

## MINUTES OF THE MEETING

**BUILDING CODE ADMINISTRATORS AND INSPECTORS BOARD  
HYATT REGENCY MIAMI  
400 SE SECOND AVENUE  
MIAMI, FLORIDA 33131  
APRIL 22, 23, 24, & 25, 2008**

**APRIL 22, 2008**

### **APPLICATION REVIEW COMMITTEE**

#### **CALL TO ORDER**

Mr. Sasso, Chair of the Committee, called the meeting to order at 9:00 a.m.

#### **Members Present**

Nick Sasso, Chair  
Richard Gathright  
Bob McCormick

#### **Members Not Present**

Bob Kymalainen

#### **Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
David R. Kramer, Jr.  
Kevin Burnette  
Alan Plante  
Robert D. Tarpley  
Mike Krenn  
Paul Michael Ricard  
Alejandro Pascual  
William Peery  
Randy Fowler  
Rich Mihalich

### **REVIEW OF APPLICATIONS**

#### **Robert Tarpley – Building Inspector and Provisional Building Inspector**

Mr. Tarpley was present at the meeting and discussed his applications with the Committee. Following discussion, the Committee approved his applications as presented.

#### **David Kramer - Provisional Electrical Inspector, Electrical Inspector, Plumbing Inspector, Provisional Plumbing Inspector, Mechanical Inspector, Provisional Mechanical Inspector, Provisional Building Inspector, and Building Inspector**

Mr. Kramer was present at the meeting along with Mr. Kevin Burnette, Building Official. Following discussion, the Committee approved the provisional and standard building inspector applications. They denied the provisional electrical inspector, electrical inspector, plumbing inspector, provisional plumbing inspector, provisional mechanical inspector and mechanical inspector applications for lack of experience.

**Alejandro Pasqual – Building Inspector and Provisional Building Inspector**

Mr. Pasqual was present at the meeting. Following discussion the Committee approved the applications as presented.

**Richard Mihalich – Building Code Administrator, Endorsement for Building Plans Examiner, Mechanical Plans Examiner, Building Inspector, Plumbing inspector, and Mechanical Inspector**

Mr. Mihalich was present at the meeting. Following discussion, the Committee approved the application for building code administrator. The Committee denied the endorsement applications for building plans examiner, mechanical plans examiner, building inspector, plumbing inspector, mechanical inspector due to lack of experience.

**Javier A. Meza – Building Inspector & Provisional Building Inspector**

Mr. Meza was present at the meeting. Following discussion, the Committee approved the applications.

At this time, the Committee reviewed applications.

**OLD BUSINESS**

There was no old business to come before the Committee at this time.

**NEW BUSINESS**

There was no new business to come before the Committee at this time.

**RECESS**

There being no further business to come before the Committee at this time, the meeting was recessed at 5:30 p.m.

**APRIL 23, 2008**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE AND WELCOME**

Mr. Sasso, Chair of the Committee, called the meeting to order at 9:01 a.m.

**Members Present**

Nick Sasso  
Richard Gathright  
Bob McCormick

**Members Not Present**

Bob Kymalainen

**Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
Ann Cocheu, Board Counsel  
Wayne Cameron  
Doug Wise  
Doug Harvey  
Paul S. Cobb  
John Diplacido, Jr.  
Preston Halstead

Steven Kozenieski  
Sandro Maldonado  
Gayron Meeks  
Angelo Mezzacappa, Jr.  
Justo Quintana  
Edward Serafin  
Wydell Simmons  
Jerry Swick  
Michael Vitale

## **REQUEST FOR HEARINGS**

### **Wayne Cameron – Provisional & Standard Plumbing Inspector**

Mr. Cameron was present at the meeting along with Mr. Doug Wise, Building Official for the City of Palm Beach Gardens. They were both sworn in by Ms. Ann Cocheu. Additional information was provided at the meeting for the Committee's review.

Following discussion, the following action was taken.

- MOTION: Mr. McCormick made a motion that the Committee approve the applications based on the additional information; however, the provisional plumbing inspector's license was to be limited to Palm Beach Gardens.
- SECOND: Mr. Gathright seconded the motion and the motion passed with Mr. Sasso voting against the motion.

### **Paul S. Cobb – Electrical Inspector**

Mr. Cobb was present at the meeting and was sworn in by Ms. Cocheu. Additional information was previously submitted and provided at the meeting for the Committee's review.

- MOTION: Mr. McCormick made a motion that the Committee approve the application based on the additional information previously submitted.
- SECOND: Mr. Sasso seconded the motion and it passed unanimously.

### **John Diplacido, Jr. – Provisional Plumbing inspector, Provisional Mechanical Inspector & Provisional Building Plans Examiner**

Mr. Diplacido, Jr., and Mr. John Diplacido, Sr., were present at the meeting and were sworn in by Ms. Cocheu. Additional information was provided at the meeting for the Committee review. The Committee was unable to determine that Mr. Diplacido had been promoted into the positions he applied for.

Following discussion, the following action was taken.

- MOTION: Mr. McCormick made a motion that the Committee uphold the denial as previously stated.
- SECOND: Mr. Gathright seconded the motion and it passed unanimously.

### **Preston Halstead – Building Inspector**

Mr. Halstead was present at the meeting and was sworn in by Ms. Cocheu. Additional information had been previously submitted and provided at the meeting for the Committee's review.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee approve the application based on the additional information submitted.

SECOND: Mr. Gathright seconded the motion which passed with Mr. Sasso voting against the motion.

**Charles Hull – Mechanical Plans Examiner**

Mr. Hull was present at the meeting and was sworn in by Ms. Cocheu. Additional information was provided at the meeting for the Committee's review.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee uphold the denial as previously stated.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

**Steven Kozenieski – 1&2 Family Dwelling Inspector**

Mr. Kozenieski was present at the meeting and was sworn in by Ms. Cocheu. Additional information had previously been submitted for the Committee's review.

Following discussion, the following action was taken.

MOTION: Mr. Sasso made a motion that the Committee approve the application.

SECOND: Mr. McCormick seconded the motion and it passed unanimously.

