

MINUTES

**FLORIDA BARBERS' BOARD
Department of Business and Professional Regulation
Northwood Centre – Professions Board Room
1940 North Monroe Street
Tallahassee, Florida 32399
Monday, August 18, 2003**

The Florida Barbers' Board meeting was called to order at approximately 9:00 a.m. by Mr. Peter "Dave" Magda, Chair.

Board Members Present

Peter "Dave" Magda, Chair
Herman White, Vice Chair
Robert Collins
Jeri Scott

Board Members Absent

Darrell Wilson

Other Persons Present

James Blount, Chief of Staff, DBPR
Lianne Acebo, Deputy Secretary, DBPR
Julie Baker, Deputy Secretary, DBPR
Candace Jones, Director, Office of Legislative Affairs, DBPR
Jim Varnado, Director, Division of Professions and Regulation, DBPR
John Epstein, Director, Service Operations, DBPR
Jerry Wilson, Deputy Director, Division of Professions and Regulation, DBPR
Michael Murphy, Director, Central Intake Unit, DBPR
Ken Walling, Manager, Customer Contact Center, DBPR
Gus Ashoo, Chief, Bureau of Education and Testing, DBPR
Ken Oliver, Chief, Bureau of Finance and Accounting, DBPR
Julie Malone, Executive Director, Florida Barbers' Board, DBPR
Erica Glover, Assistant Attorney General, Board Counsel
Charles Tunnickliff, Assistant General Counsel, Office of the General Counsel, DBPR
Drew Winters, Assistant General Counsel, Office of the General Counsel, DBPR
Allen Mortham, Analyst, Office of Legislative Affairs, DBPR
G.W. Harrell, Division of Professions and Regulation, DBPR
Wray Nolting, Bureau of Education and Testing, DBPR
Rebecca Hollingsworth, Bureau of Education and Testing, DBPR
Robyn Barineau, Government Analyst, Florida Barbers' Board, DBPR
Grant Gibson, Law Clerk, Office of the General Counsel, DBPR
Chris Roberts, Law Clerk, Office of the General Counsel, DBPR

Interested Parties Present

Sam Ferguson, Executive Director, Commission for Independent Education
June McKinney Bartelle, Assistant Attorney General, Commission for Independent Education

Carla Seely, Court Reporter
Eddie Stewart
Rod Milton
Carol Collins
Bruce Leger, L & B Barbershop
Leger Junior
Natoya Parchment

The meeting was opened with a roll call and a quorum was established.

Chair Dave Magda excused Mr. Darrell Wilson's absence from the meeting as Mr. Wilson encountered car trouble when traveling to Tallahassee for the board meeting.

Approval of Minutes: Rule Development Workshop of May 18, 2003, and Board Meeting of May 19, 2003

Vice Chair Herman White moved to approve the minutes of the May 18, 2003, Rule Development Workshop and the May 19, 2003, Board Meeting. Mr. Robert Collins seconded the motion and the motion passed unanimously.

Disciplinary Matters

Ms. Erica Glover, Assistant Attorney General, inquired if all the board members had received their board meeting materials, if the materials were legible, and if the members had reviewed all the materials. All members responded in the affirmative to these questions.

Mr. Charles Tunncliff, Assistant General Counsel, introduced Mr. Drew Winters, Assistant General Counsel, who will be presenting the barber cases at the next board meeting.

Defaults

Cut Above the Rest; Hallandale; Case No. 2002-010164

The Administrative Complaint charged the Respondent with one count of a violation of section 476.204(1)(c), Florida Statutes, in that it is unlawful for any person to permit an employed person to practice barbering unless duly licensed, or otherwise authorized as provided in this chapter, and one count of a violation of section 476.194(1)(b), Florida Statutes, in that it is unlawful for any person to engage in willful or repeated violations of this act or any of the rules adopted by the board. The Department suggested assessing a fine of \$500, costs of \$157.19, and revocation. Vice Chair White moved that the board find that the Respondent was properly served with the Administrative Complaint, the Respondent was in default, the board accept the allegations as stated in the Administrative Complaint and adopt them as the findings of fact and conclusions of law of the board, and assess a fine of \$500, costs of \$157.19, and revocation. Ms. Jeri Scott seconded the motion and the motion passed unanimously.

