

Construction Licensing Board
Pinellas County
November 17, 2025 Meeting Minutes

The Pinellas County Construction Licensing Board (PCCLB) met in regular session at 1:30 PM on this date in the First Floor Conference Room, 310 Court Street, Clearwater, Florida.

Present

Alan Holderith, Chair, General Contractor
Craig Boyle, Pool/Aluminum/Veneer Contractor
Kevin Garriott, North County Building Official
Steven James II, Roofing Contractor
Brian Kron, Class A HVAC Contractor
Jim McKillen, County Building Official
Brian Rusu, Beach Community Building Official
Lawrence Schear, Consumer Representative
John Soucy, Consumer Representative
John Wear, Plumbing Contractor
Mike Williams, South County Building Official

Not Present

Douglas Erwin, Electrical Contractor
Chief James Millican, Fire Official
William Sheehan, Residential Contractor
Michael Sofarelli, Architect

Others Present

Andrew Nielsen, Interim Executive Director, Contractor Licensing Department (CLD)
Cheryl Leyenaar, Administrative Support Specialist
Yardley Collett, Assistant County Attorney
Jessica Oakes, Board Reporter, Deputy Clerk
Other interested individuals

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

CALL TO ORDER

Chair Holderith called the meeting to order at 1:30 PM.

Deviating from the agenda, Chair Holderith announced that PCCLB member William Sheehan has passed away; whereupon, he expressed appreciation for his service on the Board.

PLEDGE OF ALLEGIANCE

Chair Holderith led the Pledge of Allegiance.

ROLL CALL – NEW INTRODUCTIONS; CONFIRMATION OF A QUORUM AND CHOOSING A NEW VICE-CHAIR

Chair Holderith requested that the members in attendance introduce themselves; whereupon, Mr. Nielsen conducted a roll call of the members.

Earlier in the meeting, Ms. Leyenaar confirmed the presence of a quorum.

Chair Holderith indicated that the PCCLB needs a new Vice-Chair; and that while Mr. Williams has expressed interest in serving as Vice-Chair, the members may still volunteer or nominate another member; whereupon, Mr. James made a motion for Mr. Williams to serve as Vice-Chair, which was seconded by Mr. Rusu and carried unanimously.

CONTRACTOR LICENSING AND CODE ENFORCEMENT STAFF

Mr. Nielsen indicated that neither Code Enforcement Division Manager Jude Reazin nor Code Enforcement staff are present.

APPROVAL OF MINUTES FOR THE PCCLB MEETING OF SEPTEMBER 8, 2025

Mr. James made a motion to approve the minutes of the previous PCCLB meeting, which was seconded by Mr. Wear and carried unanimously.

APPROVAL OF THE CONSENT AGENDA

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

- Special Magistrate Hearing Minutes: August 22, September 15, and October 13, 2025
- Examination/Change of Status Committee Reports: September through November 2025

- Change of Status Applications Administratively Approved by Board Rule 2.03:
 - Robert Cowsky, Cowsky Roofing, LLC C-10380 – Roofing Contractor
- Final Orders Expired Permit Violations: None
- Temporary Licenses – Emergency Order 02-2025 issued by DBPR has extended the expiration date for previously reported Temporary Licenses. In addition to the Temporary Licenses reported at our last meeting, the following new Temporary Licenses have also been issued: None
- Revoked Licenses: None

Mr. James made a motion to approve the Consent Agenda, which was seconded by Mr. Garriott and carried unanimously.

REGULAR AGENDA

Chair Holderith indicated that there are no Certificate without Examination Recommendations, Insurance Violation Fee Waivers, or Collections Reports.

Adoption of FY 26 Budget and Resolution

Chair Holderith noted that only the expenses portion of the budget is currently available; and that the Board may either choose to postpone voting until the revenues portion is available or approve the expenses portion today. In response to a query by Mr. Garriott, Mr. Nielsen indicated that, if the budget is not approved today, it would be brought back before the Board at the January PCCLB meeting; whereupon, Mr. Williams made a motion to postpone discussion regarding the budget until the January PCCLB meeting. The motion was seconded by Mr. Garriott and carried unanimously.

PCCLB Board Meeting Dates for 2026

Chair Holderith indicated that the PCCLB meeting schedule for 2026 is included in the agenda packet; whereupon, Mr. James made a motion to approve the meeting dates for 2026. The motion was seconded by Mr. Boyle and carried unanimously.

Exam Committee Dates for 2026

Chair Holderith indicated that Electrical Exam Committee and Building Exam Committee meeting dates are included in the agenda packet; and that meetings will now be held on a bi-monthly basis, instead of monthly. Upon Chair Holderith's call for a motion, Mr. Rusu made a motion for approval, which was seconded by Mr. James and carried unanimously.

DIRECTOR'S REPORT

Mr. Nielsen indicated that, since the Board chose to uphold the Board of Adjustment and Appeals (BOAA) of the Florida Building Code's decision regarding the Local Technical Amendment (LTA) heard at the last PCCLB meeting, a vote was not taken; whereupon, Attorney Collett related that the PCCLB must reject, adopt, or defer the action; and that the LTA will be brought back to the Board for a vote at its January meeting. She also noted that an audio recording and transcript for the last PCCLB meeting has been provided by the Clerk's Office.

Following brief discussion, and in response to a query by Chair Holderith, Ms. Leyenaar confirmed that she will distribute a copy of the transcript from the last meeting.

MANAGEMENT REPORT – INVESTIGATIONS

Chair Holderith indicated that this item will not be addressed due to Mr. Reazin's absence.

CITIZENS TO BE HEARD

Chair Holderith indicated that there are no citizens to be heard.

ADJOURNMENT

Upon Chair Holderith's call for a motion to adjourn, Mr. James made a motion, which was seconded by Mr. Williams and carried unanimously; whereupon, the meeting was adjourned at 1:45 PM.