

# MINUTES

## BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS

### General Business Meeting

Pink Shell Beach Resort  
375 Estero Blvd.  
Ft. Myers, Florida

January 5- 6, 2005

#### Call to Order / Roll Call

Pamela Nobles, Chair, called the meeting to order January 5, 2005 at 3:20 p.m.

#### **Members Present**

Pamela Nobles, Chair  
Lou Bush  
Louis Lebron  
Jeffrey Cooner  
Beverly Sutphin, Vice Chair  
Sidney Greer  
Omar Armenteros  
Dennis Blankenship

#### **Members Not Present**

Fran Poppell

#### **Others Present**

Marilyn Evers  
Henry Echezabal  
Steve Gordon  
Harley Gilmore  
Ronnie Taylor  
Lanier Matthews

#### **REVIEW AND APPROVAL OF GENERAL BUSINESS MEETING MINUTES**

October 13, 2004 - General Business Meeting Minutes

The board reviewed the October 13, 2004 general business meeting minutes and after review the following motion was made.

MOTION: Ms. Sutphin made a motion to approve the October 13, 2004 general business meeting minutes.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

December 9, 2004 – General Business Meeting Minutes

MOTION: Mr. Blankenship made a motion to approve the December 9, 2004 general business meeting minutes.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

## **REVIEW OF THE TASK FUNCTION FORM**

The board reviewed the task function form and noted that the majority of the tasks had been completed.

## **BOARD COUNSEL REPORT – Brian Stabley**

Mr. Stabley reviewed with the board the rules report. Mr. Stabley advised the board that the MTS revised language had been published.

Ms. Sutphin asked Mr. Stabley if he was going to provide draft language for the domestic schools. Mr. Stabley advised Ms. Sutphin that he would provide proposed language at the next meeting.

Ms. Nobles complemented Mr. Stabley for a job well done. Mr. Stabley thanked the board and staff for working with him.

## **COMMITTEE REPORTS**

### **Application Committee – Lou Bush**

Mr. Bush reported that the application review committee met and reviewed applications for licensure by endorsement, examination, surveyor in training, and one certificate of authorization. Mr. Bush advised the board that the committee recommended the following.

Scott David Grusenmeyer was denied for licensure by examination. Mr. Grusenmeyer does not meet the education requirements for licensure.

Gregory Alan Henson was approved for licensure by endorsement.

Keisha Coombs was denied for a surveyor in training certificate. Ms. Coombs is not a graduate from a surveying and mapping program.

Joe Robert White's application for examination was reconsider and the notice of intent to deny was upheld.

Erik David Juliano was approved for licensure by examination.

Benjamin Fister was approved for licensure by endorsement.

James Rowland was denied for licensure by endorsement. Mr. Rowland did not document 8 years of experience. Mr. Bush stated Mr. Rowland has submitted six years of experience.

East Coast Land Surveying was approved pending \$1000.00 fine for offering surveying and mapping services prior to applying and being approved for a certificate of authorization.

MOTION: Mr. Greer made a motion to approve the application review committee report.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

### **Examination Committee- Pam Nobles**

Ms. Nobles reported that the exam committee will conduct third grader review on January 8, 2005. Ms. Nobles advised the board that the department contacted her recently and advised her that the third grader review may not be needed. Ms. Nobles stated that if a third grader review may not be necessary that either means that the candidates did very well on the exam or very bad.

### **NCEES Committee – Pam Nobles**

Ms. Nobles reported that in February 2005 the NCEES would be hosting their president's committee meeting.

Mr. Greer advised the board that he had contacted the NCEES to discuss their extensive travel budget. Mr. Greer stated that the NCEES has a very large amount allotted for travel and that concerned him.

Ms. Nobles provided the board with an overview of the functions of NCEES and the importance of staying informed.

Ms. Nobles reported that the NCEES annual meeting would be held in Oklahoma and she hoped that three members and a staff person could attend. Mr. Cooner asked staff to notify him as soon as the dates for the meeting are released.

### **Rules Committee – Jeff Cooner**

Mr. Cooner deferred the board back to Mr. Stabley's rules report. Mr. Cooner stated he did not have any other comments.

### **ACSM Committee – Beverly Sutphin**

Ms. Sutphin reported that the next ACSM meeting would be held in Las Vegas.