Francois Etienne; West Palm Beach; Case No. 2002-009496

The Administrative Complaint charged the Respondent with one count of a violation of section 476.194(1)(c), Florida Statutes, in that it is unlawful for any person to hire or employ any person to engage in the practice of barbering unless such person holds a valid license as a barber. The Department suggested assessing a fine of \$500 and costs of \$94.82. Mr. Collins

moved that the board find that the Respondent was properly served with the Administrative Complaint, the Respondent was in default, the board accept the allegations as stated in the Administrative Complaint and adopt them as the findings of fact and conclusions of law of the board, and assess a fine of \$500 and costs of \$94.82. Ms. Scott seconded the motion and the motion passed unanimously.

Total Connection Barbershop; West Palm Beach; Case No. 2002-015013

The Administrative Complaint charged the Respondent with two counts of a violation of section 476.204(1)(c), Florida Statutes, in that it is unlawful for any person to permit an employed person to practice barbering unless duly licensed, or otherwise authorized as provided in this chapter. The Department suggested assessing a fine of \$700 and costs of \$121.57. Vice Chair White moved that the board find that the Respondent was properly served with the Administrative Complaint, the Respondent was in default, the board accept the allegations as stated in the Administrative Complaint and adopt them as the findings of fact and conclusions of law of the board, and assess a fine of \$700 and costs of \$121.57. Mr. Collins seconded the motion and the motion passed unanimously.

Pyong Bergeron; Palm Bay; Case No. 2002-007489

The Administrative Complaint charged the Respondent with one count of a violation of section 455.227(1)(r), Florida Statutes, by improperly interfering with an investigation or inspection authorized by statute constituting grounds for which disciplinary action may be taken. The Department originally suggested assessing a fine of \$1,000 and costs of \$118.17. Mr. Charles Tunnicliff, Assistant General Counsel, indicated he received an Election of Rights from the Respondent electing an informal hearing. Mr. Tunnicliff added that the Department was only able to confirm one violation of section 455.227(1)(r), Florida Statutes, and that the Department usually seeks assessment of a \$500 fine per count in cases such as this. He added that the Respondent has made payment in full of \$1,118.17. After some discussion, Vice Chair White moved that the board find that the Respondent was properly served with the Administrative Complaint, the Respondent was in default, the board accept the allegations as stated in the Administrative Complaint and adopt them as the findings of fact and conclusions of law of the board, assess a fine of \$500 and costs of \$118.17, and issue a refund of \$500. Mr. Collins seconded the motion and the motion passed unanimously.

Stipulations

Vincenzo Cardinale; Boynton Beach; Case No. 2001-015025

The Administrative Complaint charged the Respondent with one count of a violation of section 476.204(1)(c), Florida Statutes, in that it is unlawful for any person to permit an employed person to practice barbering unless duly licensed, or otherwise authorized as provided in this chapter, and one count of a violation of section 455.227(1)(j), Florida Statutes, in that providing in relevant part that aiding, assisting, procuring, employing, or advising any unlicensed person or entity to practice a profession contrary to this chapter, the chapter regulating the profession, or the rules of the Department or the board shall constitute grounds for which disciplinary action may be taken. The Department suggested assessing a fine of \$500 and costs of \$124.30. Vice Chair White moved that the board find the Respondent to have committed the offenses as alleged in the Administrative Complaint and adopt the Stipulation of the parties as the board's final action and assess a fine of \$500 and costs of \$124.30. Ms. Scott seconded the motion and the motion passed unanimously.

Laveaux Ductan; Sunrise; Case No. 2003-044743

The Administrative Complaint charged the Respondent with one count of a violation of section 476.204(1)(c), Florida Statutes, in that it is unlawful for any person to permit an employed person to practice barbering unless duly licensed, or otherwise authorized as provided in this chapter. The Department suggested assessing a fine of \$500 and costs of \$191.78. Vice Chair White moved that the board find the Respondent to have committed the offenses as alleged in the Administrative Complaint and adopt the Stipulation of the parties as the board's final action and assess a fine of \$500 and costs of \$191.78. Ms. Scott seconded the motion and the motion passed unanimously.

