



**STATE BOARD OF HEATING, VENTILATION, AIR-CONDITIONING, AND
REFRIGERATION CONTRACTORS
BUSINESS MEETING MINUTES**

Date: January 14, 2025

Time: 10:30 a.m.

Place: The Board of HVACR Contractors meeting was held via teleconference (US +1 208-907-5480 PIN: 871 402 772#).

Members Present: **Winfield “Rocky” Jones, Chairman**, Master HVACR Contractor
Michael Weglarz, Master Electrician
Dwight Needham, Master HVACR Contractor
Ahmed Kabir, Consumer Member
Robert Parker, Master HVACR Contractor

Members Absent: **David Politzer**, Consumer Member
Michael Weglarz, Master Electrician
Michael Giangrandi, Master HVACR Contractor

Staff Present: **Chuck Marquette**, Executive Director, Mechanical Licensing Unit
Sloane Fried Kinstler, Assistant Attorney General
William Gross, Administrative Officer, Mechanical Licensing Unit
Aajah Harris, Policy Director, Occupational & Professional Licensing

Others Present: **John Dove**, Commissioner, Occupational and Professional Licensing, MD
Department of Labor

Call to Order

Chairman Jones called the Business Meeting of the State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration (“HVACR”) Contractors (“Board”) to order at 10:35 a.m.

Mr. Parker moved to adopt the January 2026 meeting agenda. Mr. Needham seconded the motion; by a roll call vote, the Board unanimously approved the meeting agenda.

Approval of Minutes

A motion was made by Mr. Parker to approve the business meeting minutes of December 10, 2025, HVACR Board meeting without amendment or correction. The motion was seconded by Mr. Needham and, by a roll call vote, unanimously approved by the Board.

Complaint Committee Report

Mr. Gross reported the findings of the Complaint Committee as follows:

<u>Closed Complaint</u>	<u>Under Investigation</u>	<u>Sent for A.G. Pre-Charge</u>	<u>Criminally Charged</u>
24-0016			
		25-0054	
	25-0059		
	25-0060		
	25-0061		

A motion to approve the findings of the Complaint Committee was made by Mr. Parker, seconded by Mr. Needham, and, by a roll call vote, unanimously approved by the Board.

Application Review Committee

Mr. Needham reported that he reviewed one application submission. The applicant was a Journeyman who had been expired over the 10 years. After consideration the applicant was approved to renew his Journeyman license without exam.

Mr. Parker moved to approve the findings of the Complaint Committee; the motion was seconded by Mr. Kabir, and, by a roll call vote, unanimously approved by the Board.

Review of Examination Statistics and License Totals

Mr. Gross reported the following PSI exam statistical summaries for the month of December 2025:

	Candidates Tested	Passed	Failed	Pass Rate %
December 2025				
Total	79	40	39	51%

Cumulative- YTD

Total	864	347	517	40%
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Testing to date

Total	13,849	5,946	7,903	43%
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There are currently 23,702 active licenses.

Board Correspondence

There was no correspondence submitted.

Old Business

COMAR 09.15.02.04 – License restoration (Update)

Counsel stated that this regulation became effective December 11, 2025.

COMAR 09.15.05.01 – Code update (Update on publication)

Counsel stated that the regulation was published as proposed on January 9, 2026. Public comments will be accepted through and including February 9, 2026. The Board will be authorized to take final action after they have considered any comments at the February 11, 2026 meeting pending approval of the Secretary. Chairman Jones asked counsel whether she sees any problem with getting the Secretary's approval. Counsel stated that she does not.

COMAR 09.15.02.11 – Compliance with HB 1162 (Update)

Counsel stated that the Board took final action at last month's Board meeting on December 10, 2025. Counsel added that she is waiting for the Executive Director to notify her that the Secretary's office has given approval on final action at which time she will submit it for publication in the Maryland Register. Counsel added that she will keep the Board updated on which issue it will appear and concluded by reminding the Board that whenever it is published it will become final 10 days later.

Update on DC Reciprocity Agreement

Executive Director Marquette stated that the final version of the Agreement has been sent to the District of Columbia Board of Industrial Trades ("DC") for review. Once they review and approve it they will return it. The goal is to have it back by the next HVACR Board meeting on February 11, 2026, so that the Board can review and possibly approve it. It will then be returned to DC to review and execute it, which is only a couple of days after our meeting. Executive Marquette reminded the Board that the reciprocity agreement covers Master and Journeyman tradesman who have passed the exam in either jurisdiction.

