

**THE VIRGINIA BOARD FOR  
ASBESTOS, LEAD AND HOME INSPECTORS  
MEETING MINUTES**

The Virginia Board for Asbestos, Lead, and Home Inspectors met on November 20, 2009, at the offices of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Richmond, Virginia.

The following members of the Board were present:

Christopher Chapman  
Keith F. Cronan  
Phillip Fincher  
Bowen Hyatt  
Brian Koepf  
Thomas Joel Loving  
Reginald Marston, III  
Howard D. Varner

Board member Dolores Daniels was not present at the meeting.

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

Jay W. DeBoer, Director  
Mark Courtney, Deputy Director of Licensing and Regulation Division  
David Dick, Executive Director  
Justin Garofalo, Board Administrator  
Michele Atkinson, Board Administrator  
Michelle Gowen, Administrative Assistant

There was no representative present from the Office of the Attorney General.

Mr. Cronan, finding a quorum of the Board present, called the meeting to order at 9:10 am.

**Call to Order**

Newly appointed Board member, Reginald Marston, III, was introduced and welcomed to the Board. Mr. Dick welcomed Michele Atkinson, Board Administrator and extended staffs' gratitude to Mr. Heppner for his efforts as a Board member.

**Introductions**

Mr. Koepf moved to approve the agenda. Mr. Fincher seconded the motion which was unanimously approved by members: Chapman, Cronan, Fincher, Hyatt, Koepf, Loving, Marston, and Varner.

**Adopt Agenda**

Mr. Hyatt moved that the Board approve the following minutes:

**Approval of Board**

Board Meeting Minutes – August 12, 2009;  
IFF Minutes – August 27, 2009;  
Committee Meeting Minutes – August 27, 2009;  
IFF Minutes – September 10, 2009;  
Committee Meeting Minutes – September 22, 2009;  
IFF Minutes – September 24, 2009;  
IFF Minutes – October 15, 2009; and  
Committee Meeting Minutes – October 28, 2009.

Mr. Koepf seconded the motion which was unanimously approved by members: Chapman, Cronan, Fincher, Hyatt, Koepf, Loving, Marston, and Varner.

There were no comments made to the Board.

Regarding **File Number 2010-00726, George Barry Robinson**, the Board members reviewed the application file, which consisted of exhibits, transcript and the summary of Informal Fact-Finding Conference. Mr. Robinson was present at the meeting and addressed the Board. Mr. Koepf moved to accept the summary of the IFF and approve Mr. Robinson's home inspector certificate. Mr. Loving seconded the motion which was unanimously approved by members: Chapman, Cronan, Fincher, Hyatt, Koepf, Loving, Marston, and Varner.

Regarding **File Number 2010-00238, Jakiem Mogai Jackson-Dinnall**, the Board members reviewed the application file, which consisted of exhibits, transcript and the summary of Informal Fact-Finding Conference. Mr. Jackson-Dinnall was not present at the meeting. Mr. Koepf moved to accept the summary of the IFF and approve Mr. Jackson-Dinnall's lead inspector license. Mr. Hyatt seconded the motion which was unanimously approved by members: Chapman, Cronan, Fincher, Hyatt, Koepf, Loving, Marston, and Varner.

Regarding **File Number 2010-00789, William Kevin Chavis**, the Board members reviewed the application file, which consisted of exhibits, transcript and the summary of Informal Fact-Finding Conference. Mr. Chavis was not present at the meeting. Mr. Varner moved to accept the summary of the IFF and approve Mr. Chavis' asbestos worker license. Mr. Koepf seconded the motion which was unanimously approved by members: Chapman, Cronan, Fincher, Koepf, Loving, Marston, and Varner. Mr. Hyatt was not

## Minutes

## Public Comment Period

File Number 2010-00726, George Barry Robinson

File Number 2010-00238, Jakiem Mogai Jackson-Dinnall

File Number 2010-00789, William Kevin Chavis

present during the discussion or vote.

Mr. Cronan turned the position of Chair over to Joel Loving and recused himself from the meeting.

**Transfer of Chair**

Regarding **File Number 2010-01246, Randolph Burt, Jr.**, the Board members reviewed the application file, which consisted of exhibits, transcript and the summary of Informal Fact-Finding Conference. Mr. Burt was not present at the meeting. Mr. Hyatt moved to accept the summary of the IFF and approve Mr. Burt's asbestos supervisor license. Mr. Fincher seconded the motion which was unanimously approved by members: Chapman, Fincher, Hyatt, Koepf, Loving, Marston, and Varner. Mr. Cronan was not present during the discussion or vote.

**File Number 2010-01246, Randolph Burt, Jr.**

Mr. Cronan returned to the meeting and resumed the position of Chair.

**Transfer of Chair**

Mr. Garofalo provided the Board members with a Report from the Mold and RRP Committee meetings.

**Other Business**

The Board members were provided with a summary of the public comment received for the Mold and RRP Regulations and a draft Board response. Mr. Loving moved to adopt the summary of the public comments received. Mr. Koepf seconded the motion which was unanimously approved by members: Cronan, Chapman, Fincher, Hyatt, Koepf, Loving, Marston, and Varner.

The Board members were provided a summary of the public comments and draft Board response for the Home Inspector regulations. Mr. Koepf moved to adopt the summary of the public comments and draft Board response. Mr. Varner seconded the motion which was unanimously approved by members: Cronan, Chapman, Fincher, Hyatt, Koepf, Loving, Marston, and Varner.

Fred Heppner addressed the Board members with regard to the Home Inspector regulations. The Board members were provided with a draft of the final regulations. After review and discussion, Mr. Koepf moved that staff redraft the conflict of interest language within the proposed regulations for Board review at the next meeting. Mr. Varner seconded the motion which was unanimously approved by members: Cronan, Chapman, Fincher, Hyatt, Koepf, Loving, Marston, and Varner.

Mr. Christner provided the Board members with an overview of the Compliance and Investigations Division.

The following meeting dates have been scheduled:

- February 4, 2010
- May 12, 2010
- August 18, 2010
- November 10, 2010

**Future Meeting  
Dates**

Mr. Cronan requested that the Board members complete their conflict of interest forms and travel vouchers.

**Conflict of Interest  
Forms and Travel  
Vouchers**

Mr. Cronan, finding no further business to conduct, adjourned the meeting at 11:40 p.m.

**Adjournment**

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Keith F. Cronan, Chair

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Jay W. DeBoer, Secretary