



DEPARTMENT OF LABOR

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

**Date:** May 14, 2025

**Time:** 10:30 a.m.

**Place:** The Board of HVACR Contractors meeting was held via teleconference (US ☐ +1 208-907-5480 ☐ PIN:

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

**Staff Present:** **John Dove**, Commissioner, Occupational and Professional Licensing,  
Maryland Department of Labor  
**Chuck Marquette**, Executive Director, Mechanical Licensing Unit  
**Sloane Fried Kinstler**, Assistant Attorney General  
**William Gross**, Administrative Officer, Mechanical Licensing Unit

**Call to Order**

Chairman Giangrandi called the Business Meeting of the State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration (“HVACR”) Contractors (“Board”) to order at 10:32 a.m. after a quorum was established.

Mr. Jones moved to adopt the May 2025 meeting agenda. Mr. Weglarz seconded the motion; by a roll call vote, the Board unanimously approved the meeting agenda.

**Approval of Minutes**

A motion was made by Mr. Jones to approve the business meeting minutes of April 9, 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:

<b><u>Closed Complaint</u></b>	<b><u>Under Investigation</u></b>	<b><u>Sent for A.G. Pre-Charge</u></b>	<b><u>Criminally Charged</u></b>
		24-0057	
		24-0066	
		24-0069	
	24-0070		
		24-0071	
25-0001			
25-0002			
25-0003			
25-0004			

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

**Application Review Committee**

Mr. Needham reported that there were no applications submitted; no Application Review Committee report was necessary.

**Review of Examination Statistics and License Totals**

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

	<b>Candidates Tested</b>	<b>Passed</b>	<b>Failed</b>	<b>Pass Rate %</b>
April 2025				
<b>Total</b>	110	42	68	38%
Cumulative- YTD				
<b>Total</b>	299	113	186	38%
Testing to date				
<b>Total</b>	13,284	5,715	7,572	43%

There are currently 22,040 active licenses.

**Code Update Committee**

Mr. Jones stated that he had no updates to share. Executive Director Marquette reported that the code update has received internal approval from Occupational and Professional Licensing and is now under review by the Secretary’s office. Once approval is granted, the Board can proceed with proposed action.

Mr. Jones inquired about the timeline for the process. Counsel explained that, barring any delays, it typically takes around 45 days from the proposal and publication in the *Maryland Register* for the

regulation to take effect. She added that once Executive Director Marquette notifies her of the Secretary's approval, she can immediately submit the regulation. She also noted that the *Maryland Register* operates on a two-week publication cycle.

### **Correspondence**

There was no correspondence submitted.

### **Old Business**

There was no Old Business to be discussed.

### **New Business**

#### **Fee Increase**

Chairman Marquette noted that fee increases were approved two years ago. At the time of the Board's approval, it included scheduled 12.5% increases effective January 1, 2024, and January 1, 2025. Since those dates have passed, the plan is to implement the fee changes on July 1, 2025. Notification will be provided to licensees through renewal notices and a website announcement to ensure broad awareness of the upcoming increase.

#### **Change to COMAR 09.15.02.04**

Counsel explained that, following the passage of the Board's bill to extend the license restoration period from 90 days to four years (HB92/SB263), the Board must update its regulation to align with the new statutory language.

Mr. Weglarz moved to authorize Executive Director Marquette to pursue concept approval for the regulatory change. The motion was seconded by Mr. Jones and unanimously approved by the Board.

#### **Reestablishment of the Complaint Committee**

Executive Director Marquette began by welcoming Robert Parker to the HVACR Board. He then announced that Mr. Lawrence Kitching's term on the Board has concluded and thanked him for his dedicated service. As Mr. Kitching was a member of the Complaint Committee, his departure creates a vacancy that must be filled. Counsel recommended that the vacant seat be filled by another HVACR industry member.

Mr. Jones volunteered to serve on the Complaint Committee.

Mr. Weglarz moved to reestablish the Complaint Committee with the following members: Chairman Giangrandi, Winfield "Rocky" Jones, and David Politzer. The motion was seconded by Mr. Jones and unanimously approved by the Board.

### **Executive Director's Report**

Executive Director Marquette reported that, regarding the reciprocity agreement with Washington, D.C., officials have proposed a meeting on May 30th at 10 a.m. to further discuss the agreement. He

stated that he would like one or two HVACR Board members to join him for the meeting. Chairman Giangrandi and Mr. Jones volunteered to attend.

