

**MINUTES ARE NOT VERBATIM**

**MECHANICAL COMPETENCY BOARD  
MINUTES  
July 25, 2018**

A meeting of the Mechanical Competency Board was held July 25, 2018, 10:00 a.m., at the Okaloosa County Administrative Building, 1250 Eglin Parkway N., first floor Commissioner's Chambers, Shalimar, Florida. Board members in attendance were Roger Casey, David Gaillard, Lee Bowen, and James Walker, Jr. Consumer representative in attendance were Todd McGirr and Lee Jackson. Bill Byerley was not present.

Growth Management Staff in attendance were Renee Lucas, Licensing Specialist and Teresa Mullins, Administrative Assistant II. Assistant County Attorney Lynn Hoshihara was also present.

**I. CALL TO ORDER**

Chairman Roger Casey called the meeting to order.

**A. Roll Call**

Teresa Mullins conducted roll call.

**II. ACKNOWLEDGE GUESTS**

Chairman Casey welcomed those attending the meeting.

**III. APPROVAL OF THE MINUTES OF: January 31, 2018**

There being no objection from the Board, Chairman Casey declared the minutes approved as written.

**IV. OPEN TO PUBLIC (For any item not Quasi-Judicial on this Agenda)**

**V. ANNOUNCEMENTS:**

None

**VI. OLD BUSINESS**

Ms. Renée Lucas informed the Board that Mr. Doug Henderson has completed his registration with Okaloosa County, all of the required documents have been submitted and the required back fees and penalties have been paid. Ms. Lucas stated that staff received notice from the State that Mr. Henderson's State licenses have been issued but staff is still working to get his Competency Cards issued.

Ms. Lucas also informed the Board that Mr. William A. Pierce has completed his registration with Okaloosa County, all of the required documents have been submitted and the required back fees and penalties have been paid. Ms. Lucas stated that Mr. Pierce has had his Competency Card reinstated and is back at work.

A brief discussion ensued.

## **VII. NEW BUSINESS**

### **a. Swearing in Applicants**

Ms. Mullins swore in the applicants.

### **b. Candidates for Testing Approval:**

#### **1. Christopher R. Anderson – Class B Air Conditioning Contractor**

Mr. Christopher R. Anderson was present to answer questions from the Board.

Chairman Casey noted that Mr. Anderson's application shows that he currently works for the County, and worked for his father, who signed off on his experience, for several years prior.

Mr. Anderson stated that he has worked for the County for the past 3 years, but has worked for his father since he was 15 years old.

Mr. David Galliard asked Mr. Anderson if he was doing air conditioning work for the County.

Mr. Anderson stated that he is the lead HVAC tech for the County.

A brief discussion ensued.

Motion to approve him to take the test made by Lee Jackson; Second by David Galliard; approved unanimously.

#### **2. James Kennedy – Class B Air Conditioning Contractor**

Ms. Lucas informed the Board that, per Mr. Kennedy's file, he has indicated that he has been convicted of a felony. Ms. Lucas reminded the Board that, per Okaloosa County Code of Ordinances, Chapter 6; Article VIII; Division 3; Section 6-243 (b): **Eligibility, Licensure by Examination:**

*The applicant shall have no outstanding judgements or have been convicted of a felony. This requirement can be waived by the Board on a case-by-case basis with appropriate documentation.*

Ms. Lucas further informed the Board that, per staff error, the written statement that is required by code, from the applicant explaining the background of the situation was not obtained by staff. Ms. Lucas stated that she would make certain that the required written statement is obtained and placed in Mr. Kennedy's file for future reference. Ms. Lucas apologized to the Board for staff's error.

Mr. James Kennedy was present to answer questions from the Board.

Chairman Casey asked Mr. Kennedy if he had any outstanding judgements or issues other than the felony conviction.

Mr. Kennedy stated that everything is resolved and his conviction, for drugs, took place over ten years in the past. Mr. Kennedy stated that he is and has done everything possible to make sure all the loose ends are tied up.

A brief discussion ensued.

Motion that he be allowed to take the test so long as all necessary documentation is provided to staff made by Todd McGirr; second by Lee Bowen; approved unanimously.

### **3. Richard L. Robinson Jr – Class B Air Conditioning Contractor**

Mr. Richard L. Robinson Jr. was present to answer questions from the Board.

The Board had no questions for Mr. Robinson.

Motion to allow Mr. Robinson to take the test made by Lee Jackson; Second by Todd McGirr; approved unanimously.

## **VIII. OTHER BUSINESS**

Chairman Casey announced that Ms. Patty Cook was unable to attend the meeting so the information on Board Appointments & Renewals will be presented by the Board's Counsel.

Ms. Lynn Hoshihara, Assistant County Attorney and Board's Counsel, informed the Board that she has information to share that would affect those sitting on the Board whose term may come up for renewal. Ms. Hoshihara stated that the Board of County Commissioners (BCC) has been taking a look at their advisory Boards and other decision making Boards such as this one and some concerns have been expressed regarding potential conflicts of interest as well as multiple people sitting on multiple Boards. Ms. Hoshihara further stated that the BCC has decided to tighten the requirements for serving on such boards. Ms. Hoshihara stated that this policy will include a process wherein the County Administration will be advertising Board openings and even those who wish to renew will have to fill out an application and submit to a background check. Ms. Hoshihara noted that Growth Management staff will continue to handle Board minutes and will make certain that any applicants meet the requirements established in the County Code of Ordinances. Ms. Hoshihara noted that all new applicants will have to attend a workshop on the Code of Ethics, the Sunshine Law and communications. Ms. Hoshihara noted that none of the members of this Board come up for renewal until February of 2019 so it won't affect the Board at this time. Ms. Hoshihara thanked the Board members for their service to the County and asked if the Board had any questions.

Chairman Casey asked if this required application is a one-time thing or will the Board members have to go through this every time their term comes up for renewal.

Ms. Hoshihara stated that she would check into that and get back to the Board.

Chairman Casey asked who was responsible for the cost of the background checks.

Ms. Lucas stated that it was staff's understanding that the Board of County Commissioners are paying for the background checks.

Mr. Lee Bowen stated that contractors are one of the most regulated professions out there, noting that he had to pass a background check to get his license, his fingerprints are already on file, and he feels that the Board requiring all of this is a bit redundant and extreme.

Ms. Lucas noted that new applicants and all of those current contractors who make changes to their business, other than a name change with document numbers still matching, background checks and updated credit checks are required.

A brief discussion ensued.

Mr. Galliard asked if the Department is actively looking for a replacement for Mr. Johnson on this Board.

Ms. Lucas stated that there are public notices currently published seeking a replacement; however, as Mr. Johnson was a licensed contractor there will be requirements in the County Code of Ordinances for licensed contractors as well as for consumer representatives to serve on a Board and staff are the ones who check to see that those requirements are met.

Chairman Casey noted that applications should be turned in to Ms. Patty Cook in the County Administrator's office.

Ms. Lucas suggested to the Board that they seek answers about this new Board of County Commissioner's procedure and the costs involved in the background checks from Ms. Patty Cook in the County Administrator's office.

A brief discussion ensued.

## **IX. ADJOURNMENT**

Motion to adjourn made by Lee Jackson; seconded by David Galliard; approved unanimously.

Prepared by:



\_\_\_\_\_  
Teresa Mullins, Administrative Assistant II  
8.7.18