

**EXECUTIVE SUMMARY**  
**ELECTRICAL CONTRACTORS' LICENSING BOARD**

**I. General Information**

Meeting Dates: March 15-16, 2012  
Meeting Type: General Business Meeting  
Hilton Cocoa Beach  
1550 North Atlantic Avenue  
Cocoa Beach, FL

Members Present: Mr. Kenneth Hoffmann, Chair  
Mr. Noel Thomas, Vice-Chair  
Mr. Mr. Brian Flaherty  
Mr. Timothy Chinchor  
Mr. David Botknecht  
Mr. Benjamin Smith  
Mr. Clarence Tibbs  
Mr. Paul Sandefer

Members Absent: Mr. Robert Bramlett, Excused

Other Attendees: Ms. Juanita Chastain, Executive Director  
Ms. Ruthanne Christie, Government Analyst  
Ms. Le Chea Parson, Prosecuting Attorney  
Ms. Deborah Loucks, Assistant Attorney General  
Other interested parties

**II. Major Issues/Actions**

- The board reviewed 40 additional business applications.
- The board reviewed 45 initial licensure applications.
- Ms. Parson, prosecuting attorney, presented six disciplinary cases to the board. One recommended order was acted upon; one informal hearing was acted upon; two settlement stipulations were accepted; and two motions for wavier were heard and acted upon.
- The board held six hearings not involving disputed issues of material fact. Three were reversed and applications approved; one was continued and two were denials upheld.
- The board approved the probation committee report, the unlicensed activity report and the examination report.
- The board voted to approve minutes of the November 2011 and January 2012 board meetings and the minutes of December 2011 probable cause public cases.
- Ms. Chastain presented the enforcement report and upcoming board meeting dates.
- Ms. Loucks presented the rules report and the board voted to open definitions to define terms more clearly and to revised disciplinary guidelines.
- Mr. Flaherty gave a legislative report and overview of two bills that passed in the 2012 Legislature (HB 517 and HB 887) that would impact the professions under the department. Ms. Chastain commented that the bills were awaiting the Governor's signature and that once an implementation plan was in place she would give the board a full report.
- Ms. Parson gave the prosecuting attorney report. The report included the following case information as of January 17, 2011.
  - 15 cases received in legal
  - 21 cases set for probable cause presentation
  - 7 cases set for board presentation

- 4 cases administrative complaints filed
- 2 cases formal hearing request
- 3 cases ready for default
- 5 cases in settlement negotiation
- 2 cases awaiting reconsideration
- The board approved the ratification lists of the continuing education committee, additional business application review, initial application review and the ratification list of applications processed by department staff. The lists will be attached to the minutes of the meeting and incorporated by reference.

**III. Legislation/Rule Promulgation**

- Ms. Loucks to notice rules for development to define terms more clearly and to revise disciplinary guidelines.

**IV. Action Required**

- Final orders to be prepared by Ms. Loucks and Ms. Parson.
- The following board meetings have been scheduled:  
May 16-18, 2012, Orlando  
July 25-27, 2012, Tampa  
September 19-21, 2012, Ft. Lauderdale  
November 14-16, 2012, Panama City

Juanita Chastain  
Executive Director