

Memorandum



Date: May 6, 2008

To: Honorable Chairman Bruno Barriero and
Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Sunset Review of County Boards for 2008 – Construction Trades Qualifying Board –
Division "A"

Agenda Item No.
1 (D) 2

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2008 Sunset Review of County Boards Report for the Construction Trades Qualifying Board – Division "A". The Board approved the attached report at its meeting on February 27, 2008 and has recommended the continuation of its board.

A handwritten signature in black ink, appearing to read "Alex Muñoz". The signature is written in a cursive style and is positioned above a horizontal line that serves as a separator between the signature and the printed name below it.

Alex Muñoz
Assistant County Manager

cmo11608

Memorandum

MIAMI-DADE
COUNTY

Date: February 28th, 2008
To: George M. Burgess
County Manager
From: Robert J. Stobs, II
Chairperson, Construction Trades Qualifying Board – Division "A"
Subject: Sunset Review of County Boards for 2008
Construction Trades Qualifying Board – Division "A"

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2008 Sunset Review of County Boards Report of the Construction Trades Qualifying Board – Division "A" for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of February 27th, 2008.

It is recommended the BCC approve the continuation of the Construction Trades Qualifying Board – Division "A".

BACKGROUND

The Construction Trades Qualifying Board – Division "A" was established in 1957 through Ordinance 57-25. The Board assures that competency standards are met in the trades and specialty construction categories and works to resolve citizen complaints. Since its creation, the Board has issued thousands of trade certificates and contractor licenses as well as taken appropriate disciplinary action. The Construction Trades Qualifying Board – Division "A" should continue to function to serve the community by reviewing and approving the contractor and tradesmen applications and conducting disciplinary hearings to resolve contractor complaints.



Robert J. Stobs, II, Chairperson
Construction Trades Qualifying Board – Division "A"

2006-2007 SUNSET REVIEW
MIAMI-DADE COUNTY
CONSTRUCTION TRADES QUALIFYING BOARD
DIVISION "A"

JANUARY 2008

Submitted to:

Mr. George M. Burgess
County Manager
Miami-Dade County

**BI-ANNUAL SUNSET REVIEW
MIAMI-DADE COUNTY BOARDS
JANUARY 2008**

I. GENERAL INFORMATION:

1. Name of Board Reporting:

CONSTRUCTION TRADES QUALIFYING BOARD - DIVISION "A".

2. Indicate number of board members, terms of office, and number of vacancies:

The Construction Trades Qualifying Board - Division "A" is comprised of 13 members, who serve three-year terms.

For terms of office and number of vacancies, Refer to Appendix "A".

3. Identify number of meetings and member's attendance (Activity from Jan. 1, 2006 through December 31, 2007):

Twenty-two (22) meetings were held during 2006 through December 31, 2007. Quorum was obtained for all the meetings held during 2006 through 2007.

Refer to Appendix "B" for the Committee attendance report.

4. What is the source of your funding?

The Construction Trades Qualifying Board - Division "A" is funded through the contractor licensing and renewal fees collected by the Office of Building Code Compliance.

5. Date of Board Creation:

The Construction Trades Qualifying Board Division "A" was created in 1957 through Ordinance 57-25.

6. Attach a copy of the ordinance creating the board.

Refer to Appendix "C" for Ordinance 57-25 and the most recent amendments to Chapter 10 made through Ordinance 07-44.

7. **Include the Board’s Mission Statement or state its purpose.**

Ensure competency standards are met in the trades and specialty categories through the review and approval of contractor and tradesmen applications for certification and conduct disciplinary hearings to resolve contractor complaints.

8. **Attach the Board’s standard operating procedures, if any.**

The Construction Trades Qualifying Board Division “A” shall be governed by “**Roberts Rules of Order Revised**” in all instances and cases to which they are applicable.

Refer to Appendix “D” for the Board’s standard operating procedures.

9. **Attach a copy of the Board’s by-laws, if any.**

The Construction Trades Qualifying Board Division “A” is governed by the authority of Miami-Dade County, Chapter 10.

10. **Attach a copy of the Board minutes approving the Sunset Review.**

Refer to Appendix “E” for minutes approving the Sunset Review report.

II. **EVALUATION CRITERIA**

1. **Is the Board serving the purpose for which it was created?**

Yes, the Construction Trades and Qualifying Board – Division “A” has continued to review and approve contractor and tradesmen applications for certification and conduct disciplinary hearings to resolve contractor complaints. Subcommittees have been created to work on specific subjects and make their recommendations to the Board.

2. **Is the Board serving current community needs?**

Yes, the Board assures that competency standards are met in the building and building specialty trades and is working to resolve citizen complaints.

3. **What are the Board's major accomplishments?**

The Board was established in 1957 and since then has issued thousands of trade certificates and contractor licenses as well as ruled regarding disciplinary action.

4. **Is there any other Board, either public or private, which would better serve the function of this Board?**

There is no other public or private Board acting with the functions of the Construction Trades and Qualifying Board, Division "A" at a local level.

5. **Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created?**

The ordinance creating the Board does not require changes for the Construction Trades Qualifying Board - Division "A". At present, there is sufficient flexibility in the Board to organize the required subcommittees that are necessary to increase the efficiency of the full Board.

6. **Should the Board's membership requirements be modified?**

The actual membership composition is properly balanced and serves well the interests of the public and the contractor/engineering community.

7. **What is the operating cost of the Board, both direct and indirect?**

Direct and indirect cost for Construction Trade Qualifying Board Division "A" was \$139,475 and \$243,249 for FY 2006 and \$150,621 and \$306,075 for FY 2007.

8. **Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals?**

The number of tradesman and contractor certificates issued as well as how many disciplinary hearings held are measurements used to evaluate effectiveness. Refer to Appendix "F" for a recap of Board's activity in these areas.

APPENDIX A

APPOINTMENTS
MIAMI-DADE COUNTY
CONSTRUCTION TRADES QUALIFYING BOARD
DIVISION "A"

<u>Members</u>	<u>Category</u>	<u>Commissioner</u>	<u>Term Expiration</u>	<u>Initial Appointment</u>
Baer, Robert	Engineering Contractor	Martinez	11/30/2008	11/30/2004
Rose, James	Engineering Contractor	Gimenez	11/30/2008	12/4/2007
*Dozier, William	General Contractor	Edmondson	10/31/2004	5/5/2003
Hernandez, Nilo A.	Roofing Contractor	Sosa	11/30/2010	1/22/2007
*Stobs, Robert J. II	General Contractor	Moss	10/31/2004	5/5/2003
*Thompson, Milton	Roofing Contractor	Barreiro	10/31/2004	5/5/2003
Coffey, Julie A.	Public	Heyman	11/30/2010	12/19/2006