### **Probable Cause Panel – Dennis Blankenship**

Mr. Blankenship reported that the probable cause panel met and reviewed 25 cases, 9 closing orders approved, 12 finding of probable cause, and 4 cases no probable cause was found.

Mr. Blankenship advised the board that the consultants the department is now using really expedites the review process for the panel.

### **Continuing Education Committee – Beverly Sutphin**

Ms. Sutphin reported that the continuing education committee met and the committee made the following recommendations.

Approve the course "Current Issues in Storm Water Regulation" for six hours of general continuing education credits offered by Lorman Business Center, Inc.

Approve the course "Practical Guide to Zoning and Land Use in Florida" for six hours of general continuing education credits offered by National Business Institute, Inc.

Deny the following courses offered by RedVector: The Theory of Measurement by Dr. Ben Buckner, Significant Figures and Round off Errors by Dr. Ben Buckner, and Propagation of Random Error in Measurement by Dr. Ben Buckner.

Approve the course "Win GMM and Maintaining the U.S.P.L.S.S." for six hours general continuing education credit offered by GAG Computer Software, Inc.

Approve Walter Lyon's request for eight hours of general continuing education credits.

Approve Michael Solitro's request for 36 hours of general continuing education credits.

MOTION: Mr. Blankenship made a motion to approve the continuing education committee report.

SECOND: Mr. Lebron seconded the motion and it passed unanimously.

#### **Privatization Committee – Pam Nobles**

Ms. Nobles reported that the privatization committee met and privatization issues were discussed. Ms. Nobles reminded the board that the discussion would need to be made during the next day's general business meeting if the board wants to move forward or wait till next year's legislative session. Ms. Nobles asked the board to make note of their concerns regarding privatization and to bring those comments and concerns to the next day general business meeting.

Mr. Armenteros asked Ms. Nobles if a straw poll could be conducted now. Ms. Nobles asked Ms. Patterson to call roll.

Mr. Greer stated he would support waiting another cycle.  
Mr. Cooner stated he would support waiting another cycle.  
Mr. Blankenship stated he would support waiting or moving forward.  
Ms. Nobles stated she would support waiting or moving forward.  
Ms. Sutphin stated she would support waiting or moving forward.  
Mr. Bush stated he would support waiting or moving forward.  
Mr. Lebron stated he would support waiting or moving forward.  
Mr. Armenteros stated he would support waiting.

It was the consensus of the board that the privatization timeline of implementation was too short and that the board would like to wait and submit a proposal to the 2006 legislative session.

Ms. Nobles advised the board that they needed to be prepared and at the next meeting, some discussion would be necessary.

Ms. Nobles asked the board to provide the privatization concerns list to Ms. Patterson within the next two weeks. Ms. Nobles asked Ms. Patterson to merge the information

together and forward a copy to each member. Ms. Nobles stated that the list would be discussed at the April 2005 meeting.

The board asked Ms. Patterson to invite Paul Martin, Executive Director for the Board of Professional Engineers to the April 2005 meeting to discuss the pros and cons of privatization.

Mr. Stabley suggested that a copy of the Board of Professional Engineers contract with the department be provided to the board at the next meeting.

Mr. Cooner stated that he would suggest that board members from the Board of Architects attend the next meeting also. Ms. Nobles asked Ms. Patterson to check to see if there was a Board of Architects board member in Tallahassee and if so invite the person to attend the meeting.

Mr. Stabley advised the board that after review of the board's application for licensure the history section of the application needs to be revised. The board asked Mr. Knap to follow-up with the department on possible revisions to the application packets.

Mr. Stabley stated there is also an issue with licensure applicants keeping the department informed of their current mailing address. The board agreed with Mr. Stabley and Mr. Knap stated he would work with Mr. Stabley and the department with language.

#### **EXECUTIVE DIRECTOR'S REPORT- John Knap**

Mr. Knap reviewed the unlicensed activity and operating account financial reports with the board. Mr. Knap also provided the board with a complaint and investigative statistics report.

#### **CHAIRPERSON'S REPORT – Pam Nobles**

No report.

#### **OLD/NEW BUSINESS**

##### **Privatization Update- Steve Gordon**

No report.

##### **Proposed Legislative Changes**

Ms. Nobles advised the board that FSMS will be supporting proposed legislative language. Ms. Nobles advised the board that a copy of the proposal was included in their agenda materials.

