



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Licensing and Consumer Protection Board of Industrial Trades**  
**Meeting Minutes**  
**May 16, 2023**

The District of Columbia Board of Industrial Trades held its May monthly meeting via WebEx video conference on May 16, 2023.

Brian Cooper, Board Chair called the meeting to order at 1:03 p.m. EST.

**Attendance:**

Board Members Present: Tanya Lewis (Master Electrician), Shawn Ellis (Class One, Steam Engineer), Garth Grannum (Master Refrigeration and Air Conditioning Mechanic), Michael Johnson (Master Plumber Gasfitter), Alex Lemu (Class One, Steam Engineer), Alvin Venson (Master Refrigeration and Air Conditioning), Petrick Washington (Elevator Mechanic), Lavonne Woods (Master Electrician), and Travon Previtre (Asbestos Supervisor).

Staff Members: Jacqueline Noisette (Program Manager), Nicole McClendon (Program Coordinator), Kimberly Troxler (Program Support Specialist), and Chanda Kearney (Program Support Specialist)

Legal Counsel: Marc Nielsen (Legal Counsel)

**Agenda Item: Acceptance of Minutes:**

- Upon a motion duly made by Board member, Michael Johnson, and properly seconded by Board member, Shawn Ellis, the Board unanimously approved the April 18, 2023, minutes, with edits.

**Agenda Item: Comments from the Public:**

- No members from the public

**Agenda Item: Old Business:**

- Reminder that MOTA and the Board's current vacancies are as follows: 2 vacant master plumbers/gasfitters, 2 vacant asbestos, 1 vacant consumer member, and 1 vacant elevator inspector. Occupational Professional Licensing is in the process of preparing an announcement that will assist with the recruitment of candidates.
- The Board Administrator emailed everyone a list of updated/proposed lists of Trade Committees and Members. Board members approved updates and recommended that we meet an hour prior to monthly board meetings.
- The board proposed that we return to virtual meetings starting with the month of May 2023 until further notice. The board administrator is awaiting OPL computer equipment.

## ***Board of Industrial Trades Meeting Minutes – April 18, 2023***

### **Agenda Item: New Business:**

- The Board welcomed a recently appointed board member - Mr. Travon Previtere (Asbestos Supervisor).
- The Board Chair related that The Office of Open Government is reporting to us that it has launched its training portal on the parliamentary procedure (Robert's Rules of Order). The Chair, the Secretary, and all other interested members of this public body who wish to improve their ability to run meetings fairly and efficiently; are invited to write to [nicholas.weil@dc.gov](mailto:nicholas.weil@dc.gov) with the request: "Please enroll me in The District of Columbia Robert's Rules of Order Training Portal."
- The board voted to approve that members and 2 staff shall attend the NASCLA Annual Conference will be in San Antonio, Texas on 28 – 31 August 2023.
- Reminder that MOTA and the Board's current vacancies are as follows: 2 vacant master plumbers/gasfitters, 1 vacant asbestos, 1 vacant consumer member, and 1 vacant elevator inspector. Occupational Professional Licensing is in the process of preparing an announcement that will assist with the recruitment of candidates.

### **Agenda Item: Recommendations:**

- The board unanimously voted that Board Members; and 2 Administrator Staff attend the NASCLA 2023 Annual Conference. A list of Board Members who plan to attend will be provided to Ms. Chanda Kearney.
- Ms. Chanda Kearney will provide BEGA with a list of board members that would like to attend Robert's Rules of Order Training.
- Ms. Chanda Kearney will contact and coordinate with Maryland and Virginia to obtain and discuss reciprocity for Plumbers and Refrigeration and Air Conditioning.

### **Agenda Item: Adjournment:**

- Upon a motion duly made by Board member Alvin Venson and seconded by Tanya Lewis the Board unanimously voted to adjourn at 1:30 p.m.

The next monthly Board meeting is scheduled for June 20, 2023, at 1 p.m.

Respectfully submitted,

---

Brian Cooper, DC Board of Industrial Trades Chair  
Date:

- Recorder: Chanda Kearney, Board Administrator

DRAFT