Mr. Needham asked whether reciprocity only covers Maryland licensees with a Master or full Journeyman licenses and not restricted Master or restricted Journeyman licenses. Executive Director Marquette confirms that the agreement will only apply to Maryland licensees with the full Master and full Journeyman licenses.

New Business

Chairman Jones stated that he received correspondence from Northeastern Supply, an HVACR equipment provider. The letter indicated that the Maryland General Assembly enacted House Bill 1162, which establishes new requirements regulating the sale and purchase of HVACR equipment in the State of Maryland. The correspondence outlined the requirements for purchasing regulated equipment and the penalties for noncompliance and demonstrated that suppliers have begun implementing the requirements set forth under House Bill 1162 and Md. Ann. Code, Bus. Reg. Art. §9A-501.1.

Chairman Jones stated that to streamline the voting process and clearly identify motions and seconds, it is suggested that all members turn on their cameras during future meetings to facilitate more efficient proceedings. He further recommended that votes be taken only after full discussion of an item and that, once a vote is called and concluded, the decision be considered final. Members were invited to share any discussion or differing viewpoints on this proposed approach.

Counsel added that, if new circumstances arise or a concern is raised by a stakeholder that may be relevant and warrants reconsideration, a member may make a new motion. Counsel clarified that doing so does not negate the prior vote but allows the Board to take a new vote based on the newly presented information.

Executive Director's Report

Executive Director Marquette stated that he will be issuing clarification on HB 1162 to licensees as well as supply houses through HACC to provide some clarity on what the requirements are in accordance with Md. Ann. Code, Bus. Reg. Art. §9A-501.1.

Counsel's Report

Counsel wished the Board a Happy New Year.

Chairman's Report

There was no report offered by the Chairman.

Closed Session

Upon motion by Mr. Parker, and Mr. Needham's second, the Board unanimously voted to convene in a closed session at 10:49 a.m., pursuant to General Provisions Article, to § 3-305(b)(2), (7), and (8), Annotated Code of Maryland, to protect the reputation and privacy of, and consider a license application for, an applicant who disclosed a criminal conviction, and to seek the advice of Counsel.

Applicant 01

The applicant was convicted in 2025 of unlawful entry on private property and destruction of property valued at less than \$1,000. Both offenses are non-violent misdemeanors. The applicant was sentenced to 90 days of incarceration, suspended, and one (1) year of probation. In correspondence to the Board, the applicant acknowledged attempting to kick in the door of a residential property during an altercation and expressed remorse for their actions. They stated that they have since taken steps to better themselves and expressed a strong interest in pursuing a career in the HVACR trade.

The applicant submitted a letter from their probation agent confirming that they were sentenced to one year of supervised probation beginning April 4, 2025, with an expiration date of April 3, 2026. The letter states that they have been fully compliant with all conditions of supervision, has maintained regular contact with the probation office, reports as instructed, and presents no issues or concerns. The probation agent further noted that the applicant spends the majority of their time engaged in prosocial activities and is not considered a risk for reoffending.

The applicant also provided a letter of support from Amy Muhlbach, Executive Director of Capital Clubhouse, a nonprofit organization in Washington, D.C., that provides job training services. Ms. Muhlbach stated that she has worked with the applicant since October 1, 2024, and attested to their character, work ethic, and dedication to the community. She noted that the applicant consistently attends programming five days per week, participates in educational seminars and meetings, demonstrates technical aptitude and problem-solving skills, and has shown leadership by facilitating meetings and contributing to the development and sustainability of the organization's work-ordered day. Ms. Muhlbach concluded that the applicant possesses a strong work ethic, dependability, collaborative skills, and a willingness to learn, and stated that they would be well-suited for an HVACR apprenticeship. She provided her highest recommendation in support of their application.

After a brief discussion, Mr. Needham moved to approve the application. Mr. Parker seconded the motion, which was unanimously approved by the Board.

A motion to return to the business meeting was made by Mr. Parker, seconded by Mr. Needham, and unanimously approved by the Board at 10:57 a.m.

A motion to adopt the findings of the Closed Session was made by Mr. Parker, seconded by Mr. Needham and unanimously approved by the Board.

Adjournment

With no further business, upon Mr. Parker’s motion and Mr. Needham’s second, the Board voted to adjourn the January 14, 2026 meeting of the State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors at 10:59 a.m.

Chuck Marquette
Executive Director

Date

Signed on behalf of the Board as voted on and approved on _____