Ms. Nobles provided the board with an overview of the proposal. Ms. Nobles stated that FSMS provided a copy to the board as a courtesy and asked if they were in support of the proposal. It was the consensus of the board to support the proposed language.

#### **Correspondence**

##### **John Callaghan**

The board reviewed Mr. Callaghan's letter. Mr. Callaghan asked the board for clarification of signing and sealing documents. It was the consensus of the board that the standard practice was to sign and seal the first page of the set and if the surveyor wants to sign and seal every page that would be up to the licensee. The board asked Mr. Staley to respond to Mr. Callaghan's letter.

Mr. Gordon was present at the meeting and asked if the board had any questions regarding the FSMS proposed legislative language. The board did not have any questions and the following motion was made.

MOTION: Mr. Greer made a motion to support the FSMS proposed language.  
SECOND: Mr. Cooner seconded the motion and it passed unanimously.

The meeting recessed at 4:35 and reconvened January 6, 2005 following the probation committee meeting that began at 8:00 a.m.

On January 6, 2005 the general business meeting was called to order by Pam Nobles, Chair at 8:45 a.m.

**Members Present**

Pamela Nobles, Chair  
Lou Bush  
Louis Lebron  
Jeffrey Cooner  
Beverly Sutphin, Vice Chair  
Sidney Greer  
Omar Armenteros  
Dennis Blankenship  
Fran Poppell

**Members Not Present**

None

**Others Present**

Henry Echezabal  
James Frier  
William Thompson  
Steve Quesnel  
Thomas Rhodes  
Carter McCain  
Ted Madson  
Joe Tucker  
Frederick Tooke  
Thurman Golightly  
William Washington  
Daniel Regan  
Stephen Kilmon  
Marilyn Evers  
Lanier Matthews  
Steve Gordon  
Rene Van Kersberger

Ronnie Taylor  
Jeff Peters  
Harley Gilmore

## **PLEDGE OF ALLEGIANCE**

All persons participated in the pledge of allegiance.

## **DISCIPLINARY PROCEEDINGS – Brian Higgins**

### **Motion for Default and Final Order**

#### **Bill Brown and Associates Inc. Case Number 2003-089243**

Mr. Brown was not present at the meeting and was not represented by counsel.

Ms. Poppell was recused due to her participation on the probable cause panel.

Mr. Higgins reviewed the case with the board and advised the board that the motion of waiver was dismissed and a settlement stipulation has been agreed upon.

Mr. Stabley asked Mr. Higgins in the future to please provide the board with copies of stipulations signed by both parties. Mr. Stabley asked Mr. Higgins to not include stipulations on the board's agenda if both parties had not signed.

MOTION: Ms. Sutphin made a motion to accept the settlement stipulation.  
SECOND: Mr. Greer seconded the motion and it passed unanimously.

#### **Bill Brown Case Number 2003-073561**

Mr. Brown was not present at the meeting and was not represented by counsel.

Ms. Poppell was recused due to her participation on the probable cause panel.

Mr. Higgins reviewed the case with the board. The board reviewed the settlement stipulation and after discussion the following motion was made.

MOTION: Mr. Greer made a motion to accept the settlement stipulation.  
SECOND: Mr. Armenteros seconded the motion and it passed unanimously.

#### **Robert Bogle Case Number 2004-015460**

Mr. Bogle was present at the meeting and was not represented by counsel.

Ms. Poppell was recused due to her participation on the probable cause panel.

For the record, Mr. Bogle stated he would like to proceed with an informal hearing and that he was not disputing the material facts of the case as alleged in the administrative complaint.

MOTION: Ms. Sutphin made a motion that there are no disputed issues of material fact and to adopt the finding of facts as alleged in the Administrative Complaint and move all case materials into evidence.  
SECOND: Mr. Cooner seconded the motion and it passed unanimously.

Mr. Stabley asked Mr. Bogle if he would like to address the board. Mr. Bogle addressed the board.

Mr. Higgins reviewed the settlement stipulation with the board and after discussion the following motion was made.

MOTION: Ms. Sutphin made a motion to adopt the conclusions of laws as contained in the administrative complaint.

SECOND: Mr. Bush seconded the motion and it passed unanimously.

MOTION: Mr. Bush made a motion to amend the settlement stipulation to require all probation surveys to include flood elevation certificates.

SECOND: Mr. Greer seconded the motion and it passed unanimously.

