Board Administrator addressed the Committee:

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:

At Your Pace  
Online

At Your Pace Online – one online PLB Continuing Education Course

A motion was made by Mr. Spencer seconded by Mr. Heinline for approval.

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Lowe, Spencer, and Heinline Nays: None Abstain: None Absent: Tomlin, O'Dell, and McGonegal.

Ms. Mayo shared that staff recommends approval for:

At Your Pace  
Online

At Your Pace Online – one online PLB Continuing Education Course

A motion was made by Mr. Spencer seconded by Mr. Heinline for approval.

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Lowe, Spencer, and Heinline Nays: None Abstain: None Absent: Tomlin, O'Dell, and McGonegal.

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

**Atlas Institute of  
Technology LLC**

**Atlas Institute of Technology LLC** - two classroom HVAC Vocational Training Courses

**A motion was made by Mr. Heinline seconded by Mr. Spencer** for approval.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:**  
**None Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

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

**Elevator Safety and  
Technical Services**

**Elevator Safety and Technical Services** – one classroom GFC Continuing Education Course. This provider has requested retro-active approval to February 5, 2023

**A motion was made by Mr. Spencer seconded by Mr. Heinline** for approval.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:**  
**None Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

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

**JCR Productions  
Inc.**

**JCR Productions Inc.** – three classroom and three online Electrician Continuing Education Courses

**A motion was made by Mr. Spencer seconded by Mr. Heinline** for approval.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:**  
**None Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

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

**M.S. HVAC  
Contractors LLC**

**M.S. HVAC Contractors LLC** – one classroom GFC Continuing Education Course (NEW PROVIDER)

**A motion was made by Mr. Spencer seconded by Mr. Heinline** for approval.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:**  
**None Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

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

**NAESA  
International**

**NAESA International** - one classroom Continuing Education Course for Certified Elevator Mechanics

A motion was made by Mr. Spencer seconded by Mr. Heinline for approval.

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Lowe, Spencer, and Heinline Nays: None Abstain: None Absent: Tomlin, O'Dell, and McGonegal.

Ms. Mayo shared that staff recommends approval for:

Virginia Wester Community College- one classroom Contractor Pre-licensing Course.

Virginia Wester  
Community  
College

A motion was made by Mr. Spencer seconded by Mr. Heinline for approval.

The motion was approved with a vote of 5-0-0. Ayes: Groh, Trice, Lowe, Spencer, and Heinline Nays: None Abstain: None Absent: Tomlin, O'Dell, and McGonegal.

Old Business  
None

Old Business  
None

New Business

New Business

**Revised reciprocal Agreement with Maryland -Update**

Adrienne Mayo, Board Administrator informed the Committee the Maryland Board agreed with the revised agreement, that would remove the statement of nonresidents of Maryland, and would include adding journeyman to the reciprocal agreement. Ms. Mayo stated the Board would receive the revise agreement back for signature once received.

Revised reciprocal  
Agreement with  
Maryland - Update

**Remedial Education Report**

Mary Charity, Licensing Supervisor informed the Committee that the remedial education class continues to be well received by participants. Ms. Charity recommended to all Committee Members that they attend a Remedial Education class.

Remedial Education  
Report

**Regulatory Review Report**

Marjorie King, Executive Director, informed the Committee in accordance with Executive Directive One and current statutory requirements, the Board for Contractors seeks to amend its Individual eligibility requirements by amending the required years of experience and/or vocational training to obtain approval to sit for an examination and enter the profession. These amendments would affect Journeyman and

Regulatory Review  
Report

Master electrical, plumbing, heating ventilation and cooling, gas fitter, liquefied petroleum gas fitter, and natural gas fitter tradesman.

### Individual Eligibility Requirements

### Individual Eligibility Requirements

**Marjorie King, Executive Director** informed the Committee in accordance with the requirements set forth in Executive Directive One, the Board was tasked with performing a complete review of its regulations to best ensure that those regulations are the least burdensome to the industry while providing adequate protection to the citizens of Virginia. The Board identified that the eligibility may be overly burdensome.

The Committee completed its review of the proposed language for the Individual Eligibility requirements.

**A motion was made by Mr. Spencer and seconded by Mr. Heinline** to recommend approval to the Board for the proposed language for the Individual Eligibility requirements, and to allow staff to proceed with the Executive Branch review.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:** None **Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

**A motion was made by Mr. Spencer and seconded by Mr. Heinline** to grant staff the authority to make technical changes to the proposed language.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:** None **Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

### Individual Continuing Education

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**Marjorie King, Executive Director** informed the Committee in accordance with the requirements set forth in Executive Directive One, the Board was tasked with performing a complete review of its regulations to best ensure that those regulations are the least burdensome to the industry while providing adequate protection to the citizens of Virginia.

The Committee completed its review of the proposed language for the Individual Continuing Education.

**A motion was made by Mr. Spencer and seconded by Mr. Heinline** to recommend approval to the Board for the proposed language for the Individual Continuing Education, and to allow staff to proceed with the Executive Branch review.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:** None **Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

**A motion was made by Mr. Spencer and seconded by Mr. Heinline** to grant staff the authority to make technical changes to the proposed language.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:** None **Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

### Individual General Regulatory Reduction

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**Marjorie King, Executive Director** informed the Committee in accordance with the requirements set forth in Executive Directive One, the Board was tasked with performing a complete review of its regulations to best ensure that those regulations are the least burdensome to the industry while providing adequate protection to the citizens of Virginia.

The Committee completed its review of the Individual General Regulatory Reduction.

**A motion was made by Mr. Spencer and seconded by Mr. Heinline** to recommend approval to the Board for the proposed language for the Individual Continuing Education, and to allow staff to proceed with the Executive Branch review.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:** None **Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

**A motion was made by Mr. Spencer and seconded by Mr. Heinline** to grant staff the authority to make technical changes to the proposed language.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:** None **Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

### Regulatory Review update

### Regulatory Review update

### Temporary Fee proposal update

### Temporary Fee proposal update

**Marjorie King, Executive Director** informed the Committee the exempt regulatory action that was needed for a temporary fee reduction for all licenses renewed before August 31, 2025, and in order to reduce the accumulated surplus in the budget and to be in compliance with the Callahan Act, will go into effect on September 1, 2023.

### Examination Fees update

### Examination Fees update

**Marjorie King, Executive Director** informed the Committee the examination fee cap is in the proposed stage for Executive Branch review.

**Amendment to Prohibited Acts**

**Amendment to Prohibited Acts**

**Marjorie King, Executive Director** informed the Committee the amended language to Prohibited Act 18 VAC 50-22-260 B 9 B is in Public Comment until May 26, 2023.

**Vocational Training**

**Vocational Training**

Mr. Groh, Chairman informed the Committee of an issue brought to his attention regarding a shortage of Board approved vocational training providers.

**After discussion, a motion was made by Mr. Spencer and seconded by Mr. Trice** to recommend the Board allow up to 40 Continuing Educations hours by a Board approved provider be used towards Vocational Training.

**The motion was approved with a vote of 5-0-0. Ayes:** Groh, Trice, Lowe, Spencer, and Heinline **Nays:** None **Abstain:** None **Absent:** Tomlin, O'Dell, and McGonegal.

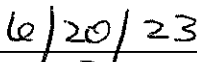
**Adjournment**

**Adjournment**

**Mr. Groh** thanked the Committee and Staff and adjourned the Committee Meeting at 9:16 A.M.

The next Committee Meeting will be **June 20, 2023**.

  
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Donald Groh, Chairman

  
\_\_\_\_\_  
Date