Vacancies

<u>Status</u>	<u>Category</u>	<u>Appointed Com.</u>	<u>Previous Member</u>
Vacant	Architect	Sorenson	Levinson, Edward D.
Vacant	Swimming Pool Contractor	At Large	Added Category Ord. 07-44
Vacant	Member of General Public	Jordan	Colas, Ronald
Vacant	Architect	Rolle	Filer, Jerome
Vacant	General Contractor	Souto	Nifah, Samuel N.
Vacant	Registered Engineer	Diaz	James Rodgers
Vacant	Registered Engineer	Seijas	Lourdes San Martin Deceased 9/8/2007

APPENDIX B

CONSTRUCTION TRADES QUALIFYING BOARD – DIVISION “A”
2006 ATTENDANCE

MEMBERS	JAN 2006	FEB 2006	MAR 2006	APR 2006	MAY 2006	JUN 2006	JUL 2006	SEP 2006	OCT 2006	NOV 2006	DEC 2006	Total Attendance
Robert Baer	A	P	A	A	P	P	E	P	P	E	P	6 of 11
Julie Coffey	P	P	A	P	P	P	P	P	P	P	E	9 of 11
William Dozier	P	P	P	P	P	A	A	P	P	P	P	9 of 11
Nilo A. Hernandez	P	P	P	E	P	A	P	P	E	P	P	8 of 11
James Rose	A	A	P	P	A	P	P	E	P	P	E	6 of 11
Lourdes San Martin	P	A	P	E	A	P	A	E	P	P	P	6 of 11
Robert J. Stobs	P	P	P	P	P	P	P	P	P	P	E	10 of 11
Milton Thompson	P	P	P	E	P	P	P	P	P	P	P	10 of 11
Quorum	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	
CODES:												
P= Present												
A= Absent												
E= Excused												
Y= Yes N= No												

APPENDIX C

ORDINANCE NO. 57 - 25

AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE MAKING IT UNLAWFUL FOR ANY PERSON OR FIRM TO ENGAGE IN THE BUSINESS OR ACT IN THE CAPACITY OF A CONTRACTOR, SUBCONTRACTOR, MASTER JOURNEYMAN, OR MAINTENANCE PERSONNEL AS DEFINED IN THIS ORDINANCE ANYWHERE WITHIN THE INCORPORATED OR UNINCORPORATED AREAS OF DADE COUNTY WITHOUT A CURRENT VALID CERTIFICATE OF COMPETENCY ISSUED BY THE DADE COUNTY EXAMINING BOARD HAVING JURISDICTION OVER THE SEVERAL TRADES CONCERNED; ESTABLISHING PROCEDURE FOR EXAMINATION AND QUALIFICATION OF CONTRACTORS, SUBCONTRACTORS, MASTERS, JOURNEMEN AND MAINTENANCE PERSONNEL THROUGHOUT DADE COUNTY; REQUIRING CERTIFICATES OF COMPETENCY; DEFINING TERMS; EXEMPTING OWNERS, EMPLOYEES, AND CERTAIN OTHERS FROM THIS ORDINANCE; ESTABLISHING PROCEDURE AND REQUIREMENTS FOR ISSUANCE OF CERTIFICATES OF COMPETENCY; EXEMPTING CERTAIN MUNICIPAL AND COUNTY CERTIFICATE HOLDERS FROM EXAMINATION; ESTABLISHING EXAMINATION AND ANNUAL RENEWAL FEES; REQUIRING CURRENT CERTIFICATE FOR ISSUANCE OF OCCUPATIONAL LICENSE; ESTABLISHING SEPARATE EXAMINING BOARD FOR BUILDING, ENGINEERING, PLUMBING, ELECTRICAL, MECHANICAL AND LIQUIFIED PETROLEUM GAS INSTALLATION CONTRACTORS; ESTABLISHING AN EXAMINERS' MEDIATION BOARD; AUTHORIZING ADOPTION OF RULES; PROVIDING FOR DISCIPLINARY PROCEEDINGS AND SUSPENSION AND REVOCATION OF CERTIFICATES DEFINING AND PROHIBITING CERTAIN CONDUCT BY CONTRACTORS; ESTABLISHING INSURANCE REQUIREMENTS FOR CONTRACTORS; PROVIDING PENALTIES FOR VIOLATIONS; AND REPEALING ALL COUNTY AND MUNICIPAL ORDINANCES AND RESOLUTIONS, MUNICIPAL CHARTERS, SPECIAL LAWS AND GENERAL LAWS WHERE AUTHORIZED BY THE CONSTITUTION IN CONFLICT WITH THIS ORDINANCE.

BE IT ORDAINED BY THE BOARD:

CHAPTER 17

Examination and Qualification of Contractors,
Subcontractors, Masters, Journeymen and Maintenance
Personnel

Section 17.01 It shall be unlawful for any person or firm to engage in the business or act in the capacity of a contractor, subcontractor, master, journeymen, or maintenance personnel, as herein-after defined, anywhere within the incorporated or unincorporated areas of this County without a current valid certificate of competency issued by the County Examining Board having jurisdiction over the several trades concerned.

Section 17.02 Definitions:

(A) "Firm" shall include a sole proprietorship, partnership, corporation, association or any other type of business organization.

(B) "Contractor" is any person, firm or corporation who engages in any business under an express or implied contract in any of the trades hereinafter listed.

(C) "Subcontractor" is one who contracts with a contractor to perform part or all of the latter's work.

(D) "Engage in business" shall mean doing a trade for any owner or any tenant of land or of a building or of any part thereof, or for any person, firm or corporation in possession or in charge of the same or any part thereof, or entering into a contract with any such owner, tenant, person, firm or corporation for the doing of a trade.

(E) "Trade" shall include but shall not be limited to plumbing; electrical work; plastering; construction, repair or removal of buildings, and any other similar occupation connected with the construction industry.

(F) "Building Contractor" is any person or firm who undertakes, or offers to undertake, or purports to have the capacity to undertake or submits a bid or does himself or by or through others, to construct, alter, repair, add to, subtract from, improve, move, wreck, or demolish any building, or other structure, to excavate, to commence any project, development or improvement or do any part thereof including the erection of scaffolding, or any other structures.

or works in connection therewith or the incorporation of labor or material therein.

(G) "General Contractor" is a contractor whose construction work involves two or more building trades or crafts, who has financial means to undertake the work and the knowledge gained by not less than ten years experience either as a superintendent for a general contractor or as a licensed building contractor for such period (or has had an educational equivalent thereto) or in any combination thereof, and has satisfactorily passed a general contractor's examination, and has shown that his scope of operation should be unlimited as to the height and complexity of design of the construction he undertakes.

(H) "Sub-general Contractor" is a contractor whose construction work involves two or more building trades or crafts, who has financial means to undertake the work and the knowledge gained by not less than five years experience as a superintendent for a general contractor or a building contractor or has been a licensed sub-building contractor for such period or has had the educational equivalent thereto, or in any combination thereof, and has satisfactorily passed a Sub-General Contractors' examination and, thus, has shown that his scope of operation should be permitted for the construction or alteration of buildings of not more than two stories in height, but this proviso shall not prohibit him from engaging in the construction of a structure of a greater height when he acts as a sub-contractor under the supervision or responsibility of a general contractor.

