

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**

August 23, 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. REPORTS**
 - (A) Administrator's Report – Janis Hubbard, Administrator
 - (B) Financial Report for month ended July 31, 2017 -- Steven Hawkins and/or LaTisha Edwards, OMES
- 4. 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

5. 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.

6. ACTION AND DISCUSSION ITEMS:

- (J) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held June 28, 2017 – Chair Tony Boevers
- (K) Discussion and possible vote on adopting proposed Section 4 of a CIB Employee Handbook – Janis Hubbard, Administrator; Windy Nunnery, Office Manager; and Jon Dutton, Assistant Attorney General
- (L) Discussion and possible vote on adopting proposed Section 6 of a CIB Employee Handbook – Janis Hubbard, Administrator; Windy Nunnery, Office Manager; and Jon Dutton, Assistant Attorney General
- (M) Discussion and possible vote on adopting proposed Section 7 of a CIB Employee Handbook – Janis Hubbard, Administrator; Windy Nunnery, Office Manager; and Jon Dutton, Assistant Attorney General
- (N) Discussion with possible vote on the Administrative Consent Order reflecting agreement between the parties *in lieu* of an administrative hearing *In Re* the Matters of Alleged Home Inspector Rules Violations of Blake Webb -- Jon Dutton, Assistant Attorney General
- (O) Discussion with possible vote on the FY 2019 CIB Budget Request – Janis Hubbard, Administrator; and LaTisha Edwards, OMES
- (P) Discussion and possible vote on staff pay adjustments supported by recent research and OMES HCM market study contingent upon Cabinet Secretary approval.
 - (i) Possible vote to convene into Executive Session -- Pursuant to 25 O.S. § 307(B)(1), the Board may convene in Executive Session to discuss changes to existing salaries, or setting salary ranges, for all CIB employees as follows: Carla Bell, Earle Davis, Jim George, Steve Guerrero, Richard Hager, Timothy Hillman, Raymond Howard, Janis Hubbard, Regina James, Larry Jones, Basel Kilani, Gary Kirk, Sherrie Ladd, Ron Morris, Greg Myers, Robert Newberg, Windy Nunnery,

Buddy Osborn, Derric Pruitt, Amanda Riley, Roderick Roberts, Linda Ruckman, Charles Scott, June Smith, Monique Smith, Tamara Solano, Kim Stell, Ronnie Terry, George Truitt, David Veteto, Gregory Walker, Gary Williamson, Shereice Word, and Dannette Yousey.

- (ii) Possible vote to return to Open Session
- (iii) Possible vote on matters discussed in Executive Session related to possible action on changes to existing salaries, or setting salary ranges, for all CIB employees as follows: Carla Bell, Earle Davis, Jim George, Steve Guerrero, Richard Hager, Timothy Hillman, Raymond Howard, Janis Hubbard, Regina James, Larry Jones, Basel Kilani, Gary Kirk, Sherrie Ladd, Ron Morris, Greg Myers, Robert Newberg, Windy Nunnery, Buddy Osborn, Derric Pruitt, Amanda Riley, Roderick Roberts, Linda Ruckman, Charles Scott, June Smith, Monique Smith, Tamara Solano, Kim Stell, Ronnie Terry, George Truitt, David Veteto, Gregory Walker, Gary Williamson, Shereice Word, and Dannette Yousey.
- (Q) Consideration and possible vote to re-appoint Bill Paulk (lay member) as a member of the Mechanical Examiners Committee for a two-year term expiring September 2019. Title 59 O.S. § 1850.4(B)(3) – Janis Hubbard, Administrator
- (R) Consideration and possible vote to re-appoint Joe Hutmacher as a member of the Committee of Electrical Examiners for a two-year term expiring September 2019. Title 59 O.S. § 1683(b)(2) – Janis Hubbard, Administrator.
- (S) Consideration and possible vote to re-appoint Don Beach as a member of the Committee of Electrical Examiners for a two-year term expiring September 2019. Title 59 O.S. § 1683(b)(3).
- (T) Discussion with possible vote regarding appointment of a Board member to serve on the Budget Subcommittee with Tony Boevers and Kevin Westmoreland (for position on Subcommittee currently held by Board member Jake Matherly) – Janis Hubbard, Administrator
- (U) Discussion and possible vote for Chair and Vice Chair beginning September 1, 2017, pursuant to 59 O.S. § 1000.3(A)(1).

7. PUBLIC COMMENTS (limit 3 minutes per person)

8. 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.

9. RECOGNITION OF SERVICE AND PRESENTATION OF CERTIFICATE OF APPRECIATION TO CONSTRUCTION INDUSTRIES BOARD MEMBER JAKE MATHERLY – Tony Boevers, Board Chair & Janis Hubbard, Administrator

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

- (V) 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:

Matters heard by the Plumbing Hearing Board on Docket No. CIB-17-P-002 as follows:

| <u>Case No.</u> | <u>Respondent</u> | <u>Violation</u> |
|--------------------|-------------------|-------------------------------|
| Citation No. 12922 | Shannon James | Contracting without a license |

- (W) 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:

Matters heard by the Mechanical Hearing Board on Docket No. CIB-17-M-002 as follows:

| <u>Case No.</u> | <u>Respondent</u> | <u>Violation</u> |
|--------------------|--------------------|-------------------------------|
| Citation No. 12817 | Chad Dewey | Contracting without a license |
| Citation No. 12474 | Charles Howell Jr. | Contracting without a license |
| Citation No. 12959 | Mark Landers | Contracting without a license |
| Citation No. 12872 | Merrill Rickel | Contracting without a license |

- (X) 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:

Matters heard by the Electrical Hearing Board on Docket No. CIB-17-E-002 as follows:

| <u>Case No.</u> | <u>Respondent</u> | <u>Violation</u> |
|--------------------|-------------------|--|
| Citation No. 13015 | Jason Vaughn | Contractor working registered apprentice without direct supervision (per apprentice) |
| Citation No. 12984 | Farron Bell | Contracting without a license |
| Citation No. 12985 | Mark Corwine | Contractor working unlicensed or unregistered individual (per person) |
| Citation No. 12990 | Gary Harris | Contractor working registered apprentice without direct supervision (per apprentice) |
| Citation No. 12865 | Donnie Brite Jr. | Contracting without a license |
| Citation No. 12866 | Stanley Holland | Contractor working registered apprentice without direct supervision (per apprentice) |
| Citation No. 12867 | Michael Boulanger | Contractor working unlicensed or unregistered individual (per person) |

15. ADJOURNMENT