

MINUTES

THE WEST VIRGINIA BOARD OF MANUFACTURED HOUSING CONSTRUCTION AND SAFETY

November 28, 2018

The West Virginia Board of Manufactured Housing Construction and Safety met November 28, 2018 at 1900 Kanawha Boulevard East, State Capitol Complex - Building 3 Room 200 - Charleston, West Virginia.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

OTHERS PRESENT

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

MEETING CALLED TO ORDER

A quorum being present, Mr. Woodrum called the meeting to order at 10:02 a.m.

APPROVAL OF MINUTES

Approval of the October 18, 2018 Teleconference minutes.

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

PUBLIC COMMENT

No one appeared for public comment.

CONTRACTOR QUARTERLY REPORT REQUIREMENTS

Mr. Woodrum informed that HUD does not require installer quarterly reports but if we collect the data, it is subject to review. Board discussed the possibly of amending contractor quarterly report form to include a choice for contractors who contract directly with other licensees and filing twice a year instead of quarterly. Any changes must be addressed with a rule change. This issue will be discussed at the next in-office meeting.

STAFF REPORT

Recovery Fund - **\$1,612,291.23** as of October 31, 2018.

Mr. Woodrum informed the Board that the Recovery Fund project for David McLain, that was approved at the October 18, 2018 board meeting, has been withdrawn. The original contractor made the required repairs and the home is now in compliance.

NEXT MEETING

The next in-office meeting is scheduled for April 11, 2019. (Re-scheduled after the meeting to April 10, 2019 due to scheduling conflict with the conference room)

ADJOURNMENT

Mr. Brown made a motion to adjourn. Mr. Bonasso seconded. Motion carried. Meeting adjourned at 11:45 a.m.

Approved:



Mitchell E. Woodrum, Chair