

**MINUTES**  
**THE WEST VIRGINIA CONTRACTOR LICENSING BOARD**

January 6, 2022

The West Virginia Contractor Licensing Board met on January 6, 2022, at 9:00 a.m. at 1900 Kanawha Boulevard East – State Capitol Complex – Building 3 – Room 200 – Charleston, West Virginia via teleconference.

**BOARD MEMBERS PRESENT**

Ted Brady, Co-Chair  
Manny Alvarez  
Mary Neenan  
Michael Davis  
Amy Fairman  
James M. Noel  
Charles K. Smith  
Steven Solomon

**BOARD MEMBERS ABSENT**

Jacob Meck, Chair  
Frank Ferguson

**OTHERS PRESENT**

Mitchell E. Woodrum, Commissioner  
Brooke M. Farber, Esq., Deputy Commissioner  
Kathy Rucker, Labor Programs Manager  
Brian White, Labor Programs Manager  
Kimberly Legg, Board Secretary  
Larry Rucker, Labor Program Specialist

**MEETING CALLED TO ORDER**

A quorum being present, Mr. Brady called the meeting to order at 9:02 a.m.

**APPROVAL OF AGENDA**

Mr. Smith made a motion to approve the agenda of the January 6, 2022 board meeting. Mr. Noel seconded. Motion carried.

**APPROVAL OF MINUTES**

Mr. Noel made a motion to approve the minutes of the October 14, 2021 board meeting. Mr. Alvarez seconded. Motion carried.

**PUBLIC COMMENT**

No one appeared for public comment.

## **CEASE AND DESIST ORDERS**

### **A. Advisory Letters**

Mr. Smith made a motion to accept staff recommendations. Mr. Davis seconded. Motion carried.

### **B. \$200.00 Fines**

Mr. Noel made a motion to accept staff recommendations. Mr. Smith seconded. Motion carried.

### **C. \$500.00 Fines**

Mr. Alvarez made a motion to accept staff recommendations. Mr. Davis seconded. Motion carried.

### **D. \$1,000.00 Fines**

Mr. Alvarez made a motion to accept staff recommendations. Mr. Davis seconded. Motion carried.

## **APPROVAL OF DIVISION OF LABOR PAYROLL REIMBURSEMENT INVOICE**

Mr. Woodrum presented the FY 2022 2<sup>nd</sup> Quarter Financial Report and Payroll Reimbursement Invoice to the Board for approval.

Mr. Smith made a motion to approve the reimbursement invoice. Mr. Alvarez seconded. Motion carried.

## **DOL REPORT**

- A report was provided to the Board on Advisory Letters sent to prime contractors for hiring unlicensed subcontractors.
- The Board reviewed the request from the Office of Environmental Health Services to add questions regarding the asbestos law and rule to the Contractor Licensing Board's exams, distribute information to the Board's licensed contractors and to make training classes available to staff to explain what contractors need to be aware of when conducting renovation or demolition work. The Board decided the information currently provided on the website is sufficient.

## **NEXT MEETING DATE**

April 28, 2022

## **ADJOURNMENT**

Mr. Smith made a motion to adjourn at 10:05 a.m. Mr. Davis seconded. Motion carried.

Approved:

  
Jacob Meck, Chair