

# MINUTES

FLORIDA BOARD OF COSMETOLOGY  
HAMPTON INN & SUITES - 101 SE 1<sup>ST</sup> AVENUE  
GAINESVILLE, FLORIDA 32601

Monday, October 12, 2015 – 9:00 a.m.

The Board of Cosmetology meeting was called to order at approximately 9:00 a.m., by Chair Ginny Fincel.

## **Board Members Present**

Ginny Fincel, Chair  
Laurel Ritenbaugh, Vice Chair  
Adrienne Harvey  
Robin Tabano  
Fran Poppell  
Rhonda Griffis  
Stephania Wilson

## **Board Members Absent**

## **Other Persons Present**

Robyn Barineau, Executive Director, Department of Business and Professional Regulation (DBPR)  
Doug Dolan, Assistant Attorney General, Office of the Attorney General  
Ramsey Revell, Assistant General Counsel, Office of the General Counsel, DBPR  
Rebecca Hayes, Chief Attorney, Office of the General Counsel, DBPR  
Julie Rowland, Government Analyst, DBPR  
Deborah Philman, Division of Regulation, DBPR  
Paula Watkins, Division of Regulation, DBPR  
Adam Cohea, Division of Regulation, DBPR  
Beth Pearson, Court Reporter  
Josephine Wooten  
Ellen Nugent  
Eugene Lucherini  
Hung Nguyen  
Ngoc Nguyen  
Julie Huynh  
Nicole Wallschleager  
Luci Zubricky  
Margie Arnold  
William Strickland

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

## **DISCIPLINARY MATTERS**

### **Informal Hearing**

Ms. Ramsey Revell, Assistant General Counsel, presented the following cases for consideration by the Board. The Board found that the Respondents were properly served with the Administrative Complaint, that there was competent and substantial evidence to support the allegations as set forth in the Administrative Complaint and adopts them as the findings of fact and conclusions of law of the Board and imposed the penalties shown below:

- Eugene Lucherini; Delray Beach

Case No. 2014037038  
\$500 fine and \$13.55 costs to be paid within six months

- Melanie's Nails and Skin Care; Ft. Lauderdale  
Case No. 2014038142  
\$500 fine and \$23.13 costs to be paid within six months
- Images by Ellen; Hampton  
Case No. 2015001153  
\$500 fine and \$138.71 costs to be paid within six months
- Rory Ashmore; Lakeland  
Case No. 2014035889  
\$500 fine and \$235.51 costs to be paid within six months
- P & L Nails and Phuong Nguyen; MacClenny  
Case Nos. 2015012340 & 2015015120  
\$500 fine and \$259.41 costs to be paid within six months
- Vanity and Leesa Gigliotti; South Daytona  
Case Nos. 2015005993 & 2015006016  
Ms. Revell requested that the cases be pulled from the agenda
- Luisa Beauty Salon; Miami  
Case No. 2014047397  
\$300 fine and \$145.96 costs to be paid within six months

#### **Motion for Waiver of Rights and Final Order**

Ms. Revell presented the following cases for consideration by the Board. The Board found that the Respondents were properly served with the Administrative Complaint, the Respondents failed to respond within 21 days thereby waiving their right to elect a hearing in this matter, that 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 imposed the penalties shown below:

- Regal Nails Salon & Spa and Vinh Nguyen; Lake Park  
Case Nos. 2014026308 & 2014030370  
\$1,700 fine and \$271.79 costs to be paid within six months
- Liviany Caez; Orlando  
Case No. 2014031621  
\$500 fine and \$466.70 costs to be paid within six months  
Revocation of license CL1218902
- Drop Zone; Jacksonville  
Case No. 2014042319  
\$1,500 fine and \$212.20 costs to be paid within six months  
30 days suspension against license CE84444
- Evelyn Ullola-Perez; Miami  
Case No. 2015001850  
\$500 fine and \$39.05 costs to be paid within six months
- Kari Kmetz; Maitland  
Case No. 2014052937

