

**BOARD FOR CONTRACTORS COMMITTEE
MEETING **Draft** MINUTES**

The Board for Contractors Committee (“the Committee”) met on **Monday, April 23rd, 2018**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia. The following Committee members were present:

Herbert “Jack” Dyer
Jeffery Hux
E. G. Middleton, III
Jeffrey Mitchell

Michael Redifer and John O’Dell was absent.

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

Jay DeBoer, Director
Eric Olson, Executive Director
Jacqueline Harris, Compliance Specialist
Wendy Duncan, Education Specialist
Adrienne Mayo, Board Administrator
Anika Coleman, Board Administrator

Vice Chairman Dyer called the meeting to order at 2:03 P.M.

Call To Order

The Meeting Agenda was approved unanimously. Motion made by **Mr. Middleton**, seconded by **Mr. Mitchell**. Members voting “yes” were: **Dyer, Hux, Middleton and Mitchell**.

Approval of Agenda

The Minutes from the March 12, 2018 Committee meeting were adopted as final by unanimous vote. Motion made by **Mr. Middleton**, seconded by **Mr. Mitchell**. Motion approved by unanimous vote. Members voting “yes” were: **Dyer, Hux, Middleton and Mitchell**.

Minutes Adopted

The committee reviewed a letter submitted by Steven Glorieux addressing the tradesman renewal process.

Public Comment

Wendy Duncan Education Specialist addressed the Committee.
Education Provider Applications

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

Education Provider Applications

Mrs. Duncan shared that staff recommends approval for **Goulds Water Technology** for one vocational water well classroom course.

Goulds Water Technology

Motion was made by **Mr. Middleton** for approval and seconded by **Mr. Hux**. Motion was approved by unanimous vote. Members voting “yes” were: **Dyer, Hux, Middleton and Mitchell**.

Mrs. Duncan shared that staff recommends approval for **Maryland Delaware Water Well Association** for one continuing education water well classroom course.

Maryland Delaware Water Well Association

Motion was made by **Mr. Hux** for approval and seconded by **Mr. Middleton**. Motion was approved by unanimous vote. Members voting “yes” were: **Dyer, Hux, Middleton, and Mitchell**.

Mrs. Duncan shared that staff recommends approval for **Tyler Pecha – KEB America Inc.** for one continuing education elevator mechanic classroom course.

Tyler Pecha – KEB America Inc.

A motion was made by **Mr. Middleton** and seconded by **Mr. Hux** to approve the application for **Tyler Pecha – KEB America Inc.** The motion passed with a unanimous “yes” vote. Members voting “yes” were: **Dyer, Hux, Middleton, and Mitchell.**

Mrs. Duncan shared that staff recommends approval for **UF TREEO (University of Florida Treeo Center.** for one vocational backflow online course.

UF TREEO
(University of
Florida Treeo
Center)

A motion was offered by **Mr. Middleton**, seconded by **Mr. Hux**, to approve the application for **UF TREEO (University of Florida Treeo Center).** The motion passed with a unanimous “yes” vote. Members voting “yes” were: **Dyer, Hux, Mitchell, and Middleton.**

Old Business

Old Business

There was no old business.

New Business

New Business

2018 Education Provider Conference

Wendy Duncan shared that Mindy Fast requested that she be the one person to attend the conference representing all Virginia Community College System schools at the 2018 Education Provider Conference scheduled in July 2018.

A motion was made by **Mr. Middleton** and seconded by **Mr. Hux** to allow Ms. Fast to be the one representative from VCCS. The motion passed with a unanimous “yes” vote. Members voting “yes” were: **Dyer, Hux, Middleton, and Mitchell.**

Education Audit Report

Bill Ferguson reported on the audit of a plumbing continuing education class given by **Edwin Ward.** It was determined that the class was in compliance with education provider requirements. No action required by the committee.

Bill Ferguson reported on the audit of a contractors pre-licensure course given by **Virginia Western Community College.** A recommendation was made that based on the educational standard of

50 minutes equaling one hour of instruction, the class was 110 minutes less than the required 400 minutes.

It was also recommended that the provider provide current information to attendees.

Remedial Education Report

Eric Olson shared that the remedial education class continues to be well received by participants. Mr. Olson shared an informational handout regarding statistical and historical data of the remedial education class. No action was required of the Committee.

Remedial Education Report

Regulatory Review

Eric Olson discussed there was new language added to the Proposed Public Participation Procedures regulations regarding representation by counsel or other representative. No action was required by Committee.

Regulatory Review

Eric Olson shared the proposed changes to tradesmen licenses regulations whereby licenses holding the gas fitter designation shall expire three years from the last day of the month in which they were issued as indicated on the licenses. All other tradesman licenses shall expire two years from the last day of the month in which they were issued. No action is required by the committee.

Regulatory Update

Eric Olson reported that the Miscellaneous Specialty (MISC) license regulation proposal is progressing through the approval process.

Regulatory Update

Policy Interpretation

Time and Materials Contract

Eric Olson shared that staff had recently been contacted by contractors with regard to time and material contracts and their ability to conform to the regulations. Staff was seeking guidance from the Board with regards to these types of contracts.

Policy Interpretation

A motion was offered by **Mr. Hux**, seconded by **Mr. Middleton**, to leave the regulations as they currently exist with regard to time and material contracts. The motion passed with a unanimous "yes" vote. Members

voting “yes” were: **Dyer, Hux, Mitchell, and Middleton.**

Bonding – Remedy for Adverse Financial History

The committee discussed bonding as a remedy for adverse financial history.

Policy Guidance Document

It was determined that this agenda item be discussed at the board meeting on April 24, 2018.

Election of Officers

It was determined that the committee officers would remain as they currently are.

A motion was offered by **Mr. Middleton**, seconded by **Mr. Mitchell**, to leave the officers as the currently exist. The motion passed with a unanimous “yes” vote. Members voting “yes” were: **Dyer, Hux, Mitchell, and Middleton.**

Mr. Mitchell offered a motion seconded by **Mr. Hux**, the Committee unanimously voted to adjourn the meeting at 3:25 p.m.

The next Committee meeting will be held on June 18 at 2:00 p.m.

**Bonding as a
Remedial for
Adverse Financial
History**

**Policy Guidance
Document**

Election of Officers

Adjourn

Next Meeting

Herbert Dyer, Vice Chairman

Date