(I) "Sub-Building Contractor" is a contractor whose construction work involved the use of two or more building trades or crafts, who has financial means to undertake the work and has the knowledge gained by three years experience as a superintendent for a general contractor or a building contractor (or has had experience in construction work or an educational equivalent thereto), or in any combination thereof and has satisfactorily passed a Sub-building Contractor's examination, and thus, has shown that he is qualified to engage in the business of a beginning contractor in the construction of a simple one story design with load bearing walls which does not require more advanced technical knowledge, and in the case of commercial or

Industrial structures or buildings which shall not exceed 1500 square feet.

(J) "Specialty Contractor" is a contractor whose operations consist of the performance of construction work requiring special skills and whose principal contracting business involves the use of specialized building trades and crafts, usually a minor part of the complete structure. Specialty contractors shall be classified as, but not limited to, one of the following crafts:

Awning Erection	Painting
Cabinet and Millwork	Plastering
Cement and Concrete	Roofing
Demolition	Roof Waterproofing
Elevators	Sign Erection
Fence Erectors	Sheet Metal
Flooring	Steel Reinforcing and Iron
Glazing	Structural Steel Erection
Gunits and Sandblasting	Swimming Pools (Construction Only)
House Moving	Termite Treating
Insulating	Tile, Marble and Terrazzo
Masonry	

(K) "Engineering Contractor" is a contractor who does work such as, but not limited to: harbors; docks; excavating; filling and grading; drainage; pile-driving; levees; pumping stations; and similar type of work in conjunction with water power, water control, water works and water supply; paving and sidewalks; curbs and gutters; streets and roads, bridges and overpasses and underpasses in streets, roads, and public thoroughfares; underground sewage collection and disposal systems, bulkheading and underground utility line construction; both sanitary and storm sewer systems, and similar work, or that portion of such installation and systems not generally defined or considered, under the provisions of this chapter, or in general trade practices, as a building structure, plumbing, electrical, gas or mechanical installation (as defined under "mechanical contractor".)

(L) "Plumbing Contractor" is a contractor doing work on any premises or in any building or structure requiring the installation, maintenance, repair, alteration or extension of a plumbing, septic tank, wells, swimming pool and solar heating systems and all appurtenances, apparatus or equipment used in connection therewith, including any incidental excavation work, and who is or who employs a supervising Master Plumber at all times.

(M) "Septic Tank Contractor" is a contractor who does any work involving the installation, cleaning, repair, alteration or extension of a septic tank or laundry waste treatment system and all appurtenances, apparatus or equipment used in connection therewith.

(N) "Well Drilling Contractor" is a contractor who operates a well drilling machine, apparatus or appliance in the drilling of water or drainage wells or who is engaged in the installation, maintenance and repair of pumping and piping incidental to a private swimming pool, not under the regulation of the State Board of Health, and having a closed system not connected to a water supply used for human consumption.

(O) "Gas-fitting Contractor" is a contractor doing work on any premises or in any building or structure, requiring installation, maintenance, repair, alteration or extension of fuel gas piping or appliances, including liquified petroleum gas piping and appliances if such contractor qualifies under State law.

(O-1) "Liquified Petroleum Gas Installation Contractor" is a contractor doing work on any premises or in any building or structure requiring the installation, maintenance, repair, alteration or extension of liquified petroleum gas piping or appliances or who furnishes the liquified petroleum gas to the consumer and maintains the gas mains, lines, laterals, tanks, regulators, meters and other paraphernalia in connection therewith.

(P) "Electrical Contractor" is a contractor doing work on any premises or in any building or structure requiring the installation, repair, alteration, addition or changes to any system of electrical wiring, apparatus or equipment for light, heat or power, and who is, or who employs, a supervising master electrician at all times.

(Q) "Electrical Sign Contractor" is a contractor doing work on any premises or in any building or structure requiring the installation, repair, alteration, addition or change to any system of electrical wiring, apparatus or equipment for electrical signs, and who is, or who employs a supervising master sign electrician at all times.

(R) "Mechanical Contractor" is a contractor who work on any premises or in any building or structure requiring the installation, repair, alteration, addition or change to any system of refrigeration, air conditioning, heating, ventilating, boiler and unfired pressure vessel systems, and apparatus or equipment used in connection therewith.

(S) "Master" shall mean any person who possesses the necessary qualifications, training and technical knowledge to do, plan, layout and supervise the work connected in his particular trade. He must be a qualified contractor or work for a qualified contractor, and hold a current certificate of competency indicating his qualification, in order to work in his trade.

(T) "Journeyman" shall mean any person who possesses the necessary qualifications, training and technical knowledge to do and supervise the work connected in his particular trade. He must work for a qualified contractor and hold a current certificate of competency indicating his qualification, in order to work in his trade.

(U) "Maintenance Personnel" includes all maintenance personnel who are regularly employed to maintain and make minor repairs to systems, apparatus and equipment, such as plumbing, electrical, refrigeration, air conditioning, boiler, heating and ventilating, which is installed, contained in and used upon premises or in buildings owned, occupied or controlled by the person or firm by whom such personnel is employed. Such maintenance personnel must hold a current certificate of competency for maintenance work of as master or journeyman in the trade or trades in which they are to engage. A master or a journeyman will automatically qualify, without further examination as maintenance personnel in their particular trade. The word "maintenance" as used in this paragraph is not intended to include operators of appliances or equipment.

Section 17.03 - Any person or firm not possessing a current certificate of competency and holding themselves out as plaintiff or defendant in any court of this State or advertising in a newspaper or otherwise to be a contractor shall be subject to the provisions and penalties of this chapter and a certified copy of such court records or a copy of the newspaper or other ad-vertising publication as

assertion shall be prima facis evidence in Court or in any other proceeding authorized by this Chapter that the person or firm purported to have the capacity to act as a contractor.

Section 17.04 The provisions of this Chapter do not apply to the following:

(A) An owner of residential property altering, or repairing his own home or duplex if occupied by the owner and not intended for sale. An owner of residential property may construct one single family residence for his own use and occupancy without qualifying for a certificate of competency, but the application for a building permit for construction of more than one single family residences in a year's time shall be construed as engaging in the construction business and such an owner must secure a certificate of competency before the permit will be issued. Nothing herein shall release an owner-builder from the requirement for obtaining a permit.

Section 17.05 A Contractor's certificate of competency shall be obtained in the following manner:

(A) Any person or firm required or desiring to be qualified as a contractor shall make application on a form proscribed by the appropriate Contractors' Examining Board at the office of the Secretary of such Board in the Building Division of the Zoning and Building Department, except that in the case of Engineering Contractors the application shall be filed with the appropriate Board in the Department of Public Works. The application shall be retained by the Board together with all supporting papers.

