

CONSTRUCTION INDUSTRIES BOARD

(A self-funded, non-appropriated agency whose mission is to protect life and property by licensing and inspection of the related trades for the health, safety and welfare of the public.)

Regular Board Meeting

**Conference Room
2401 N.W. 23rd Street, Suite 2F
Oklahoma City, Oklahoma 73107**

May 24, 2017

1:30 p.m.

AGENDA

Note: The Board may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.

- 1. CALL TO ORDER AND RECORDING OF MEMBERS PRESENT AND ABSENT - Chair**
Tony Boevers/Linda Ruckman
- 2. STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT – Linda Ruckman**
- 3. NEW BOARD MEMBER INTRODUCTION AND WELCOME – Tony Boevers, Chair**
- 4. REPORTS**
 - (A) Financial Report for month ended April 30, 2017 -- Steven Hawkins and/or LaTisha Edwards, OMES
 - (B) Legislative Update – Tommy Thomas and/or Phil Ostrander, Oklahoma Legislative Consulting Group
- 5. DIVISION REPORTS**
 - (C) Mechanical Division statistical report and Division activity update – Gary Kirk, Supervisor
 - (D) Plumbing Division statistical report and Division activity update – Jim George, Supervisor
 - (E) Electrical Division statistical report and Division activity update – Ron Morris, Supervisor
 - (F) Roofing Division statistical report and Division activity update – Richard Hager, Supervisor

6. CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARING WAIVED

- (G) Review and possible vote to approve all fines, penalties and fees assessed and collected on uncontested matters where administrative hearing was waived and fines have already been paid, as reflected on the Management Statement of Activities by trade revolving fund. (Any item may be removed from the consent agenda by any Board member who requests to discuss the item for consideration as a separate action item.) – Jon Dutton, Assistant Attorney General
- (H) Possible vote to remove item from Consent Agenda for Uncontested Citations Paid, Hearing Waived, for consideration as a separate action item – Jon Dutton, Assistant Attorney General
- (I) Discussion and possible action on items removed from Consent Agenda for Uncontested Citations Paid, Hearing Waived.

7. ACTION AND DISCUSSION ITEMS:

- (J) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held April 19, 2017 – Chair Tony Boevers
- (K) Discussion with possible vote on continuing to use services of the following at estimated costs as reflected in proposed FY 18 Budget Work Program: – Janis Hubbard, Administrator, and Windy Nunnery, Office Manager
 - i. GL Suites (Licensing Database)
 - ii. Sunset Courier (Courier Services)
 - iii. OMES – Interagency Mail (Shared Mailing Services)
 - iv. OMES – Risk Management Division (Workers' Comp Insurance)
 - v. MailFinance (Rental of Folder/Inserter & Letter Opener)
 - vi. AT&T Wireless (Wireless Phone Services)
 - vii. OMES Master Service Agreement ("MSA") Including:
 - 1. Agency Business Services Division - Shared Financial Services
 - 2. Human Capital Management Division - Shared Payroll Services
 - 3. Information Services Division - Shared IT Services
- (NOTE – MSA previously approved in January 2017. Any change over estimated cost as reflected in proposed FY 18 Budget Work Program will be brought to the Board upon notification of change.)
- (L) Discussion and possible vote on a proposed FY 18 CIB Budget Work Program – Janis Hubbard, Administrator, and Chair Tony Boevers
- (M) Discussion and possible vote on adopting proposed Section 2 of a CIB Employee Handbook – Janis Hubbard, Administrator; Windy Nunnery, Office Manager; and Jon Dutton, Assistant Attorney General

- (N) Discussion and possible vote on adopting proposed Section 3 of a CIB Employee Handbook – Janis Hubbard, Administrator; Windy Nunnery, Office Manager; and Jon Dutton, Assistant Attorney General

8. PUBLIC COMMENTS (limit 3 minutes per person)

9. NEW BUSINESS

IN ACCORDANCE WITH 25 O.S. § 311(A)(9), NEW BUSINESS NOT KNOWN AT THE TIME OF THE POSTING OF THE AGENDA, IF ANY, WILL NOW BE HEARD.

10. BREAK

11. RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK – Linda Ruckman

12. POSSIBLE VOTE TO REMOVE ITEM FROM CONSENT AGENDA FOR INDIVIDUAL ADMINISTRATIVE PROCEEDINGS FOR CONSIDERATION AS A SEPARATE ACTION ITEM – Jon Dutton, Assistant Attorney General

13. DISCUSSION AND POSSIBLE ACTION ON ANY ITEM REMOVED FROM CONSENT AGENDA FOR INDIVIDUAL ADMINISTRATIVE PROCEEDINGS – Jon Dutton, Assistant Attorney General

- i. Possible vote to convene into Executive Session pursuant to 25 O.S. § 307(B)(8) to engage in deliberations on any matter removed from Consent Agenda for Individual Administrative Proceedings.
- ii. If Executive Session convened, vote to return to Open Session.
- iii. Possible vote on any matter removed from Consent Agenda for Individual Administrative Proceedings discussed in Executive Session or in Open Session.