Mr. McCormick stated that the Application Review Committee also reviewed an application for the provisional 1&2 family dwelling inspector's license which was approved and limited to the City of Gulfport.

**John M. Lamar – Provisional Electrical Inspector**

Mr. Lamar was present at the meeting and was sworn in by Ms. Cocheu. Additional information had been previously submitted.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee approve the application based on the additional information submitted and oral testimony.

SECOND: Mr. Sasso seconded the motion and it passed unanimously.

**Sandro Maldonado – Building Inspector**

Mr. Maldonado was present at the meeting and was sworn in by Ms. Cocheu. Additional information had been previously submitted for the Committee's review.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee approve the application based on the additional information provided.

SECOND: Mr. Sasso seconded the motion and it passed with Mr. Gathright voting against the motion.

**Gayron Meeks – Building Code Administrator, Provisional Building Inspector, Provisional Building Plans Examiner, and Coastal Construction Inspector**

Mr. Meeks was present at the meeting along with Mr. Lester Hornbake, Desoto County Building Official. They were both sworn in by Ms. Cocheu. Additional information had previously been submitted for the Committee's review.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee uphold the denial of the applications for the original reasons stated.

SECOND: Mr. Sasso seconded the motion and it passed unanimously.

**Angelo J. Mezzacappa, Jr. – Building Inspector**

Mr. Mezzacappa was present at the meeting and was sworn in by Ms. Cocheu. Additional information was provided at the meeting for the Committee's consideration.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee uphold the denial as previously stated.

SECOND: Mr. Sasso seconded the motion and it passed unanimously.

**Justo Andres Quintana – Electrical Inspector**

Mr. Quintana was present at the meeting along with Mr. Doug Wise, Building Official for the City of Palm Beach Gardens. They were both sworn in by Ms. Cocheu. Additional information was provided at the meeting. Mr. Sasso stated, for the record, that Mr. Quintana worked for him previously and it would not affect his review of the application.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee uphold the denial as previously stated.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

**Robert Romero – Mechanical Inspector, Plumbing Inspector, Building Inspector & Electrical Inspector**

Mr. Romero was present at the meeting and was sworn in by Ms. Cocheu. Additional information was provided at the meeting for the Committee's review. Mr. Sasso asked which of the four applications he wanted the Committee to consider. Mr. Romero stated that he wanted the electrical inspector and building inspector.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee approve the building inspector and electrical inspector applications based on the additional information provided and testimony and uphold the denial of the mechanical inspector and plumbing inspector applications as originally stated.

SECOND: Mr. Sasso seconded the motion and it passed unanimously.

**Edward W. Serafin – Mechanical Inspector**

Mr. Serafin was present at the meeting and was sworn in by Ms. Cocheu. Additional information was provided at the meeting for the Committee's review. Mr. Sasso recused himself from consideration of this application as Mr. Serafin was employed with the company he currently works for.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee uphold the denial of the application for the original reasons stated.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

**Wydell Simmons – Building Inspector**

Mr. Simmons was present at the meeting and was sworn in by Ms. Cocheu. Additional information was provided at the meeting for the Committee's review.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee uphold the denial as originally stated.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

**Jerry Swick – Building Inspector**

Mr. Swick was present at the meeting and was sworn in by Ms. Cocheu. Additional information was submitted for the Committee's review. Mr. McCormick stated that it appeared that Mr. Swick had been performing unlicensed activity. Mr. Swick admitted that he had been doing unlicensed activity; however, he did not realize that it was unlicensed activity. Lake Helen is being served by a private provider per Mr. Sasso.

Following discussion, the following action was taken.

MOITON: Mr. McCormick made a motion that the Committee uphold the denial as originally stated and expedite the investigation.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

**Michael B. Vitale – 1&2 Family Dwelling Inspector**

Mr. Vitale was present at the meeting and was sworn in by Ms. Cocheu. Additional information was submitted at the meeting for the Committee's review.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee approve the application based on additional information submitted.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

**John R. Wiley – Provisional Building Code Administrator**

Mrs. Donna Wiley was present on behalf of her husband along with her daughter, Ms. Debra K. Naegele. They were both sworn in by Ms. Cocheu. Additional information was provided at the meeting for the Committee's review. It was noted that he was approved in 2003 for the building code administrator's examination.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee uphold the denial of the application as originally stated.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

## **REVIEW OF APPLICATIONS**

At this time, the Committee continued to review applications.

## **OLD BUSINESS**

There was no old business to come before the Committee at this time.

## **NEW BUSINESS**

There was no new business to come before the Committee at this time.

## **ADJOURNMENT**

There being no further business to come before the Committee at this time, the meeting was adjourned at 5:30 p.m.

**APRIL 24, 2008**

## **RULES WORKSHOP**

### **CALL TO ORDER**

Chair McCormick called the Rules Workshop to order at 9:00 a.m.

### **Members Present**

Bob McCormick, Chair  
Nick Sasso, Vice-Chair  
Dennis Franklin  
Richard Gathright  
Rob Nagin

### **Members Not Present**

Fred Dudley  
Bob Kymalainen

### **Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
Ann Cocheu, Board Counsel  
Doug Harvey, Building Officials Association of Florida  
Jane Waddel, Contractors Institute  
Wydell Simmons  
David Hodges  
Glen Urquhart, City of Ormond Beach  
Doug Sucik, International Code Council  
Joseph Rebuck, Gold Coast Schools  
Josephina Diaz, Gold Coast Schools  
Pete Quintela, Building Code Compliance Office  
Josefina Perez

Chair McCormick stated that the Board discussed the rules at the last meeting in a Rules Workshop and decided they wanted to review a draft of the rules at this meeting as everyone was not satisfied with the proposed training hours. He stated that they wanted to move forward with rule development as soon as possible. Chair McCormick provided a draft of the rule as follows:

**61G19-7.001 Board Approved Cross Training Programs as Alternative Eligibility Requirement for Examination.**

(1) Applicants currently holding a standard certificate as a building, one and two family dwelling, electrical, mechanical, or plumbing inspector and seeking an additional category of inspector certification shall satisfactorily complete an inspector training program of not less than 200 hours in the certification category sought.

