

**BOARD FOR CONTRACTORS COMMITTEE  
MEETING MINUTES**

The Board for Contractors Committee met on **Tuesday, September 17, 2024**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Board member(s) present for the meeting:

Donald Groh, Chair  
Nathan Trice, Vice Chair  
James Spencer  
Francis McGonegal  
Doug Lowe  
Ralph "Tripp" Costen  
Taylor Brannan  
Jerry Heinline

Board member(s) absent from the meeting:

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

Marjorie King, Executive Director  
Mary Charity, Licensing Operations Administrator  
Cameron Parris, Regulatory Operations Administrator  
Kyle Mathews, Regulatory Analyst  
Joe Haughwout, Regulatory Affairs Manager  
Stephanie Keuther, Administrative Coordinator

**Mr. Groh** called the September 17, 2024, Board for Contractors Committee Meeting to order at 8:02 A.M.

**Call To Order**

**Mr. Spencer made a motion, seconded by Mr. Trice**, to adopt the Draft Agenda of September 17, 2024.

**Approval of Agenda**

**The motion was approved with a vote of 8-0-0. Ayes:** Groh, Trice, Spencer, Lowe, Costen, McGonegal, Brannan and Heinline. **Nays:** None. **Abstain:** None. **Absent:** None.

**Mr. Spencer made a motion, seconded by Mr. Trice**, to approve the draft Minutes of August 6, 2024, Board for Contractors Committee Meeting as presented.

**Minutes**

**The motion was approved with a vote of 8-0-0. Ayes:** Groh, Trice, Spencer, Lowe, Costen, McGonegal, Brannan and Heinline. **Nays:** None. **Abstain:** None. **Absent:** None.

**Emergency Egress**

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**Marjorie King, Executive Director**, reviewed the Emergency Egress procedures with the Committee and members of the public.

**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**

Mary Charity, Licensing Operations Administrator, addressed the Committee:

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

**Mrs. Charity shared that staff recommends approval for:**

**Virginia Water Well Association**

**Virginia Water Well Association** – one Classroom Vocational Education course, one Virtual Vocational Education course, one Classroom Continuing Education course, and one Virtual Continuing Education course for Water Well Systems Providers.

**Mr. Spencer made a motion, seconded by Mr. Trice**, for approval.

**The motion was approved with a vote of 8-0-0. Ayes:** Groh, Trice, Spencer, Lowe, Costen, McGonegal, Brannan and Heinline. **Nays:** None. **Abstain:** None. **Absent:** None.

**New Business**

**Examinations and remote proctoring update**

Marjorie King, Executive Director, informed the Committee: As of June 8, 2024, to August 30, 2024, 2,607 remote exams have been administered.

**Regulatory Review update**

18VAC50-22	General Regulatory Reduction Initiative	Executive branch review
18VAC50-22	Eligibility Requirement Amendment	Executive branch review
18VAC50-22	Amendment of Prohibited Acts	Final stage published in Virginia Register on 8/26/2024 30-day public comment period will conclude on 9/25/2024. Regulation will become effective 10/1/2024
18VAC50-30	Continuing Education Amendment	Final stage will be published in Virginia Register on 8/12/2024, followed by a 30-day public comment period. Regulation will become effective 10/1/2024.
18VAC50-30	General Regulatory Reduction Initiative	Final stage will be published in Virginia Register on 8/12/2024, followed by a 30-day public comment period. Regulation will become effective 10/1/2024.
18VAC50-30	Eligibility Requirement Amendment	Board adopted Final stage at 9/17/2024 meeting.
18VAC50-30	Temporary Elevator Mechanic Certifications	Fast Track to be filed.
18VAC50-22 18VAC50-30	Guidance Document 5724 - PSI Examination Equivalency	To be filed.

**New Business**

**Examinations and remote proctoring update**

**Regulatory Review update**

**Individual eligibility regulatory action**

**Mr. Spencer made a motion, seconded by Mr. Trice,** to recommend approval for the individual eligibility regulatory action as presented.

**The motion was approved with a vote of 8-0-0. Ayes:** Groh, Trice, Spencer, Lowe, Costen, McGonegal, Brannan and Heinline. **Nays:** None. **Abstain:** None. **Absent:** None.

**Individual eligibility regulatory action**

**Statement of Consumer Affairs update**

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update**

**Mr. Spencer made a motion, seconded by Mr. Trice**, to recommend approval for the updated language to the Statement of Consumer Affairs as presented.

**The motion was approved with a vote of 8-0-0. Ayes:** Groh, Trice, Spencer, Lowe, Costen, McGonegal, Brannan and Heinline. **Nays:** None. **Abstain:** None. **Absent:** None.

**Executive Director Report**

**Executive Director  
Report**

**Marjorie King, Executive Director**, informed the Committee of current and past statistical data related to Board cases, licensing applications, emails and phone calls. Ms. King informed the Committee that the remedial education class continues to be well received by participants.



**Adjournment**

**Mr. Groh** thanked the Committee and Staff and adjourned the Committee Meeting at 9:09 A.M.

The next Committee Meeting will be **October 22, 2024**.

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Donald Groh, Chair

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Date

