

# MINUTES

## CHARLOTTE COUNTY CONSTRUCTION INDUSTRY LICENSING BOARD 18500 Murdock Circle, Room 119, Port Charlotte, Florida 33948

February 2, 2023 at 6:00 pm

Charlotte County Board of County Commissioners does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the County's functions, including access to and participation in meetings, programs, and activities. FM Sound Enhancement Units for the Hearing Impaired are available at the Front Security Desk, Building A of the Murdock Administration Complex. Anyone needing other reasonable accommodation or auxiliary aids and services please contact our office at 941.743.1381, TDD/TTY 941.743.1234, or by email to [David.Lyles@charlottecountyfl.gov](mailto:David.Lyles@charlottecountyfl.gov).

**A. CALL TO ORDER**

Michael Melton, Chairman calls meeting to order at 6:00PM

**B. PLEDGE OF ALLEGIANCE**

Michael Melton, Chairman

**C. ROLL CALL**

Michael Melton  
Christopher Knight  
Charles Rand  
Robert Elie  
Dianne Quilty

**NOT PRESENT:**

Michael Ferrara  
Matthew Jones

**STAFF PRESENT:**

Robert H Berntsson, Board Attorney  
Jean Stasio, Assistant County Attorney  
Jack McStravic, Deputy Building Official  
Shawn Horton, Code Enforcement & Licensing Manager  
Gail Gursky, Supervisor, Code Compliance  
Maria Di Pompo, Senior Administrative Assistant and Clerk to the Board

**STAFF NOT PRESENT:**

Ben Bailey, Community Development Director  
Tom Atkinson, Certified Licensing Officer  
Ken Garcia, Certified Licensing Officer  
Wessels, Michael, Licensing Officer

**D. OPENING STATEMENT**

Michael Melton, Chairman

**E. NEXT MEETING DATE**

April 6, 2023, at TBD

F. APPROVAL OF MINUTES  
December 1, 2022

MOTION to approve December 1, 2022, minutes: Dianne Quilty made motioned to approve the minutes from December 1, 2022. Charles Rand seconds. Motion was passed unanimously.

G. AGENDA CHANGES

Assistant County Attorney: No Agenda Changes.

H. SWEARING IN OF ALL THOSE GIVING TESTIMONY

No one present to give testimony

I. CONSENT – AFFIDAVITS OF NONCOMPLIANCE FINES - NONE

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. **Upon Board approval of the affidavits of Noncompliance, each case will be assessed with an additional \$20.00 for the cost of recording a lien.**

J. OLD BUSINESS

Proposing the following future meeting times / dates

CILB 2023	CILB 2023
Hearing Dates	Hearing Dates
Proposed Time 1pm	Proposed Time 4pm
April 6, 2023	April 6, 2023
June 1, 2023	June 1, 2023
August 3, 2023	August 3, 2023
October 5, 2023	October 5, 2023
December 7, 2023	December 7, 2023

- Brief discussion on time change approval.
- Date change to every month will be discussed during when we get to new business
- **MOTION** to approve time change to 4pm: Christopher Knight made a motion to approve 4pm. Dianne Quilty Seconds. All in favor, motion carries.

K. DISCIPLINE CASES - NONE

L. NEW BUSINESS

- Brief discussion to revisit switching to monthly hearings versus bi-monthly. It was agreed to revisit this should the need arise.
- Robert Elie: Proposed changes to USLNH - Long Shore Mans Insurance. Workers comp. Moves to mandate USLNH insurance. Power of board is under 32-42.G1
- FS 44.092 and 32-42.G1 will be researched by Robert H. Berntsson, Board Attorney

**M. REPORT FROM THE LICENSING MANAGER**

Shawn Horton: Code Enforcement & Licensing Manager

- Not much to report.
- Code officers busy investigating high volume of unlicensed contractor activity, workmans comp and DBPR
- Help approved for contractor licensing officer hires to assist with investigating complaints
- Statistics will be shared by Jack McStravic

**N. REPORT FROM THE BUILDING DEPARTMENT**

Jack McStravic, Deputy Building Official:

- February 13, 2023, building department will be closed to the public for software upgrade
- Friday February 10, 2023, inspections will close after noon and will be rescheduled for the February 14, 2023.
- Over 4,000 roofing permits a monthly being issued
- Utilizing five outside firms to inspect roofs
- Staffing update: 3 inspector and 1 plans examiner going in front of the VCAP board for license review to be approved to take their exams.
- Open positions: 4 permit techs, 5 plans reviewer 9 inspector position
- SFR new home numbers have dropped
- View specs inspections gaining traction

**O. REPORT FROM THE ASSISTANT COUNTY ATTORNEY**

Jean Stasio, Assistant County Attorney: Nothing to report.

**P. BOARD ATTORNEY COMMENTS**

Robert H Berntsson, Board Attorney: Announced 2023 Elections to be held for Chairman and Vice Chairman of the Board and held elections for Chairman and Vice Chairman and opens floor to election:

Robert Elie makes motion to nominate Michael Melton as Chairman. No other nominations.

Chris Knight makes motion to close motion for chair.

Robert Elie seconds the motion to close nomination. Motion, all in favor.

Michael Melton makes motion to nominate Robert Elie as Vice Chairman. No other nominations. Chris Knight makes motion to close motion for chair.

Dianne Quilty seconds the motion to close nomination. Motion, all in favor.

- Michael Melton, is appointed as Chairman
- Robert Elie is appointed as Vice Chairman

**Q. REPORT FROM CONSTRUCTION INDUSTRY LICENSING BOARD MEMBERS**

Michael Melton, Chairman

2 Vacancies: General Contractor and Licensed Mechanical Contractor

**R. 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 ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Michael Melton, Chairman adjourned at 6:29PM

CHARLOTTE COUNTY  
CONSTRUCTION INDUSTRY LICENSING BOARD  
MINUTES OF February 2, 2023  
READ AND APPROVED ON April 6, 2023



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Michael Melton, Chairman

ATTEST:



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Maria Di Pompo  
Sr. Administrative Assistant  
Community Development Department  
Code Enforcement and Contractor Licensing Division

Complete files of all cases, as well as taped recordings of all proceedings of this meeting, are kept in the Community Development Department and are available to the public.

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 ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**PLEASE SIGN NAME AND ADDRESS BELOW**

**CONSTRUCTION INDUSTRY LICENSING BOARD  
February 2, 2023**

**PLEASE PRINT**

Name _____ Address _____ _____	Name _____ Address _____ _____
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