Other Business

Mr. Sam Ferguson, Executive Director of the Commission for Independent Education, and Ms. June McKinney Bartelle, Assistant Attorney General for the Commission for Independent Education, introduced themselves. Mr. Ferguson informed the board that there are currently four public barbering schools in Florida. These public schools are located in Miami/Dade County and Leon County. He added that there are currently six private barbering schools in Florida. Mr. Ferguson mentioned that there are less than 100 students currently taking pure barbering courses. Mr. Ferguson stated that the Commission for Independent Education welcomed the board or board staff to join members of his staff when they conduct on-site school visits. The board inquired if the site visits are planned or unannounced, and Mr. Ferguson added that some are planned and others are unannounced. Mr. Ferguson will provide Ms. Julie Malone, Board Executive Director, with a copy a list of scheduled on-site school visits. Mr. Ferguson informed the board that as of January 7, 2003, the laws and rules governing the Commission for Independent Education have been completely rewritten. Ms. McKinney Bartelle distributed to each board member a copy of Chapter 1005, Florida Statutes, and Rule Chapter 6E, Florida Administrative Code. Ms. Scott inquired if barbering instructors are required to be licensed barbers. Ms. McKinney Bartelle informed Ms. Scott that in fact barbering instructors are now required to hold a barber license in order to teach barbering courses, and she referred Ms. Scott to rule section 6E-2.004(a)2.c., Florida Administrative Code. Mr. Ferguson informed the board that he was aware of the board's concern about the courses being taught at the barbering schools and the pass/fail rate of barbering students. He added that the schools set guidelines and curriculums based a profession's individual rules. Mr. Ferguson and Ms. McKinney Bartelle thanked the board for the opportunity to address their questions and concerns and indicated they would be glad to come back and address the board with any other future additional questions or concerns.

Committee Reports

Legislative Committee/Mr. Darrell Wilson, Chair

Ms. Candace Jones, Legislative Affairs Director, instructed the board that all proposed legislation to be pursued during the 2004 legislative session is due to the Governor on or before September 1, 2003.

Reciprocity

Ms. Glover indicated she had spoken with Mr. Wilson about the board's desire to draft legislative language addressing reciprocity with other states. She informed the board that section 476.144, Florida Statutes, and rule section 61G3-16.005, Florida Administrative Code,

allows an applicant to endorse from another state without having to take a practical and written examination if the applicant demonstrates that he or she possess a current active license in another state or country, that he or she has satisfactorily completed a written and a practical examination comparable to or more stringent than the examination given by the Department, and that he or she has completed 1,000 hours of schooling in a program similar to, comparable to or more stringent than that required of Florida students as specified by the Barbers' Board; or an apprenticeship program of 1,000 hours; or a combination thereof. Chair Magda mentioned the gentleman that appeared before the board at the last meeting who could, through no fault of his own, not provide examination and educational information because the state he was originally licensed in 25 years ago no longer maintained those records. He suggested the board consider years worked for licensure in cases where individuals cannot provide examination or educational information and having these particular licensure applications come before the board for licensure approval. After some further discussion, the board agreed to pursue this initiative during the 2005 legislative session.

Barber Schools

The board agreed to forego pursuing having the barber schools placed back under the jurisdiction of the board.

Commission for Independent Education References

Ms. Glover informed the board that the former references to the State Board of Nonpublic Career Education and Chapter 246 were automatically amended to reflect Chapter 1005 and the Commission for Independent Education in the Florida Barbers' Board practice act and no technical change is necessary.

Examination Committee/Ms. Jeri Scott, Chair

Ms. Scott had no report other than to inform the board that for the nine-month period ending March 31, 2003, the board lost \$44,650 relating to the administration of the practical examination.

Budget Committee/Mr. Robert Collins, Chair

Ms. Scott inquired as to why the financial statement contained in the agenda for the period March 31, 2002, and March 31, 2003, were different from the financial statement for the same period distributed at an earlier meeting. Mr. Ken Oliver, Chief of the Bureau of Finance and Accounting, informed the board that the probable reason for the difference was a revision to the earlier financial statement. He added that he will gather information as to why the numbers are different and report his findings to the board. Mr. Oliver mentioned that the financial statements for the fiscal year ending June 30, 2003, should be available within 30 days. Chair Magda inquired if the board were privatized, would the board be required to pay the 7.3 percent service charge currently imposed on revenue collected by the profession. Deputy Secretary Julie Baker informed the board that the service charge would be imposed even if the profession were privatized.

Newsletter Committee

Ms. Malone informed the board that Ms. Robbin Sullivan Kiser was no longer on the Florida Barbers' Board as the Senate did not confirm her appointment during the 2003 legislative session.