(B) Should applicant be a firm, the application shall be executed by the President or one legally qualified to act for the firm shall show his authority to so act on the application, and shall name an authorized agent on behalf of the firm showing his authority:

(1) To act for the firm in all matters in any manner connected with the contracting business; (2) to supervise the construction under the occupational license issued to the firm; and (3) to take the qualifying examination for the firm, unless holding a current certificate of competency of the class and type necessary. The firm shall be quali-

filed only through the qualifications of such agent taking the examination, or through an agent currently qualified, and if the agent (qualifier) shall sever his affiliation with such firm, the certificate of competency held by such firm shall be automatically cancelled. An agent (qualifier) shall be restricted to the work of the firm he is currently qualifying.

(C) No application shall be considered unless the applicant gives all information required on the form, which shall include:

(1) A statement of applicant's proposed contracting business;

(2) The type of certificate being applied for;

(3) Name, residence, business address of applicant;

(4) If applicant is a firm, the name and business address of the firm and the name, residence of all directors and officers of the firm and their interest therein, and the name, residence of the applicant's qualified representative and information contained above. If applicant is corporation, a certificate of incorporation.

(5) A sworn financial statement of the applicant, a credit report, and an agreement authorizing the secretary of the appropriate Contractors Examining Board to obtain from any source dealing with the applicant; even though confidential, such additional information concerning the applicant's financial condition as the secretary deems necessary.

(6) A sworn list of all businesses owned, operated, or managed by applicant or in which the applicant has had an interest of any kind during the past 5 years, and the addresses of these businesses.

(7) Receipt from the appropriate Board showing the fee of \$25 for the examination and qualification of the applicant has been paid.

(B) Three letters of recommendation from reputable business or professional men, not related by blood or marriage to the applicant, of this county, or the county of applicant's last business venture, vouching for the applicant's reputation as to honesty,

integrity and good character.

(9) A sworn statement, stating under oath that the applicant has not been convicted of a misdemeanor or felony during the past five years, and that he is not presently charged with committing a felony or misdemeanor. If this is not the case, applicant shall specify the details of the conviction or charges.

(D) The Secretary of the appropriate Board shall notify the applicant of the next regular examination and shall notify the Board of the application prior to its next regular meeting and make such additional investigation as may be directed by the Board.

(E) The Contractors Examining Board shall prescribe the type of examination of the applicant to show his degree of experience; his knowledge of building, safety, health and lien laws of the County, State and Federal governments as may be applicable; and his knowledge of rudimentary administrative principles of the contracting business for which application is being made.

(F) The Contractors Examining Board shall not issue a certificate of competency unless, by a majority vote of the Board members present, the Board finds:

(1) That the applicant, or if applicant is a firm then the qualified representative, has made a passing grade on the written or verbal examination and has the necessary experience for the type of certificate applied for.

(2) That the credit report and financial statement of the applicant shows that the applicant is financially able to engage in the contracting business for which the license is requested so that the public will be protected.

(3) That the applicant and each member of the firm possesses a reputation for honesty, integrity, and has a good character, has not been convicted of a misdemeanor or a felony in the past five years, and at the time of the application is not charged with committing a misdemeanor or a felony. This shall be determined by the Board from the information contained in the letters of recommendation submitted by the applicant and any other statements submitted to

I hereby certify that the above information is true and correct to the best of my knowledge and belief and that I am a duly qualified and licensed contractor in the State of California.

or obtained by the Contractors Examining Board or its investigators. The lack of honesty, integrity or good character may be established by competent evidence that:

(A) Applicant has committed an act within the past three years which, if committed or done by a licensed contractor, would be grounds for suspension or revocation of a contractor's license.

(B) Applicant has committed an act within the past three years involving dishonesty, fraud, deceit or lack of integrity whereby the applicant has been benefited or whereby some injury has been sustained by another.

(C) Applicant has, in the past five years, refused to pay valid bills of at least five different persons or firms or has been adjudged bankrupt.

(D) Applicant is presently charged with commission of a misdemeanor or felony.

(E) Applicant has been convicted of a misdemeanor or felony during the past five years.

Section 17.06 (A) Every person, who, under the terms of this chapter, is required to hold a certificate of competency, and who, upon the effective date of this chapter, holds a current certificate of competency issued by Dade County, shall be entitled to a certificate of competency without examination, but such certificate shall be subject to any restrictions and limitations carried by the current County certificate and shall entitle the holder of such certificate to do business only in the unincorporated area unless the Examining Board concerned, upon presentation by the applicant, of evidence satisfactory to such Board, shall determine that such certificate may be extended to include the incorporated areas of Dade County. Evidence to be considered to warrant such extension shall include, but shall not necessarily be limited to:

(1) Proof that a written examination given by Dade County was successfully passed by the applicant, and that such examination was substantially equal in scope and coverage to examinations for the same trade and category given previously and regularly by any muni-

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city within Dade County having codes and enforcement of such codes similar to Dade County, or

(2) Proof, submitted by the applicant that he has actively, continuously and properly engaged in the trade concerned, in the unincorporated area of Dade County in the category indicated on the current County Certificate, for a period of five years immediately prior to the effective date of this chapter as evidenced by County certificates of competency and State and County occupational licenses covering such five year period.

(B) Every person, who, under the terms of this Chapter, is required to hold a County Certificate of Competency, who at the time this chapter becomes effective, holds a current license or certificate of competency issued by a municipality within Dade County shall be entitled to a certificate of competency without further examination, but such certificate shall be subject to any restrictions and limitations carried by the current municipal license or certificate, and, in addition shall entitle the holder of such certificate to do business only in those jurisdictions from which he holds current licenses or certificates, unless the Examining Board concerned, upon presentation by the applicant of evidence satisfactory to the Board, shall determine that the applicant is entitled to an extension of his certificate to include all municipal and unincorporated areas in Dade County. Evidence to be considered to warrant such extension shall include, but shall not necessarily be limited to

(1) Proof that a written examination given by a municipality within Dade County was successfully passed by the applicant, and that such examination was substantially equal in scope and coverage to examinations for the same trade and category given previously and regularly by any municipality in Dade County or by Dade County, and that such examining municipality had codes and enforcement of such codes similar to Dade County, or

(2) Proof by the applicant that he has actively, continuously and properly engaged in the trade concerned in a municipality or municipalities within Dade County, in the category indicated on the current municipal certificate or license for a period of five

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years immediately prior to the effective date of this chapter as evidenced by certificates of competency or licenses from such municipality covering such five year period. In addition, it must be shown that the municipality issuing such certificate or license has given examinations similar in scope and coverage to those given by Bnde County, and has enforced codes similar to the codes of Bnde County during the 5 year period.

(C) Anything in this Section to the contrary, notwithstanding no examination, shall be required of any person who under the terms of this Chapter is required to hold a county certificate of competency if he is the owner of or has been continuously employed as an executive officer, general manager or manager of any firm heretofore engaged in a trade, business or occupation in Bnde County for which a certificate of competency is by the provisions of this Chapter now required but which heretofore has not been required, for a period of not less than five years immediately prior to the effective date of this Chapter and if this corporation has during such period of time been continuously licensed to engage in such trade, business or occupation by the state or county. A certificate of competency covering such trade, business or occupation shall be issued to an applicant qualifying under the terms of this paragraph (C) and other applicable requirements of this Section upon the payment of a fee of \$25 to Bnde County.