### **Motion for Waiver**

#### **Joseph Smith Case Number 2003-074960**

Mr. Smith was not present at the meeting and was not represented by counsel.

Mr. Blankenship was recused due to his participation on the probable cause panel.

Mr. Higgins reviewed the case with the board and advised the board that Mr. Smith never responded to the election of rights form.

Ms. Sutphin asked Mr. Higgins why the fine was \$11,000.00. Mr. Higgins stated violation of Chapter 455, F.S., was a minimum of \$5,000.00. The board noted the case went as far back as 1999 and the final order was dated back in 2001 and the licensee had not responded.

Ms. Nobles stated that Mr. Smith signed the stipulation but did not follow through.

After discussion the following motions were made.

MOTION: Ms. Sutphin made a motion to find that the respondent was properly served the administrative complaint and has waived his right for a hearing.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

MOTION: Ms. Sutphin made a motion to adopt the findings of fact and conclusions of law as contained in the administrative complaint.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

MOTION: Ms. Sutphin made a motion to move all case materials into evidence.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

MOTION: Mr. Greer made a motion to accept the recommendations and revoke the license.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

**Ralph Young**  
**Case Number 2002-009020**

Mr. Young was not present at the meeting and was not represented by counsel.

Mr. Blankenship was recused due to his participation on the probable cause panel.

Mr. Higgins reviewed the case with the board and advised the board that Mr. Young never responded to the election of rights form. After discussion the following motions were made.

MOTION: Ms. Sutphin made a motion that the respondent was properly served with the administrative complaint and has waived his right to a hearing.

SECOND: Mr. Greer seconded the motion and it passed unanimously.

MOTION: Ms. Sutphin made a motion to adopt the findings of fact and conclusions of law as contained in the administrative complaint.

SECOND: Mr. Armenteros seconded the motion and it passed unanimously.

MOTION: Ms. Sutphin made a motion to move all case materials into evidence.

SECOND: Mr. Armenteros seconded the motion and it passed unanimously.

Mr. Gilmore advised the board that Mr. Young had passed away. The board asked Mr. Higgins if he had received notification from the family. Mr. Higgins stated that he had not received the notification from the family.

After discussion the following motion was made.

MOTION: Mr. Armenteros made a motion to table the case to the April 2005 meeting.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

**Settlement Stipulation**

**Environmental Land Services, Inc.**  
**Case Number 99-04179**

Mr. Carter McCain, Esquire, was present at the meeting and represented Environmental Land Services, Inc. Mr. Welch was present at the meeting but he did not address the board.

Mr. Higgins reviewed the case with the board. The board advised Mr. Higgins that they were concerned with the language in the settlement stipulation which read "that all other cases pending would be dropped and that he would be allowed to take the next examination with no additional fee."

Ms. Nobles reminded the board that Mr. Welch's case was an unlicensed activity case and that the board did not have jurisdiction. Mr. Higgins advised the board that the settlement stipulation would be an avenue for the board to monitor Mr. Welch.

Ms. Patterson advised the board that Mr. Welch's re-examination application was denied and that she had not received a written request for a hearing regarding the denial so the application is closed due to not requesting a hearing within 21 days of receipt of the notice of intent to deny.

Mr. Stabley advised Mr. Carter that Mr. Welch would have to submit another re-examination application if the board approved the settlement stipulation and Mr. Welch would not have to pay the re-exam fee. Ms. Patterson advised the board that the fee was \$120.00 for each part of the examination.

Mr. Bush asked for clarification regarding the waiver of the fee. Mr. Bush stated that if the board approved the settlement stipulation the board would not be agreeing to waive the re-exam application process they would be agreeing to waive the fee. Mr. Stabley stated that was correct.

After discussion by the board the following motion was made.

MOTION: Mr. Bush made a motion to accept the settlement stipulation as presented.

SECOND: Mr. Greer seconded the motion and it passed unanimously.

**Waldo Francisco Paez**  
**Case Number 2001-055535**

Mr. Jeff Peters, Esquire, was present at the meeting and represented Waldo Francisco Paez.

Mr. Higgins stated that the settlement stipulation should be changed to read Waldo Francisco Paez instead of Delta Surveyor, Inc.

Mr. Blankenship and Ms. Poppell were recused due to their participation on the probable cause panel.

Mr. Higgins reviewed the case with the board. The board reviewed the settlement stipulation and after discussion the following motion was made.

