

## **EXECUTIVE SUMMARY**

### Board of Employee Leasing Companies

#### **General Information**

**Meeting Type:** General Board Meeting

**Meeting Date:** February 18, 2004 Northwood Centre, Tallahassee, FL

**Board Members:** Celeste Dockery, Chair  
Donna Bloomer  
Frank Crum, Jr.  
Kelly Lanza  
Carlos Rodriguez

**Other Attendees:** Jerry Wilson, Deputy Director  
Anthony B. Spivey, Executive Director  
Krista Woodard, Government Analyst  
Michael Murphy, Acting Director of Service Operations  
Michael Endenfield, OMC II  
John Rimes, Assistant Attorney General  
Eric Hurst, Prosecuting Attorney

#### **Major Issues/Actions**

- The Executive Director reviewed the first quarter finances with the board by explaining the cash balances in the operating and unlicensed activity account. The board did not pose any questions regarding the financial statements.
- The board was informed that the renewals notices have been mailed to all licensees for the upcoming April 30, 2004, renewal period. Additionally, the board was briefed that the annual assessment forms will be mailed to all Employee Leasing Companies on March 1, 2004.
- Annual board elections were held during the meeting. Celeste Dockery was re-elected as Chair, and Carlos Rodriguez was elected as Vice-Chair.
- Mike Murphy, Acting Director for Service Operations, made a presentation to the board regarding the processing of documents for employee leasing licenses. There were questions regarding the payment processing of credit cards using the online service. Mr. Murphy explained that enhancements had been made to the system, and the applicant will see an increase in service in that regard.

- Mr. Murphy provided a brief tour of the Central Intake Unit and Customer Contact Center to the board members. The members appreciated the tour as it provided them an image of the process an application goes through prior to arriving at the board for review and final action.
- The board approved eight licensure requests submitted for review.
- The probable cause panel heard nine (9) cases with five (5) of the cases resulting in probable cause found, three (3) were closed with a letter of guidance, and one (1) was closed with relinquishment of the license.

Anthony B. Spivey  
Executive Director  
February 24, 2004