(2) Applicants currently holding a standard certificate as a building, electrical, mechanical, or plumbing plans examiner and seeking an additional certification in one of these categories shall satisfactorily complete a plans examiner training program of not less than 200 hours in the certification category sought.

(3) Applicants currently holding a standard certificate as a building, electrical, mechanical, or plumbing inspector and seeking certification as a one and two family dwelling inspector shall satisfactorily complete a one and two family training program of not less than 500 hours.

**61G19-7.0015 Board Approved Comprehensive Initial Training Programs as Alternative Eligibility Requirements for Examination for Building Inspector or Plans Examiner Certification**

**1) Applicants seeking Inspector or Plans Examiner certification having a minimum of 2 years verifiable experience in construction, as defined in 61G19-1.009(8), shall satisfactorily complete a comprehensive initial training program comprised of a 120 hour core curriculum common to all categories and not less than the following number of hours in the certification category sought:**

- a. Building - 450 hours**
- b. Electrical- 400 hours**
- c. Plumbing-270 hours**
- d. Mechanical- 270 hours**

Chair McCormick stated that they had previously discussed the core curriculum for all the training modules and that reduced the total technical hours, but overall expanded the hours.

Chair McCormick stated that there will be some cleaning up of the rule that will have to be done.

Mr. Franklin asked if individuals that were employed by a private provider were eligible to attend this type of program, and if so, there should be wording included regarding this issue. Chair McCormick responded that there were no exclusions.

Vice-Chair Sasso stated that he agreed with Mr. Franklin there should at least be wording that the program is open to everyone. This was the only way to guarantee that the program will be open to everyone. Vice-Chair Sasso reminded the members that this rule development was not only for the Building Officials Association of Florida but that they were developing rules so that anyone or any company can bring forth a program. He stated that he did not agree with the years and that the Board never agreed to two years. He suggested three years of experience.

During discussion, Chair McCormick stated that the Legislature directed the Board to work with the Building Officials Association of Florida to develop a training program and asked what the rules should require.

Mr. Nagin stated that he did not have a problem with increasing the number of years. This was created when no one could find enough people to conduct inspections and plan reviews. Mr. Nagin commented that people with more experience may not be as well trained as someone who goes through the program.

Mr. Harvey stated that they were receiving calls because a number of departments are combining. He stated that many of the fire inspectors that are competent could take the program and then they could be qualified under this program.

Vice-Chair Sasso commented that if they allow fire inspectors in, they are only going to want to do building and electrical inspections and take his job away. He stated that he did not like the idea that fire inspectors can take the course. Vice-Chair Sasso stated that there could be a basis for requiring three years in that when the statute was first created, the original experience requirement was three years and then it was changed to five years. He felt that the requirements for the comprehensive training program would have to equal five years.

Vice-Chair Sasso expressed concerned with retention of what individuals are taught in class. He stated that he felt the timing was wrong for this type of program, and it was not good for the public.

Mr. David Hodges stated that since no consumer members were present and he was not licensed, he would like to caution the board to remember to protect the public. He stated that a lack of experience for contractors and inspectors does not protect the public.

Chair McCormick asked if Mr. Hodges had any suggestions. Mr. Hodges responded that in licensure itself, more experience was better, and he felt it was dangerous to rely on just a training class. Chair McCormick responded that they were doing as the Legislature told them to do. Mr. Hodges suggested that they increase the experience time to four years.

Mr. Harvey stated that currently only one year of experience is required if you have a degree. Also, there is no requirement now to justify experience based on what they are currently inspecting.

Mr. Nagin asked if the statutory language limited them to not having on the job training. Ms. Cocheu responded that she would be hesitant to include this because there was no statutory requirement. Chair McCormick commented that he thought this would be built into the program.

In discussion, Ms. Cocheu stated that if the Board was going to use the word "comprehensive," they would need to define it in the rules.

Chair McCormick stated that he felt two years was enough, however, if the members wanted to require three years he would not have any objection.

Mr. Gathright stated that he played with the numbers and compared the numbers for three years of experience versus a degree and concluded that individuals would be obtaining a lot of exposure in the program.

Chair McCormick commented that the program submitted would have to be approved by the Board, and they can include requirements that they feel are necessary. He stated that some of the credit they have to give for the degrees, when reviewing applications, does not tell that they know anything about the codes. This program would give more comfort in that area.

Chair McCormick stated that some of the comments from previous meetings that were not included in the draft were the discussion of an entry assessment examination, limiting the amount of on line training that would be acceptable to not more than 15%, and establishing a time limit in which the program has to be completed.

Vice-Chair Sasso stated that he felt these were and should be included at least in the programs that are submitted.

Ms. Cocheu informed the Board that if limitations were not set in the statute, that the Joint Administrative Procedures Committee would object to them being in the rules. She stated that there was nothing included about an entry exam, online courses, and a time limit in which to complete the program.

Chair McCormick expressed concern that they were getting too detailed. He stated that they will have to evaluate and ensure that the provider is competent and the program is complete.

Ms. Cocheu stated that they had a legislative mandate to start the process and that the full Board will need to make a motion to notice and to discuss the rules at which time they can fine tune the wording.

## **ADJOURNMENT**

There being no further business for the Rules Workshop, the meeting was adjourned at 11:06 a.m.

## **BOARD MEETING**

### **CALL TO ORDER, PLEDGE OF ALLEGIANCE AND WELCOME**

Chair McCormick called the meeting to order at 11:06 a.m.