\$500 fine and \$181.60 costs to be paid within six months

- Ashlie Konradi; West Palm Beach  
Case No. 2014052885  
\$500 fine and \$98.27 costs to be paid within six months
- Love Nails and Jimmy Van; Stuart  
Case Nos. 2014053482 & 2015003089  
\$1,350 fine and \$263.45 costs to be paid within six months  
30 days suspension against license FV547170 and re-inspection with 30 days
- Cozy Hair Studio; Opa Locka  
Case No. 2015009129  
\$500 fine and \$29.12 costs to be paid within six months
- Atiun Hunter; Tampa  
Case No. 2014052931  
The Board tabled this case until the January 11-12, 2016, Board meeting
- Alley Shop; Coral Gables  
Case No. 2015005296  
\$400 fine and \$42.07 costs to be paid within six months
- Hot Headz Hair Salon; Trinity  
Case No. 2015003939  
\$450 fine and \$125.42 costs to be paid within six months
- Lovely Nails; Ft. Lauderdale  
Case No. 2015015297  
\$500 fine and \$152.15 costs to be paid within six months

### **Settlement Stipulation**

Ms. Revell presented the following cases for consideration by the Board. The Board moved to adopt the Stipulation of the parties as the Board's final action in this matter and incorporate it and all of its terms into a final order and imposed the penalties shown below:

- US Nails and Thuy Tran; Palm Beach Gardens  
Case Nos. 2014048047 & 2014049368  
\$850 fine and \$288.12 costs to be paid within six months
- Dragon Nails Spa; St. Petersburg  
Case No. 2014002173  
\$500 fine and \$189.70 costs to be paid within six months
- Star Glamour Shears; Callahan  
Case No. 2015008999  
\$500 fine and \$168.20 costs to be paid within six months
- Hair 2000; Miramar  
Case No. 2015010264  
\$450 fine and \$34.63 costs to be paid within six months
- Amy's Nail; Jacksonville  
Case No. 2015007153  
\$500 fine and \$122.68 costs to be paid within six months

- Nails.com and Xuyen-Chau Tran; Jacksonville  
Case Nos. 2015001799 & 2015012286  
\$500 fine and \$284.46 costs to be paid within six months
- Red Nails and Anh Nguyen; MacClenny  
Case Nos. 2015012328 & 2015014470  
\$500 fine and \$329.48 costs to be paid within six months
- CT Nails and Trang Ngoc Vo; Lake Park  
Case Nos. 2015003689 & 2015004030  
\$700 fine and \$288.45 costs to be paid within six months
- Fantastic Nails of Tampa; Brandon  
Case No. 2014048247  
\$700 fine and \$139.72 costs to be paid within six months
- Mylin Nails Spa and My Linh Sigurdson; Jensen Beach  
Case Nos. 2015003918 & 2015006192  
\$450 fine and \$267.45 costs to be paid within six months
- Angela Mowry; Trinity  
Case No. 2015007076  
\$450 fine and \$139.72 costs to be paid within six months
- Sharonda Hall; Deltona  
Case No. 2015011180  
\$500 fine and \$263.25 costs to be paid within six months
- Yvon Nails II and Tung Nguyen; Ocala  
Case Nos. 2015012505 & 2015012987  
\$500 fine and \$556.33 costs to be paid within six months
- Phat Fadez; Miami  
Case No. 2015003976  
\$500 fine and \$27.66 costs to be paid within six months
- Cobe Nails and Ann Nguyen; Port St. Lucie  
Case Nos. 2015006641 & 2015009904  
\$1,200 fine and \$255.45 costs to be paid within six months
- Brow Arc; Port St. Lucie  
Case No. 2015010491  
\$350 fine and \$152.23 costs to be paid within six months
- Le Thi Nguyen; Miramar  
Case No. 2015015704  
\$500 fine and \$126.14 costs to be paid within six months
- # 1 Nails PSL and Amy Tu; Port St. Lucie  
Case Nos. 2015004145 & 2015007366  
\$700 fine and \$271.79 costs to be paid within six months

**Motion to Vacate Final Order**

Steven Bryan; Bonifay; Case No. 2005026097

The Respondent was not present for the meeting. Vice Chair Laurel Ritenbaugh moved that the Board vacate the final order that was filed on June 29, 2005. Ms. Adrienne Harvey seconded the motion and the motion passed unanimously.

