

REGULAR AGENDA

Vacancies

Mr. Wardell discussed outreach activities and recruitment efforts to fill the following Board vacancies: consumer representative, south county building official, beach community building official, county building official, and plumbing contractor; whereupon, he provided information regarding vacancies on the Boards of Adjustment and Appeals for Plumbing, Mechanical, and Gas, and Life Safety and Fire, stating that a plumbing contractor is needed for the former and a fire marshal for the latter.

Mr. Wardell discussed two committees where vacancies are present, indicating that the Electrical Examination and Case Review committees are in need of an electrical contractor and a city or county building official, respectively.

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Ms. Kron entered the meeting at 1:45 P.M.

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Noting the presence of a quorum, Chair Holderith related that public comment would be heard at this time.

CITIZENS TO BE HEARD

Victor Burianek, Burcon LLC, related that he is a fence installation contractor; that his company has been in business in Pinellas County for six years; and that he was recently fined by the PCCLB for an expired exemption certificate pertaining to workers' compensation insurance. He discussed extenuating circumstances regarding the matter, and following discussion, Mr. Kelly moved, seconded by Mr. Lashlee, that the \$125 fine be waived. Upon call for the vote, the motion carried unanimously.

EXPIRED PERMITS

The cases included under the Expired Permit Violations spreadsheet provided in the agenda package were forwarded to the PCCLB from various building departments for disciplinary action by the Board due to expired permits which were not resolved within the 30 days after notification by the Board.

Upon review for probable cause, an Administrative Complaint was served upon each of the cases, and the violations remain. The contractors have been notified of the hearing by certified mail or constructive service. The Director recommends the Board accept the allegations as filed in the Administrative Complaint as findings of fact and enter a Final Order as follows:

- Reprimand for permit violation;
- Fine of \$300;
- Administrative fees and costs of \$226; and
- Thirty days to comply. If not, license is subject to suspension.

Mr. Dickie moved, seconded by Mr. Melker, that the Expired Permit Violations spreadsheet be approved. Upon call for the vote, the motion carried unanimously.

PUBLIC HEARINGS

The Board conducted informal administrative hearings in accordance with Section 120.57(2) Florida Statutes. The respondents elected informal hearings, defaulted by not executing an Election of Rights, or failed to respond and were therefore scheduled for informal hearings by the Board to resolve the complaints. The actions taken are the Final Orders of the Pinellas County Construction Licensing Board.

Informal Hearings

Chair Holderith related that Richard P. Houghton, Case No. A18-822, and Phillip Eugene Muehleck, Case No. A18-825, scheduled to appear at the meeting, are not in attendance, and following brief discussion, noted that the cases will be included as part of the regular agenda for the next meeting.

REGULAR AGENDA – CONTINUED

Policy for Vehicle Identification References – Florida Statute Section 489.113(4) Minor Violations

Mr. Wardell provided background information regarding the item, relating that the main goal of the policy is to provide for a consistent enforcement process in which all contractors are treated in an equitable fashion; whereupon, he discussed the draft policy before the members, stating that it is based on Pinellas County Ordinance and Florida Statute and pertains to the identification of vehicles of licensed contractors.

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In response to query by Chair Holderith, Mr. Wardell related that he is bringing the draft policy before the members to show the direction the organization is headed; and that while he considers the document more of an operational procedure, he welcomes the members' input regarding how to proceed with similar documents; whereupon, Messrs. Kelly and Dickie recommended that all future draft policies be included on the Consent Agenda and reviewed by the members prior to finalization, and Mr. Wardell agreed.

In response to comments and queries by the members, Mr. Wardell discussed county ordinance, state statute, commercial vehicle identification, investigator activities, enforcement actions, and fines and citations; whereupon, he related that Marketing and Communications is developing educational materials regarding the identification requirement for distribution and posting on the Contractor Licensing Department and Construction Licensing Board websites.

Later in the meeting, Mr. Melker presented several scenarios relating to vehicle identification, and responding to his queries, Messrs. Myers and Wardell provided information regarding what constitutes a violation, and discussion ensued.

PCCLB Guidelines for Disciplinary Action

Mr. Wardell referred to a document titled *Guidelines for Disciplinary Action*, and reviewed the one-page summary with the members.

Meeting Dates for 2019

Mr. Wardell related that the following information has been included in the backup materials:

PCCLB Meeting Dates, Magistrate Hearing Dates, and Magistrate Hearing Dates for Contractors.

CONSENT AGENDA – APPROVED

Chair Holderith presented the Consent Agenda items as follows:

- Minutes of the PCCLB Meeting held July 17, 2018.
- Minutes of the PCCLB Meeting held July 24, 2018.

Mr. Melker moved, seconded by Mr. Housh, that the Consent Agenda items be approved. Upon call for the vote, the motion carried unanimously.

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MISCELLANEOUS DISCUSSION

Mr. Wardell discussed the prospect of establishing a Handyman License in Pinellas County, relating that his department will use SurveyMonkey to poll individuals and obtain input about the matter, and Mr. Dickie provided input.

ADJOURNMENT

Upon motion by Mr. Dickie, seconded by Mr. Housh, the meeting was adjourned at 2:23 P.M.

Chair