Ms. Scott stated that the Governor's Appointments Office needs to be made aware of the two vacancies on the Florida Barbers' Board. Deputy Secretary Lianne Acebo indicated the Governor's Appointments Office is aware of the vacancies, and the Department is working with their office to fill these vacancies. She encouraged the board to solicit applicants for the board vacancies.

Chair Magda will appoint a chair to the Newsletter Committee at a later date.

Continuing Education Committee/Mr. Herman White, Chair

Mr. White had no report.

Department Attorney Report

Mr. Tunnickliff distributed his Prosecuting Attorney Status Report and indicated there are currently 55 cases in the legal section.

New Business

Privatization

Deputy Secretary Acebo distributed a handout outlining the services currently offered by the Department through its Customer Contact Center, Central Intake and Licensure Unit, Finance and Accounting Unit, and the Division of Professions and Regulation. She introduced Mr. Ken Walling from the Customer Contact Center. Mr. Walling gave a brief overview of the Customer Contact Center noting that there is now one single point of entry for customer service activities, that there has been a reduction in the high volume of calls that previously went unanswered or were transferred, and that the public now has access to interact with DBPR services 24 hours a day, seven days a week. Mr. Walling explained the tier approach utilized by the Customer Contact Center. He added that for the period January through July 2003, the Customer Contact Center received 7,415 calls and 81 emails related to the barbering profession. Deputy Secretary Acebo introduced Mr. Michael Murphy from the Central Intake and Licensure Unit. Mr. Murphy explained the functionality of the Central Intake and Licensure Unit. He added that for the period February through July 2003, 684 verified Barbers' Board applications were processed which included 639 paper-based applications and 45 web-based applications. Deputy Secretary reintroduced Mr. Ken Oliver of the Bureau of Finance and Accounting. Mr. Oliver gave an overview of the financial statement included in the handout. He added that every two years it appears the Florida Barbers' Board will break even financially. He mentioned that the Florida Barbers' Board is projected to have a net cash balance at the end of fiscal year 2003-2004 of \$900,000. Mr. Oliver informed the board that a cash transfer from the Department in the amount of \$25 million will take place during this fiscal year, but at this time, there is no estimation as to how much the Florida Barbers' Board will pay. Chair Magda stated that the board is looking at ways to prevent this profession from having a negative cash balance. Deputy Secretary Acebo ensured the board that that Department is attempting to control costs and is offering accountability for the services provided. Deputy Secretary Acebo

introduced Mr. Jerry Wilson from the Division of Professions and Regulation. Mr. Wilson gave an overview of the complaints, investigations, and program area statistics. Mr. Wilson informed the board that the Department's inspection program was very successful during fiscal year 2002-2003 achieving a 96 percent inspection rate. Mr. Wilson mentioned the sting and sweep activities and explained the difference between the two activities. He added that the Department collected approximately \$32,015 in citations during fiscal year 2002-2003. The board inquired as to how much per hour an inspector is paid and Mr. Wilson estimated approximately \$30 per hour. Mr. Wilson demonstrated the hand-held PDA device and mentioned the benefits of using the PDAs including the instant print-out of inspection reports, the ability to upload the inspection reports into LicenseEase, and that all inspectors have PDAs for use in conducting inspections. Deputy Secretary Acebo informed the board that the purpose of the Department's privatization presentation was to give the board complete information on the services DBPR offers to its professions.

The board recessed for lunch at 12:05 p.m. and reconvened at 12:55 p.m.

Suspension Authority

Ms. Glover distributed draft rules adding suspension authority language to the board's rules and adding suspension revocation and suspension language to penalty ranges. She added that there is statutory authority for these rule changes. Ms. Scott moved to approve the draft language as presented. Vice Chair White seconded the motion and the motion passed unanimously.

Chair Magda asked that maximum fines of \$500 per count in accordance with the normal penalty ranges be assessed in each barber disciplinary case. Mr. G.W. Harrell informed Chair Magda that he will forward his request to Mr. Tunncliff.

Barbering Definitions

Chair Magda asked all board members to review the rules and locate words that would be helpful to define and bring these definitions for discussion at the next board meeting. The board agreed that the barbering definitions initiative would be pursued during the 2005 legislative session.