He further noted that planning is underway for the 2026 legislative session. The Secretary has requested input from the Board on any proposed legislation relevant to the HVACR industry. Executive Director Marquette stated that any proposals must be submitted to the Secretary's office by June 2, 2025, and encouraged Board members to share any ideas for legislation they would like to see introduced.

Mr. Weglarz raised a concern about HVACR contractors "designing" systems that some local jurisdictions require plans for which to contain the stamp of a professional engineer.

### **Counsel's Report**

Counsel did not offer a report.

### **Chairman's Report**

There was no report offered by the Chairman.

### **Closed Session**

Upon Mr. Jones' Motion, and Mr. Parker's second, the Board unanimously voted to convene in a closed session at 11:17 a.m., pursuant to General Provisions Article, to § 3-305(b)(2), (7), and (8), Annotated Code of Maryland, to protect the privacy of and consider a license application for an applicant who disclosed a criminal conviction and to seek the advice of Counsel.

#### **Applicant .01**

Counsel presented an apprentice license application from an individual who disclosed a 2019 felony conviction for sexual abuse of a minor. The applicant was sentenced to 15 years of incarceration, with all but five (5) years suspended, followed by five (5) years of probation beginning in 2023 and extending through May 2028. The conviction is statutory, meaning it does not allow for mitigation—even if the victim claims the act was consensual—since a minor is legally incapable of giving consent.

In a letter to the Board, the applicant explained that in March 2018; while visiting family for a holiday, they stayed with their father and were asked to share a bed with a half-sibling. After a night of drinking and smoking, they engaged in sexual activity, which occurred a second time over the weekend. The applicant acknowledged responsibility, stating, "As a 23-year-old adult, my actions were wrong, and I take full accountability." They expressed remorse for the lasting impact on both their family and their own life.

The applicant further noted that since incarceration, they have maintained sobriety, sought treatment for sex addiction, and committed to personal growth, particularly for the sake of their children. Their sober date is October 21, 2021. The applicant also shared that they received forgiveness from their half-sibling prior to release and have remained sober despite post-release challenges. They asked the Board to consider their progress and provide an opportunity for stability and continued rehabilitation.

A letter from the applicant's probation officer, who has supervised the case since May 2023, confirmed that the applicant has complied fully with all supervision conditions and has since been downgraded to Level 4 (unsupervised probation). The probation officer concluded by stating that the applicant would be an asset to any team.

After discussion, Mr. Jones moved to approve the applicant's apprentice application. Mr. Needham seconded, and the Board unanimously approved the motion.

Applicant .02

Counsel presented an apprentice license application from an individual who disclosed a 2001 felony conviction for possession and distribution of child pornography. The applicant was sentenced to six (6) years of incarceration, of which five (5) were served, followed by three (3) years of probation that included mandatory sexual addiction treatment. He is classified as a Tier II sex offender and is required to comply with registry obligations for 25 years following the conclusion of court-ordered supervision.

In a letter to the Board, the applicant stated that in October 1999, they possessed child pornography on their computer. They reported to prison in 2001 and served over five (5) years. The applicant noted that they are no longer on parole, probation, or under any form of local, state, or federal supervision. During their incarceration, they completed a certified HVACR services program offered by a North Carolina community college.

The applicant did not submit documentation related to recent or current employment.

Chairman Giangrandi asked how long ago the applicant asked to supply employment documentation? Mr. Gross stated that it was approximately two (2) weeks ago.

After discussion, Mr. Jones moved to wait until the applicant submits documentation on current or recent employment and probation status before rendering a decision, seconded by Mr. Weglarz, and the Board unanimously approved the motion.

Upon a motion to return to the business meeting by Mr. Weglarz, seconded by Mr. Parker, and unanimously approved, the Board reconvened its Business meeting at 11:33 a.m.

A motion to adopt the findings of the closed session of May 14, 2025, was made by Mr. Weglarz, seconded by Mr. Jones and unanimously approved by the Board.

Adjournment

With no further business, upon Mr. Weglarz's motion and Mr. Jones' second, the Board voted to adjourn the May 14, 2025 meeting of the State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors at 11:35 a.m.

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**Chuck Marquette**  
**Executive Director**

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**Date**

**Signed on behalf of the Board as voted on and approved on \_\_\_\_\_**