



## CONSTRUCTION TRADE LICENSING BOARD

April 7, 2025

2:00 PM

Administration Building,  
4th Floor, BCC Meeting Room, 477 Houston Street,  
Green Cove Springs, FL 32043

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### Call to Order

### Approval of Minutes

Construction Trade Licensing Board Meeting Minutes January 6, 2025

### Public Comment

### New Business

1. Construction Trade Licensing Protocols

### Old Business

### Public Comment

### Adjournment

***In accordance with the Americans with Disabilities Act, any person needing a special accommodation to participate in this matter should contact the Clay County ADA Coordinator by mail at Post Office Box 1366, Green Cove Springs, FL 32043, or by telephone at number (904) 269-6347 no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Hearing impaired persons can access the foregoing telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice), or 1-800-955-8771 (TDD).***



Agenda Item  
CONSTRUCTION TRADE LICENSING BOARD

Clay County Administration Building  
Monday, April 7 2:00 PM

TO: Construction  
Trade Licensing Board  
Members

DATE:

FROM: Recording  
Secretary

SUBJECT:

AGENDA ITEM  
TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
January 6, 2025 Meeting Minutes	Cover Memo	4/1/2025	January_6__2025_Meeting_Minutesada.pdf



## CONSTRUCTION TRADE LICENSING BOARD

### MEETING MINUTES

January 6, 2025 - 6:00 PM  
Administration Building,  
4th Floor, BCC Meeting Room,  
477 Houston Street,  
Green Cove Springs, FL 32043

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### **CALL TO ORDER**

Pat McQuiston called the meeting to order at 6:00 pm.

**Present:** Wendell Hall  
Ellie Hunt  
Lesley Davidson  
Joe Wiggins  
Kenneth Vogel

**Absent:** None

**Staff Present:** Pat McQuiston – Ex Officio Board Member  
Steve Schoeff – Building Official  
Mike Brooks – Building Department Staff  
Courtney Grimm, County Attorney

### **Introduction of Board Members and County Staff**

Steve Schoeff, Building Director, introduced board members and county staff as mentioned above.

### **New Business:**

#### **Purpose of the Board:**

Steve Schoeff, Building Director, addressed the Board to provide details and information for the purpose and duties of the board.

#### **Topics of Discussion:**

- Discipline of License
- Appeals of Licensing and Code Decisions
- Staff Approval of Applicants with Board Input

There were questions and discussions to clarify the process, powers and duties, timeframe to address complaints, review of the Board's recommendation and governing board, actions - if any by the BOCC, sunshine law, and clarification of the Ordinance for the CTLB.

**Election of the Chair and Vice-Chair:**

Joseph Wiggins made a motion to nominate Wendall Hall to serve as the Chairman, seconded by Elle Hunt, which carried 5-0.

Joseph Wiggins made a motion to nominate Lesley Davidson to serve as the Vice-Chair, seconded by Elle Hunt, which carried 5-0.

**Set Date for the Next Meeting:**

Steve Schoeff, Building Director, stated that there has been a request for the availability of the BCC room to move forward with setting the next meeting date. The intention is to hold the meetings quarterly and April 2025 will possibly be the next meeting. The date and time are to be determined.

There was a brief conversation regarding the time of day to hold meetings.

**Adjournment:**

Prior to adjourning the meeting, each board member formally introduced themselves and gave an overview of their career and personal connection to Clay County.

Hearing no further business, Chairman Wendell Hall adjourned the meeting at 6:30 pm.



Agenda Item  
CONSTRUCTION TRADE LICENSING BOARD

Clay County Administration Building  
Monday, April 7 2:00 PM

TO: Construction Trade  
Licensing Board  
Members

DATE:

FROM: Steve Schoeff,  
Clay County Building  
Official

SUBJECT:

AGENDA ITEM  
TYPE:

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