Apprenticeship Program

Chair Magda referred the board to materials included in the agenda from Mr. Chico Antonios relating to the New York Barbering Apprentice Program. The board agreed that there is currently no statutory authority to allow for a barbering apprenticeship program in Florida. The board agreed to possibly pursue a legislative initiative during the 2005 legislative session relating to a barber apprenticeship program in Florida. Ms. Scott mentioned the difficulty in the accountability of apprenticeship hours. Ms. Malone will prepare a letter to Mr. Antonios in this regard as well as a letter in response to a written inquiry regarding this same issue from Ms. Maya Thomas.

HIV/AIDS Prelicensure Education Courses

The board agreed that all HIV/AIDS prelicensure education courses should come before them for review and approval.

Privatization (continued)

Chair Magda mentioned that the board may want to consider privatizing the examination and investigation functions to possibly decrease costs. Ms. Scott added that the Florida Barbers' Board could do as the Board of Cosmetology did years ago and eliminate the practical examination. Mr. Eddie Stewart spoke against privatization. Vice Chair White added that his position is that fees should be raised to cover the increase in costs and that fees have not been increased for many years. Mr. Collins stated that something needs to be done to recruit more barbers. Deputy Secretary Baker informed the board that the only profession completely privatized was the engineering profession and that costs associated with privatization increased. Vice Chair White moved to amend the barber rules and increase the application, licensure, renewal and delinquent fees to \$150 each. The motion failed for lack of a second. Vice Chair moved to amend section 476.192(1)(a), Florida Statutes, to increase the statutory fee caps from \$100 to \$250. The motion failed for lack of a second. Chair Magda moved to amend the barber rules as follows: rule 61G3-20.010, F.A.C. – increase biennial barbershop licensure renewal fee from \$75 to \$150; and rule 61G3-20.0105, F.A.C. – increase the barbershop delinquent renewal fee from \$75 to \$100. Vice Chair White seconded the motion. Ms. Scott added that some barbershop licensees will not pay these fees and will apply to own a cosmetology salon. Chair Magda, Vice Chair White, and Ms. Scott voted in favor of the fee increases. Mr. Collins voted against the fee increases. Chair Magda moved to propose legislation to increase the statutory fee caps in section 476.192(1)(a), Florida Statutes, from \$100 to \$200. Vice Chair White seconded the motion. Chair Magda, Vice Chair White, and Mr. Collins voted in favor of pursuing legislation to increase this statutory fee cap. Ms. Scott voted against pursuing legislation to increase this statutory fee cap. Vice Chair White stated that since the fees have been increased and legislation will be pursued to increase the statutory fee cap for other fees, this should put the privatization initiative on hold. Ms. Scott added that should these fee increases not address the possible future deficit, she would like to see the privatization initiative considered at that time.

Chair Magda asked the members to come prepared at the next meeting on how to address increasing barber licensees. Mr. Collins will spearhead this effort.

Old Business

Rule 61G3-16.001, F.A.C. – Barber License

Ms. Scott moved to proceed with rule 61G3-16.001, F.A.C., as drafted. Chair Magda seconded the motion and the motion passed unanimously.

Rule 61G3-16.0010, F.A.C. – Examination for Barber Licensure

Ms. Scott moved to proceed with rule 61G3-16.0010, F.A.C., as drafted. Chair Magda seconded the motion and the motion passed unanimously.

Rule 61G3-16.006, F.A.C. – Restricted Barber License

Ms. Scott moved to proceed with rule 61G3-16.006, F.A.C., as drafted, with the following changes: (1) the last sentence of section 61G3-16.006(1)(a), F.A.C., should read: "However, if the individual fails to achieve a passing grade on either or both portions of the licensure examination, he shall not be eligible to retake either portion of the licensure examination until

the individual shall have completed the full **1,200** hours of training and instruction.”; (2) section 61G3-16.006(1)(b)4.a., F.A.C., should read:

- “a. Taper Cuts
 - i. Freehand
 - ii. Shear over comb
 - iii. Clipper over comb”.

Vice Chair White seconded the motion and the motion passed unanimously.

Rule 61G3-16.007, F.A.C. – Examination for Restricted Barber Licensure

Ms. Scott moved to proceed with rule 61G3-16.007, F.A.C., as drafted. Vice Chair White seconded the motion and the motion passed unanimously.

Other Business (continued)

Executive Director Report

Chair Magda asked that a definition page be provided at the next meeting explaining all the different items outlined on the Statement of Revenues, Expenses and Changes in Net Assets page of the Financial Report.

