

MINUTES

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

August 3, 2023 at 4:00 pm

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- A. **CALL TO ORDER**
Michael Melton, Chairman calls meeting to order at 4:00PM
- B. **PLEDGE OF ALLEGIANCE**
Michael Melton, Chairman
- C. **ROLL CALL**
Mehelle Simes, Clerk to the Board

ROLL CALL

Michael Melton
Robert Elie
Christopher Knight
Dianne Quilty
Matthew Jones
Charles Hackbarth
Charles Rand

NOT PRESENT:

Charles Rand

STAFF PRESENT:

Robert H Berntsson, Board Attorney
Jean Stasio, Assistant County Attorney
Shawn Horton, Code Enforcement & Licensing Manager
Gail Gursky, Supervisor, Code Compliance
Ben Bailey, Community Development Director
Paul Cignarale Licensing Office
Mehelle Simes, Senior Administrative Assistant and Clerk to the Board

- D. **OPENING STATEMENT**
Michael Melton, Chairman
- E. **NEXT MEETING DATE**
October 5, 2023, at 4:00 pm
- F. **APPROVAL OF MINUTES**

February 2, 2023

MOTION to approve June 1, 2023, minutes: Dianne Quilty made motioned to approve the minutes from June 1, 2023. Christopher Knight seconds. Motion was passed unanimously.

G. AGENDA CHANGES

Jean Stasio, Assistant County Attorney: Contesting citation for Blake Alan Dahlquist has been continued to October 5, 2023, hearing.

H. SWEARING IN OF ALL THOSE GIVING TESTIMONY

No one gave testimony

I. 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. **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.**

	Citations				
	Name	CIT No.	Case #	Amount	Officer Name
1	Erik F. Pena Benitez	6257	CIT-23-00040	\$ 1,000	Paul Cignarale
2	Gregory Wilson	6019	CIT-23-00063	\$ 1,000	Paul Cignarale
3	Steven Sturdevant	6018	CIT-23-00062	\$ 1,000	Paul Cignarale
4	Dennis Sturdevant	6017	CIT-23-00061	\$ 1,000	Paul Cignarale
5	Pedro Martin Garcia Huerta	5074	CIT-23-00049	\$ 1,000	Paul Cignarale

MOTION: Charles Hackbarth motioned to accept the fines as stated in the Affidavit of Non-Compliance. Diane Quilty seconds. Motion was passed unanimously.

J. OLD BUSINESS

1. Discussion: USL&H - Longshore Insurance and Workers Compensation

- **Conclusion:** Michael Melton: If you feel that permits being issued outside legal boundaries contact DBPR to file a complaint. DBPR will investigate if there is any validity DBPR will act accordingly.

K. REPORT FROM THE LICENSING MANAGER

Shawn Horton: Code Enforcement & Licensing Manager

- Year to date 87 citations have been issued.
- 57 citations issued since last scheduled hearing on June 2023
- Code officers are busy investigating high volume of unlicensed contractor activity, 300-400 contacts by phone and face to face at the front counter.
- One new officer added to the department, Paul Cignarale.
- Averaging between 3 officers, approximately 20 road contacts with contractors verifying proper licensure, insurance, and working with the scope of license. As well has addressing any on site safety issues.
- Working with workman's comp and DBPR there have been approximately 40 enforcement actions that our department has lent our abilities to assist them with reaching their goals.

L. REPORT FROM THE BUILDING DEPARTMENT

Ben Baily, Community Development Director:

- Local licensing plan for certified contractor's update. Legislation has pushed back the ruling and it is currently set to sunset July 1, 2023. The same legislative bill included bringing back some local licenses as well as creating additional state licenses.
- During the Board of County Commissioners meeting in November 2022 they did remove some local license requirements that typically did not require a permit. The remaining were kept in place because they require a permit or match a state license.
- Clarification needed from the Legislature regarding the Interior remodel license requirements **Discussion: time stamp 12:18/44:07.**
- Specialty licenses requirements and regulations and insurance requirements **Discussion: time stamp 12:50/44:07**
- Contractors that do not require a local or state license, insurance requirements: **Discussion: time stamp 14:05/44.07.**
- Communication from the county to local contractors regarding the state legislative bill regarding licensing requirement and sunset time frames. **Discussion: time stamp 14:53:06/44:07**
- Clarification requested from Diane Quilty to Ben Bailey on the governing entities for contracting licensing and the process. **Discussion time stamp: 15:50/44:07**
- Next legislative session regarding contractor licensing: **Discussion: time stamp 17:55/44:07**
- Permits expiring during a state of emergency from COVID-19 and/or Hurricane Ian and the effect on the extension of expired permits. **Discussion time stamp 20:20/44:07**
- Current State of Emergency expiration deadline September 11, 2023. Therefore, our most current focus is on licensing and insurance requirements, until the state of emergency has been released or terminated.
- Question posed to Ben Bailey by Robert Elie if unexpired permits are not the current focus what is the process for unlicensed activity? What are the fines if any? **Discussion: time stamp 23:55/44:07**
- Question posed to Ben Bailey by Michael Melton is there an alert in the permitting department computer system for expired permit(s) or extended permit(s) and is it an automated process. **Discussion" time stamp 27:37/44:07.**
- Question posed by Diane Quilty, to Ben Bailey, what is the focus of the licensing department and clarification of the licensing department process and function. **Discussion: item stamp 31:36/44:07. Answered by Shawn Horton Licensing Manager.**
- Clarification by Shawn Horton, Licensing Manager for Robert Elie's previous question regarding the citation process, fines and aspects or limits of enforcement for violations. **Discussion: time stamp 32:57/44:07**

M. REPORT FROM THE ASSISTANT COUNTY ATTORNEY

- Jean Stasio, Assistant County Attorney: Welcomes Charles Hackbarth back to the Contractor Industry Licensing Board. Thank you to the board members for their commitment and services to this committee and their attendance to the hearings.
- Local code gives guidelines for the disciplinary fines that imposed on violations, the statute allows the local licensing board to implement fines up to \$5,000.

N. BOARD ATTORNEY COMMENTS

Robert H Berntsson, Board Attorney: Nothing to report

O. REPORT FROM CONSTRUCTION INDUSTRY LICENSING BOARD MEMBERS

Michael Melton, Chairman

- 3 Vacancies: General Contractor, Licensed Mechanical Contractor, and consumer advocate.

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.

MOTION: Diane Quilty motioned to adjourn the hearing. Christopher Knight seconds. Motion was passed unanimously. Michael Melton, Chairman adjourned at 4:45 PM.

CHARLOTTE COUNTY
CONSTRUCTION INDUSTRY LICENSING BOARD
MINUTES OF August 3, 2023
READ AND APPROVED on August 3, 2023


Michael Melton, Chairman

ATTEST:


Mechelle Simes

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.

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