(D) In order to qualify for a county certificate of competency under any of the foregoing provisions of this section, applicants for such county certificate must complete application for a county certificate of competency, furnish all evidence and proof as may be required by this Chapter and pay a fee in an amount equal to the renewal fee for such certificate charged by the county (unless another fee charge is indicated in this section) within six months from the effective date of this Chapter; otherwise, such person shall be required to pass a written examination and meet all other requirements specified in this Chapter in order to qualify for a County Certificate of Competency.

Section 17.07 A certificate of Competency for Masters, Journeymen and for Maintenance Personnel shall be obtained in the following manner:

(A) Any person required or desiring to be qualified as a Master, Journeyman or maintenance personnel shall make an application on a form prescribed by the appropriate Contractors Examining Board at the office of the Building Division of the Zoning and Building Department. The application shall be retained by the Board together with all supporting papers.

(B) A fee of \$10 shall be paid for the examination, for Journeyman and maintenance personnel and \$25 for a masters.

(C) The Secretary of the appropriate Board shall notify the applicant of the next examination.

(D) The appropriate Contractors Examining Board shall prescribe the type of examination of the applicant to show the degree of experience and his knowledge of the particular trade for which the application is being made.

(E) Temporary certificates: Any person who has in his possession a current license or certificate as a master or journeyman issued by any state, county, or municipality in the United States certifying that the holder has been examined and found competent to perform the work of a master or journeyman, shall, after making application for the next examination, be issued a temporary certificate by the Secretary of the appropriate Board, authorizing such master or journeyman to work in the capacity of a journeyman. Such certificate shall be issued only upon written request of the employing contractor. Failure to take or pass the examination shall automatically terminate such certificate and the employing contractor shall return the certificate to the Secretary of the Board. No further certificate shall be issued to the applicant unless he shall take and pass an examination.

Section 17.08 Annual General Fees:

Contractors and Sub-Contractors and Specialty Contractors	\$5.00
Masters	\$2.00
Journeymen	\$2.00
Maintenance Personnel	\$2.00

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Where a certificate has been revoked or has expired or lapsed for any reason, the Board may require complete re-examination before a certificate of competency is renewed or re-installed.

Section 17.09 Whenever a municipal or county occupational license is required of any Contractor, Sub-contractor, Master, Journeyman and Maintenance Personnel, no such occupational license shall be issued unless the applicant shall first procure from the appropriate County Examining Board a current certificate of competency and shall present a copy to the license division.

Section 17.10

(A) The following six examining boards are hereby created:

- (1) Building Contractors Examining Board
- (2) Engineering Contractors Examining Board
- (3) Plumbing Contractors Examining Board
- (4) Electrical Contractors Examining Board
- (5) Mechanical Contractors Examining Board
- (6) Liquefied Petroleum Gas Installation Contractor's Board

(B) Each Board shall consist of nine voting members appointed by the Board of County Commissioners. The Director of the Zoning and Building Department shall serve as secretary to all Examining Boards and shall have no vote, except that the Director of Public Works shall serve as secretary to the Engineering Contractors Examining Board and shall have no vote. Each Director shall be permitted to designate a staff member to serve in his stead. The members of each Board shall be proportionately representative, as nearly as possible, of the trade or trades related to the subject matter concerned in the examination and qualifications, and professions within and connected with the particular trades concerned shall be represented. No member of any Examining Board shall receive any compensation for duties involved, except that each voting member shall be paid \$15 for each meeting he attends to cover necessary expense incurred in his official duties".

(C) Terms of Office - Renewal - Vacancies.

(1) Terms of office for each of the examining board's

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I hereby certify that the above information is a true copy of the original file
 and was accepted in the office of County of Summit, on the 11th day of
 November 1970.

shall be one year for three members, two years for three members and three years for three members, with appointments thereafter to be for a three year term. Each member shall hold office until his successor has been duly appointed and qualified.

(2) Any member of the examining boards may be removed from office by a majority vote of the complete Board of County Commissioners.

(3) Any vacancy occurring during the unexpired term of office of any member of the examining boards shall be filled by the Board of County Commissioners for the unexpired term within 30 days after such vacancy occurs.

(D) Organization of Boards

(1) The Director of the Zoning and Building Department shall serve as Secretary of the Examining Boards, except that the Director of Public Works shall serve as Secretary of the Engineering Contractors Board. Each Director shall be permitted to designate a staff member to serve in his stead.

(2) The Boards shall elect a Chairman and such other officers as may be necessary from among their members. Terms of all officers shall be for one year beginning on November 1st with elections to be held at the first meeting in October of each year.

(E) Meetings

(1) The Board shall hold not less than four regular meetings each fiscal year, one in July, one in October, one in January, and one in April.

(2) Meetings shall be called by the Chairman of the Board, and in his absence by the Vice Chairman of the Board.

(3) All examinations and minutes of Board Meetings shall be public records, except those portions of which are of a confidential nature, such as credit reports, financial statements, and communications received by the Board in respect to the applicants' qualifications. All minutes and records shall be kept in the office of the Zoning and Building Department except the records of the Engineering Contractors Board which shall be kept in Department of Public Works.

PROPERTY OF THE COUNTY OF LOS ANGELES. THIS COPY IS THE PROPERTY OF THE COUNTY OF LOS ANGELES. IT IS TO BE RETURNED TO THE COUNTY OF LOS ANGELES.

(4) Five members of the Board shall constitute a quorum at any meeting, and a majority vote of those present shall be required to make any decision.

(F) For the purpose of administering this Chapter any examining Board may call on the Building Division of the Zoning and Building Department to furnish such employees as may be necessary to carry on or assist the Board in performing its duties except that the Engineering Contractors Examining Board shall call on the Department of Public Works for such employees.

(G) Each Board may make such rules and regulations as are consistent with the general policies of this Chapter as it may deem necessary to carry out the provisions of this Chapter, including the power to administer oaths and subpoena witnesses in the manner provided for subpoenaing witnesses in the Metropolitan Court.

(H) Powers and Duties of Contractors Examining Boards

The Contractors Examining Board shall have the power to determine the qualifications of applicants for various types of contractors' licenses and certificates of competency; to hold hearings to determine if a license or certificate of competency of any contractor should be suspended for any violation of this Chapter and to fix the length of time for such suspension or to revoke the license or certificate under the provisions of this Chapter, or to appoint an employee from the Building Division or Department of Public Works to investigate any complaints made against the licensed contractor and determine whether it shall take administrative action against the contractor or direct the investigator to file a complaint for prosecution for the violation against the contractor; to call upon members of the industry to advise and assist them. Any Board may prescribe different types of examinations for different kinds of contractors within each trade and issue limited certificates accordingly, and determine the type of certificate for which an applicant is qualified.