14. CONSENT AGENDA FOR INDIVIDUAL ADMINISTRATIVE PROCEEDINGS - (Any item may be removed from the consent agenda by any Board member who requests to discuss the item for consideration as a separate action item.) – Jon Dutton, Assistant Attorney General

- (O) Possible vote to approve or deny and remand the Proposed Orders recommended by the Administrative Law Judge in the following matters for which no timely appeal was filed:

- i. Matters heard by the Plumbing Hearing Board on Docket No. CIB-16-P-006 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 12825	Mike Sykes	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12827	Carl Owens	Contractor working unlicensed or unregistered individual (per person)

Citation No. 12828	Martin Eaves	Contracting without a license
Citation No. 12916	Eric Sawyer	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 12848	James Hayes	Contractor working unlicensed or unregistered individual (per person)
Citation No. 12849	James Hayes	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 12716	Michael Barlow	Failure to properly display license number/firm name on vehicles
Citation No. 12870	Michael Barlow	Contractor working unlicensed or unregistered individual (per person)

- ii. Matters heard by the Plumbing Hearing Board on Docket No. CIB-17-P-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 12920	Danny Miller	Contracting without a license
Citation No. 12921	Ollin Long	Contractor working unlicensed or unregistered individual (per person)

- (P) Possible vote to approve or deny and remand the Proposed Orders recommended by the Administrative Law Judge in the following matters for which no timely appeal was filed:

- i. Matters heard by the Mechanical Hearing Board on Docket No. CIB-16-M-006 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 12706	Bradley Yelton	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 12558	Gerardo Pena	Inactive contractor or journeyman engaged in contracting
Citation No. 12545	Reginald Johnson	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12805	Travis Fogle	Contracting without a license

- ii. Matters heard by the Mechanical Hearing Board on Docket No. CIB-17-M-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 12722	Frank Thornburg	Contractor working unlicensed or unregistered individual (per person)
Citation No. 12796	Juan Laboy	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12797	Isaac Smith	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12798	James Gillespie	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12799	David Little	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12800	Raymond Barton	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12801	Paul Sellers	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12802	Aaron McCarty	Inactive contractor or journeyman engaged in contracting
Citation No. 12813	Jason Gee	Contracting without a license
Citation No. 12815	Jeremy McElvany	Contracting without a license
Citation No. 12994	Edward Baker	Contracting without a license
Citation No. 12574	Matt Holsted	Contracting without a license
Citation No. 12473	Thomas Slavik	Inactive contractor or journeyman engaged in contracting
Citation No. 12475	Shannon James	Contracting without a license
Citation No. 12812	Jimmy Beets	Contracting without a license

(Q) Possible vote to approve or deny and remand the Proposed Orders recommended by the Administrative Law Judge in the following matters for which no timely appeal was filed:

i. Matters heard by the Electrical Hearing Board on Docket No. CIB-16-E-006 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 12826	Thomas Andrews	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 12838	Earl Huffman	Contracting without a license
Citation No. 12839	Earl Huffman	Contracting without a license
Citation No. 12840	Earl Huffman	Contracting without a license
Citation No. 12841	Earl Huffman	Contracting without a license
Citation No. 12842	Earl Huffman	Contracting without a license
Citation No. 12880	Chris Dean	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12881	Raymond Crone	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12890	Charles O'Neal	Contracting without a license
Citation No. 12892	James Dawson	Contracting without a license
Citation No. 12938	Kevin Newville	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 12939	Shelby Burkhart	Apprentice working without direct supervision in violation of 158:40-5-1(a)
Citation No. 12940	Patric Wenner	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 12523	William Thompson	Contractor working unlicensed or unregistered individual (per person)
Citation No. 12524	William Thompson	Failure to properly display license number/firm name on vehicles
Citation No. 12525	William Thompson	Failure to properly display license number/firm name on vehicles
Citation No. 12850	Kevin Newville	Contractor working unlicensed or unregistered individual (per person)

Citation No. 12851	Ronnie Jennings	Contracting without a license
Citation No. 12925	Phillip Ferrell	Contractor working unlicensed or unregistered individual (per person)

- ii. Matters heard by the Electrical Hearing Board on Docket No. CIB-17-E-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 12947	Richard Dorris	Contractor working unlicensed or unregistered individual (per person)
Citation No. 12747	Edward Ortega	Contracting without a license
Citation No. 12858	James Culbertson	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12859	James Montgomery	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12860	Rusty Tuthill	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 12861	Bryan Cain	Contracting without a license
Citation No. 12950	Jimmy Beets	Contracting without a license

15. ADJOURNMENT