### **Motion for Reconsideration**

#### **Ana Rodriguez: Miami; Case No. 2014050380**

The Respondent was not present for the meeting. Ms. Robin Tabano moved that the Board vacate the final order that was filed on July 13, 2015. Ms. Harvey seconded the motion and the motion passed unanimously.

### **Department Attorney Report**

Ms. Revell informed the Board that as of October 6, 2015, there were 108 open cosmetology cases in the legal section.

## **APPLICATIONS**

### **Hair Braiding Courses**

#### **Initial Review**

##### **We'z School of Braids – Classroom**

After review, Ms. Harvey moved to deny the course based on the course content being outside the scope of practice of a hair braiding registration, grammatical errors, and incorrect information. Ms. Tabano seconded the motion and the motion passed unanimously.

##### **Annshellay Health, Spa & Fitness – Classroom**

After review, Ms. Tabano moved to deny the course based on incorrect disinfection procedures. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

##### **Adonais Beauty School – Classroom**

After review, Ms. Tabano moved to deny the course based on the course content being outside the scope of practice of a hair braiding registration, grammatical errors, and incorrect disinfection procedures. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

##### **Wooten's Beauty Salon – Classroom**

Ms. Josephine Wooten was present for the meeting. After discussion, the Board tabled the application until the January 11-12, 2016, Board meeting. Ms. Wooten verbally waived the deemer clause to afford her time to make corrections to the course.

##### **Desly International – Classroom**

After review, Ms. Tabano moved to deny the course based on the course content being outside the scope of practice of a hair braiding registration, and incorrect disinfection procedures. Ms. Harvey seconded the motion and the motion passed unanimously.

##### **Estah Locs and Hair Care Services – Classroom**

After review, Chair Fincel moved to deny the course based on outdated references, and incorrect disinfection procedures. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

##### **Unique Hair – Classroom**

After review, Vice Chair Ritenbaugh moved to approve the course with the following contingencies: update laws and rules references, and strike reference to "nails" in the course materials. The

corrections must be submitted to the Executive Director within 30 days of the date of the order for approval. Ms. Tabano seconded the motion and the motion passed unanimously.

## **Hair Wrapping Courses**

### **Initial Review**

#### **Etah Locs and Hair Care Services – Classroom**

After review, Vice Chair Ritenbaugh moved to deny the course based on outdated references, and incorrect disinfection procedures. Ms. Harvey seconded the motion and the motion passed unanimously.

#### **Unique Hair – Classroom**

After review, Vice Chair Ritenbaugh moved to approve the course with the following contingencies: update laws and rules references, and strike reference to “nails” in the course materials. The corrections must be submitted to the Executive Director within 30 days of the date of the order for approval. Ms. Harvey seconded the motion and the motion passed unanimously.

## **Body Wrapping Courses**

### **Initial Review**

#### **Karicare Beauty Institute – Classroom**

After review, Vice Chair Ritenbaugh moved to deny the course based on the course content being outside the scope of practice of a body wrapping registration, outdated references, incorrect disinfection procedures, and inappropriate language. Ms. Harvey seconded the motion and the motion passed unanimously.

#### **Karicare Beauty Institute – Correspondence**

After review, Ms. Harvey moved to deny the course based on the course content being outside the scope of practice of a body wrapping registration, outdated references, incorrect disinfection procedures, and inappropriate language. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

#### **Zaida E. Brett – Classroom**

After review, Vice Chair Ritenbaugh moved to deny the course based on the course content being outside the scope of practice of a body wrapping registration, and outdated references. Ms. Harvey seconded the motion and the motion passed unanimously.

#### **Danik Beauty Academy – Internet**

After review, Vice Chair Ritenbaugh moved to approve the course with the following contingency: update Milady references. The correction must be submitted to the Executive Director within 30 days of the date of the order for approval. Ms. Harvey seconded the motion and the motion passed unanimously.

## **Continuing Education Courses**

### **Initial Review**

Abigail Road – Continuing Education 16 Hour Internet

After review, Ms. Tabano moved to deny the course based on the course content being outside the scope of practice of Board of Cosmetology licensees, outdated references, and incorrect references. Ms. Fran Poppell seconded the motion and the motion passed unanimously.