### **Members Present**

Bob McCormick, Chair  
Nick Sasso, Vice-Chair  
Dennis Franklin  
Richard Gathright  
Rob Nagin

### **Members Not Present**

Fred Dudley  
Bob Kymalainen

### **Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
Ann Cocheu, Board Counsel  
Doug Harvey, Building Officials Association of Florida  
Jane Waddel, Contractors Institute  
Wydell Simmons  
David Hodges  
Glen Urquhart, City of Ormond Beach  
Doug Sucik, International Code Council  
Joseph Rebuck, Gold Coast Schools  
Josephina Diaz, Gold Coast Schools  
Pete Quintela, Building Code Compliance Office  
Josefina Perez

## **HEARINGS NOT INVOLVING DISPUTED ISSUES OF MATERIAL FACT**

### **Carlos Fernandez – Building Inspector**

Mr. Fernandez was not present at the meeting; however, additional information had been submitted for the Board's review.

Following discussion, the following action was taken.

MOTION: Mr. Franklin made a motion that the Board uphold the denial as originally stated.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

### **Charles Hayes – Provisional & Standard Building Inspector**

Mr. Hayes was not present at the meeting; however, he submitted a letter for the Board's consideration.

MOTION: Mr. Franklin made a motion that the Board uphold the denial as originally stated.

SECOND: Vice-Chair Sasso seconded the motion and it passed unanimously.

### **Rajesh Sharma – Building Inspector**

Mr. Sharma was not present at the meeting; however, additional information had been submitted for the Board's consideration.

MOTION: Vice-Chair Sasso made a motion that the Board uphold the denial as originally stated.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

### **Glen Urquhart – Endorsement: Mechanical Inspector, Plumbing Inspector, Mechanical Plans Examiner and Plumbing Plans Examiner**

Mr. Urquhart was present at the meeting and was sworn in by the court reporter. Mr. Urquhart provided additional information at the meeting for the Board's consideration. The Board discussed his experience and the statutory requirements.

Following discussion, the following action was taken.

MOTION: Mr. Gathright made a motion that the Board uphold the denial as originally stated.

SECOND: Mr. Nagin seconded the motion and it passed unanimously.

### **Wydell Simmons – Building Inspector**

Chair McCormick informed the Board that the Application Review Committee upheld the denial of this application during their meeting yesterday. Mr. Simmons requested to appear before the full Board this morning. Ms. Cocheu informed the Board that they would need a motion to reopen this case, if they wished to hear the case today.

MOTION: Mr. Gathright made a motion that the Board reopen this case.

SECOND: Vice-Chair Sasso seconded the motion and it passed unanimously.

Mr. Simmons was present and was sworn in by the court reporter. He provided new information for the Board's consideration. Following discussion, the following action was taken.

MOTION: Mr. Franklin made a motion that the Board approve the application based on the new information presented.

SECOND: Chair McCormick seconded the motion which passed with Vice-Chair Sasso voting against the motion.

**Robert B. Vandenburg – 1&2 Family Dwelling Inspector**

Mr. Vandenburg was not present at the meeting and no additional information had been submitted for the Board's consideration.

Following discussion, the following action was taken.

MOTION: Mr. Nagin made a motion that the Board uphold the denial as originally stated.

SECOND: Vice-Chair Sasso seconded the motion and it passed unanimously.

**BT Builders, Inc.**

No one was present at the meeting on behalf of BT Builders, Inc. Chair McCormick stated that they had courses that were denied and they submitted a letter for the Board's consideration. He stated that all of the course material was accessibility related and did not qualify for laws and rules credit.

Following discussion, the following action was taken.

MOTION: Mr. Gathright made a motion that the Board uphold the denial as originally stated.

SECOND: Mr. Nagin seconded the motion and it passed unanimously.

**Michael Green, Unlicensed Activity Coordinator, Department of Business and Professional Regulation**

Mr. Green discussed the unlicensed activity program with the Board and asked for their assistance. He stated that public service announcements have been done, new brochures were being distributed, and the website has been redesigned. They will be renewing the public service announcements since it is almost hurricane season and will be using multiple networks to air these announcements. Mr. Green informed the Board that they had performed sweeps and stings in conjunction with building departments for contractors. He stated that he would be attending the Building Officials Association of Florida conference in June in Naples.

Mr. Green asked that if they had any suggestions or items that needed to be addressed, he would appreciate hearing from them.

Vice-Chair Sasso asked Mr. Green to provide the members with a list of the investigative offices along with telephone numbers. Mr. Green responded that he would provide the information.

Chair McCormick thanked Mr. Green for attending the meeting.

**PROSECUTING ATTORNEY REPORT – JESSICA LEIGH**

Chair McCormick informed the Board that Ms. Leigh broke her foot and was unable to attend the meeting. He stated that her report was in the agenda for the Board's review.

**RECESS**

There being no further business to come before the Board at this time, the meeting was recessed at 12:15 p.m.

**RULES AND LEGISLATION COMMITTEE**

**CALL TO ORDER**

Mr. Nagin, Chair of the Committee, called the meeting to order at 1:45 p.m.

**Members Present**

Rob Nagin, Chair  
Dennis Franklin  
Richard Gathright  
Bob McCormick  
Nick Sasso

**Members Not Present**

Fred Dudley  
Bob Kymalainen

**Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
Ann Cocheu, Board Counsel  
Michael Green, Unlicensed Activity Coordinator  
Doug Harvey, Building Officials Association of Florida  
Jane Waddel, Contractors Institute  
Doug Sucik, International Code Council  
Joseph Rebuck, Gold Coast Schools  
Josephina Diaz, Gold Coast Schools  
Pete Quintela, Building Code Compliance Office  
Josefina Perez

Mr. Nagin stated that all members would serve on the Committee at this meeting.

**LEGISLATIVE REPORT – ROB NAGIN**

Mr. Nagin informed the Committee that the vast majority of bills that had been filed did not have a direct effect on them. He stated that some of the bills that were moving had more to do with the building code but not our licenses.

**RULES REPORT – ANN COCHEU**

Ms. Cocheu informed the Committee that there was a copy of a letter that was received from the Joint Administrative Procedures Committee regarding Rule 61G19-9.001, Florida Administrative Code. Mr. McCormick stated that he had reviewed the letter and made changes that should correct the areas as follows:

(4) "Laws and Rules" as used in subsection (1) above means the study and examination of the related subject matter as is exemplified and contained within Chapters 320, 468, 553, 471, 481, 489 (as it relates to licensure and scope of practice), and 713 (as it relates to permitting), F.S., and their associated rules in the Florida Administrative Code (F.A.C.) as listed in the Board's Candidate Information Bulletin (CIB) online. "Ethics" as used in subsection (1) above means the study and examination of the subject matter contained within Chapter 112, Part III, F.S., and other ethical principles enumerated in Chapter 468, Part XII, F.S.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Rules Committee move forward with Rule 61G19-9.001, Florida Administrative Code.

