

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

June 27, 2018 Teleconference

The West Virginia Manufactured Housing Construction and Safety Board met June 27, 2018 by teleconference.

BOARD MEMBERS PRESENT

Commissioner Mitchell E. Woodrum, Chair
Samuel Bonasso
Johnnie Brown
George Gunnell
Gary Shaw

BOARD MEMBERS ABSENT

Thomas Belasco

OTHERS PRESENT

Michael Sams, Deputy Commissioner
Elizabeth Farber, Assistant Attorney General
Kathy Rucker, Licensing Director
Brian White, Labor Program Specialist
Kimberly Legg, Secretary

MEETING CALLED TO ORDER

A quorum being present, Mr. Woodrum called the meeting to order at 10:00 a.m.

APPROVAL OF MINUTES

Approval of the March 29, 2018 Board Meeting minutes.

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

PUBLIC COMMENT

No one appeared for Public Comment

DISCIPLINARY HEARINGS – QUARTERLY REPORTS

Disciplinary Hearings – Quarterly Reports – 1st Quarter 2018

***** Correspondence from company attached**

18-DISC-QTR036	WV Home Sales, Inc.	WV01029	\$50.00
18-DISC-QTR038	Highland Mobile Home Services, Inc.	WV00927	\$50.00
18-DISC-QTR039	Watterson's Mobile Home Movers	WV01036	\$50.00
18-DISC-QTR040	DBA Jordan Heating and Cooling	WV01054	\$50.00
18-DISC-QTR041	T&M Cooling & Heating, LLC	WV01084	\$50.00
18-DISC-QTR042	DBA A and B General Contracting	WV01129	\$50.00
18-DISC-QTR043	High Standards HVAC & Supply, Inc.	WV01231	\$50.00

18-DISC-QTR044	Quinn Electrical Services, LLC	WV01254	\$50.00
18-DISC-QTR045	A & A Heating and Cooling, LLC	WV01258	\$50.00
18-DISC-QTR049	DBA Custom Transporting & Excavation	WV01138	\$25.00
18-DISC-QTR052	That One Heating and Cooling	WV01229	\$25.00

Mr. Woodrum informed the Board that 18-DISC-QTR039, Watterson's Mobile Home Movers, submitted their report and paid the fine prior to the meeting and have been removed from the list. Mr. Bonasso made a motion to accept remaining staff recommendations of sanctions for licensees: \$50.00 for failure to file the quarterly report and \$25.00 for filing the report late. Mr. Gunnell seconded. Motion carried.

LICENSE APPLICATIONS

Contractor

Cousins Contracting (Final Approval)
1918 Ellis Fork Road
Chapmanville, WV 25508

Mr. Gunnell made a motion to approve the application. Mr. Bonasso seconded. Motion carried.

Dealer

Gardner Enterprises, LLC DBA Gardner Mobile Home Sales
177 Race Track Road / 292 Auto Lane
Princeton, WV 24740

Mr. Brown made a motion to approve the application. Mr. Bonasso seconded. Motion carried.

RECOVERY FUND UPDATE

Mr. Woodrum updated the Board on the balance of the Recovery Fund as of May 31, 2018, and the status of three (3) Recovery Fund projects previously approved by the Board.

STAFF REPORT


The Board discussed contractor quarterly reports and the possibility of no longer requiring them to be completed since the dealer is required to report the same information. Mr. Woodrum advised the Board that he would contact HUD to find out if there were any reporting requirements for contractors but informed the Board that not all contractors work exclusively for other licensees and a contractor would be required to report installations when hired directly by the consumer. Any change in reporting requirements would require a rule change.

Staff presented to the Board the letter submitted by SEBA regarding West Virginia's State Installation Program Review. An initial response drafted by Ms. Farber was approved, with some additions. Further discussion will take place at the next scheduled board meeting.

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

ADJOURNMENT

Mr. Brown made a motion to adjourn. Mr. Gunnell seconded. Motion carried. Meeting adjourned at 10:39 a.m.

Approved: 
Mitchell E. Woodrum, Chair