

EXECUTIVE SUMMARY

Electrical Contractors Licensing Board

General Information

Meeting Type: General Board Meeting

Meeting Date: January 23-24, 2003 Crown Plaza Hotel, Orlando, FL

Board Members: Michelle Poole, Chair
 Clarence Tibbs, Vice Chair
 Arnaldo Abreu
 Pierre Bellemare
 Kimberly DeBerry
 Jeffrey Kiner
 Roger Langer
 Norman Mugford
 Lewis Roberts
 Paul Sandefer
 Rae Small

Other Attendees: Anthony Spivey, Executive Director
 Gregory Spence, Government Analyst
 Gail Scott-Hill, Prosecuting Attorney
 Barbara Edwards, Assistant Attorney General
 Rosanna Catalano, Assistant Attorney General

Major Issues/Actions

- Barbara Edwards introduced Rosanna Catalano to the board as the new Assistant Attorney General that will now serve as board counsel.

- During the review of documents from applicants seeking authorization to take the electrical or alarm examination, the board noted that the Central Intake Unit (CIU) is asking for documentation to prove financial stability such as house deeds and car titles. The board does not normally require this from an applicant. I advised the board that CIU staff would be advised not to request this type of documentation.

- The board has requested CIU to verify that all Treasury Department forms W-2 issued to an applicant by an employee leasing company be from a licensed State of Florida employee leasing company. This ensures that the applicant was actually an employee of the licensed electrical or alarm contractor company, and not working for a temporary help agency.

- □The board voted to allow draft copies of meeting minutes to be distributed to the public as requested. This was based on past requests from individuals wanting to review the minutes prior to the board's approval which occurs at the next full board meeting. All minutes distributed in the future prior to board approval will be issued in "draft" form.
- □The board has requested that the prosecuting attorney research the definition and distinction between an employee leasing company and a temporary help agency. This will help the board determine if an applicant is in fact an employee of an electrical or alarm contractor company when reviewing the applicant's file for authorization to take the examination. The board requested this information be presented at the March 2003 meeting.
- □The first quarter financial report was distributed to the board for review. Comments regarding certain entries in the report will be provided to the department's Business Manager, Jay Culley. As was noted in other boards' financial reports, there is an entry entitled "auditing" and an explanation will be requested from Mr. Culley as to what this charge specifically refers to.
- □The board members were requested to submit their travel vouchers within five workdays of the meeting. This is to ensure timely processing into the accounting system and that all obligations are processed prior to the end of the fiscal year.

Legislation/Rule Promulgation

- □The board reviewed language in Chapter 489.537(3)(f), Florida Statutes, relating to journeyman electricians being present on specific job sites. As a legislative proposal to the department, the board requested that the word "new" be removed from the existing language. The board would like for this requirement to apply to all existing structures that are within the stated guidelines.

Action Required

- Prepare a letter of thanks to Barbara Edwards and former prosecution attorney Laura Gaffeny for their service to the board.
- Respond to letter from Mr. William L. Schott, corporate counsel to SAFE, L.P., regarding licensing requirements. The board has stated that based on the scenario presented in his letter, he will require a license to monitor alarms.

Anthony B. Spivey
Executive Director
January 28, 2003