

**MINUTES OF THE REGULAR MEETING OF
THE CHARLOTTE COUNTY
CONSTRUCTION INDUSTRY LICENSING BOARD
18500 Murdock Circle, Room 119
Port Charlotte, Florida 33948**

April 3, 2014

- I. CALL TO ORDER by Erik Howard at 6:00 PM.**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL:**

Members Present:

**Pamela Alexander
Thomas Burns
John Damon
Stephen Gardiner
Charles Hackbarth
John Herston
Erik Howard
Carleton Strong
Glenn Siegel, Board Attorney**

Members Excused: None

Member Absent: Michael Douglass

Staff Present:

**Erin Mullen-Travis, Certified Code Compliance Officer, Licensing Manager
Joshua Moye, Assistant County Attorney
David White, Clerk**

Staff Excused: None

**Lorraine Lundblad, Certified Code Compliance Officer, Licensing Investigator
Ira Bender, Certified Code Compliance Officer, Licensing Investigator
Terri Barnett, Certified Code Compliance Officer, Licensing Investigator
Aaron Schulze, Certified Code Compliance Officer, Licensing Investigator
Jim Evetts, Building Official - Vacation**

- IV. AGENDA CHANGES – Erin Mullen-Travis, Certified Code Compliance Officer, Licensing Manager informed the board of the following changes:**
 - A. Ryan Martins continued to June 5, 2014**
 - B. James Dixon continued to May 1, 2014**
 - C. Robert Johnson dismissed April 3, 2014**
 - D. Walter Pereira continued to May 1, 2014**

- V. **NEXT MEETING DATE:** May 1, 2014, at 6:00 p.m.
- VI. **SWEARING IN OF ALL THOSE GIVING TESTIMONY**
- VII. **QUASI-JUDICIAL HEARING**
- VIII. **APPROVAL OF MINUTES:** March 6, 2014
- MOTION:** *Carleton Strong* motioned to accept the minutes. *Stephen Gardiner* seconded and the minutes were accepted unanimously.
- IX. **CONSENT – AFFIDAVITS OF NONCOMPLIANCE FINES:**
All matters listed under this item are considered to be routine and action will be accomplished by one motion without separate discussion of each item. If discussion is desired by a member of the Board, that item(s) will be removed from the Consent Agenda and considered separately. **Each case has been assessed with an additional \$10.00 for the cost of recording the lien: None**
- X. **DISCIPLINE CASES:** None
- XI. **CITIZEN INPUT –.** None
- XVI. **REPORT FROM THE LICENSING DIVISION MANAGER- Erin Mullen-Travis:** stated she wanted to update the board on code changes and the approval for the resolution for the Lien which will be discussed at the April 22 commissioners meeting and set for a hearing in May.
- XVII. **REPORT FROM THE BUILDING OFFICIAL- James Evetts –.**Vacation
- XVIII. **REPORT FROM THE ASSISTANT COUNTY ATTORNEY- Joshua Moye –** introduced the new Assistant County Attorney Pooja Patel.
- XIX. **BOARD ATTORNEY COMMENTS- Glenn Siegel-.None**
- XX. **REPORT FROM CONSTRUCTION INDUSTRY LICENSING BOARD MEMBERS-.
Carleton Strong** asked about unlicensed contracting to which Erin responded that we have written approximately 60 citations for the year; approximately 80% are from out of county. He then asked if the county could put on more investigators to which Erin replied that it would have to come from a recommendation of the board to the commissioners. Carleton asked what the protocol to request more investigators was. Joshua Moye stated that if the board voted to request more investigators, Erin could then produce the numbers to support that request and then Admin would have to look at the request and forward the request to the BCC. A comment was made that the fines for the unlicensed contractors could pay the salaries. Erin commented that by statutes the fines go towards unlicensed contracting and last year we brought in \$106,000. Carleton asked the chair if he would conduct a straw poll to see if there was support for additional staffing. Erik Howard said that instead of doing that let's put it on the agenda for next month. Erin reminded the board that not only did they do just citations but the staff investigates all contractor complaints and disciplines the contractors for expired permits. Erik Howard stated that he had three things to discuss. First was a happy birthday to his son, second was a discussion about

Sarasota County that had deputies on staff. Erin stated that they have representatives assigned to the Unlicensed Contractors Taskforce. Erik asked how to get some Sherriff involvement in unlicensed contracting, and a long discussion ensued. Erik then directed that the clerk add an agenda "CILB Coordination with Sherriff" item to the June meeting. Erin stated that we can ask that they send a representative either from the Unlicensed Contractors Taskforce or the Economic Crimes Unit and that she would take care of that. Erik said the next topic was the Board of County Commissioners agenda a couple of weeks ago, which had a gentlemen that appeared before this board and what was the status. Joshua Moye stated that the settlement had changed and that he wanted to caution the board to not have too much discussion about the topic as it may be coming back before the board and he didn't want the board to have to recuse them. John Herston addressed Mr. Moye and expressed his opinion about this case. He was cautioned by Erik to which Mr. Herston stated the "he would excuse himself when a hearing comes up." Erik then stated on that same subject that he had asked to be informed for any matter going before the County Commissioners. Joshua stated that once again that it was a matter of trying to keep the board impartial and not in a position to have to recuse them. Erik said his next topic was Lien Release Program. Erin Mullen-Travis who is the manager of that program explained in detail how the program worked. Erik welcomed our new board member Pam Alexander and New Assistant County Attorney Pooja Patel.

XXI. ADJOURNMENT

Any person who decides to appeal a decision of this Board will need a record of the proceedings pertaining thereto, and therefore may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based

MOTION: *John Damon* made the motion to adjourn *Carleton Strong* seconded the motion and it was approved unanimously. The meeting was adjourned at 6:33 PM.

Charlotte County
Construction Industry Licensing Board
Minutes of April 3, 2014

Read and approved by:



Erik Howard, Chairman

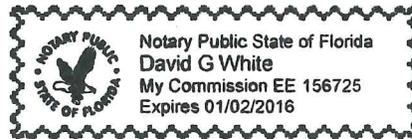
Date: May 1, 2014

STATE OF FLORIDA
COUNTY OF CHARLOTTE

The foregoing instrument was acknowledged before me this 1st day of May, 2014 by Erik Howard who is personally known to me and who did not take an oath.



Signature of Notary



I hereby attest and affirm that the minutes of the April 3, 2014 Construction Industry Licensing Board meeting are true and accurate to the best of my ability. Complete files of all cases as well as taped recordings of all proceedings of this hearing are kept in the Building Construction Services and Contractor Licensing Division and are available to the public. Copies of the tapes are available upon request for a minimal fee.



David White, Administrative Assistant II/Clerk
Construction Industry Licensing Board
Community Development Department
Contractor Licensing Division