Dermastart – Understanding Skin Conditions Rosacea and Acne 6 Hour Classroom

After review, Chair Fincel moved to deny the course based on incomplete course materials. Ms. Harvey seconded the motion and the motion passed unanimously.

Dermastart – Cell Deficiency and the Benefit of the Mushroom 4 Hour Classroom

After review, Chair Fincel moved to deny the course based on incomplete course materials. Ms. Harvey seconded the motion and the motion passed unanimously.

Dermastart – Understanding Chemical Peels 6 Hour Classroom

After review, Ms. Harvey moved to approve the course. Ms. Tabano seconded the motion and the motion passed unanimously.

American Safety Council – CE Course 16 Hour Internet

After review, Ms. Tabano moved to deny the course based on grammatical errors, outdated references, and incorrect disinfection procedures. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

BCCredits.ORG – Continuing Education 16 Hour Internet

After review, Ms. Harvey moved to approve the course with the following contingencies: update source dates, and strike reference to Board of Cosmetology newsletter. The corrections must be submitted to the Executive Director within 30 days of the date of the order for approval. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

BCCredits.ORG – HIV/AIDS 2 Hour Internet

After review, Ms. Harvey moved to approve the course with the following contingencies: update source dates, and strike reference to Board of Cosmetology newsletter. The corrections must be submitted to the Executive Director within 30 days of the date of the order for approval. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

Zaida E. Brett – Eyelash Extensions 8 Hour Classroom

After review, Ms. Harvey moved to deny the course based on incomplete course materials, and no source dates. Ms. Poppell seconded the motion and the motion passed unanimously.

Zaida E. Brett – Micro Needling 8 Hour Classroom

After review, Vice Chair Ritenbaugh moved to deny the course based on the course content being outside the scope of practice of Board of Cosmetology licensees. Ms. Harvey seconded the motion and the motion passed unanimously.

Zaida E. Brett – Micro Current 8 Hour Classroom

After review, Ms. Harvey moved to deny the course based on incomplete course materials, and no source dates. Ms. Poppell seconded the motion and the motion passed unanimously.

Zaida E. Brett – Microdermabrasion 8 Hour Classroom

After review, Ms. Harvey moved to deny the course based on incomplete course materials, and no source dates. Ms. Poppell seconded the motion and the motion passed unanimously.

Zaida E. Brett – Permanent Makeup 16 Hour Classroom

After review, Vice Chair Ritenbaugh moved to deny the course based on the course content being outside the scope of practice of Board of Cosmetology licensees. Ms. Tabano seconded the motion and the motion passed unanimously.

Zaida E. Brett – Acne & Rosacea 8 Hour Classroom

After review, Ms. Harvey moved to deny the course based on incomplete course materials, and no source dates. Ms. Poppell seconded the motion and the motion passed unanimously.

Zaida E. Brett – Cavitation, Ultrasonic Fat Reduction 8 Hour Classroom

After review, Vice Chair Ritenbaugh moved to deny the course based on the course content being outside the scope of practice of Board of Cosmetology licensees, and incomplete course materials. Ms. Harvey seconded the motion and the motion passed unanimously.

Zaida E. Brett – Chemical Peels 8 Hour Classroom

After review, Ms. Tabano moved to deny the course based on the course content being outside the scope of practice of Board of Cosmetology licensees, and incomplete course materials. Ms. Harvey seconded the motion and the motion passed unanimously.

Coecontinuingeducation.com – Florida Nail Composition 16 Hour Internet

After review, Vice Chair Ritenbaugh moved to deny the course based on outdated references, incorrect information, and inappropriate language. Ms. Harvey seconded the motion and the motion passed unanimously.

Coecontinuingeducation.com – Florida Facial Composition 16 Hour Internet

After review, Ms. Harvey moved to deny the course based on outdated references, incorrect information, and inappropriate language. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

Coecontinuingeducation.com – Cosmetology Composition 16 Hour Internet

After review, Vice Chair Ritenbaugh moved to deny the course based on outdated references, incorrect information, and inappropriate language. Ms. Tabano seconded the motion and the motion passed unanimously.

Coecontinuingeducation.com – Cosmetology Composition 16 Hour Correspondence

After review, Vice Chair Ritenbaugh moved to deny the course based on outdated references, incorrect information, and inappropriate language. Ms. Tabano seconded the motion and the motion passed unanimously.

