

**MINUTES OF THE REGULAR MEETING OF THE  
CONSTRUCTION INDUSTRIES BOARD  
Conference Room  
2401 NW 23<sup>rd</sup> Street, Ste. 2F  
Oklahoma City, OK 73107**

**March 22, 2017**

**CALL TO ORDER AND RECORDING OF MEMBERS PRESENT AND ABSENT**

The regular meeting of the Construction Industries Board was called to order by Chair Tony Boevers at approximately 1:30 p.m. on Wednesday, March 22, 2017, in the Conference Room of the Construction Industries Board.

MEMBERS PRESENT: Tony Boevers, Mike Cooke, Paul Magdeburg, Jake Matherly, Scott Tucker, and Kevin Westmoreland.

MEMBERS ABSENT: None.

CIB STAFF PRESENT: Janis Hubbard, Administrator; Linda Ruckman, Board Secretary/Executive Assistant; Windy Nunnery, Office Manager; Gary Kirk, Mechanical Supervisor; Jim George, Plumbing Supervisor; Ron Morris, Electrical Supervisor; and Richard Hager, Roofing Supervisor.

OTHERS PRESENT: LaTisha Edwards, OMES; Bill Kite and Steve Plummer, MEPO/ACCO; and Mike Liston, PHCC.

**STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT**

This regular meeting of the Construction Industries Board, scheduled to begin at 1:30 p.m. on this 22<sup>nd</sup> day of March, 2017, has been convened in accordance with the Oklahoma Open Meeting Act, Oklahoma Statutes Title 25, §§ 301 through 314.

Further, this meeting was preceded by advance public notice filed electronically with the Secretary of State specifying the time and place of the meeting here convened. The Agenda was posted and displayed in public view on the office site of the Construction Industries Board and notice of this meeting was given at least twenty-four (24) hours prior hereto. Fifty people have filed a written request for notice of meetings of this public body to date.

Read aloud this 22<sup>nd</sup> day of March, 2017.

**ADMINISTRATOR'S REPORT**

Ms. Hubbard reported that she received an email from Jim Bullington with CareerTech saying he was unable to come to today's meeting, but asking that she remind everyone of the SkillsUSA contest which will be held April 23 & 24. Mr. Bullington extended an open invitation to the event and expressed appreciation to the CIB for its support.

Ms. Hubbard reported that long-time employee Pam Parks will be retiring the end of this month. She reported on a training meeting with field staff about the administrative hearing process, and on a staff IT security training session. Ms. Hubbard also reported on trade and legislative meetings she has attended since the last Board meeting.

**FINANCIAL REPORT FOR MONTH ENDED FEBRUARY 28, 2017**

Ms. LaTisha Edwards reviewed the CIB's financial report for the month ended February 28, 2017.

**MECHANICAL DIVISION REPORT**

The Board was provided a written report on field contacts, citations, complaints, renewals, and applications received and new licenses processed during the month of February. Mr. Kirk reported on activities of the Mechanical Division since the last Board meeting.

**PLUMBING DIVISION REPORT**

The Board was provided a written report on field contacts, citations, complaints, renewals, and applications received and new licenses processed during the month of February. Mr. George reported on activities of the Plumbing Division since the last Board meeting.

**ELECTRICAL DIVISION REPORT**

The Board was provided a written report on field contacts, citations, complaints, renewals, and applications received and new licenses processed during the month of February. Mr. Morris reported on activities of the Electrical Division since the last Board meeting.

**ROOFING DIVISION REPORT**

The Board was provided a written report on written warnings, citations, complaints, renewals, and applications received and new registrations and endorsements processed during the month of February. Mr. Hager reported on activities of the Roofing Division since the last Board meeting.

**CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARING WAIVED -- 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.**

Mr. Dutton stated that this consent agenda item is related to individuals who paid their fine and waived their right to a hearing.

MOTION BY SCOTT TUCKER WITH SECOND BY MIKE COOKE TO APPROVE THE CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARINGS WAIVED.