MOTION: Ms. Sutphin made a motion to reject the settlement stipulation and offer a counter stipulation to include, lifting the stay of suspension if terms of probation are not met, submit 6 sets of surveys for probation review, and proof of liability insurance within 30 days.

SECOND: Mr. Greer seconded the motion and it passed unanimously.

**Noe Aguilar**  
**Case Number 2004-036730**

Mr. Aguilar was not present at the meeting and was not represented by counsel.

Ms. Poppell was recused due to her participation on the probable cause panel.

Mr. Higgins reviewed the case with the board. The board reviewed the settlement stipulation and after discussion the following motion was made.

MOTION: Mr. Greer made a motion to accept the settlement stipulation as presented.

SECOND: Mr. Bush seconded the motion and it passed unanimously.

**Thomas Jenkins**  
**Case Number 2004-009348**

Mr. Jenkins was not present at the meeting and was not represented by counsel.

Ms. Poppell was recused due to her participation on the probable cause panel.

Ms. Patterson advised the board that Mr. Jenkins faxed a letter prior to the meeting advising the board that he would not be able to attend the meeting and that he did agree to the settlement stipulation.

Mr. Higgins reviewed the case with the board. The board reviewed the settlement stipulation and after discussion the following motion was made.

MOTION: Ms. Sutphin made a motion to accept the settlement stipulation as presented.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

**Stephen Kilmon**  
**Case Number 2002-00579**

Mr. Kilmon was present at the meeting and was represented by Jeff Peters, Esquire.

Mr. Blankenship and Ms. Poppell were recused due to their participation on the probable cause panel.

Mr. Peters advised the board that Mr. Kilmon wanted to continue providing surveying and mapping services and wanted to work with the board and enter into a settlement stipulation. Mr. Peters stated that he worked with Mr. Pellegrini on the terms of the stipulation.

Mr. Higgins reviewed the case with the board and the board reviewed the settlement stipulation.

MOTION: Ms. Sutphin made a motion to reject the settlement stipulation

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

Mr. Stabley asked Mr. Peters if he and his client would like to move forward with an informal hearing. Mr. Peters stated that he and his client were in hopes that the board would accept the settlement stipulation.

Mr. Peters asked Mr. Stabley if the board would consider offering a counter stipulation. It was the consensus of the board that if a counter stipulation was offered it would be to revoke Mr. Kilmon's license.

Mr. Peters asked the board to allow him a few minutes to discuss the issue with his client.

The board recessed for ten minutes.

Mr. Peters advised the board that they would like to proceed with the Division of Administrative Hearings.

**Jose Luis Sanfiel**  
**Case Number 2003-0762986**

Mr. Sanfiel was not present at the meeting. Mr. Sanfiel was represented by Jeff Peters, Esquire.

Mr. Blankenship was recused due to his participation on the probable cause panel.

Mr. Higgins reviewed the case with the board. The board reviewed the settlement stipulation and after discussion the following motion was made.

MOTION: Ms. Sutphin made a motion to accept the settlement stipulation as presented.

SECOND: Mr. Greer seconded the motion and it passed unanimously.

**Carl Michael Smith**  
**Case Number 2002-01629**

Mr. Smith was not present at the meeting. Mr. Smith was represented by Jeff Peters, Esquire.

Mr. Blankenship was recused due to his participation on the probable cause panel.

Mr. Higgins reviewed the case with the board. The board reviewed the settlement stipulation and after discussion the following motion was made.

MOTION: Ms. Sutphin made a motion to accept the settlement stipulation as presented.

SECOND: Mr. Greer seconded the motion and it passed unanimously.

**Frederick Tooke, Jr.**  
**Case Number 2003-012859**

Mr. Tooke was not present at the meeting. Mr. Tooke was represented by Ted Madson, Esquire.

Mr. Higgins reviewed the case with the board. The board reviewed the settlement stipulation and after review the following motion was made.

MOTION: Ms. Sutphin made a motion to accept the settlement stipulation as presented.

SECOND: Mr. Greer seconded the motion and it passed unanimously.

## **INFORMAL HEARING OF APPLICATION DENIALS**

### **Examination**

#### **William Washington**

Mr. Washington was present at the meeting and was not represented by counsel.

Mr. Stabley reviewed the notice of intent to deny with the board. Mr. Stabley stated Mr. Washington did not complete the required coursework and he had not verified enough work experience.

