

**BOARD FOR CONTRACTORS COMMITTEE
MEETING Final MINUTES**

The Board for Contractors Committee ("the Committee") met on **Monday, June 23rd, 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
Chancey Walker
D. Todd Vander Pol

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

Eric L. Olson, Executive Director
Jay DeBoer, Director
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
Nneka Ikem, Board for Contractors Intern

Chairman Dyer called the meeting to order at 2:06 P.M.

Call To Order

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

Approval of Agenda

The Minutes from the April 28th, 2014 Committee meeting were adopted as drafted by unanimous vote. Motion made by **Mr. Walker**, seconded by **Mr. Vander Pol**. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker 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:

Ms. Mayo shared that staff recommends approval for Handicare, Inc. - Accessibility Mechanic Continuing Education classroom course. After discussion, and a motion by **Mr. Dowdy**, seconded by **Mr. Vander Pol**, the Committee unanimously recommended the Board approve Handicare, Inc. - Accessibility Mechanic Continuing Education Provider. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

**Handicare, Inc. –
Accessibility
Mechanic
Continuing
Education**

Ms. Mayo shared that staff recommends denial for National Drilling Association.

National Drilling Association – WWP Continuing Education

After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board deny approval of National Drilling Association online course for Water Well Providers because the information provided in the application was not a course but an examination and the CE course hours were insufficient. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

Ms. Mayo shared that staff recommends denial for Trane.

Trane – Electrical Continuing Education

After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Walker**, the Committee unanimously recommended the Board deny approval of Trane – Electrical Continuing Education classroom course. The denial is based on insufficient continuing education hours. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

Ms. Mayo shared that staff recommends approval for Building Trade Academy.

Building Trade Academy – Electrical, HVAC, Plumbing Vocational Training

After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve Building Trade Academy – Electrical, HVAC, Plumbing, Vocational classroom training course. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

Ms. Mayo shared that staff recommends denial for KEB America Inc.

KEB America Inc – Elevator Mechanic Continuing Education

After discussion, and a motion by **Mr. Dowdy**, seconded by **Mr. Middleton**, the Committee unanimously recommended the Board deny approval for KEB America Inc – Elevator Mechanic Continuing Education online course. Course denial based on insufficient continuing education course hours. Motion approved by unanimous vote.

Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

Ms. Mayo shared that staff recommends approval for Smartise Engineering Inc.

After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Walker**, the Committee unanimously recommended the Board approve Smartise Engineering Inc– Elevator Mechanic Continuing Education classroom course. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

**Smartise
Engineering Inc –
Elevator Mechanic
Continuing
Education**

Ms. Mayo shared that staff recommends approval for Willie Cline.

After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve Willie Cline – 2011 NCE Code Update Continuing Education classroom course. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

**Willie Cline –
Electrical
Continuing
Education**

There was no old business.

Old Business

Exam/Education Switch

Executive Director, Eric Olson provided the Committee with an update on the effective date of the new code. It is July 14, 2014. He shared that the Board needed to make a recommendation for the exam cut-off date (based on current code).

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

Education Switch

After discussion **Mr. Middleton** offered a motion seconded by **Mr. Walker** for a November 1, 2014 cut- off date. After further discussion

Mr. Murrow offered a motion seconded by **Mr. Vander Pol** to require all continuing education exam vendors switch to using the new code in 90 days. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

Examination Contract-RFP Update

Executive Director, Eric Olson provided the Committee with some RFP exam contract information. He shared that our current contract has a one year extension built in. We have until July 1, 2015 to complete our proposal.

After discussion a motion offered by **Mr. Walker** and seconded by **Mr. Dowdy** recommends that the Board adopt a two year extension be built into the exam contract making the new effective date, June 30, 2016. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

SDS/OSSP Letter and QI requirements

Mindy Spruill, Regulatory Boards Administrator updated the Committee on the SDS compliance letters and shared that staff currently has a final letter of compliance ready for Committee approval with a July 1, 2014 effective date. The letter will give Regulators until August 15, 2014 to come into compliance or the SDS specialty will be removed from the license.

After discussion **Mr. Middleton** offered a motion seconded by **Mr. Dowdy** that the Board allow staff to mail the letter. Motion approved by unanimous vote. Members voting "yes" were: Dyer, Vander Pol, Dowdy, Middleton Walker and Murrow.

Remedial Education Classes

Ms. Spruill shared with the Board that the last Remedial Education had approximately 20 attendees. There are others from various areas in the state such as Fairfax County permitting office, the state cooperation commission office as well as some building code officials who are assisting with teaching different segments of the class. She is happy to report that the classes are going well. The committee thanked Ms. Spruill for the update and commended her and Mr. Olson for their diligent efforts in providing these classes.

Workgroup Update

Mr. Olson shared that the Continuing Education Workgroup did a good job today (June 23). Today they exhibited some "outside the box thinking" and they presented some new ideas and concepts for consideration. These ideas and concepts will be compiled by staff and discussed at the August meeting. The Workgroup has a goal of October to have a continuing education plan to submit for consideration. Mr. Dyer thanked everyone for their efforts.

Regulatory Review

Nothing new to report since our last meeting. We still have three Regulations in the proposed stage, three in the final stage and one NOIRA (for the specialties) in the Governor's office.

Legislative Review

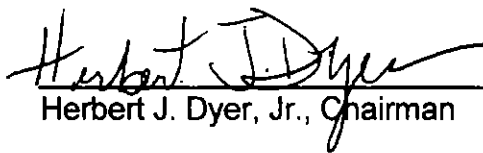
Nothing at this time.

Administrative Review

Nothing at this time.

The next Committee Meeting will be held on Monday, August 25, 2014. **Next Meeting**

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


Herbert J. Dyer, Jr., Chairman

8/25/14
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: _____

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: 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.

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 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: 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.

Signature

August 25, 2014
Date