MOTION PASSED

Voting Aye: Tony Boevers  
Mike Cooke  
Paul Magdeburg  
Jake Matherly  
Scott Tucker  
Kevin Westmoreland

Due to action taken on this item, Agenda Items 5(I) and 5(J) were not needed.

**DISCUSSION AND POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE CONSTRUCTION INDUSTRIES BOARD HELD FEBRUARY 15, 2017.**

The Board was provided a draft of the Minutes of the Regular Meeting of the CIB held in February.

MOTION BY PAUL MAGDEBURG WITH SECOND BY JAKE MATHERLY TO APPROVE THE FEBRUARY 15, 2017, BOARD MEETING MINUTES AS PRESENTED.

MOTION PASSED

Voting Aye: Tony Boevers  
Mike Cooke  
Paul Magdeburg  
Jake Matherly  
Scott Tucker  
Kevin Westmoreland

**DISCUSSION AND POSSIBLE VOTE ON RENEWAL OF CONTRACT WITH OFFICE OF ATTORNEY GENERAL FOR FY 2018 LEGAL SERVICES.**

Ms. Hubbard reported that this contract is for legal advice from the Office of Attorney General for the CIB Board, Hearing Boards, and Committees in FY 2018. There is an increase of approximately 2.67% from the FY 2017 rate.

MOTION BY JAKE MATHERLY WITH SECOND BY SCOTT TUCKER TO APPROVE RENEWAL OF THE CONTRACT WITH THE OFFICE OF ATTORNEY GENERAL FOR FY 2018 LEGAL SERVICES.

MOTION PASSED

Voting Aye: Tony Boevers  
Mike Cooke  
Paul Magdeburg  
Jake Matherly  
Scott Tucker  
Kevin Westmoreland

**DISCUSSION AND POSSIBLE VOTE ON ADOPTING PROPOSED PREFACE AND SECTIONS 1 AND 9 OF A CIB EMPLOYEE HANDBOOK.**

The Board was provided a draft of the proposed Preface and Sections 1 and 9 of a CIB Employee Handbook.

Ms. Hubbard stated staff has been working on developing a CIB Employee Handbook for some time. Ms. Hubbard reported that she along with Windy Nunnery and Linda Ruckman prepared and Jon Dutton reviewed the draft. The draft was emailed to staff for review, and there were no requests for changes received. She stated the idea is to bring a section or two to the Board each meeting until the entire Handbook has been reviewed and approved. Ms. Hubbard then briefly reviewed the contents of the proposed Preface and Sections 1 and 9.

Mr. Dutton stated there are federal and state laws that apply, and an Employee Handbook makes employees aware of such laws and creates a level of reference and protection from a legal standpoint. Mr. Dutton stated he has reviewed and approved the proposed Preface and Sections 1 and 9.

MOTION BY JAKE MATHERLY WITH SECOND BY SCOTT TUCKER TO ACCEPT THE PREFACE AND SECTIONS 1 AND 9 OF THE CIB EMPLOYEE HANDBOOK AS PRESENTED.

MOTION PASSED

Voting Aye: Tony Boevers  
Mike Cooke  
Paul Magdeburg  
Jake Matherly  
Scott Tucker  
Kevin Westmoreland

**PUBLIC COMMENTS**

There were no public comments.

**LEGISLATIVE REPORT**

Ms. Hubbard stated that Mr. Ostrander had hoped to be present and provide a legislative report, but he has been delayed. Ms. Hubbard briefly reported on legislation that would directly impact the CIB.

**NEW BUSINESS**

There was no new business discussed.

**ADJOURNMENT**

MOTION BY JAKE MATHERLY WITH SECOND BY MIKE COOKE TO ADJOURN THE MEETING.

MOTION PASSED

Voting Aye: Tony Boevers  
Mike Cooke  
Paul Magdeburg  
Jake Matherly  
Kevin Westmoreland

Voting Nay: Scott Tucker

The meeting was adjourned at approximately 1:58 p.m.

Minutes approved in Regular Session on the 19th day of April, 2017.

/s/ Tony Boevers  
Tony Boevers, Chair

/s/ Linda Ruckman  
Linda Ruckman, Board Secretary