

**MINUTES**  
**THE WEST VIRGINIA MANUFACTURED HOUSING CONSTRUCTION AND**  
**SAFETY STANDARDS BOARD**

**July 24, 2018 Teleconference**

The West Virginia Board of Manufactured Housing Construction and Safety met July 24, 2018 by teleconference.

**BOARD MEMBERS PRESENT**

Commissioner Mitchell E. Woodrum, Chair  
Thomas Belasco  
Johnnie Brown  
George Gunnell  
Gary Shaw

**BOARD MEMBERS ABSENT**

Samuel Bonasso

**OTHERS PRESENT**

Michael Sams, Deputy Commissioner  
Kimberly Legg, Secretary  
Brian White, Labor Program Specialist

**MEETING CALLED TO ORDER**

A quorum being present, Mr. Woodrum called the meeting to order at 10:01 a.m.

**APPROVAL OF MINUTES**

Approval of the June 27, 2018 Board Meeting minutes.

Mr. Brown made a motion to approve the minutes. Mr. Gunnell seconded. Motion carried.

**LICENSE RENEWALS – JULY 1, 2018 TO JUNE 30, 2019**

Mr. Shaw made a motion to approve the renewals for Fiscal Year 2019. Mr. Belasco seconded. Motion carried.

## LICENSE APPLICATIONS

### Contractor

James E. Fitzwater  
DBA GEES Mobile Home Sets (Re-application – Final Approval)  
216 Clay Avenue  
Oak Hill, WV 25901

Mr. Brown made a motion to approve the re-application. Mr. Gunnell seconded. Motion carried.

## STAFF REPORT

Mr. Woodrum updated the Board on the balance of the Recovery Fund Account. Mr. White updated the Board of the progress of the Recovery Fund projects being completed by A and B General Contracting.

Mr. Woodrum updated the Board on HUD requirements for quarterly reports. HUD does not have specific requirements on who submits quarterly reports and what type of information we collect. More discussion on revising Contractor quarterly reports will take place at the October meeting.

**NEXT MEETING** – October 18, 2018 at 10:00 a.m.

## ADJOURNMENT

Mr. Brown made a motion to adjourn. Mr. Shaw seconded. Motion carried. Meeting adjourned at 10:20 a.m.

Approved:



Mitchell E. Woodrum, Chair