Mr. Washington advised the board that he felt he completed the required coursework. Mr. Washington reviewed his official transcripts with the board.

Mr. Washington's supervisor Mr. William Thompson was present at the meeting and testified that Mr. Washington had completed the required experience. The board asked Mr. Thompson to update the verification of experience form. Mr. Thompson completed the form.

After review of the updated experience form the following motion was made.

MOTION: Mr. Cooner made a motion to approve Mr. Washington's application for licensure by examination.

SECOND: Mr. Blankenship seconded the motion and it passed unanimously.

#### **Rene Van Kersbergen**

Mr. Van Kersbergen was present at the meeting and was not represented by counsel.

Mr. Stabley reviewed the notice of intent to deny with the board. Mr. Stabley stated Mr. Van Kersbergen had not verified that he completed the required work experience.

Mr. Bush stated that during the initial review of the application the supervision forms were not completed properly.

Mr. Van Kersbergen advised the board that he had completed the required work experience but the forms submitted were not completed properly. Mr. Van Kersbergen stated he had the forms corrected and asked the board to consider the new forms.

After review the following motion was made.

MOTION: Mr. Cooner made a motion to approve Mr. Van Kersbergen's application for licensure by examination.

SECOND: Mr. Greer seconded the motion and it passed unanimously.

### **Endorsement**

#### **Timothy Golightly**

Mr. Golightly was present at the meeting and was not represented by counsel.

Mr. Stabley reviewed the notice of intent to deny with the board. Mr. Stabley stated Mr. Golightly had not verified that he completed the required work experience.

Mr. Golightly provided the board with additional information regarding his experience and after review the following motion was made.

MOTION: Mr. Cooner made a motion to approve Mr. Golightly's application for licensure by endorsement.

SECOND: Mr. Blankenship seconded the motion and it passed unanimously.

### **PROSECUTING ATTORNEY'S REPORT – Brian Higgins**

Mr. Higgins provided the board with a report and he reviewed the report with the board. The board thanked Mr. Higgins for the detailed report.

Mr. Cooner asked if the unlicensed activity attorney could provide the board with an update of unlicensed activity cases.

After discussion, the board asked Mr. Knap to invite Ms. Gaffney to the April 2005 meeting to provide input to the processing of the surveyor and mappers unlicensed activity cases.

### **OLD/NEW BUSINESS (Continued)**

Mr. Greer advised the board that Mr. Panos was still in a nursing home and was not expected to live much longer.

### **COMMITTEE REPORTS – (Continued)**

#### **Probation Committee Report**

Mr. Armenteros reported that the probation committee met and made the following recommendations.

Mr. Armenteros stated that the surveys submitted by Mr. Quensel were acceptable and the committee recommended Steve Quensel be released from probation.

Mr. Armenteros stated that the surveys submitted by Sherman Frier were acceptable and the committee recommended Mr. Frier be released from probation. Mr. Armenteros stated there was a minor violation on Mr. Frier's exhibit number five and the committee requested that Mr. Frier make corrections and forward the corrected copy to the department and to the client.

Mr. Armenteros stated that the surveys submitted by Joseph Tucker were acceptable and the committee recommended Mr. Tucker be released from probation.

Mr. Armenteros advised the board that the disciplinary tracking form was revised by staff and that the committee reviewed the new format and made recommendations.

Mr. Armenteros stated that the committee recommended that the board lift the stay of suspension on Charles Palomba.

Mr. Armenteros stated that the committee suggested that an investigator try and serve the order to Mr. Timothy Blackman.

Mr. Armenteros stated that the committee reviewed a form that will be sent to suspended licensees requesting that the license and their seal be returned to the department.

MOTION: Ms. Sutphin made a motion to approve the probation committee report.

SECOND: Mr. Cooner seconded the motion and it passed unanimously.

Ms. Nobles reminded members to submit their comments regarding privatization to Ms. Patterson by January 20, 2005.

Ms. Nobles advised the board that the next meeting would be held in Tallahassee. The board discussed possibly moving the July meeting to a different location. Mr. Blankenship advised the board that the Pensacola area was still under a lot of construction due to the Hurricane.

Ms. Patterson advised the board that she had not entered into a contract yet with any hotel in Pensacola. Ms. Patterson stated if the Pensacola hotels were not available she would check the Tampa area.

There being no other business the meeting adjourned at 2:10 p.m.