(1) Building Contractors Examining Board shall have jurisdiction over all matters pertaining to the examination, qualification, disciplinary action, and certificate of competency of

General Contractors, Sub-General Contractors, Sub-Building Contractors, Specialty Contractors and Subcontractors in the "Building Contractor" trade.

(2) Engineering Contractors Examining Board shall have jurisdiction over all matters pertaining to the examination, qualification, disciplinary action, and certificate of competency of the Engineering Contractors and subcontractors in the Engineering Contractors trade.

(3) Plumbing Contractors Examining Board shall have jurisdiction over all matters pertaining to the examination, qualification, disciplinary action, and certificate of competency of Plumbing Contractors, Gas Fitting Contractors, Septic Tank Contractors, Well Drilling Contractors, and subcontractors in these trades, and Masters, Journeymen and Maintenance Personnel in these trades.

(4) Electrical Contractors Examining Board shall have jurisdiction over all matters pertaining to the examination, qualification, disciplinary action, and certificate of competency of Electrical Contractors, Electrical Sign Contractors, and subcontractors in these trades, and Masters, Journeymen and Maintenance Personnel in these trades.

(5) Mechanical Contractors Examining Board shall have jurisdiction over all matters pertaining to the examination, qualification, disciplinary action, and certificate of competency of Boiler, Refrigeration, Air Conditioning, Heating and Ventilating Contractors, and subcontractors in these trades, and Masters, Journeymen and Maintenance Personnel in these trades.

(6) Liquefied Petroleum Gas Installation Contractors Board shall have jurisdiction over all matters pertaining to the examination, qualification, disciplinary action, and certificate of competency of the Liquefied Petroleum Gas Installation Contractors, and sub contractors in this trade, and masters, journeymen and maintenance personnel in the trade if in the opinion of the Board the establishment of such personnel categories is necessary.

(7) The examiner's Mediation Board is hereby created, the membership of which shall be made up of the Chairman of the

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various examining boards created by this Chapter with the Building Examining Board member as the Chairman. The Director of the Zoning and Building Department shall serve as Secretary and shall have no vote.

(A) The Examiners' Mediation Board shall meet at the call of the Chairman and shall make such rules and regulations, and keep such records as are consistent with the requirements and policies of this Chapter. Three members shall constitute a quorum, and decisions shall be by majority vote. Members shall not receive any compensation, but each voting member shall be paid \$15 for each meeting he attends to cover necessary expenses incurred in his official duties.

(B) The Examiners' Mediation Board shall be empowered to decide questions arising which pertain or are applicable to more than one of the examining boards created by this Chapter, including, but not limited to questions of jurisdiction as between the examining boards in carrying out their duties and questions of establishing uniformity and consistency in the rules, procedures and actions of these various examining boards. The rulings of the Examiners' Mediation Board shall be final and shall be complied with by the Examining Boards concerned.

(C) Matters to be considered by the Examiners' Mediation Board may be referred to it by any of the Examining Boards, or by the Secretary of such Boards, or the matter may be initiated by the Examiners' Mediation Board.

(I) Disciplinary Proceedings

(1) The Secretary of any Contractors Examining Board may, upon his own motion, or shall upon a sworn complaint in writing of any person investigate or cause to be investigated by a special investigator appointed by the Board the charges against any contractor qualified hereunder and submit a written report to the appropriate Contractors Examining Board. Upon the filing of Petition of Bankruptcy by or against a qualified contractor under this Chapter, or if a qualified contractor fails to keep in force the insurance policy

required in Section 17.13 (c) of this Chapter, the Secretary of the Board shall immediately suspend the Certificate of Competency and report the matter to the appropriate Contractor's Examining Board for revocation action.

(2) The Contractor's Examining Board, upon receipt of such report, shall decide if the report makes a prima facie showing of a violation of this Chapter and if so, shall take one or both of the following actions:

(a) Instruct the Secretary to send, by Registered Mail, a letter to the qualified contractor to his last known address, as shown by the Board's records, setting out the name of the complainant, the time of commission of the alleged offense, and the section of this Chapter alleged to be violated, and notifying the qualified contractor to appear before the Board at a time and place fixed, not sooner than 20 days from the mailing of the Registered Letter, to show cause why his Certificate of Competency should not be suspended or revoked.

(b) Instruct the investigator or complainant to file a sworn affidavit for the arrest of the qualified contractor if he has violated any of the provisions of this Chapter.

(3) The administrative hearing provided for above shall be open to the public.

(A) The proceedings at the hearing shall be recorded and may be transcribed at the expense of the party requesting the transcript.

(B) The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if the Board finds it competent and reliable, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible in civil actions. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. Irrel-

vant and unduly repetitious evidence shall be excluded.

(C) Each party shall have these rights: To call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called him to testify; and to rebut the evidence against him.

(D) A decision shall be made by the Contractors Examining Board by a majority of the entire board within five days after the close of the hearing. The decision shall be one of the following:

- (1) Not guilty
- (2) Suspension of Certificate of Competency, stating time.
- (3) Revocation of Certificate of Competency, naming effective date.

(E) An appeal from the decision of the Board may be made by the contractor involved to the Metropolitan Court within 20 days, but not thereafter.

Section 17.11 The Certificate of Competency issued by the County to a contractor may be suspended for a fixed term or revoked by the appropriate Contractors Examining Board's determination only by a majority vote of the entire Board after hearing if the contractor as an individual or the firm by its officers, directors, or qualified representatives has violated any of the provisions of this Chapter. The suspension or revocation of a Certificate of Competency shall automatically suspend or revoke as the case may be any occupational license issued by the County or municipality.

Section 17.12 It shall be unlawful for any contractor, as defined by this Chapter operating anywhere within the County, licensed individually or as a firm contractor, officers, directors or qualified representative of a firm contractor, to commit any one or more of the following acts or omissions:

(A) To contract or do any work outside of the scope of operation, as set out in the definition of the particular type of contractor for which he is qualified.

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(B) Abandon without legal excuse a construction project or operation in which he is engaged or under contract as a contractor.

(C) Divert funds or property received for the execution or completion of a specific construction project or operation, or for a specified purpose to any other use whatsoever.

(D) To depart from or disregard in any material respect the plans or specifications of a construction job without the consent of the owner or his duly authorized representative.

(E) Disregard or violate, in the performance of his contracting business, any of the building, safety, health insurance or Workmen's Compensation Laws of the State of Florida or ordinances of this County.

(F) Misrepresent any material fact in his application and supporting papers in obtaining a license under this Chapter.

(G) Fail to fulfill his contractual obligation through inability to pay all creditors for material furnished or work or services performed in the operation of his business for which he is licensed hereunder.

(H) Aid or abet an unlicensed person to evade the provisions of this Chapter or allow his license to be used by an unlicensed person or to act as an agent, partner, or associate of an unlicensed person with the intent to evade the provisions of this Chapter.

(I) Do any fraudulent act as a contractor by which another is substantially injured.

Section 17.13 The appropriate Contractor's Examining Board shall suspend or revoke a contractor's Certificate of Competency if after hearing it is found that the contractor:

(A) Has been adjudicated bankrupt.

