

**BOARD FOR CONTRACTORS COMMITTEE  
MEETING MINUTES**

The Board for Contractors Committee ("the Committee") met on Monday, June 3<sup>rd</sup>, 2013, 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

Mr. Gelardi was absent.

The following DPOR staff attended the meeting:

Eric L. Olson, Executive Director  
Mindy Sprull, Regulatory Boards Administrator  
Karen Bullock, Administrative Assistant  
Marcie Hyman, Licensing and Education Specialist

Chairman Dyer called the meeting to order at 2:08 P.M.

The Meeting Agenda was approved unanimously. Motion made by **Mr. Dowdy**, seconded by **Mr. Murrow**.

The Minutes from the April 8<sup>th</sup>, 2013 Committee meeting were adopted as drafted by unanimous vote. Motion made by **Mr. Dowdy**, seconded by **Mr. Murrow**.

There was no public comment.

Items requiring Board action are marked with an asterisk (\*):

### Education Provider Applications\*

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

After discussion, and a motion by **Mr. Walker**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve M C Dean Continuing Education (ELE) classroom course.

After discussion, and a motion by **Mr. Walker**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve Surging Forward Continuing Education (HVA and GFC) classroom course.

After discussion, and a motion by **Mr. Walker**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve JCR Productions Inc. Continuing Education (ELE) classroom course.

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Walker**, the Committee unanimously recommended the Board approve Associated Builders & Contractors Virginia Chapter Continuing Education (ELE Vocational Training) classroom course.

After discussion, and a motion by **Mr. Vander Pol**, seconded by **Mr. Dowdy**, the Committee unanimously recommended the Board approve American Ground Water Trust Continuing Education (WWP and PLB and HVA) classroom course.

There was no old business.

Executive Director, Eric L. Olson added two topics to the agenda: Education Audit Report and Examination Statistics.

### Call To Order

### Approval of Agenda

### Minutes Adopted

### Public Comment

### Education Provider Applicants:

### M C Dean

### Surging Forward

### JCR Productions Inc.

### Associated Builders & Contractors Virginia Chapter

### American Ground Water Trust

### Old Business

### New Business

### Education Audit Report

On May 30, 2013, Regulatory Boards Administrator Adrienne Mayo audited three Continuing Education courses given by Jack L. Jones, an approved provider. Ms. Mayo found that the instructor was professional, well organized and knowledgeable of the subject matter. Board staff recommends continued approval for this provider.

### Examination Statics

Executive Director, Eric L. Olson shared with the Committee the pass and fail rate of contractors and tradesmen examination for selective specialties.

### Replacement of fixtures; licensing requirements\*

Executive Director, Eric L. Olson shared with the Committee over the past several months the licensing staff has received a significant number of inquiries regarding the licensing requirements for individuals who replace plumbing and electrical fixtures, such as toilets, electrical outlets/switches, faucets, etc. The majority of these inquiries have come from contractors holding the HIC specialty who are performing kitchen and bath renovations and do not desire to subcontract plumbing and electrical services. Additionally, since these activities do not generally require a permit, local building officials have, in some localities, indicated to these contractors that a trade-related license is not required as they consider fixture replacement in one and two-family homes to come under home improvement. After discussion, and a motion by **Mr. Walker**, seconded by **Mr. Middleton**, the Committee unanimously recommended that the Board adopt the following policy with amended language be added to the regulations at a subsequent regulatory review:

***Persons performing work that is contained in a specific volume of the USBC (i.e. NEC, IPC, IMC, etc.) who do not meet any of the statutory exemptions from licensure, are required to hold the specialty identified with that volume of the USBC.***

### Clarification of Regulations -Trade Examination Requirements for Apprentices\*

The Committee was presented with information regarding the use of the apprenticeship exemption from the examination and whether or not it could be used more than once, in the event that an individual allowed his license to lapse. After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Dowdy**, the Committee, by majority vote, recommends to the Board that the exemption be limited to being used twice, once upon initial application, and once again the first time an individual allowed his license to lapse. After the second use, the individual would be required to complete the examination requirements.

### Education Audit Report

### Examination Statistics

### Replacement of fixtures

### Clarification of Regulations – Trade Examination Requirements for Apprentices

Mr. Vander Pol voted "no."

**Implementation of Regulations – Residential Building Energy Analysts**

Adopting as final the regulatory requirements for Residential Building Energy Analysts' training programs effective July 1, 2013.

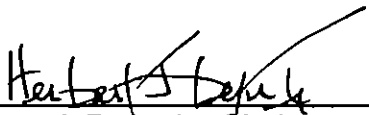
The Committee's next scheduled meeting is Monday, July 29<sup>th</sup>, 2013 at 2:00 p.m.

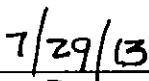
Chairman Dyer entertained a motion to adjourn from **Mr. Dowdy**, seconded by **Mr. Vander Pol** and approved unanimously by the Committee. The meeting adjourned at 3:39 p.m.

**Implementation of Regulations – Residential Building Energy Analysts**

**Next Meeting**

**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: June 3, 2013  
(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

June 3, 2013  
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: June 3, 2013  
(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

June 3, 2013  
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: June 3, 2013  
(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.

E. G. Middleton III  
Signature

June 3, 2013  
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: June 3, 2013  
(Date)

5. I have a personal interest in the following transaction:

\_\_\_\_\_

(Agenda Item)

Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

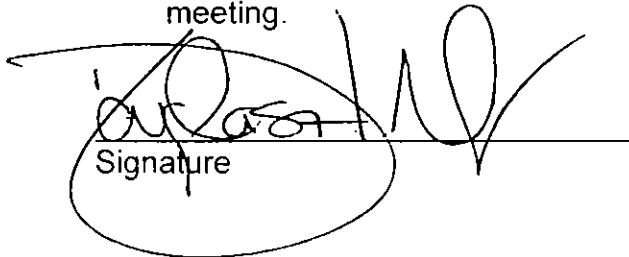
\_\_\_\_\_

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

June 3, 2013  
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: June 3, 2013  
(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.

D. Todd Vander Pol  
Signature

June 3, 2013  
Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Chancey Walker  
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee  
(Name of Board)
4. Meeting/IFF Date: June 3, 2013  
(Date)

5. I have a personal interest in the following transaction:

NONE  
(Agenda Item)

Nature of Personal Interest Affected by Transaction: \_\_\_\_\_

N/A

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.

Chancey W. Walker  
Signature

June 3, 2013  
Date