

## **BOARD FOR CONTRACTORS COMMITTEE MEETING MINUTES**

The Board for Contractors Committee ("the Committee") met on **Monday, August 25<sup>th</sup>, 2014**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following Committee members were present:

Herbert J. Dyer, Jr., Chairman  
Bailey Dowdy  
E. G. Middleton, III  
Doug Murrow  
D. Todd Vander Pol

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

Mindy Spruill, Regulatory Boards Administrator  
Karen Bullock, Administrative Assistant, Compliance Specialist  
Adrienne Mayo, Regulatory Boards Administrator  
Sheila Watkins, Administrative Assistant, Compliance Specialist  
Paul Saunders, Education Specialist

During the month of July Mr. Chancey Walker resigned as a member of the Committee.

Chairman Dyer called the meeting to order at 2:01 P.M.

Call To Order

The Meeting Agenda was approved unanimously. Motion made by **Mr. Vander Pol**, seconded by **Mr. Middleton**. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton, and Murrow.

Approval of Agenda

The Minutes from the June 23<sup>rd</sup>, 2014 Committee meeting were adopted as drafted by unanimous vote. Motion made by **Mr. Dowdy**, seconded by **Mr. Vander Pol**. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton and Murrow.

Minutes Adopted

There was no public comment.

Public Comment

Items requiring Board action are marked with an asterisk (\*): Adrienne Mayo Regulatory Board Administrator and Paul Saunders Education Specialist addressed the Board.

Education Provider Applications

Education Provider Applications\*

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

Mr. Saunders shared that staff recommends approval for **KEB America, Inc.** – Certified Elevator Mechanic Continuing Education classroom course. After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Murrow**, the Committee unanimously recommended the Board approve KEB America, Inc. – Certified Elevator Mechanic Continuing Education Provider. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton and Murrow.

KEB America Inc. – Certified Elevator Mechanic

Mr. Saunders shared that staff recommends approval for **National Drilling Association- Electrical** Continuing Education classroom course.

After discussion and a motion by **Mr. Vander Pol**, seconded by **Mr. Murrow**, the Committee unanimously recommended the Board approve of National Fire Protection Association Electrical Continuing Education Classroom course. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton and Murrow.

There was no old business.

### **Exam/Education Switch**

Board Administrator, Adrienne Mayo provided the Committee with an update on the effective date of the new code. It is July 14, 2014. She shared that letters were mailed to the education providers alerting them that effective November 1, 2014 the Board requires the new code updates be included in their curriculum.

### **Examination Contract**

Ms. Spruill, Board Administrator shared that we are now in our 2<sup>nd</sup> one year extension. Staff is starting the Request for Proposal for new examination review. We have until July 1, 2015 for completion.

### **SDS/OSSP Letter and QI requirements**

Board Administrator, Mindy Spruill told the Committee that a letter was sent out on August 1, 2014 alerting current license holders with the SDS/OSSP specialty that they have until November 1, 2014 to come into compliance or the specialty will be removed from their license. She indicated that many have contacted the Board staff and shared they no longer need the specialty and have asked to have it removed from the license.

### **Remedial Education Classes**

Ms. Spruill shared with the Committee that the last Remedial Education class went well. So far the Class size ranges from 5 to 20. We have

### **National Fire Protection Association – Electrical Continuing Education Classroom**

### **Old Business**

### **New Business**

### **Promulgation of 2012 USBC – Exam/Education Switch**

### **Examination Contract – RFP Update**

### **SDS/OSSP Letter and QI Requirements**

### **Remedial Education Report**

updated the class schedule and it and the Registration form are available on the Board's website.

### **Workgroup Update**

Ms. Spruill shared that the Continuing Education Workgroup covered a lot of ground today (August 25). She reviewed the ideas with the Committee for consideration.

The Committee had the following recommendations.

Online offerings:

- Keep online options and enhance the security measures.
- Consider requiring 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 areas i.e. Real Estate, CNG, and provide feedback and additional options for consideration to the workgroup and the Committee at the October meeting.
- Test creation and Cost assessment.
- Pay if you fail assessment test.
- Expanding code options.

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 complete 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.

### **Continuing Education Workgroup Update**

- Expansion of course offerings.
- Primary and supplemental course changes.
- Electable in addition to code update I code hasn't updated w/in 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.

### **John Tyler Community College Request**

Dr. Julie Ransom and Alan Massengill spoke with the Committee members and reviewed their handout with them. The handout shared information that was compiled for the course curriculum being presented for consideration. Alan Massengill shared that John Tyler CC wants to offer a certification and an Associate Degree Program for Electrical that will be acceptable to the Board for Contractors as appropriate and beneficial to the students as they apply for licensure. The committee members discussed the proposed curriculum in detail. After additional discussion, it was determined that Board administrator Adrienne Mayo will provide an electronic application packet to Mr. Massengill for personal use. The Committee shared that John Tyler meets the criteria as a state approved school. Mr. Middleton and the Committee thanked Dr. Ransom and Mr. Massengill for coming in and for sharing information and answering questions about the proposed classes.

### **John Tyler Community College Request**

### **Regulatory Review**

Currently we have a total of 6 packets in the Governor's office. We still have three Regulations in the proposed stage and three in the final stage in the Governor's office. The NOIRA for the amendments of specialties are in development and are being reviewed today and hope to have proposed regulations adopted by the Board at the October meeting.

The Committee was given a handout for review and encouraged to share comments on Amendments to classifications and specialties. This prep work will assist staff in preparing the new regulation packet for Contractor license specialties.

### **Regulatory Review**

The Committee suggests adding the following specialties:

Drywall Contracting, Finish Carpentry, Flooring and Floor Covering Contracting, Glass and Glazing Contracting, Insulation and Weather Stripping Contracting, Fire Proofing and Fire Caulking, Steel Erection Contracting, Tile Marble Ceramic and Terrazzo Contracting, and Underground utility and excavating contracting.

The Committee discussed adding these specialties and recommends not to pursue further: following specialties:  
Caulking and Welding

The Committee decided they will submit the recommendations to the Board concerning the specialties.

**Legislative Review**

Nothing at this time.

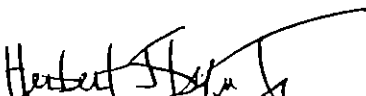
**Legislative Review**


The next Committee Meeting will be held on Monday, **October 20, 2014**.

**Next Meeting**

**Mr. Dowdy** offered a motion seconded by **Mr. Dyer**, the Committee unanimously voted to adjourn the meeting at 2:38 p.m.

**Adjourn**

  
\_\_\_\_\_  
Herbert J. Dyer, Jr., Chairman

  
\_\_\_\_\_  
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  
(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:

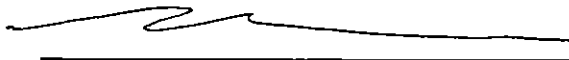
\_\_\_\_\_

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 interest 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 Committee  
(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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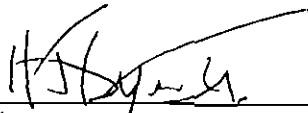
\_\_\_\_\_

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: Erby G. "Rudy" Middleton, III  
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee  
(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.

E. G. Middleton  
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 Committee  
(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: D. Todd Vander Pol  
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee  
(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 interest in any transactions taken at this meeting.

D. Todd Vander Pol  
Signature

August 25, 2014  
Date