

## **EXECUTIVE SUMMARY**

### Board of Employee Leasing Companies

#### General Information

**Meeting Type:** General Board Meeting

**Meeting Date:** June 23, 2004, Sheraton Suites, Tampa, FL

**Board Members:** Celeste Dockery, Chair  
Ryan Moore  
Frank Crum, Jr.  
Donna Bloomer

**Other Attendees:** Anthony B. Spivey, Executive Director  
Krista Woodard, Government Analyst  
John Rimes, Assistant Attorney General  
Eric Hurst, Prosecuting Attorney  
David Young, Department of Revenue

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

During review of proposed changes to Rule 61G7-11.001, Florida Administrative Code, (F.A.C.), Mr. Rimes informed the board he had responded to a request from the Joint Administrative Proceedings Committee (JAPC) requesting the board to provide a definition of significant digits in regards to advertising of the license. The LicenseEase system precedes the Employee Leasing license number with zeros. The proposed change in the rule, which requires the leasing company to post the license number on any advertisement, will only require the posting of the significant digits (without the zeros) on the advertisements. The board inquired as to whether the department's licensing system could print the license without the placement of the zeros on the license. The board was advised that the issue will be presented to the department for a response.

The board reviewed the third quarter 2003/2004 financial statements along with the 2002/2003, and 2002/2001 financial statements to determine cost trends and cash balances within the boards' financial account. The board would like to maintain adequate funds to cover expenses without maintaining a cash surplus. A request was submitted to have the department provide an analysis of the expenses relative to the cash balance in order to determine the basis for a zero balanced account.

Mr. Young from the Department of Revenue (DOR), made a presentation to the board regarding the electronic processing of the Unemployment Compensation Tax (UCT-6) form. Leasing companies have the option of electronically submitting their UCT-6 form to the DOR, which also includes providing a manual copy of the UCT-6 form to the board office for computation of annual assessment fees.

Some companies were not providing the UCT-6 form because they were unaware of the process to obtain a copy of the report submitted electronically to DOR. Mr. Young provided information to the board that explains how the leasing company can print a copy of the page detailing the amounts submitted to DOR. Board counsel will modify the rule that requires the manual submission of the UCT-6 form to the board office, to include a copy of the form submitted to the DOR.

Board member Donna Bloomer announced that she would resign from the Board of Employee Leasing Companies in October 2004.

The probable cause panel reviewed seven administrative complaints and fifteen closing orders. Probable cause was found in four cases, with a letter of guidance being issued in the remaining three. The board accepted nine of the closing orders and referred the remaining six to the department for further investigation.

The Board Chair notified the board that she was contacted by the OPPAGA group to respond to a survey inquiring on the service provided by the department to the board. Ms. Dockery stated that the board is satisfied with the service provided by board staff. She also indicated to the surveyor that she has some concerns with the application process in the Central Intake Unit (CIU) for submitting applications to the board for review. Additionally, the Chair invited the surveyor to contact other board members for their input regarding CIU.

Board counsel noted that applicants are not being notified timely of deficiencies on the applications. It was observed that after some applicants have been sent a deficiency notice and responded, an additional notice is being requested which is contrary to the 30-day deficiency notice requirement. Board counsel requested that CIU be notified of this.

Anthony B. Spivey  
Executive Director  
June 25, 2004