

# **STATE OF CONNECTICUT**

## **ELECTRICAL WORK EXAMINING BOARD**

**-MINUTES-**

**SEPTEMBER 7, 2018**

The Regular Meeting of September 7, 2018 was held in the Department of Consumer Protection - North Building, Hearing Room J, 450 Columbus Boulevard, Hartford, Connecticut 06103.

**Members Present:** Ronald Bish, Unlimited Contractor  
Bruce A. Silva, Unlimited Journeyman  
Anthony Soter, Unlimited Journeyman  
Laurence A. Vallieres, Unlimited Contractor, Chairman  
John W. Yusza, Electronic Technician  
Peter L. Jennings, Unlimited Contractor  
Robert Woytowich, Unlimited Journeyman

**Members Absent:** None

**Member Vacancies:** One (1) Unlimited Journeyman  
Three (3) Public Members

**DCP Board Staff:** Karen Layman, License and Applications Analyst  
Richard M. Hurlburt, Director, Occupational and Professional Licensing Division

**Others Present:** Commissioner Michelle Seagull  
Deputy Commissioner Karen Perham-Lippman  
Julianne Avallone, Director, Legal Division  
Pamela Brown, Director, Investigations  
Janita Hamel, Supervisor  
Matthew Sargeant, Inspector

Note: The administrative functions of the Boards, Commissions, and Councils are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information, contact Richard M. Hurlburt, Director, at (860) 713-6135 or Fax (860) 706-1202.

Agency Website: [www.ct.gov/dcp](http://www.ct.gov/dcp) Division E-Mail: [dcp.occupationalprofessional@ct.gov](mailto:dcp.occupationalprofessional@ct.gov)

### 1. Call to order.

Chairman Larry Vallieres called the meeting to order at 8:33 AM.

### 2. Review Minutes of Previous Meeting: July 13, 2018.

The Board voted to approve the minutes of July 13, 2018 as submitted. (Bish, Yusza) (Woytowich/Jennings abstained)

### 3. Comments or Concerns of any Person Present Today:

A) Commissioner Seagull and Chairperson Larry Vallieres informed the Board of the topics discussed at a recent meeting with the Commissioner and Occupational Licensing Board Chairpersons, which included the upcoming continuing education audit, MOU and related topics such as enforcement and the license application process, and recent engagement and communication between DCP and building officials. Meetings will continue on a quarterly basis.

B) Pamela Brown provided a demonstration of the online complaint process, including anonymous complaints.

C) A lengthy discussion took place regarding several of the Board's concerns, as follows:

#### **Consumers can no longer view a licensee's complaint history online.**

The Board's concern is that the public is at a disadvantage when hiring contractors without being able to obtain this information online. DCP staff discussed the challenges presented by making all complaints, both minor offenses and major offenses, available online. Further discussion took place as to the importance of communicating with the public as to how to determine the best steps to take to protect themselves when choosing a contractor.

#### **Requirements for continuing education providers**

The Board requested clarification as to whether or not DCP or the Board can take action against providers when they do not adhere to policies which are stated in the Continuing Education Provider Application, such as the requirement for licensees to bring Code Book to class. Julianne Avallone stated that, since this is not in the regulations, but a board policy only, this requirement cannot be enforced.

**Changes in the enforcement process due to the MOU**, specifically, the impact of AVCs being issued and enforcement cases not coming before the Board.

**Changes in the license application approval process due to the MOU**, specifically, applications not being brought before the Board.

The Board requested that, at the next meeting, a report be provided that reflects the number of applications approved, and the breakdown of those that had a CT Apprentice Completion Certificate, and those that were approved for equivalent experience and training.

**[10:28 Recess was taken; Meeting reconvened 10:40]**

C) (Continued)

The Board voted unanimously to request that the MOU be reopened.  
(Woytowich, Soter)

Larry Vallieres will make a formal request to DCP Commissioner Seagull, as well as the Commissioner of DOL, to meet on the reopening of the MOU. Julianne Avallone will forward the MOU to Board members so they can review and bring proposed changes to the meeting.

**4. DCP Investigation Division:**

(A) Janita Hamel provided the Board with copies of the 2017 Occupational Licensing Enforcement Report for Calendar Year 2017, as well as 2018 Quarter 1 and Quarter 2 complaint reports, all of which have been previously submitted.

Janita Hamel also provided a report dated July 1, 2018 to August 28, 2018 and answered questions regarding certain cases on these reports. Reports will be provided bimonthly going forward.

**5. Review of Correspondence:**

None

**6. Old Business:**

(1) Continuation of discussion concerning the 2019 Electrical Continuing Education Provider Application and Curriculum.

The Board reviewed and discussed the 2019 Electrical Continuing Education Provider Application and Curriculum. The following changes to the document were noted: DCP's address needs to be updated; The deadline date of October 19, 2018 *may* have to be changed. Julianne Avallone was present and will be reviewing this document and reporting back to the Board after review. The Board voted unanimously to move forward with the continuing education curriculum at such time that Julianne has completed her review. (Soter, Yusza)

It was suggested that the Board consider having electrical continuing education providers become credential holders, as has been done with providers for other

occupations. This may provide recourse for noncompliance of policies set forth in the provider application. In addition, Julianne Avallone recognized the value of the Board reviewing the continuing education regulations and proposing changes.

(2) Memorandum from Mr. Raul A Rodriguez dated July 6, 2018 concerning Responses to Electrical Work Examining Board's Questions of June 14, 2018.

**Board so noted.**

## **7. New Business:**

(1) Legal Division to discuss CE audit process.

Julianne Avallone submitted three documents: Continuing education warning letter for licensees, AVC agreement, and continuing education information letter for providers.

Julianne Avallone informed the Board of the challenges that arose due to data entry issues when DCP staff began to prepare for the audit. Therefore, a letter has been drafted to send to providers to make them aware of the upcoming audit, and to inform them of the importance of avoiding data entry errors going forward.

The Board reviewed the continuing education warning letter and AVC agreement to go out to licensees. The following changes were noted: The number of hours required should be changed from seven to four hours; The option to claim a military exemption should be added; The AVC fee amount should be \$300. It was noted that, in addition to an AVC, licensees not in compliance are also required to take a course for the one-year period ending September 30, 2017.

Discussion took place regarding the process for handling the responses and follow up for this audit. The Board was agreeable to review documentation submitted by licensees at the next Board meeting.

## **8. Comments or Concerns of any Person Present Today:**

There were no further comments from anyone present.

## **9. Adjournment**

The meeting adjourned at 12:46 PM.

Respectfully Submitted,

Karen Layman,  
License and Applications Analyst

The next Electrical Board meeting takes place on November 9, 2018