

**Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation**

**Illinois Roofing Advisory Board**

March 31, 2020

Time: 11:04 a.m.                      Adjourn: 12:22 p.m. (Roque/Kaiser)

Location:                                      WebEx Conference Call

Board Members Present:                      Rod Petrick, Chairman  
    Mitch Kaiser, Member  
    Doug Sutton, Jr, Member  
    Anthony Roque, Member  
    Travis Gorman, Public Member

Staff Present:                                      Jim Koehl, Board Liaison  
    Munaza Aman, Legal Counsel  
    Brandon Thom, Chief, Business Prosecutions  
    Cheryl Sakris, Director's Office

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Topics:	Discussion:	Action:
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Roll Call

Approve Minutes	September 4, 2019 minutes	Kaiser/Sutton moved to approve the September 4, 2019 minutes. Motion carried.
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New Members	Travis Gorman, Public Member  Anthony Roque, Member	Mr Gorman provided a summary of his work experience as an introduction to the Board.  Mr Roque provided a summary of his work experience as an introduction to the Board.
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Old Business	Metal Roofing	Chairman Petrick had received Chicago Roofing Contractor Association inquiries about metal roofing if a license is needed.  There was discussion on this topic. Look at adding metal roofing to the Act.
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New Business

Disciplinary Report

Mr Koehl provided an overview of the disciplinary report.

Mr Thom provided an overview of the informal conference process.

Chairman Petrick noted that informal conferences are postponed due to COVID-19.

Roofing Examination

Chairman Petrick noted that the National Roofing Contractors Association provided updates to residential, steep slope and sheet metal roofing.

Board Member

There was a discussion on the Board member vacancies. Ms Sakris added that there is one position being evaluated at this time with two additional positions being filled in the next few months.

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Board Chairman Time

Chairman Petrick noted given the unprecedented times and working differently will see where we are at in six months.

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Board Liaison Time

Findings of Fact

Mr Koehl noted that the signatures on the Findings of Fact will only have the signature of the Chair due to COVID-19 procedures.

Mr Koehl will work with the Chair on handling this paperwork on SharePoint.

Next meeting

The next scheduled meeting is set for August 4, 2020.

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Closed Session

Deliberate cases

Kaiser/Sutton moved to go into closed session pursuant to Section 2(c)(4) and (15) of the Open Meetings Act. Motion carried.

Subsequent to the motion a roll call was held and the following members voted unanimously to close the session.

Gorman-yes  
Roque-yes  
Sutton-yes  
Kaiser-yes  
Petrick-yes

Those voting yes constituted a majority of the quorum of the members of the Board.

The session closed at 11:47 a.m.

Deliberations were held in closed session on cases presented to the Board.

Roque/Sutton moved to come out of closed session at 12:22 p.m. Motion carried.

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Open Session

Cases Deliberated in Closed Session

Dustin's Home Repair  
2019-09034

Sutton/Roque moved that 104-015277 be Revoked and and Revoke acceptance of 105-005437 as qualifying party.

Motion carried.

Lewis and Clark Construction Inc  
2019-01240

Kaiser/Roque moved that 104-017017 be Revoked and and Revoke acceptance of 105-005193 as qualifying party.

Motion carried.

Open Session (con't)

Marcin Kulesza  
2018-10461

Roque/Sutton moved to reject the ALJ recommendation and to issue the qualifying party on definite probation for 2 years with conditions that include submission of quarterly reports to show complete accounting of awarded projects; current status of each project; completed projects including any issues; and current certificate of insurance.

Motion carried.

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Adjournment

Roque/Kaiser moved to adjourn the meeting at 12:22 pm.

Motion carried.

Exceptions and Comments

Deliberations-Let it be noted for the record that the Director's decision regarding disciplinary matters is withheld from the minutes and rendered at the time the Board presents their Findings of Fact, Conclusions of Law and Recommendations.

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