SECOND: Mr. Franklin seconded the motion and it passed unanimously.

## **PROPOSAL OF A RULE REGARDING GOOD MORAL CHARACTER – NICK SASSO**

Mr. Sasso informed the Committee that in reviewing applications he has discovered that they really do not define moral character any where. He has developed a list that could be used, and it is the one that Immigration and Naturalization Services uses. He stated that he thought this should be defined.

Ms. Cocheu stated that this could be noticed for discussion at a workshop or rule development. She stated that she would research in order to determine if other professions have good moral character defined in their rules.

Mr. Sasso stated that he thought that the applicants were providing some of the information but did not think they were providing all the information. Ms. Cocheu informed the members that if they were not comfortable with an application, they can recommend denial of the application and the applicant could appear for a hearing and provide additional information. She stated that they could not require a background check as it was not provided for in the statutes.

Mr. McCormick commented that they do not deal with much real crime with the applicants and, he was not uncomfortable with their current practice.

Mr. Nagin asked Ms. Cocheu to perhaps review the Board of Nursing rules and bring back any information that she finds.

## **OLD BUSINESS**

There was no old business to come before the Committee at this time.

## **NEW BUSINESS**

There was no new business to come before the Committee at this time.

## **ADJOURNMENT**

There being no further business to come before the Committee at this time, the meeting was adjourned at 2:01 p.m.

## **EXAMINATION AND CONTINUING EDUCATION COMMITTEE**

### **Call To Order**

Mr. Franklin, Chair of the Committee, called the meeting to order at 2:01 p.m.

### **Members Present**

Dennis Franklin, Chair  
Richard Gathright  
Bob McCormick  
Nick Sasso

### **Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
Ann Cocheu, Board Counsel  
Rob Nagin, Board Member  
Doug Harvey, Building Officials Association of Florida  
Jane Waddel, Contractors Institute  
Doug Sucik, International Code Council  
Joseph Rebeck, Gold Coast Schools  
Josephina Diaz, Gold Coast Schools

Pete Quintela, Building Code Compliance Office  
Josefina Perez

**CONTINUING EDUCATION COURSES FOR REVIEW  
GOLD COAST SCHOOL OF CONSTRUCTION, INC.**

Denied At December 2007 Board Meeting

New Courses

1. The Florida Residential Code - Internet  
Requesting 7 hours GENERAL, LAWS & RULES credit
2. The Florida Residential Code - Classroom  
Requesting 7 hours GENERAL, LAWS & RULES credit

Mr. Sasso stated that the provider needs to be completing the proper forms when submitting courses, and he felt that the seven hours was excessive.

Mr. McCormick stated that both of the courses submitted were for laws and rules, and he did not see any laws and rules. The material was all technical code.

Mr. Joe Rebeck was present at the meeting. He stated that he had instructed the administrator not to send in blank forms.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee deny the two courses as not being relevant.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

**DEPARTMENT OF EDUCATION**

Revisions To Course Entitled "State Requirements for Educational Facilities Advanced Continuing Education Course" Which Expires On 02/22/2009

1. SREF Advanced Continuing Education Course  
Requesting 23 hours GENERAL, ACCESSIBILITY credit

Mr. McCormick stated that there was no course information in the packet. There was no application submitted and instruction information.

Ms. Cocheu suggested that the Committee table this until the proper paperwork has been submitted.

MOTION: Mr. McCormick made a motion that the Committee table this until the proper paperwork has been submitted.

SECOND: Mr. Gathright seconded the motion and it passed unanimously.

**PALM BEACH COUNTY PLANNING, ZONING AND BUILDING**

New Courses

1. Fire Resistivity of Buildings as Related to Occupancies  
Requesting 2 hours GENERAL credit
2. Introduction to Building Code  
Requesting 2 hours GENERAL credit
3. Comparison of Occupant Fire Protection vs. Building Fire Protection  
Requesting 2 hours GENERAL credit

4. Means of Egress Requirements  
Requesting 2 hours GENERAL credit
5. Florida Building Code, Administrative Code, Chapter 1  
Requesting 2 hours GENERAL credit
6. General Building Heights and Areas  
Requesting 2 hours GENERAL credit
7. Fire Resistance Related Construction  
Requesting 2 hours GENERAL credit
8. Residential Electrical Blue Print Reading  
Requesting 2 hours GENERAL credit
9. A/C Equipment and Control Wiring Methods  
Requesting 2 hours GENERAL credit
10. Commercial/Industrial Service Wiring Methods  
Requesting 2 hours GENERAL credit
11. National Electric Code Review (Residential) Wiring Methods  
Requesting 2 hours GENERAL credit
12. National Electric Code Review of Residential and Commercial Pools and Spas  
Requesting 2 hours GENERAL credit
13. National Electric Code Review (Commercial/Industrial) Load Calculations  
Requesting 2 hours GENERAL credit
14. N.E.C. Review of Grounding and Bonding for Residential, Commercial/Industrial  
Requesting 2 hours GENERAL credit
15. National Electric Code Review (Commercial/Industrial) General Wiring Methods  
Requesting 2 hours GENERAL credit
16. National Electric Code Review for (Commercial/Industrial) for Special Occupancies  
Requesting 2 hours GENERAL credit
17. National Electric Code Review of (Commercial/Industrial) Motor Controls and Special Conditions  
Requesting 2 hours GENERAL credit
18. National Electric Code Review (Commercial/Industrial) for Special Equipment  
Requesting 2 hours GENERAL credit
19. Commercial/Industrial Electrical Blue Print Reading  
Requesting 2 hours GENERAL credit

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee approve the courses as submitted.

