

**BOARD FOR CONTRACTORS COMMITTEE  
MEETING FINALMINUTES**

The Board for Contractors Committee ("the Committee") met on **Monday, March 2<sup>nd</sup>, 2015**, 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  
Jeffrey Mitchell  
Michael Redifer  
D. Todd Vander Pol

Vance Ayres and Jeffery Hux were absent.

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

Eric Olson, Executive Director  
Jay DeBoer, Director  
Mark Courtney, Sr. Director for Regulatory & Public Affairs  
Karen Bullock, Administrative Assistant, Compliance/Ed. Specialist  
Adrienne Mayo, Regulatory Boards Administrator  
Sheila Watkins, Administrative Assistant, Compliance Specialist  
Wendy Duncan, Education Specialist

Mr. Hux replaces Mr. Gelardi.

Chairman Dyer called the meeting to order at 2:04 P.M.

Call To Order

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

Approval of Agenda

The Minutes from the October 20th, 2014 Committee meeting were adopted as final by unanimous vote. Motion made by **Mr. Dowdy**, seconded by **Mr. Redifer**. Motion approved by unanimous vote. Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol**.

Minutes Adopted

There was no public comment.

Public Comment

**Adrienne Mayo** Regulatory Board Administrator 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:

Education Provider Applications

Mrs. Mayo shared that staff recommends approval for **\*Contractor Institute Contractor Pre License** – Virginia Basic Contractor Business Pre License Education Class online course. After discussion, and a motion by **Mr. Middleton**, seconded by **Mr. Mitchell**, the Committee unanimously recommended the Board approve Contractor Institute. As a provider for – Virginia Basic Contractor Business Pre License Education Class online course. Motion approved by unanimous vote. Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol**.

Contractor Institute- Contractor Pre License

Mrs. Mayo shared that staff recommends approval for **\*Backflow Services, Inc** Continuing Education online course.

**Backflow Services, Inc Classroom**

After discussion a motion was offered by **Mr. Middleton** and then withdrawn.

After additional discussion and a motion by **Mr. Mitchell**, seconded by **Mr. Dowdy**, to recommend approval for the 40 hour Backflow Tester Certification and the 8 hour Backflow Installation.. Motion approved by unanimous vote. Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol.**

Mrs. Mayo shared that staff recommends approval for **\*Mike Holt Enterprises, Inc-Electrical Continuing Education** webinar courses for BSI backflow tester certification and BSI backflow preventer installation.

**Mike Holt Enterprises, Inc-Electrical Continuing Education**

After discussion a motion was offered by **Mr. Middleton**, seconded by **Mr. Dowdy**, to approve the application for Electrical Webinar courses. Discussion: **Mr. Redifer** offered a substitute motion seconded by **Mr. Dowdy** to have the school provide a disclaimer that accompanies the certification that the 2014 NEC is being used.

Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol.**

Mrs. Mayo shared that staff recommends approval for **\*NAEESA International – Elevator Continuing Education** certified elevator mechanic class room and online courses.

**NAEESA International – Elevator Continuing Education**

There was discussion. After discussion **Mr. Dowdy** offered a motion seconded by **Mr. Middleton** to deny approval using current syllabus for Continuing Education because the school needs to supply additional information with supporting documentation.

An amended motion was offered by Dowdy to approve the 2 day workshop submission and have the school resubmit updated information for the eight hour and ten hour course syllabus information. Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol.**

Mrs. Mayo shared that staff recommends \***Penn Foster Inc** Electrical Online course by approved. After discussion **Mr. Mitchell** offered a motion seconded by **Mr. Dowdy** to approve **Penn Foster Inc** for online individual vocational training for electrical. Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol.**

**Penn Foster Inc**

Mrs. Mayo shared that staff recommends \***Southern Air Inc** Plumbing, Electrical, HVA, Gas fitter continuing education be approved. After discussion **Mr. Middleton** offered a motion seconded by **Mr. Redifer** to approve Southern Air Inc for Electrical, Plumbing, HVA, Gas fitting continuing education. Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol.**

**Southern Air Inc**

**There was no old business.**

**Old Business**

**New Business**

**New Business**

**RFP Update**

**RFP Update**

Has been extended for a one year period with PSI our current exam vendor. No action was taken by the committee

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

**2012 USBC –  
Exam/Education  
switch**

Eric Olson shared with the Committee that an individual shared with Staff, he had problems passing the builders exam. He wants the Board

to redesign the test. There was discussion and then a motion was offered by **Mr. Mitchell** and seconded by **Mr. Vander Pol** that it is likely too costly for the Board to redesign the exam. It was just redesigned less than two years ago. The motion passed with a unanimous vote. Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol.**

### SDS/OSSP Letter

The Committee was given an update on the status of the SDS clean-up project. The Board for Waterworks, Waste Waterworks Operators and On-Site Sewage System Professionals (WOOSSSP) has been conducting seminars throughout Virginia and many contractors have been approaching their representatives and asking how to have the specialty put back on the license. Specialty addition applications have been distributed as requested and the licensing staff has seen a slight increase in the number of applications being submitted. Only a few applicants have been requesting waivers, but those forwarded to WOOSSSP for processing as the Qualified Individual on contractor licenses holding the SDS specialty must have a license from that board.

