

**Construction Licensing Board
Pinellas County
May 8, 2023 Meeting Minutes**

The Pinellas County Construction Licensing Board (PCCLB) met in a regular session at 1:31 PM on this date in the Palm Room at the Pinellas County Communications Building, 333 Chestnut Street, Clearwater, Florida.

Present

Alan Holderith, Jr., Chair, General Contractor
Michael Kelly, Vice-Chair, Pool Contractor
Douglas Erwin, Electrical Contractor
Kevin Garriott, North County Building Official
Steven James II, Roofing Contractor
Marina Kron, Class A HVAC Contractor
Lawrence Schear, Consumer Representative (late arrival)
William Sheehan, Residential Contractor
Evelyn Spencer, Pinellas County Building Official (late arrival)
Don Tyre, South County Building Official

Not Present

Jason Holloway, Consumer Representative
Chief James Millican, Fire Official
Michael Sofarelli, Architect
Mark Vasquez, Beach Community Building Official
John Wear, Plumbing Contractor

Others Present

Michelle Krickovic, Director, Contractor Licensing Department (CLD)
Amanda Coffey, Managing Assistant County Attorney
Jude Reazin, Code Enforcement Division Manager
Katie Poviones, Board Reporter, Deputy Clerk
Other interested individuals

All documents provided to the Clerk's Office have been made a part of the record.

CALL TO ORDER

Chair Holderith called the meeting to order at 1:31 PM.

PLEDGE OF ALLEGIANCE/ROLL CALL

Chair Holderith led the Pledge of Allegiance; whereupon, Ms. Krickovic conducted a roll call of the members and confirmed the presence of a quorum.

INTRODUCTION OF STAFF

Ms. Krickovic introduced the staff members in attendance and noted that Attorney Parson is no longer employed with the County; and that a newly hired attorney will replace her soon.

APPROVAL OF MINUTES FOR THE PCCLB MEETING OF MARCH 13, 2023

Mr. Sheehan moved that the minutes of the March 13 meeting be approved. The motion was seconded by Mr. Kelly and carried unanimously.

APPROVAL OF CONSENT AGENDA

Chair Holderith indicated that supporting documentation for the following Consent Agenda items is included in the agenda packet:

- Special Magistrate Hearing Minutes: March 27, 2023 and April 24, 2023
- Examination and Change of Status Committee Reports: April 2023
- Expired Permit Violations – none
- Applications Administratively Approved by Board Rule 2.03:
 - Steven Housley, C11738, Electrical Contractor, New License
 - Michael Leland Griffis, C11737, Painting Specialty Contractor, New License
 - Christian Baxcajay Ceron, C11734, Finish Carpentry Contractor, New License

In response to a query by Mr. Sheehan, Ms. Krickovic provided information regarding Rule 2.03 and the aforementioned applications administratively approved; whereupon, Mr. Kelly made a motion that the Consent Agenda items be approved. The motion was seconded by Mr. Irwin and carried unanimously.

REGULAR AGENDA

Certificate without Examination Recommendations

None.

Report – Insurance Violation Fee Waivers

None.

Report – Collections write-down

None.

Financial Disclosure Form 1 – Due July 1, 2023

Ms. Krickovic reminded the members to submit their financial disclosure forms prior to the deadline on July 1.

Director's Report

AUDITOR'S REPORT

Ms. Krickovic provided information regarding the CLD's annual auditor's report, citing a revenue increase in Fiscal Year (FY) 22 and the impact on expired permit violations.

Ms. Spencer and Mr. Schear arrived at 1:43 PM and 1:45 PM, respectively.

HB 735 / HB 1383 UPDATE

Ms. Krickovic provided a recap of the Board's discussion regarding proposed legislation at its previous meeting. She indicated that House Bill (HB) 1383, sponsored by Senator Hooper, emerged as the frontrunner following the last CLB meeting; and that the bill contains mostly favorable conditions for Pinellas County contractors; whereupon, she discussed the provisions of the bill and their anticipated impacts on contractors in the county.

During discussion, Ms. Krickovic noted that the CLD previously set license renewals to expire on June 30, 2023, in anticipation of HB 735 going into effect; that the Department will automatically extend those licenses to September 30, 2023, at no additional cost to contractors, since HB 735 has been extended to July 1, 2024; and that the CLD will repeat last year's practice to offer contractors a discounted license renewal rate because they will only be valid for 75% of the year.

Ms. Krickovic provided additional information regarding license renewal requirements and planned communication to contractors regarding various topics. She indicated that staff continues to update the CLD's website as HB 1383 progresses through the legislature; whereupon, she provided information regarding language in the proposed bill which could potentially impact the County's ability to require contractors to obtain a license for work that does not correspond to the specialties established in HB 1383.

In response to a query by Mr. Kelly, Ms. Krickovic discussed an amendment to HB 1383 by Senator Hooper.

OUT OF STATE APPLICANTS COMMITTEE UPDATE

Ms. Krickovic related that it has been challenging for the CLD to evaluate contractor license applications for individuals who have gained most of their experience out-of-state where there is not a similar licensing structure; that approximately 16% of license applications received by the Department within the past year contained out-of-state experience; whereupon, discussion ensued regarding how out-of-state license applicants are handled at the State level, the challenge faced by the Examination Committee to verify out-of-state experience, and the application process for contractors to become licensed in Pinellas County.

Thereupon, Ms. Krickovic indicated that the CLD is seeking volunteers to sit on a committee to determine approval criteria for applicants with out-of-state experience, and Mr. Sheehan and Mr. Kelly obliged. Attorney Coffey noted that if multiple members of the Board joined a subcommittee which discusses matters that could come before the CLB, it would then be a Sunshine Body and thus be subject to Sunshine Law requirements.

FEES REVIEW UPDATE

Ms. Krickovic related that the CLD's budget and recommended fees for FY 24 have been submitted with no significant changes to the fee schedule from the previous year; and that changes adopted by the State have lessened the pressure on the Department to increase fees.

CONTRACTOR CONTACT INFO UPDATE

Ms. Krickovic reminded the Board of a recommendation by management to introduce a penalty to contractors who do not keep their contact information current and indicated that staff will review the penalty structure in association with the County Attorney's Office once a new attorney for the Board has been hired; that a feature added to the Department's website homepage, which allows contractors to request to update their contact information, has been effective in inspiring compliance; and that the onus of updating contact information will shift to contractors when the CLD transitions to its new record system Accela in December.

BUILDING OFFICIALS' ROUNDTABLE MEETING RECAP

Ms. Krickovic provided information regarding the roundtable meeting on April 21 with building officials from the County and various municipalities, noting that topics of

discussion included the impacts of HB 735 on permitting, establishing uniformity in permit requirements across municipalities, new Statewide legislation regarding milestone inspection, and the expired permit violation program. She noted that a committee of volunteers from the group was established to review permitting discrepancies and establish uniformity; and that Housing and Community Development Director Carol Stricklin provided an update on the County's affordable housing initiatives relating to manufactured homes.

Management Report – Investigations

Mr. Reazin indicated that citation cases were postponed until next month while a new attorney is being hired to represent Code Enforcement investigators; that the Division is working to eliminate a backlog of liens; and that there are some administrative changes taking place to streamline and improve efficiency of the citation process.

Citizens to be Heard

None.

ADJOURNMENT

A motion was made by Mr. Kelly to adjourn the meeting at 2:22 PM; whereupon, the motion was seconded by Mr. James and carried unanimously.