Construction Licensing Board
Pinellas County
May 11, 2026 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
Brian Rusu, Vice-Chair, Beach Community Building Official
Douglas Erwin, Electrical Contractor
Kevin Garriott, North County Building Official
Steven James II, Roofing Contractor
Dean Jarvis, General Contractor
Brian Kron, Class A HVAC Contractor
Jim McKillen, County Building Official
Lawrence Schear, Consumer Representative
John Soucy, Consumer Representative
Teresa P. Sullivan, South County Building Official
John Wear, Plumbing Contractor

Not Present

Craig Boyle, Pool/Aluminum/Veneer Contractor
Chief James Millican, Fire Official
Michael Sofarelli, Architect

Others Present

Leila Kheireddine, Building Enforcement and Contractor Licensing Manager
Jude Reazin, Code Enforcement Division Manager
Kirby Kreider, Assistant County Attorney
Katie Poviones, Senior Board Records Specialist, 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.

PLEDGE OF ALLEGIANCE

Chair Holderith led the Pledge of Allegiance.

ROLL CALL

Ms. Kheireddine conducted a roll call of the members; whereupon, Chair Holderith confirmed the presence of a quorum.

CONTRACTOR LICENSING AND CODE ENFORCEMENT STAFF INTRODUCTIONS

At Ms. Kheireddine's request, the staff members in attendance introduced themselves.

APPROVAL OF MINUTES FOR THE PCCLB MEETING OF JANUARY 12, 2026

Mr. James made a motion to approve the January meeting minutes. The motion was seconded by Mr. Erwin 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 16 and April 17, 2026
- Examination/Change of Status Committee Reports: February, March, and April 2026
- Change of Status Applications Administratively Approved by Board Rule 2.03: None
- PCCLB Fee Schedule 2026-2027

Referencing the *PCCLB Fee Schedule 2026-2027* item within the Consent Agenda, Ms. Kheireddine explained that the Schedule was amended to remove any references to the State since the PCCLB no longer requires anything related to State contracts or registrations; and that no changes were made to the fees themselves. Chair Holderith then related that approval is still needed for the amended Fee Schedule, which may be approved with the other Consent Agenda items; whereupon, Mr. James made a motion to approve the Consent Agenda. The motion was seconded by Mr. Erwin and carried unanimously.

REGULAR AGENDA

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

Financial Disclosure Form 1

Chair Holderith, with input from Ms. Kheireddine, indicated that the State requires that the members complete a Financial Disclosure Form to identify potential conflicts of interest; that the Form must be filed electronically by July 1; that instructions for filing the Form were provided in the agenda packet; and that failure to submit the Form may result in a fine of up to $1,500.00.

EXECUTIVE DIRECTOR'S REPORT

Ms. Kheireddine welcomed new Board members Ms. Sullivan and Mr. Jarvis; whereupon, Ms. Sullivan and Mr. Jarvis introduced themselves and provided brief comments regarding their background and experience.

Ms. Kheireddine also indicated that, due to budget constraints, staff is proposing a transition from bimonthly to quarterly PCCLB meetings, which would take effect next year; whereupon, in response to a query by Chair Holderith, Ms. Kheireddine clarified that the next PCCLB meeting is anticipated to occur in September.

Deviating from the agenda, Chair Holderith indicated that his term on the Board will expire in September, which will create vacancies for both the Chair position and a General Contractor seat on the PCCLB; and that election of a new Chair will be necessary at the next meeting; whereupon, he encouraged any members who may be interested in serving as Chair to contact him, Mr. Rusu, or Ms. Kheireddine for additional information regarding the responsibilities and time commitment associated with serving as Chair.

MANAGEMENT REPORT

Investigations

Mr. Reazin indicated that Attorney Kreider has joined the team and is now assisting with magistrate cases and citations. He also noted that staff continues to navigate jurisdictional limitations resulting from recent legislative changes; whereupon, responding to a query by Chair Holderith, Mr. Reazin explained that the limitations primarily affect matters involving State-licensed contractors and municipalities; and that staff is thus concentrating efforts on unincorporated areas of the County.

<u>Contractor Licensing</u>

Ms. Kheireddine reported that renewal season will begin on June 1; and that staff is working to ensure that contractors have valid email addresses on file to facilitate fully electronic communications. She also provided statistics regarding license renewals, relating that approximately 1,329 will be eligible for renewal this year; that renewal rates for the prior year remained near 90%; and that the overall number of licenses has declined as more contractors pursue State certification.

CITIZENS TO BE HEARD

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

ADJOURNMENT

Mr. James made a motion to adjourn, which was seconded by Mr. Erwin and carried unanimously; whereupon, the meeting was adjourned at 1:45 PM.