SECOND: Mr. Nagin seconded the motion and it passed unanimously.

#### **INTERNATIONAL CODE COUNCIL**

##### **New Course**

1. 2006 IBC Methods and Materials Approval  
Requesting 2 hours GENERAL credit

Mr. Sasso stated that he had a problem with this course as he was not sure that this type of course should be approved because it was more for building officials and not inspectors. Mr. McCormick commented that the paperwork was not filled out correctly, and there was not enough information provided.

MOTION: Mr. McCormick made a motion that the Committee deny the course as submitted as there was not enough information provided and the application was incomplete.

SECOND: Mr. Nagin seconded the motion and it passed unanimously.

### **BRB CODE EDUCATORS, INC.**

Renewal Course

1. Product Approval - 0007081  
Requesting 2 hours LAWS & RULES credit

MOTION: Mr. Gathright made a motion that the Committee approve the course as submitted.

SECOND: Mr. Nagin seconded the motion and it passed unanimously.

### **AMERICAN ARCHITECTURAL MANUFACTURERS ASSOC.**

Renewal Course

1. Understanding Window and Door Performance Standards - 0006762  
Requesting 1 hour GENERAL credit  
\*\*\*Requesting Course Title Change\*\*\* to "Understanding Window, Door and Skylight Performance Standards"

MOTION: Mr. Sasso made a motion that the Committee approve the course as submitted.

SECOND: Mr. McCormick seconded the motion and it passed unanimously.

### **BUILDING OFFICIALS ASSOCIATION OF FLORIDA, INC.**

New Courses

1. Building Green – An Introduction  
Requesting 2 hours GENERAL credit
2. An Update to the Educational Facilities Requirements of the FBC  
Requesting 4 hours GENERAL credit

MOTION: Mr. McCormick made a motion that the Committee approve the courses as submitted.

SECOND: Mr. Sasso seconded the motion and it passed unanimously.

### **THE UMAN GROUP, INC.**

New Courses

1. Florida Laws and Rules  
Requesting 2 hours LAWS & RULES credit
2. Building Green  
Requesting 4 hours GENERAL credit

Mr. Sasso stated that in course #1, the majority of the rules are not for this Board.

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee deny course #1 as the course content goes beyond the courses allowed in the rules.

SECOND: Mr. Sasso seconded the motion and it passed unanimously.

MOTION: Mr. McCormick made a motion that the Committee approve course #2 as submitted.  
SECOND: Mr. Gathright seconded the motion and it passed unanimously.

### **SCHOOL FOR CONTRACTORS AND TRADES**

New Course

1. Technical Elements of Construction  
Requesting 4 hours ACCESSIBILITY, LAWS & RULES credit

MOTION: Mr. Sasso made a motion that the Committee approve the course as submitted.  
SECOND: Mr. Nagin seconded the motion and it passed unanimously.

### **MIAMI-DADE COUNTY BUILDING CODE COMPLIANCE OFFICE**

New Course

1. Florida Building Code-Mechanical Duct Systems and S.M.A.C.N.A.  
Requesting 4 hours GENERAL credit

Renewal Courses

1. Use and Application for the Florida Building Code High Velocity Hurricane Zone Roofing App. Standard III – 0002555  
Requesting 1 hour GENERAL credit
2. The Florida Building Code High Velocity Hurricane Zone Roofing Applications – 0002556  
Requesting 4 hours GENERAL credit
3. Low Slope and Steep Roofing - 0002557  
Requesting 4 hours GENERAL credit
4. Use and Application of the Florida Building Code High Velocity Hurricane Zone Roofing App. Standard 109 – 0002560  
Requesting 2 hours GENERAL credit
5. Alternative Plan Review and Inspection Requirements  
Requesting 2 hours GENERAL credit

Following discussion, the following action was taken.

MOTION: Mr. McCormick made a motion that the Committee approve all of the courses as submitted.  
SECOND: Mr. Gathright seconded the motion and it passed unanimously.

### **OLD BUSINESS**

There was no old business to come before the Committee at this time.

### **NEW BUSINESS**

Mr. Nagin stated that on October 1 the new code will be in effect. Mr. Harvey asked if they would be allowed to update courses when there is a change in the code.

Ms. Cocheu stated that when they approve a provider, it is for time certain and like a license, they have to have faith in the providers that the information they teach is up-to-date. She stated that if a course is outdated, the public will not take it, and the Board should trust that the provider is teaching the current information.

### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:34 p.m.

**EXECUTIVE COMMITTEE  
CALL TO ORDER**

Chair McCormick, called the meeting to order at 2:34 p.m.

**Members Present**

Bob McCormick, Chair  
Nick Sasso, Vice-Chair  
Dennis Franklin  
Richard Gathright  
Rob Nagin

**Members Not Present**

Fred Dudley  
Bob Kymalainen

**Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
Ann Cocheu, Board Counsel  
Doug Harvey, Building Officials Association of Florida  
Jane Waddel, Contractors Institute  
Doug Sucik, International Code Council  
Joseph Rebeck, Gold Coast Schools  
Josephina Diaz, Gold Coast Schools  
Pete Quintela, Building Code Compliance Office  
Josefina Perez

**POSTSECONDARY EDUCATION AND WORK EXPERIENCE – NICK SASSO**

Mr. Sasso stated that he would like to have the board agree on rulemaking for further defining the rules regarding individuals who use their education as a means for qualifying for licensure. He proposed a change as follows:

**61G19-6.0035 Application for Provisional and/or Standard Certification.**

(1) Each individual who wishes to obtain a provisional and/or standard certificate in any certificate category shall submit the following to the Board:

(a) A completed application form for the category in which certification is sought. The form that shall be used for this purpose shall be provided by the Department and available on the Department's website.

(b) An affidavit describing in detail each separate period of work experience listed in the application form, signed by a licensed architect, engineer, contractor, or building code administrator who has knowledge of the applicant's duties and responsibilities during the period indicated. The form that shall be used for this purpose shall be provided by the Department and available on the Department's website. Each affidavit must include the name and address of the applicant's employer during the work experience period, the dates of employment, and a description of the applicant's duties and responsibilities during the employment including any supervisory responsibilities, in sufficient detail to enable the Board to determine whether or not the applicant has the experience required for certification.