Coecontinuingeducation.com – Florida Facial Composition 16 Hour Correspondence

After review, Ms. Tabano moved to deny the course based on outdated references, incorrect information, and inappropriate language. Ms. Harvey seconded the motion and the motion passed unanimously.

Coecontinuingeducation.com – Florida Nail Composition 16 Hour Correspondence

After review, Ms. Tabano moved to deny the course based on outdated references, incorrect information, and inappropriate language. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

Michael L. Stahl – Sanitation and Sterilization 3 Hour Classroom

After review, Vice Chair Ritenbaugh moved to deny the course based on outdated references, and incorrect disinfection procedures. Ms. Harvey seconded the motion and the motion passed unanimously.

Michael L. Stahl – Sanitation and Sterilization 3 Hour Correspondence

After review, Vice Chair Ritenbaugh moved to deny the course based on outdated references, and incorrect disinfection procedures. Ms. Harvey seconded the motion and the motion passed unanimously.

Michael L. Stahl – Sanitation and Sterilization 3 Hour Internet



After review, Vice Chair Ritenbaugh moved to deny the course based on outdated references, and incorrect disinfection procedures. Ms. Harvey seconded the motion and the motion passed unanimously.

Kim Moore Hair Education – Head Shape Matters 4 Hour Classroom

After review, Vice Chair Ritenbaugh moved to approve the course. Ms. Tabano seconded the motion and the motion passed unanimously.

Beauty Industry Council of the Florida Retail Federation – CE Course 16 Hour Internet

After review, Ms. Tabano moved to deny the course based on outdated references, grammatical errors, and incorrect disinfection procedures. Ms. Harvey seconded the motion and the motion passed unanimously.

Global Trichology – Hair Loss & Scalp Disorders 4 Hour Internet

After review, Vice Chair Ritenbaugh moved to approve the course with the following contingencies: update reference dates, and correct grammatical errors. The corrections must be submitted to the Executive Director within 30 days of the date of the order for approval. Ms. Poppell seconded the motion and the motion passed unanimously.

Patti Biro and Associates – Your Retail Road Map 3 Hour Classroom

After review, Vice Chair Ritenbaugh moved to approve the course with the following contingency: update Milady references. The correction must be submitted to the Executive Director within 30 days of the date of the order for approval. Ms. Harvey seconded the motion and the motion passed unanimously.

Danik Beauty Academy – HIV/AIDS License Renewal 2 Hour Classroom

After review, Ms. Tabano moved to approve the course with the following contingency: update reference dates. The correction must be submitted to the Executive Director within 30 days of the date of the order for approval. Ms. Harvey seconded the motion and the motion passed unanimously.

Beauty Industry Council of the Florida Retail Federation – HIV/AIDS Course 2 Hour Internet

After review, Ms. Tabano moved to approve the course. Vice Chair Ritenbaugh seconded the motion and the motion passed unanimously.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at approximately 2:15 p.m.

**Tuesday, October 13, 2015**

The Board of Cosmetology meeting was called to order at approximately 9:00 a.m., by Chair Fincel.

**Board Members Present**

Ginny Fincel, Chair  
Laurel Ritenbaugh, Vice Chair

**Board Members Absent**

Robin Tabano  
Fran Poppell  
Adrienne Harvey  
Rhonda Griffis  
Stephania Wilson

**Other Persons Present**

Robyn Barineau, Executive Director, Department of Business and Professional Regulation (DBPR)  
Doug Dolan, Assistant Attorney General, Office of the Attorney General  
Ramsey Revell, Assistant General Counsel, Office of the General Counsel, DBPR  
Rebecca Hayes, Chief Attorney, Office of the General Counsel, DBPR  
Julie Rowland, Government Analyst, DBPR  
Beth Pearson, Court Reporter  
Norma Negron

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

**APPROVAL OF MINUTES**

The Board approved the minutes from the July 13-14, 2015, Board meeting.

