



# PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

## Sunshine Committee Meeting – PCCLB Board Rules

Attendees: Michelle Krickovic, Contractor Licensing / PCCLB Director  
Mike Kelly, Pool Contractor and PCCLB Board Member  
Brian Rusu, Building Official and PCCLB Board Member  
Marina Kron, Air Conditioning Contractor and PCCLB Board Member  
Jude Reazin, Code Enforcement Division Manager  
Cheryl Leyenaar, Contractor Licensing Administrative Supervisor

Absent: Jason Holloway, Citizen Representative and PCCLB Board Member

Date: April 7, 2025 – 2:00 PM

Location: 440 Court Street, 2<sup>nd</sup> Floor Conference Room

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There were no members of the public to be heard.

- Meeting called to order at 2:08 PM.
- Discussion regarding electing a chairperson. Brian Rusu moved to elect Mike Kelly as chair. Seconded by Marina Kron. Mr. Kelly accepted the appointment as chair.
- Ms. Krickovic explained the goals of this meeting: to review the proposed rule changes, changes to the scope of work for license classifications and the eligibility requirements for licensure in certain classifications. The rule changes are necessary due to changes to the Special Act. It is the recommendation of management that the classification definitions and qualifications for licensure be identical to the State of Florida definitions and qualifications.
- The committee's responsibilities are to:
  1. Review and endorse the recommended changes for presentation to the PCCLB, OR
  2. Challenge and propose recommendations to ensure consensus before presenting to the Board.
- Ms. Krickovic walked the committee through the agenda and the Rules Review and Checklist provided with the information packet, including the following highlights:
  - A suggested new fee of \$25.00 for contractors and journeymen renewing by mail. License holders can renew their licenses online or in person without the \$25 fee. The justification for the new fee is to account for the additional cost of employee time to manage renewals by

mail when all can be done online. Mr. Rusu asked if we know how many contractors would be impacted by the new fee. It was estimated that approx. 40% of renewals last year were processed by mail.

- By comparison: the credit card processing fee for payments made online:
  - Contractor renewal \$150 = \$3.38
  - Contractor inactive renewal \$75 = \$1.69
  - Journeyman renewal \$35 = \$1.00 (minimum fee)
  - Journeyman reciprocity \$25 = \$1.00 (minimum fee)
  - Fees are paid to the credit card processor (not PCCLB).
- Renewals made in person can be paid by check or money order only (no credit cards).
- NSF checks: management recommends changing the period to comply from 90 days to 30 days and updating Rule 1.06 to refer NSF checks to the state attorney or other agency.
- USL&H review: rule was adopted in 2007 but never incorporated into the PCCLB Rules.
- Rules have also been updated to follow current business processes.
- Management reviewed all PCCLB meeting minutes back to 2017 to ensure that all rules adopted by the Board since that time have been incorporated into the document.
- Rules have been updated with clear and consistent headers and follow a logical business process.
- Rule 1.07 re closed licenses – statutory requirements are that license files are held for 2 years after a license has been closed. The Department has a stricter records retention policy, retaining paper records for 5 years after a license has been closed.
- Special Magistrates v Special Masters – these terms are interchangeable. Code Enforcement refers to a Special Magistrate Administrative Division however Pinellas County Municode and the New Special Act use Special Master. They both mean the same thing.
- Section 2.01 makes the contractor classification definitions consistent with the New Special Act, which refers specifically to the state definitions (even when our definitions were different).
- Section 2.03 is new, clarifying the experience, addressing background checks, and specifying the types of records we may request to verify experience. (More detail regarding background checks is also addressed in Section 5.03.)
- Discussion and review on page 6+ that the PCCLB has required different years of experience compared to the state:
  - Management recommends the PCCLB Rules match the state requirements for all license classifications.
  - Discussion followed regarding the reasons for contractors to become locally certified when state certification exists in all trades (some applicants only want to work locally, faster processing, there may be a less rigorous qualifying process).
  - We are reaching out to the testing agency used by DBPR to see about using the same tests for our license applicants.
- Section 2.08 – new section adds the authority to grant licenses by reciprocity. This is consistent with business practice for the past 50+ years.

- Discussion followed regarding the exam committees and their authority to review background checks, experience, etc. to determine eligibility. The proposed Section 5.03 reads:
  - “When reviewing an applicant’s criminal history, the Examination Committee shall take into account the severity of the offense and the number of years that have passed before using any conviction as grounds to deny a license.”
  - Chapter 489.115 states: “If the applicant has been convicted of a felony, the board may deny licensure to the applicant based upon the severity of the crime, the relationship of the crime to contracting, or the potential for public harm.”
  - Suggested new language for 5.03: “When reviewing an applicant’s criminal history, the Examination Committee shall take into account the severity of the offense, the relationship of the crime to contracting, and the number of years that have passed, and the potential for public harm before using any conviction as grounds to deny a license.”
- Section 7.02 Insurance – the committee reviewed the minimum requirements that are published on our website.
- PCCLB fees review recommended every two years.
- Added the Partial Payment Plan that was adopted in January 2025.
- Discussed the Special Magistrate process. When violations are sent via certified mail and verified electronically, an attempt by USPS to deliver (but not picked up or signed for) is accepted as proof of service.
- Section 23.0 allows for new rules to automatically be incorporated into the official Rules.
- Next steps for Committee Members:
  1. Review the proposed rule changes.
  2. Review the classification changes.
  3. Review the qualifications/minimum experience for each classification.
  4. Follow-up virtual meeting April 21, 2025, at 2:00 PM via Teams.
- If the committee reaches consensus on all proposed changes, documentation will be submitted to our legal team for final review.
- It is our goal to bring forward the new rules, classification definitions and scope of work statements and qualifications to the Board at the next scheduled meeting, Monday, May 12, 2025, at 1:30 PM.
- Meeting adjourned at 4:20 PM.