

**MINUTES  
OF THE KEY WEST  
CONTRACTORS' EXAMINING BOARD  
KEY WEST, FLORIDA  
JULY 29, 2010**

**Call to Order**

3:07p.m. Chairman opened meeting

**Present for Roll Call**

Emigdio Gil  
Peter Pike  
Norman Wood  
Merrell Sands  
John Woodson, Chief Building Official  
Diane Nicklaus, Recording Secretary  
Kathleen Williams; Code Compliance Assistant  
Jim Young; Code Compliance Manager

**Absent**

Nick Reeb  
Frank Balbuena  
Paul Marotte

**Late**

Ron Ramsingh, Assistant City Attorney

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➤ **Old Business**

3:07p.m. Approval of minutes from December 10, 2009. Motion made by Merrell Sands, second by Norman Woods. *Motion Carried.*

➤ **New Business**

3:08p.m. **Item 1; Designation of new secretary for the CEB**

Diane Nicklaus introduced Kathleen Williams, Administrative Assistant II of Code Compliance to the Board. Jim Young stated that the provided letter signed by John Woodson and according to the CEB Ordinance, "The Director of Public Service (Chief Building Official) shall serve as the Secretary of the CEB. The Secretary shall be permitted to designate a staff member to serve in his stead." Jim Young reminded the CEB they are required to meet four (4) times a year per City Ordinance.

3:11p.m. **Item 2; Terms and Reappointment of Board Members**

Discussion took place about the terms and reappointment of the Board Members. Diane Nicklaus suggested although this topic is on the agenda for today's meeting, this topic should wait until the next meeting when the full Board is present to discuss further. *Board Agreed.*

- 3:12p.m. Board discussed future meeting dates. Meeting dates were tentatively set for August 26, 2010; September 30, 2010 and October 28, 2010 Kathy Williams will notify Board Members to confirm. *Board Agreed.*
- 3:15p.m. Jim Young asked that the record reflect Ron Ramsingh is now in attendance.
- 3:19p.m. **Item 3; Organizational Procedures for the CEB**  
Chairman Gil asked if there were any procedure changes. Ron Ramsingh stated he recalled the last time the Board met, the Board wanted to come up with a new scheme level of severity for the different contractors that come in front of Board for violations. Which violators should be brought in front of the CEB, versus sending them to the Special Magistrate, or both. The overall concern of Ron Ramsingh is to make sure the CEB maintains a sense of order, and the issues brought to the CEB are processed appropriately and have some level of formality. A decision should be made how the CEB wants to penalize contractors that come before the Board. Chairman Gil was under the impression the chart Peter Pike created shows that by the time a Case makes it in front of the CEB, after going to the Special Magistrate, some sort of suspension and/or serious action will be taken by the CEB. Chairman Gil requested communication take place between the Special Magistrate to determine what action he will take on a Case before it comes in front of the Board. Jim Young suggested all Red Tags and ALL contractors be brought in front of the CEB. Merrell Sands requested the Special Magistrate attend the next CEB meeting. Peter Pike stated he would bring the flow chart to the next CEB meeting. *Board Agreed.*
- 3:36p.m. Jim Young said he would contact the County Attorney regarding the Interlocal Agreement stating testing would take place in the County. This topic will be discussed at next CEB meeting. *Board Agreed.*
- 3:37p.m. **Testing; Danny Acevedo**  
Chairman Gil requested to close the topic regarding the test that Danny Acevedo took. Jim Young stated he recalled Kim Pita's notes showing that Danny Acevedo had taken a more difficult test and passed. Chairman Gil requested the notes of December's minutes be sent to Monroe County Chairman, Gary Centonze. All in favor- no action will be taken. *Motion Carried.*
- 3:41p.m. **Item 4; Member Comments**  
Peter Pike mentioned the minutes from December 2009 show that Diane Nicklaus wanted to implement a process for final inspections when open after 180 days. Peter Pike stated he would support any action the CEB wanted to take. Diane Nicklaus informed the CEB about the process of open permits and/or inspections. Diane Nicklaus urged the CEB they should set a specific date that goes forward. Jim Young suggested contacting Monroe County's CEB for information on their time frame and process with open permits and/or inspections. Board discuss finding at next meeting. Chairman Gil reminded the CEB about one (1) speaker at a time during discussions. *Board Agreed.*
- 3:53p.m. **Adjournment**