Ms. Malone mentioned the National Association of Barber Boards of America 77th Annual Conference information included in the agenda. Ms. Malone added that board member attendance was not included in the 2003-2004 travel plan for this conference, but she will inquire if budget is available for this conference. Vice Chair White moved to allocate \$500 each to he and Ms. Scott to attend this conference should funds be available since Chair Magda will not be able to attend. Mr. Collins seconded the motion and the motion passed unanimously.

Ms. Malone referred to the National Association of Barber Boards of America (NABBA) Survey included in the agenda. Each board member will complete and mail the survey to the address listed in the NABBA letter.

Ms. Malone mentioned the letter from King Research regarding barbicide and informed the board it was included in the agenda for informational purposes.

Ms. Malone referred to the letters from Ms. Maya Thomas included in the agenda. She will respond to the letter regarding apprenticeships as previously instructed earlier in the meeting, and she will send Ms. Thomas a copy of the candidate information booklet.

Ms. Malone mentioned the report provided by the Bureau of Education and Testing provided in the supplemental materials. Chair Magda moved to approve Mr. Rod Milton as an Examiner for the practical examination. Mr. Collins seconded the motion and the motion passed unanimously. Chair Magda suggested combining standardization into one meeting at one location. The board agreed that with the new rules being filed, that standardization should be postponed until after the first part of 2004. Board members and board meeting attendees will provide Ms. Malone with names of schools that are interested in offering their sites for practical examinations.

Deputy Secretary Acebo indicated that the administrative law judge is 24 days overdue with his ruling in the matter regarding the computer-based testing vendor award contract.

Ms. Malone stated that the Department will begin monitoring continuing education on August 31, 2003. Ms. Malone gave an overview of how the continuing education monitoring effort will work. She added that 30 days after the end of a renewal cycle, non-compliant licensees will be sent a deficiency letter indicating how many continuing education credits they are deficient, that non-compliant licensees may be subjected to financial penalties, and that non-compliant licensees will not be able to renew at the next renewal cycle. Halfway through the following renewal cycle, the Department will determine whether or not to issue citations to those licensees who have not completed their continuing education requirement. If a non-compliant licensee does not remedy their continuing education requirement before the beginning of the following renewal cycle, they will not be allowed to renew at that time.

Ms. Malone mentioned the knowledge team meetings that will take place prior to and after board meetings.

Ms. Malone mentioned the board member training that will be scheduled in the future. Deputy Secretary Acebo indicated the Department plans to hold training for chairs and vice chairs in September and regional training for other board members at a later date.

Ms. Malone informed the board that the California Barbers Board will no longer be providing license certifications to other states on behalf of their licensees. The California board now directs all states to a website which lists licensee information but does not include examination or educational information. Ms. Malone stated that endorsement applicants will be instructed to request a public records search of their California licensure file to obtain examination and educational information or they have the option of applying for licensure by examination.

Ms. Malone asked the board members to properly dispose of board meeting agenda materials as there may be sensitive information included in these materials.

Ms. Malone informed the board of the smoke free workplace act that recently went into effect. She added that the Department of Health is the enforcement arm for this act.

Board Attorney Report

Ms. Glover referred the board members to the requested information relating to barber apprentices, barbering instructors and barbering schools included in the agenda. Chair Magda asked that this information be included on the next agenda along with a copy of the newly created laws and rules of the Commission for Independent Education. Board members agreed to review this information for further discussion at the next board meeting.

Applications

Continuing Education Course Renewal Applications

Vice Chair White moved to approve the following continuing education course renewal applications: ASM Beauty World Academy, Florida Medical Educational Services, Elite CME, Inc., and Informed. Ms. Scott seconded the motion and the motion passed unanimously.

Other Business (continued)

Board Member Reports/Comments

The board members had no additional reports.

Public Comments

Mr. Stewart added that the examiner agreement rate from March through December of 2002 was 87 percent.

Dates/Locations of Future Board Meetings

The board agreed to conduct its next meeting in Clearwater on November 17, 2003, at 9:00 a.m.

Mr. Collins suggested that the NABBA attendees take a Florida token, such as a Florida lapel pin, with them to share with other conference attendees. Chair Magda asked Ms. Malone to locate a small Florida flag for display at the conference.

There being no further business, the meeting was adjourned at approximately 4:15 p.m.

JM/rb