

MINUTES
THE WEST VIRGINIA CONTRACTOR LICENSING BOARD

March 30, 2023

The West Virginia Contractor Licensing Board met on March 30, 2023, at 9:00 a.m. at 1900 Kanawha Boulevard East – State Capitol Complex – Building 3 – Room 124 – Charleston, West Virginia.

BOARD MEMBERS PRESENT

Jacob S. Meck, Chair
Manny Alvarez
Ted H. Brady, Co-Chair
Amy Fairman
Frank R. Ferguson
Mary J. Neenan
James M. Noel
Charles K. Smith
Steven Solomon

BOARD MEMBERS ABSENT

Michael E. Davis

OTHERS PRESENT

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

MEETING CALLED TO ORDER

A quorum being present, Mr. Meck called the meeting to order at 9:00 a.m.

APPROVAL OF AGENDA

The Board approved the agenda with no changes.

APPROVAL OF MINUTES

Mr. Smith made a motion to approve the minutes of the December 15, 2022, board meeting. Mr. Brady seconded. Motion carried.

PUBLIC COMMENT

No one appeared for public comment.

LICENSEE DISCIPLINARY HEARINGS

- A. Steven Dye DBA Steven Dye Architects – Princeton, WV – WV059173
(West Virginia Board of Architects license suspended)**

No one appeared on behalf of the company.

Mr. Smith made a motion to revoke the license and require Mr. Dye appear before the Board before he can renew or use test scores to license a new company. Mr. Brady is seconded. Motion carried.

**B. Marco Contractors, Inc. – Warrendale, PA – WV043580
(Hiring unlicensed subcontractors)**

Martin Smith appeared on behalf of the company.

Mr. Noel made a motion to take no action against the company. Mr. Smith seconded. Motion carried.

**C. Frontier Building Corp – Miami, FL – WV049320
(Hiring unlicensed subcontractors)**

Tom Mooney appeared on behalf of Frontier Building Corp.

Mr. Noel made a motion to take no action against the company. Mr. Smith seconded. Motion carried.

D. CMH Homes, Inc. DBA Clayton Homes – Maryville, TN – WV028023

No one appeared on behalf of CMH Homes, Inc. DBA Clayton Homes.

Mr. Brady made a motion requiring CMH to submit an action plan, detailing the steps the company will take to ensure all subcontractors are properly licensed within 30 days, or the license will be suspended. Mr. Noel seconded. Motion carried.

CEASE AND DESIST ORDERS

A. Advisory Letters

*UL016123 – Melissa Barr, Peter Santos and Rick Burns appeared on behalf of Tetra Pak, Inc.
UL016132 – Kevin Willis appeared on behalf of Willis Management Group, LLC
UL016135 – Tom Minier of Fortmetco, LLC and Mark Atkins of Bowles Rice appeared on behalf of the company*

Mr. Brady made a motion to accept staff recommendations. Mr. Solomon seconded. Motion carried.

B. \$200.00 Fines

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

C. \$500.00 Fines

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

D. \$1,000.00 Fines

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

THOMAS GRACE CONSTRUCTION, INC. ACTION PLAN APPROVAL

Mr. Smith made a motion to approve the action plan submitted by Thomas Grace Construction. Mr. Brady seconded. Motion carried.

APPROVAL OF DIVISION OF LABOR PAYROLL REIMBURSEMENT INVOICE

Mr. Woodrum presented the FY 2023 revised 1st Quarter Financial Report and Payroll Reimbursement Invoice and FY 2023 2nd Quarter Report and Invoice to the Board for approval.

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

DOL REPORT

- An update was provided to the Board on Advisory Letters sent to companies for hiring unlicensed subcontractors.
- Criminal Action Report update was provided to the Board.
- Advised the Board of the results of disciplinary action taken at December 2022 board meeting.
- Advised the Board of purchasing card fraud investigation.
- Updated the Board on the progress of administrative/employee positions.

NEXT MEETING DATE

June 15, 2023, at 9:00am

ADJOURNMENT

Mr. Noel made a motion to adjourn at 10:28 a.m. Mr. Ferguson seconded. Motion carried.

Approved:



Jacob S. Meck, Chair