**APPLICATIONS**

**Licensure Applications**

**Informal Hearing**

Wilfredo Astacio

Mr. Astacio was not present for the meeting. Ms. Robyn Barineau, Executive Director, informed the Board that the application was denied at the July 13-14, 2015, Board meeting, based on the noted criminal history. After review, Ms. Tabano moved to uphold the denial based on the noted criminal history. Ms. Poppell seconded the motion and the motion passed unanimously.

Norma Negron / Puerto Rico

Ms. Negron was present for the meeting and was sworn in by Ms. Beth Pearson, Court Reporter. Ms. Barineau informed the Board that the application was denied at the June 16, 2015, Board meeting, based on unverifiable documentation. After review, Vice Chair Ritenbaugh moved to approve the application. Ms. Tabano seconded the motion and the motion passed unanimously.

**Initial Review**

Sara Travis

Ms. Travis was not present for the meeting. After review, Ms. Harvey moved to approve the application. Ms. Tabano seconded the motion and the motion passed unanimously.

Irelis Perez / Puerto Rico

Ms. Perez was not present for the meeting. After review, Vice Chair Ritenbaugh moved to deny the application based on unverifiable documentation. Ms. Tabano seconded the motion and the motion passed unanimously.

Yahaira Pabon / Puerto Rico

Ms. Pabon was not present for the meeting. After review, Vice Chair Ritenbaugh moved to deny the application based on unverifiable documentation. Ms. Tabano seconded the motion and the motion passed unanimously.

Erin Steele

Ms. Steele was not present for the meeting. After review, Vice Chair Ritenbaugh moved to approve the application. The Board also imposed probation on the license to run concurrent with her criminal probation. Ms. Tabano seconded the motion and the motion passed unanimously.

Erin Steele

Ms. Steele was not present for the meeting. After review, Vice Chair Ritenbaugh moved to approve the application. The Board also imposed probation on the license to run concurrent with her criminal probation. Ms. Tabano seconded the motion and the motion passed unanimously.

Erin Steele

Ms. Steele was not present for the meeting. After review, Vice Chair Ritenbaugh moved to approve the application. The Board also imposed probation on the license to run concurrent with her criminal probation. Ms. Harvey seconded the motion and the motion passed unanimously.

Danny Munoz / Canada

Mr. Munoz was not present for the meeting. After review, Vice Chair Ritenbaugh moved to approve the application. Ms. Harvey seconded the motion and the motion passed unanimously.

Marcela Hernandez

Ms. Hernandez was not present for the meeting. After review, Vice Chair Ritenbaugh moved to deny the application based on unverifiable documentation. Ms. Harvey seconded the motion and the motion passed unanimously.

Nilda Jimenez Nieves / Puerto Rico

Ms. Nieves was not present for the meeting. After review, Ms. Tabano moved to deny the application based on unverifiable documentation. Ms. Harvey seconded the motion and the motion passed unanimously.

**OLD BUSINESS**

Printing Photos on Licenses

Ms. Barineau informed the Board that the Department continues to research the process of having a picture printed on the license when issued and again at renewal. The Board will further discuss this process at their January 2016 meeting.

**OTHER BUSINESS**

**Board Attorney Report**

Rule 61G5-24.017, Florida Administrative Code – Inactive Status License and Specialty Registration Fees

The Board agreed that this rule should be opened for development. They also agreed that there would be no negative impact on small business nor would there likely be any increase in regulatory costs in excess of \$200,000 in the aggregate within one year after implementation.

Rule 61G5-20.0015, Florida Administrative Code – Performance of Cosmetology or Specialty Services Outside a Licensed Salon

The Board suggested that Mr. Dolan draft proposed language for discussion at the January 2016 Board meeting.

**Correspondence**

Complaints and Investigative Statistics – July 2015 – August 2015

Ms. Barineau informed the Board that the Complaints and Investigative Statistics Report was included in the agenda for informational purposes.

Cosmetology Examination Summary – January 2015 – August 2015

Ms. Barineau informed the Board that the Cosmetology Examination Summary was included in the agenda for informational purposes.

**Dates and Locations of Future Meetings**

January 11-12, 2016 – Howie in the Hills

April 18-19, 2016 – Brandon

July 18-19, 2016 – Naples

October 4-5, 2016 – Tampa

**ADJOURNMENT**

There being no further business, the meeting was adjourned at approximately 10:30 a.m.