### Remedial Education Report

Since inception Board staff has conducted 14 classes and 138 Regulators have attended. Due to the weather there were 10 no shows for the February class. No action was taken by the committee.

### John Tyler Community College – Request

John Tyler wants us to keep track of how many students they teach get licensed. Board members discussed this concern and the potential cost of trying to honor this request. After discussion the Board asked Staff to research the cost of providing this information. Eric Olson will look into this with DPOR's Information Systems Department.

### SDS/OSSP Letter and QI requirements

### Remedial Education Report

### John Tyler Community College Request

### **RBEA – Organization Approval Requirements**

Handouts were given to all present. Mr. Billy Weizenfield of AECP (Association of Energy Conservation Professionals) addressed the Board members. He suggested that membership to AECP be approved as meeting the organizational requirements. After discussion it was decided that Mr. Weizenfield will review his organizations information, update it and present to the Board at a later date for approval consideration. No action was taken by the committee

### **RBEA – Organization Approval Requirements**

### **Regulatory Update**

**Ms. Spruill** provided the Committee with a Regulatory update. All present were given a handout. There was one public comment on the Addition of Commercial Building Classification. These are now ready for board to adopt final regulations.

RBEA Firms – Proposed is approved. There was zero public comment so far. Public comment period ends on 3/31/15. Next stage will be final regulations.

RBEA Individuals – Proposed is approved. There are zero public comments this far. Public comment period ends on 3/31/15. Next stage will be final regulations.

Contractor Regulatory Reform is in the final stage. It is in the Governor's Office.

Tradesman Regulatory Reform – Final stage. It is in the Governor's Office.

Contractor Specialties – Proposed. It is in the Governor's Office.

Integrity (Individual and Contractor) NOIRA – It is in the Governor's Office.

Continuing Education NOIRA- we are working on this and preparing it for submission.

No action was required by the Committee.

### **Regulatory Update**

**ASB/LAC Compliance**

**ASB/LAC  
Compliance**

**Ms. Spruill** shared information with the Committee. ASB has about 338 licenses and 211 are not in compliance. LAC has about 221 licenses and about 118 are not in compliance. After discussion Mr. Redifer offered a motion seconded by Mr. Mitchell to offer a 180 day extension for Regulants to come into compliance. The motion was adopted unanimously. Members voting "yes" were: **Dyer, Dowdy, Middleton, Mitchell, Redifer and Vander Pol.**

**Legislative Review**

Eric Olson shared with the Committee members that the Board for Contractors does not have any pending legislation.

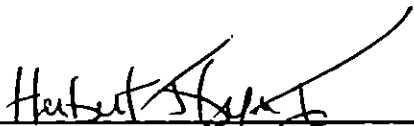
**Legislative Review**

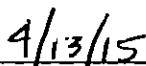
The next Committee Meeting will be held on Monday, **April 13, 2015**

**Next Meeting**

**Mr. Dowdy** offered a motion seconded by **Mr. Dyer**, the Committee unanimously voted to adjourn the meeting at 3:45 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: March 2, 2015  
(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:

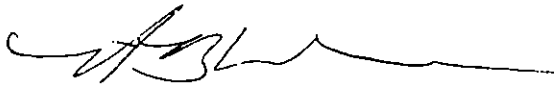
\_\_\_\_\_

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

March 2, 2015  
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: March 2, 2015  
(Date)

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

\_\_\_\_\_

(Agenda Item)

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

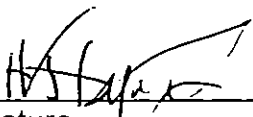
\_\_\_\_\_

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

March 2, 2015  
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: March 2, 2015  
(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

March 2, 2015  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Jeffrey Shawn Mitchell  
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee  
(Name of Board)
4. Meeting/IFF Date: March 2, 2015  
(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

March 2, 2015  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Michael D. Redifer  
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for Contractors Committee  
(Name of Board)
4. Meeting/IFF Date: March 2, 2015  
(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:

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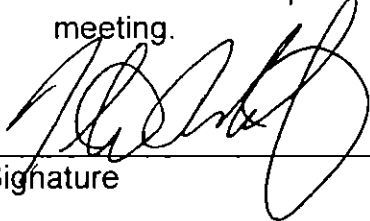
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I **do not** have a personal interested in any transactions taken at this meeting.

Signature



\_\_\_\_\_

March 2, 2015  
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: March 2, 2015  
(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.

*Todd Vander Pol*  
Signature

March 2, 2015  
Date