

**MINUTES
ELECTRICIAN AND PLUMBERS
LICENSING BOARD**

December 3, 2025

**Electronic Meeting
With Anchor location in Rm 474**

CONVENED: 9:01 a.m.

ADJOURNED: 10:23 a.m.

Bureau Manager:

Stephen Duncombe

Board Secretary:

Nicole Herrera

Board Members Present:

Mike Hartwell
Cory Moore
Jason Haun
Harvey Hansen
Justin May
Terry McBride
Keven Verwer
Matt Lawson

Board Members Absent:

Matthew Campisi
Steve Woodman
Jason Warner

Guests

Ken Adams
Dave Hill
Cindy Hansen
Mark Lund
Cindy Hansen
Ashley Spatafore
David Spatafore
John Halcrow
Shawn Swapp

DOPL Staff Present:

Sicily Hill, Compliance
Boyce Barnes, Continuing Education
Bobby Main, Investigations
Jenna Mayne, Testing and Programs
Jose Solis, ITAC

TOPICS FOR DISCUSSION

ADMINISTRATIVE BUSINESS:

Approval of Minutes
Time: 3:15

Investigation Update
Time: 3:50

Continuing Education Update
Time: 8:00

Compliance Update
Time: 11:10

Testing/Exam Update:
Time: 38:45

DECISIONS AND RECOMMENDATIONS

Mr. McBride made a motion to approve November 5, 2025, minutes as written. Mr. Haun seconded the motion. The motion passed unanimously.

Bobby Main gave the board an update on investigations. Item noted. No action taken.

Boyce Barnes gave the board an update on continuing education. Item noted. No action taken.

Sicily Hill gave an update on compliance. Items noted. No action taken.

Jenna Mayne gave an update on the exams. Items noted. No action taken.

DISCUSSION and ACTION ITEMS:

Internationally Trained Applicant Experience Form Review:

Time: 47:15

Jose Solis asked the board to review the new employment verification form for internationally/out of state electricians and plumbers. The board reviewed the forms and suggested that a license/registration number of the business/employer to be required.

Stipulation Review – Cody Halowell

Time: 23:30

Mr. Halowell has asked the board to amend the worksite restrictions in his stipulation. The board reviewed and discussed the information. Mr. Hartwell made a motion to approve the worksite restriction amendment. The amendment shall state: Respondent may not work at any residence or job site where a person under the age of 18 is present. Respondent may work on a commercial or industrial jobsite while accompanied by Respondent's supervisor or an adult coworker. Mr. Moore seconded the motion. The motion passed unanimously.

Stipulation Review – Quentin Douglas

Time: 14:10

Mr. Douglas has asked the board to amend the worksite restriction in his stipulation. The board reviewed and discussed the information. Mr. Hartwell made a motion to deny the worksite amendment. Mr. Verwer seconded the motion. The motion passed unanimously.

Review Minimum Time to Complete Requirements (MTC):

Time: 55:30

The board discussed the minimum time to complete requirements. Mr. May will compose a letter from the board to provide feedback for Director Steinagel to submit to Representative Thurston. Mr. Moore made a motion to assign a work group to review this information. Mr. McBride seconded the motion. The motion passed unanimously. The members of the group are - Cory Moore, Mike Hartwell, Ken Adams, Dave Hill, Shawn Swapp, Jason Haun. Mr. May would like this item to be placed on next month's agenda.

ADJOURN:

Adjourned at 10:23 a.m.

Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

Date: **01/08/2026**

Justin May

Electrician and Plumbers
Licensing Board Chairperson

Date: **01/09/2026**

Stephen Duncombe

Bureau Manager, Division of
Professional Licensing