



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

**RESIDENTIAL BUILDERS' AND MAINTENANCE
AND ALTERATION CONTRACTORS' BOARD
Ottawa Building, Upper Level Conference Room 3
611 West Ottawa Street
Lansing, Michigan 48933**

APPROVED 03/08/2022

MINUTES
January 4, 2022
10:00 a.m.

MEMBERS ATTENDING

Mr. James Cowhy, Chairperson
Mr. Nathan Demers
Mr. Keith Lambert, Nonvoting Ex Officio Member
Mr. Damien Nelson
Mr. Kenneth Stahl
Mr. D. Jamie Wood

MEMBERS ABSENT

Mr. Steven Swan, Vice Chairperson
Mr. William Kenney
Mr. Hassan Zayat
Mr. H. Boyd Harris

DEPARTMENT PERSONNEL ATTENDING

Ms. Felicia Badger, Manager, Residential Builders Section, BCC
Mr. William Wilhelm, Administrative Law Specialist, Residential Builders Section, BCC
Ms. Stella Cortez, Departmental Analyst, Residential Builders Section, BCC
Ms. Alaysha Oviedo, Departmental Analyst, Residential Builders Section, BCC
Ms. Hillary Millen, Departmental Analyst, Administrative Services Division, BCC
Ms. Tracie Pack, Departmental Analyst, Administrative Services Division, BCC
Ms. M. Catherine Waskiewicz, Assistant Attorney General, Office of the Attorney General

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairperson Cowhy called the meeting to order at 10:04 a.m. A quorum was present at that time.

2. APPROVAL OF AGENDA

A **MOTION** was made by Board Member Stahl and **SECONDED** by Board Member Nelson to approve the agenda. **MOTION CARRIED UNANIMOUSLY.**

3. APPROVAL OF MINUTES – NOVEMBER 9, 2021

A **MOTION** was made by Board Member Stahl and **SECONDED** by Chairperson Cowhy to approve the minutes of the November 9, 2021 meeting. **MOTION CARRIED UNANIMOUSLY.**

4. HEARING REPORT

A. Richard Burlingame; License No. 2101122637

The Report of the Administrative Law Judge, Docket No. 21-007610, for the formal complaint filed against respondent Richard Burlingame was reviewed by the Board.

Following discussion, a **MOTION** was made by Chairperson Cowhy and **SECONDED** by Board Member Stahl to pay a fine of \$10,000 and restitution to satisfy the court judgement. In addition, the respondent's License No. 2101122637 shall be revoked. The licensee may apply for reinstatement after 5 years if the fine is paid and the judgement is satisfied. (Aye: Board Members Cowhy, Demers, Nelson, and Stahl; Nay: Wood) **MOTION CARRIED.**

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

None.

7. BUREAU QUARTERLY REPORT

Director Lambert reported on the following:

Introduced the staff of the Bureau's new Residential Builders Section as they were all present at the meeting.

The Bureau continues to work with auditors regarding their findings during its 2020 audit, and BCC is addressing any issues with resources the Bureau has.

8. PUBLIC COMMENT

None.

9. NEXT MEETING DATE – MARCH 8, 2022

The Board is scheduled to meet next at 10:00 a.m. at 611 West Ottawa Street, Lansing, MI 48933 in Upper Level Conference Room 3 on March 8, 2022.

10. ADJOURNMENT

A **MOTION** was made by Board Member Stahl and **SECONDED** by Board Member Nelson to adjourn the meeting at 10:42 a.m. **MOTION CARRIED UNANIMOUSLY.**