(c) Each applicant for certification as an inspector or plans examiner shall demonstrate that he or she has at least one (1) year of hands-on experience in the category of certification sought, with the exception of 1 and 2 family dwelling inspector. For 1 and 2 family dwelling inspector certification, refer to the specific requirements in Rule 61G19-6.017, F.A.C.

(d) Each applicant seeking to qualify for certification through a combination of postsecondary education and work experience shall submit an official copy of all college or university transcripts which document the applicant's education in addition to all required affidavits of work experience. In order to qualify for licensure by using a combination of posesecondary education and work experience, the posesecondary education and work experience must be in the field of construction or a related field, in the category being sought.

Ms. Cocheu cautioned the members not to discuss the proposal until it had been properly noticed.

MOTION: Mr. Gathright made a motion that Rule 61G19-6.0035, Florida Administrative Code, be noticed for discussion at the next meeting.

SECOND: Mr. Nagin seconded the motion and it passed unanimously.

### **OLD BUSINESS**

There was no old business to come before the Committee at this time.

### **NEW BUSINESS**

There was no new business to come before the Committee at this time.

### **ADJOURNMENT**

There being no further business to come before the Committee at this time, the meeting was adjourned at 2:45 p.m.

**APRIL 25, 2008**

### **CALL TO ORDER, PLEDGE OF ALLEGIANCE AND WELCOME**

Chair McCormick called the meeting to order at 9:00 a.m.

#### **Members Present**

Bob McCormick, Chair  
Nick Sasso, Vice-Chair  
Dennis Franklin  
Richard Gathright  
Rob Nagin

#### **Members Not Present**

Fred Dudley  
Bob Kymalainen

#### **Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
Ann Cocheu, Board Counsel  
Doug Harvey, Building Officials Association of Florida  
Peter Zara

Chair McCormick asked the Board to excuse the absence of Mr. Dudley and Mr. Kymalainen from this meeting. He stated that Mr. Kymalainen was absent because his wife was having surgery and Mr. Dudley had to attend meetings with the Legislature.

MOTION: Mr. Franklin made a motion that the Board excuse the absences of Mr. Dudley and Mr. Kymalainen.

SECOND: Mr. Nagin seconded the motion and it passed unanimously.

Mr. Franklin expressed concern regarding attendance at the meetings. He stated that Mr. Dudley had missed a number of meetings.

Ms. Cocheu stated that the absences would be an issue for the Governor's office. Chair McCormick stated that he had no objection to excusing Mr. Dudley but his absences hurt the Board. He stated that with Mr. Kymalainen's absences, they had to postpone a disciplinary case at the last meeting. Chair McCormick stated that frequent absences are detrimental to the Board.

#### **APPROVAL OF THE FEBRUARY 19 – 22, 2008, MINUTES OF THE MEETING**

MOTION: Mr. Franklin made a motion that the Board approve the minutes as submitted.

SECOND: Mr. Nagin seconded the motion and it passed unanimously.

#### **REPORTS**

##### **Chair's Report – Bob McCormick, Chair**

Chair McCormick informed the Board that he went to Tallahassee and met with the executive directors of the Construction Industry Licensing Board, Electrical Contractors' Licensing Board and the Architecture and Interior Design Board, along with Mr. Tim Vaccaro, Division Director. He stated that the purpose was to further explore the issue of reciprocity regarding continuing education. He informed the Board that it was a great opportunity, and he was able to show in the rule where the reciprocity issue did exist, and it was acknowledged by all. Chair McCormick stated that it was confirmed by the Bureau of Education and Testing that electrical licensees' and building code licensees' that take courses receive credit for both boards.

Chair McCormick reported that he also met with George Ayrish, the supervisor over the Central Intake Unit, to discuss the problems they were seeing on the applications. He reported that there were not many issues, but he felt it was a productive meeting. Chair McCormick informed the Board that he also met Mr. Chuck Drago, the Departments' Interim Secretary.

Mr. Nagin asked what had happened with one application for continuing education. Chair McCormick responded that there was still movement in that direction per Mr. Vaccaro. He stated that it was difficult to get the application drafted to meet everyone's requirements, but it was not a dead issue.

##### **Application Review Committee – Nick Sasso**

###### **Ratification List**

Vice-Chair Sasso informed the Board that the Ratification List, which contained 72 names, was in the hand-out folder. He also reported that the Committee reviewed 209 applications at the meeting of which, 106 were approved and 103 denied.

MOTION: Mr. Nagin made a motion that the Board approve the actions of the Application Review Committee.

SECOND: Chair McCormick seconded the motion and it passed unanimously.

##### **Rules and Legislation Committee – Rob Nagin**

Mr. Nagin reported that the Committee met yesterday, and he reported that the bills filed for legislation did not have any direct effect on this board. He reported that Ms. Cocheu gave the rules report and reported they would move forward with the changes to Rule 61G19-9.001, Florida Administrative Code. Mr. Nagin reported that Ms. Cocheu was going to research "good moral character" for discussion at the next meeting.

Chair McCormick asked when the ethics rule would be effective. Ms. Cocheu responded that if the changes they discussed at this meeting satisfied the Joint Administrative Procedures Committee, it should be final by the June meeting.

**MOTION:** Chair McCormick made a motion that the Board approve the actions of the Rules and Legislation Committee.

**SECOND:** Mr. Franklin seconded the motion and it passed unanimously.

### **Examination and Continuing Education Committee – Dennis Franklin**

Mr. Franklin reported that the Committee reviewed 36 continuing education courses. Of this one was tabled for additional information and three courses were denied.

**MOTION:** Mr. Nagin made a motion that the Board approve the actions of the Examination and Continuing Education Committee.

**SECOND:** Chair McCormick seconded the motion and it passed unanimously.

### **Executive Committee – Bob McCormick, Chair**

Chair McCormick reported that they conducted a rules workshop relative to the new alternative comprehensive training rule and tweaked the language that was discussed in October and developed some additional language that should move forward.

