The West Virginia Board of Manufactured Housing Construction and Safety met June 30, 2022, at 1900 Kanawha Boulevard East, State Capitol Complex - Building 3, Room 200 - Charleston, West Virginia at 10:00 a.m.

**BOARD MEMBERS PRESENT**
Commissioner Mitchell E. Woodrum, Chair
Thomas Belasco
Johnnie Brown
Richard Casto
George Gunnell
Gary Shaw
Steven Solomon

**BOARD MEMBERS ABSENT**
None

**OTHERS PRESENT**
Brooke M. Farber, Deputy Commissioner
Brian White, Labor Programs Manager
Kimberly Legg, Board Secretary
Scott Elswick, Field Inspector
Davin Davis, Field Inspector

**MEETING CALLED TO ORDER**
A quorum being present, Mr. Woodrum called the meeting to order at 10:00 a.m.

**APPROVAL OF AGENDA**
Mr. Brown made a motion to approve the agenda. Mr. Belasco seconded. Motion carried.

**APPROVAL OF MINUTES**
Approval of the March 30, 2022, board meeting minutes.

Mr. Brown had been omitted from the Board Members Absent list. Mr. Shaw made a motion to amend the minutes and approve. Mr. Casto seconded. Motion carried. Mr. Brown abstained.

**PUBLIC COMMENT**
No one appeared for public comment.
DISCIPLINARY HEARINGS

The hearings are for licensees that failed to protest violation issued within ten (10) days from receipt of violation or protested violation and was denied, and the Board will hear evidence pertaining to fines and/or penalties on those violations.


No one appeared on behalf of Clayton-Bean Station.

Mr. White presented evidence and recommended a $500.00 fine for failing to fulfill warranty obligations.

Mr. Shaw made a motion to accept staff recommendation. Mr. Brown seconded. Motion carried.

22-DISC-009 – CMH Homes, Inc. DBA Clayton Homes #637 – WV01009. Violated §42-CSR-19-10A.2(a)(i) and §42-CSR-14.1(o) – Failure to install a manufactured home in compliance with a state or federal standard.

No one appeared on behalf of Clayton Homes #637.

Mr. White presented evidence and recommended a $500.00 fine for failing to install a manufactured home in compliance with a state or federal standard.

Mr. Brown made a motion to amend staff recommendation to $250.00 for failing to install a manufactured home installation in compliance with a state or federal standard. Mr. Solomon seconded. Motion carried. Mr. Gunnell recused himself.

22-DISC-010 – Frankie Osborne DBA Buck & Sons – WV00887. Violated §42-CSR-10A.2(a)(i) and §42-CSR-19-14.1(o) – Failure to install a manufactured home in compliance with a state or federal standard.

No one appeared on behalf of Buck & Sons.

Mr. White presented evidence and recommended a $500.00 for failing to install a manufactured home in compliance with a state or federal standard.

Mr. Brown made a motion to accept staff recommendation. Mr. Shaw seconded. Motion carried.

DISCIPLINARY HEARINGS – QUARTERLY REPORTS

1. Disciplinary Hearings – Quarterly Reports – 1st Quarter 2022

*** Correspondence from company attached

22-DISC-QTR046 Eagle River Homes, LLC WV01031 FTC $50
22-DISC-QTR047 Bates Enterprises, LLC WV00993 FTC $50
22-DISC-QTR048 Hartzler’s Quality Housing, Inc. WV01173 FTC $50
Mr. Brown made a motion to approve the 1st Quarter 2022 staff recommendations for licensees: $50.00 for 0-10 previous violations of failing to submit the report; $100.00 for 11-30; $250.00 for 31+ violations; and $25.00 for filing the report late. Mr. Shaw seconded. Motion carried.

DISCIPLINARY HEARINGS – CEASE AND DESIST ORDERS

CD22-236 Bluestone Heating and Air Conditioning, LLC – Unlicensed. Violated §21-9-12a – Engaging in manufactured housing business activities in the State of West Virginia without a valid license.

No one appeared on behalf of Bluestone Heating and Air Conditioning, LLC.

Mr. White presented evidence and recommended a Reprimand for the violation cited.

Mr. Brown made a motion to accept staff recommendation. Mr. Casto seconded. Motion carried.

LICENSE APPLICATIONS

Contractor

Young’s Mobile Homes, LLC (Final Approval)
3513 True Road
Hinton, WV  25951
Mr. Solomon made a motion to approve the contractor application. Mr. Belasco seconded. Motion carried.

**LICENSE RENEWALS – JULY 1, 2022 TO JUNE 30, 2023**

Staff updated the Board of the number of renewals processed as of June 30, 2022, and requested Board approve renewals and to allow staff to process any new renewal applications received in a timely manner.

Mr. Casto made a motion to accept staff’s request to approve renewals. Mr. Solomon seconded. Motion carried.

**RULE REVISIONS**

Staff updated the Board of the revisions made to the legislative and procedural rules. Changes made to the legislative rule were needed in order for the program to be approved by HUD.

Mr. Brown made a motion to approve the filing of the rules. Mr. Shaw seconded. Motion carried.

**STAFF REPORT**

- Recovery Fund balance - $1,659,931.29 as of June 20, 2022.
- Testing agent for the Contractor Licensing Board is changing to PSI effective November 1, 2022.

**NEXT MEETING**

Wednesday, September 28, 2022, at 10:00 a.m. in the office of the DOL.

**ADJOURNMENT**

Mr. Solomon made a motion to adjourn. Mr. Casto seconded. Motion carried. Meeting adjourned at 11:01 a.m.

Approved:

[Signature]

Mitchell E. Woodrum, Chair