

**Construction Licensing Board  
Pinellas County  
September 11, 2023 Meeting Minutes**

The Pinellas County Construction Licensing Board (PCCLB) met in a regular session at 1:36 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  
Kevin Garriott, North County Building Official  
Steven James II, Roofing Contractor  
Marina Kron, Class A HVAC Contractor (late arrival)  
Chief James Millican, Fire Official  
Lawrence Schear, Consumer Representative (late arrival)  
William Sheehan, Residential Contractor  
Michael Sofarelli, Architect  
Evelyn Spencer, Pinellas County Building Official

**Not Present**

Douglas Erwin, Electrical Contractor  
Jason Holloway, Consumer Representative  
Don Tyre, South County Building Official  
John Wear, Plumbing Contractor

**Others Present**

Michelle Krickovic, Director, Contractor Licensing Department (CLD)  
David Barrera, Assistant County Attorney  
Jude Reazin, Code Enforcement Division Manager  
Krista Johnson, 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 1:36 PM.

## **PLEDGE OF ALLEGIANCE**

Chair Holderith led the Pledge of Allegiance.

## **ROLL CALL – CONFIRMATION OF A QUORUM**

Ms. Krickovic conducted a roll call of the members and confirmed the presence of a quorum.

## **INTRODUCTION OF CONTRATOR LICENSING AND CODE ENFORCEMENT STAFF**

Ms. Krickovic introduced the staff members in attendance.

## **APPROVAL OF MINUTES FOR THE PCCLB MEETING OF JULY 10, 2023**

Mr. Kelly moved that the minutes of the July 10 meeting be approved. The motion was seconded by Chief Millican 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: July 31, 2023
- Examination Committee Reports: July – August 2023
- Expired Permit Violations: None

Chief Millican made a motion to approve the Consent Agenda items. The motion was seconded by Mr. Kelly and carried unanimously.

*Ms. Kron arrived at 1:39 PM.*

## **REGULAR AGENDA**

### Expired Permits

ROBERT D'ANDREA

Ms. Krickovic requested that this issue be continued to the November 13 Board meeting; that staff has been in constant communication with the building official and the Chief

Inspector from the City of Largo, as well as the contractor; and that efforts to resolve these issues were delayed by a hurricane.

Following a brief discussion, Mr. Sheehan made a motion to continue the hearing to the November 13 meeting to allow Mr. D'Andrea time to work with the City of Largo. The motion was seconded by Mr. Kelly and carried unanimously.

*Mr. Schear arrived at 1:42 PM.*

#### DERRICK STULL

Ms. Krickovic noted that this expired permit case was continued to this meeting and indicated that it has since been determined that the issue was due to an administrative error, has been withdrawn, and requires no further action.

#### Report – Insurance Violation Fee Waivers

None.

#### Report – Collections write-down

None.

#### Board Vacancy – Beach Community Building Official

Ms. Krickovic noted that one vacancy now exists on the Board due to the resignation of Mark Vasquez, Beach Community Building Official; and that the goal is to have a candidate as soon as the November meeting.

Discussion ensued concerning eligibility; whereupon, Ms. Krickovic explained that one person cannot hold two seats on the Board.

#### PCCLB 2024 Meeting Dates

Ms. Krickovic indicated that the 2024 meeting schedule for the PCCLB is included in the agenda packet; and that PCCLB meetings are usually held on the second Monday of every other month.

#### Revocation of License – Fred Charles Coffin – I-CPC1460009

Ms. Krickovic related that Mr. Coffin was a certified pool contractor for many years before becoming associated with Platinum Pools; that the General Manager for Platinum Pools was recently arrested and charged with fraud; that Mr. Coffin's state license was revoked

by the Department of Business and Professional Regulation; and that upon that revocation, the PCCLB has revoked his contractor's license as well.

### Director's Report

Ms. Krickovic provided updates on the following topics:

#### RELOCATION OF THE PCCLB OFFICE

Ms. Krickovic reported that the PCCLB office will be moving to 440 Court Street, Clearwater; that the move will take place the week of October 23; that the office will only be closed to contractors on October 18; and that the new location will open on October 19; whereupon, she provided information regarding communications to contractors and other stakeholders to make them aware of the relocation.

#### NEW CONTRACTOR APPLICATIONS

Ms. Krickovic indicated that a committee comprised of members from the PCCLB and Examination Committee recommended that the Board adopt the same requirements for military veterans and recognize educational requirements in the same way the State does.

Discussion ensued with Mr. Reazin and Ms. Krickovic providing input on considering relevant military service in lieu of construction experience and education.

#### POTENTIAL CHANGES TO SOME SPECIALTY LICENSE EXPIRATIONS

Ms. Krickovic related that there is some discussion at the Board of County Commissioners level regarding accelerating the expiration of some specialty licenses prior to the July 1, 2024, deadline set by House Bill 1383; that she provided a document to the County Administrator with the CLD's recommendations; and that the building officials recommended that all the licenses should continue to July 1, 2024.

#### BUILDING OFFICIAL ROUNDTABLE MEETING UPDATES

Ms. Krickovic remarked that a roundtable meeting was held on August 18; that a suggestion was made to expand the roundtable meetings to allow fire officials to participate as well; and that an invitation will be sent out to various jurisdictions for fire officials who may desire to contribute to discussions related to building official and licensing issues.

Management Report – Investigations

Mr. Reazin provided information regarding staffing and recent synergy with other departments; whereupon, discussion ensued with Mr. Reazin and Ms. Krickovic providing input on recent complaints regarding pool companies. Mr. Sheehan elaborated on an option available to the complainants applying to a recovery fund through the Construction Industry Licensing Board, and Ms. Krickovic provided input regarding requirements to do so.

Citizens to be Heard

None.

**ADJOURNMENT**

Chief Millican made a motion to adjourn the meeting, which was seconded by Mr. Kelly and carried unanimously; whereupon, the meeting was adjourned at 2:04 PM.