Vice-Chair Sasso stated that he did not feel that they could say that mechanical and plumbing did not need as many hours as building and electrical.

Mr. Franklin stated that in the beginning, they were looking for one year experience, then it jumped to two years, and now it was up to three years. He stated that it came to him that this was a course for new people and questioned how the young people were going to have three years of experience. This was to get new blood into the organization.

Mr. Harvey made a request for reconsideration of the time period of three years. He stated that originally the year was one year and through negotiations with the Building Officials Association of Florida and the legislators, it was raised to two years. He asked that the Board reconsider this issue.

Vice-Chair Sasso expressed concern with Mr. Franklin's comments as it appeared that he was worried about the Building Officials Association of Florida organization. Mr. Franklin responded that he was worried about the profession.

**MOTION:** Mr. Franklin made a motion that they reconsider the experience requirement for the alternative comprehensive training program.

**SECOND:** Chair McCormick seconded the motion.

Vice-Chair Sasso commented that because the hours remained low but the years of experience was increased, he voted in favor of the proposal.

Ms. Cocheu cautioned the Board about discussing this at this time since it was noticed for a workshop. If they reopen it at this point when others are not present, it was a dangerous matter. Ms. Cocheu stated that during the workshop it was publicly stated that they would publish the decision that was made at that time. There is another opportunity to participate in the next cycle, and they can always come back and revisit at the next meeting.

Chair McCormick called for a vote on the motion for reconsideration. The motion passed with Vice-Chair Sasso voting against the motion.

Chair McCormick stated that they could discuss the rule at this time, but they could not make any changes at this point. Ms. Cocheu informed the Board that they could schedule this for discussion at the June meeting and direct staff to have another workshop on the agenda.

Mr. Franklin stated that they could move forward at this time and leave themselves open for a challenge. He asked why not go forward at this time and if they get challenged, they could deal with it at that time.

Ms. Cocheu again stated that it could be placed on the June agenda and they could vote to make changes or keep as is. That way, the public would be aware of the issue.

**MOTION:** Mr. Franklin made a motion that the Board change the experience requirement from three years back to two years.

**SECOND:** The motion died for lack of a second.

Chair McCormick stated that they had been advised this would not be practical and that the opportunity will exist at the June to discuss changes.

Mr. Harvey asked if this is advertised and if there was a rule challenge filed, did that take it back to workshop. Ms. Cocheu responded that if there is a noticed rule and a challenge is filed, it stops the process until it goes to the Division of Administrative Hearings and nothing will happen until it is heard, which could take some time. She stated that if it is a final rule, the rule is not in effect until the Division of Administrative Hearings takes action.

Vice-Chair Sasso suggested that they proceed with noticing the intent of rule development workshop language of three years and once it is noticed, people could object. Ms. Cocheu stated that written objections would be filed with the Board office, and they could come to the Board in June. They could discuss the issues at that time and make changes or move forward as noticed. Ms. Cocheu informed the Board that if a rule challenge is filed, it would not go to the Board.

Ms. Cocheu informed the Board that the quickest way to handle this would be to notice the language. Chair McCormick stated that they could notice a rules workshop. Ms. Cocheu reminded the Board that they were not going to keep everyone happy.

Chair McCormick stated that the Board was told to work with the Building Officials Association of Florida. Mr. Nagin suggested that they advertise another workshop with the language they agreed on.

Following discussion, the Board did not take any action on this issue.

#### **Board Counsel – Ann Cocheu**

Ms. Cocheu stated that she did not have a report to give at this time.

#### **Executive Director – Robyn Barineau**

##### **Financial Report**

Ms. Barineau discussed the financial report with the Board.

#### **Complaints and Investigative Statistics July 07 – February 08 Unlicensed Activity Enforcement Report 1/1/07 – 12/31/07**

Ms. Barineau stated that these were provided for informational purposes.

Ms. Barineau asked the members to submit their travel as soon as possible because the end of the fiscal year was fast approaching.

Chair McCormick questioned why the transfer of money from last year to the Construction Industry Licensing Board was not on the report. Ms. Barineau responded that she would research this issue and report back to the Board.

### **ICC Update – Doug Sucik**

Mr. Sucik thanked the Board for the opportunity to be at the meeting. He reported that the paper and pencil testing was continuing as well as the computer based testing. He reported that the computer based testing was increasing while paper and pencil administration was decreasing. Mr. Sucik reported that the roofing examination was complete and was developed for both paper and pencil and computer based testing. He reported that the modular examinations were updated and the final update meeting was scheduled for May. He also informed the Board that the modular examinations would be offered only as paper and pencil due to the low number of candidates.

Chair McCormick thanked Mr. Sucik, that it was a pleasure to meet him, and they hoped to see him again.

### **E-MAIL FROM PETER ZARA REGARDING ROOFING INSPECTORS**

Mr. Zara was present and asked for opportunity to speak regarding licensed roofing inspectors. Mr. Steve Wharton was present. He also is a licensed roofing inspector.

Mr. Zara stated they have some concerns with the mandatory continuing education classes they are required to attend. He asked if there was anyway to change the requirement for accessibility hours for roofing inspectors because the accessibility courses were of no benefit to them.

During discussion, Chair McCormick stated that the two hours of accessibility will not change as it was in the statute, and a change would have to be made through legislation.

Chair McCormick thanked Mr. Zara and Mr. Wharton for attending the meeting.

### **REQUEST FOR AN EXTENSION OF A PROVISIONAL ELECTRICAL INSPECTOR'S LICENSE – ALBERT S. HARGIS**

Chair McCormick asked if there was any discussion. The Board did not take any action on this request.

### **CORRESPONDENCE**

#### **Response to Gregory Young from Board dated 2/28/08 Letter of 2/28/08 to former Secretary Holly Benson**

These were provided for informational purposes.

### **OLD BUSINESS**

There was no old business to come before the Board at this time.

### **NEW BUSINESS**

There was no new business to come before the Board at this time.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:03 a.m.