(B) Fails to maintain at all times with an insurance company, authorized to do business in the State of Florida, the limits of insurance required by any other applicable law or authority having jurisdiction but not less than bodily injury liability insurance with the minimum limits of \$50,000 for one person and \$100,000 for more

then one person in any one accident, and property damage insurance with a minimum limit of not less than \$5,000 for any one accident, including any damage to public rights-of-way or shrubbery and to file certificates, signed by the qualified agent of the insurer, with the Secretary of the appropriate Contractor's Examining Board showing the type of policy issued, the policy number, the name of the insurer, the effective date of the policy, the amount, and providing by endorsement of the policy, an agreement by the insurer to give a 30 days written notice by registered mail to the secretary of the appropriate Contractor's Examining Board, of the intent to cancel the policy for any reason. The examining board may reinstate such revoked certificate of competency at such time as the contractor again supplies full insurance coverage as required by this Chapter.

(C) Violated any of the provisions of Section 17.12.

Section 17.12 - Any person, member of a firm, or firm violating any of the provisions of this Chapter shall, upon conviction in the Metropolitan Court, be punished by a fine not exceeding \$500, or by imprisonment, for a period not exceeding 60 days or by both such fine and imprisonment, in the discretion of the Court, for each offense.

Section 17.15 - If any section, sub-section, sentence, clause or phrase of this Chapter is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this Chapter. The County Commission hereby declares that it would have passed this Chapter and each section, sub-section, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, sub-sections, sentences, clauses or phrases be declared invalid.

Section 17.16 - Re: enl. - All county and municipal ordinances, county and municipal resolutions, municipal charters, special laws applying to this county and general laws applying only to this county or any general law which this commission is specifically authorized by the Constitution to supersede, nullify or amend, or any part of any such ordinance, resolution, charter or law in conflict with any

provision contained herein are hereby repealed.

Section 17.17 - Effective Date. This ordinance shall become effective December 1, 1957.

PASSED AND ADOPTED NOV 12, 1957

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STATE OF FLORIDA)
)
COUNTY OF MIAMI-DADE)

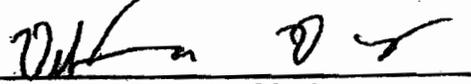
SS:

I, HARVEY RUVIN, Clerk of the Circuit and County Courts, in and for Miami-Dade County, Florida, and Ex-Officio Clerk of the Board of County Commissioners of said County, Do Hereby Certify, that the above and foregoing is a true and correct copy of Ordinance 57-25, adopted by the Board of County Commissioners at its meeting of November 12, 1957, as appears of record.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal on this 5th day April, A.D. 2006.



HARVEY RUVIN, Clerk
Board of County Commissioners
Miami-Dade County, Florida

By: 
Deputy Clerk

Board of County Commissioners
Miami-Dade County, Florida

APPENDIX D

**MIAMI-DADE COUNTY
CONSTRUCTION TRADES QUALIFYING BOARD**

RULES AND REGULATIONS FOR CONDUCT OF AFFAIRS

BASIC RULES OF ORDER - Except as may be provided hereinafter, and as provided for in Chapter 10 of the Code of Miami-Dade County, Florida, the conduct of the business of the Miami-Dade County Construction Trades Qualifying Board shall be governed by "Roberts Rules of Order Revised" in all instances and cases to which they are applicable.

MEETINGS - The meetings of the Board and the Divisions thereof shall be held on the 140 W FLAGLER St. , Suite 1603, Miami, Florida, or in such other place as may be designated by the Secretary of the Board and Divisions. The time of such meetings shall be as established by the Board and its Divisions, or meetings may be called by the Chairman, the Vice-Chairman in his absence, or by the Secretary.

ELECTION OF OFFICERS - The Chairman of the Board and the Divisions thereof shall be elected annually at their first meetings in January. The Board and the Divisions thereof shall also elect annually, at the same meetings, a Vice-Chairman.

AGENDA - The agenda for all meetings of the Board and the Divisions thereof shall be prepared by the Secretary and shall be distributed to the members concerned prior to or at the opening of the meeting. The agenda shall consist of, among other things, call to order, roll call, approval of previous minutes, old business (all deferred or unacted upon items to be carried continuously until officially disposed of) and new business.

CALL TO ORDER - Chairman of the "A" Board and the Divisions thereof, shall take the chair at the hour appointed for the meeting and shall immediately call the Board or the Divisions to order. In the absence of the Chairman, the Vice-Chairman shall assume all the duties of the Chairman. In the absence of the Chairman and Vice Chairman, the Secretary shall determine that a quorum is present, and in that event shall call for the election of a temporary Chairman. Upon the arrival of the Chairman or Vice Chairman, the temporary Chairman shall relinquish the chair upon the conclusion of the business immediately before the Board or the Divisions.

ROLL CALL - Before proceeding with the business of the Board or its Division, the Chairman or the Secretary of each shall call the roll of the members, and the names of those present and absent shall be entered in the minutes.

QUORUM - Fourteen (14) members of the Construction Trades Qualifying Board shall constitute a quorum, with a majority of those present and voting being required to make any decisions. Seven (7) members of a Division shall constitute a quorum and an affirmative vote of four (4) members shall be required to render a decision of guilty in any revocation or suspension action, but only a majority vote of a Division shall be required to make a decision in any other authorized action. Should no quorum attend within 30 minutes after the time scheduled for the meeting of the Board or the Divisions thereof, the Chairman or Vice Chairman, or in their absence, the Secretary, may adjourn the meeting to a date as determined by the Secretary. The names of the members present and their action at such meeting shall be recorded by the Secretary.

RULES OF DEBATE - When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to adjourn, to postpone, or to amend; until the question is decided. These motions shall have preference in the order in which they are mentioned and the first two shall be decided without debate. No matter shall be laid on the table and all matters deferred or postponed shall be to a date certain.

Every member desiring to speak for any purpose shall address the Chairman and, upon recognition, shall confine himself to the question under debate, avoiding all personalities and indecorous language.

A member, once recognized, shall not be interrupted when speaking unless it is to call him to order. If called to order, he shall cease speaking until the question or order is determined by the Chairman and, if in order, he shall be permitted to proceed.

Any member may appeal to the Board from the decision of the Chairman upon a question of order when, without debate, the Chairman shall submit to the Board the questions, "Shall the decision of the chair be sustained?" and the Board shall decide by a majority vote.

When a vote is taken by roll call, there shall be no discussion by any member voting, and he shall vote yes or no. Any member, upon voting, may file a brief statement to explain his vote. A member of the Board may abstain from voting on any matter. Any member, who has a financial interest, direct or indirect, in any matter pending before the Board, shall make that interest known and shall abstain from participating therein in any manner. Any member who abstains from voting on any subject shall make his reason known such reason to be recorded in the official minutes of the Board.

VOTING - The vote upon every motion or resolution shall be either "viva voce" (by the voice) or by a show of hands, at the discretion of the Chairman of the Board; in the event the Chairman is in doubt or if any member of the Board so requests, the vote shall be by roll call in progressive alphabetical order, except the Chairman shall be the last member called.

MINUTES- A record of all disciplinary hearings relative to certificates of competency or certificates of eligibility shall be taken by a qualified court reporter (and certified by the court reporter), except that the discussions, motions, votes and decisions, after such hearings are conducted, will be taken by a staff recording secretary. The record of all other meetings of the Board and Divisions will be taken by a staff recording secretary, unless the Board or Divisions, prior to a particular meeting, direct that a qualified court reporter be engaged for the particular hearing or meeting. Such minutes, upon signing by the Chairman or Vice Chairman and Secretary, shall constitute the official minutes of the meeting. The minutes of the Board and of the Divisions shall be kept in the office of the Department of Planning, Development and Regulation or in such other locations as the Director of that Department may designate. The minutes shall include a transcript of the meeting, the decisions made by the Board or Divisions thereof, and the vote of each member on each motion. If a member is absent, or abstains from voting, the minutes shall so indicate. A copy of the minutes shall be furnished to all Board members of the Divisions thereof prior to the next regular meeting.

CONDUCT OF DISCIPLINARY HEARINGS - The divisions of the Board shall conform to the following format in conducting hearings involving possible revocation or suspension of certificates of competency or eligibility.

Formal Hearing Procedure

- (a) Preliminary discussion by Board members
- (b) Parties called in
- (c) Chairman requests parties to identify themselves for the record, including their part in the proceedings
- (d) Chairman or court reporter, to swear in all persons who are going to testify:

"Do you swear to tell the truth, the whole truth
and nothing but the truth, so help you God."

- (e) Chairman or Secretary to read copy of the notice (Charges, etc.) for the record. (give copy to court reporter)
- (f) Chairman or Secretary to read from Chapter 10, Section 10-15(5) and (6) - the rules of conduct which will govern the hearing.
- (g) Chairman requests Petitioner, Secretary of the Board, to present his/her case to substantiate the charges. Witnesses for the Petitioner should be permitted to complete their testimony, but each may be cross-examined after completion of their individual testimony by the Respondent or his attorney.

Board members may ask questions at any point in the testimony.

If documentary evidence is submitted into evidence, the Respondent or his attorney should be permitted to examine, and each document should be identified as "Petitioner's Exhibit No. ___" and numbered in consecutive order as filed.

- (h) Upon completion of Petitioner's presentation, the Board members may further question anyone who testified.
- (i) Chairman requests Respondent or his attorney to present his case. Witnesses for the Respondent, including the Respondent, should be permitted to complete their testimony, but each may be cross-examined by the Petitioner or his attorney after completion of their individual testimony.

Board Members may ask questions at any point in the testimony.

If documentary evidence is submitted into evidence, the Petitioner or his attorney should be permitted to examine, and each document should be identified as "Respondent's Exhibit No. ___" and numbered in consecutive order as filed.

- (j) Upon completion of Respondent's presentation, the Board may further question anyone who testifies.
- (k) Chairman requests Petitioner or his attorney for a closing statement, if they desire.
- (l) Chairman asks Respondent or his attorney for a concluding statement, if they desire.

- (m) Chairman closes the hearing, if Board members have no further questions, and notifies the parties that they will be notified of the Board's decision by letter as soon as possible, and in no event later than twenty (20) days after hearing date.

General Instructions - Chairman shall attempt to prevent repetitive and irrelevant testimony. He/she shall rule on objections as to evidence at time of objection, or he/she may excuse the participants and discuss with or call for vote of the Board or members on whether objected-to-evidence should be admissible into the record.

APPENDIX E

**MINUTES OF THE CONSTRUCTIONS TRADES QUALIFYING BOARD – “DIVISION
A”
MEETING OF FEBRUARY 27, 2008**

Members Present: Robert J. Stobs, **Chairman**
Milton E. Thompson Jr., **Vice-Chairman**

Julie A. Coffey
William Dozier
Nilo A. Hernandez

Members Absent: Robert Baer
James Rose

Staff Present: Michael Goolsby, Acting Secretary to the Board
Oren Rosenthal, Assistant County Attorney
Candace Gilmore, Board Secretary

Court Reporter: Kalandra Smith, Official Reporting Services, LLC

The meeting commenced at 9:35 A.M.

MINUTES OF JANUARY 30, 2008

Chairman Robert Stobs requested a motion to **approve** the minutes of the **January 30, 2008** meeting. A motion was made, seconded and carried to accept the minutes.

The motion **carried unanimously**.

(For a verbatim version of the aforementioned item, refer to the transcript.)

REPORT

2008 Sunset Review Report

Kathy Charles, Director of the Building Code Compliance Office Policy, Operations and Board Administration, addressed the Board on this report stating that the Sunset Review has moved to a Bi-Annual Report. She indicated that this report covers calendar year 2006 and 2007 with questions remaining primarily the same from previous submissions. However, Ms. Charles stated that, because it is the Board's report to the Board of County Commissioners on the Board's activity, it is presented to the Board in order to allow for changes that the Board feels are appropriate. A motion was made by Mr. Milton Thompson to accept the report. The motion was seconded by Mrs. Julie Coffey.

The motion **carried unanimously**.

(For a verbatim version of the aforementioned item, refer to the transcript.)

APPENDIX F

CONSTRUCTION TRADES QUALIFYING BOARD – DIVISION “A”
2006 RECAP OF ACTIONS TAKEN

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	Jan 06	Feb 06	Mar 06	Apr 06	May 06	Jun 06	Jul 06	Aug 06	Sep 06	Oct 06	Nov 06	Dec 06	TOTAL
TOTAL # OF APPLICATIONS REVIEWED	84	98	147	N O	127	156	119	R	193	137	139	102	1,302
FORMAL HEARINGS SCHEDULED	3	3	3	Q U	3	2	3	E	2	3	1	1	24
INFORMAL HEARINGS SCHEDULED	2	0	0	O R	1	0	0	C E	0	0	0	0	3
APPEARANCES SCHEDULED	35	35	34	U M	78	43	48	S S	45	21	38	20	397

45

CONSTRUCTION TRADES QUALIFYING BOARD – DIVISION “A”
2007 RECAP OF ACTIONS TAKEN

	Jan 07	Feb 07	Mar 07	Apr 07	May 07	Jun 07	Jul 07	Aug 07	Sep 07	Oct 07	Nov 07	Dec 07	TOTAL
TOTAL # OF APPLICATIONS REVIEWED	95	177	157	129	124	111	N O	R	181	109	117	38	1238
FORMAL HEARINGS SCHEDULED	3	6	1	1	2	1	Q	E	8	2	4	0	28
INFORMAL HEARINGS SCHEDULED	0	0	0	0	0	0	U O	C E	0	0	0	0	0
APPEARANCES SCHEDULED	35	37	47	32	29	38	R U	S S	83	33	50	27	411
							M						