

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

April 18, 2018

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, April 18, 2018, in the Conference Room of the Construction Industries Board.

MEMBERS PRESENT: Tony Boevers, Mike Cooke, Keith Deaver, Paul Magdeburg, Scott Soder, Scott Tucker, and Kevin Westmoreland.

CIB STAFF PRESENT: Janis Hubbard, Administrator; Stephanie Brown, Board Secretary/Executive Assistant; Windy Nunnery, Office Manager; Gary Kirk, Mechanical Supervisor; Richard Hagar, Plumbing & Roofing Supervisor and Ron Morris, Electrical Supervisor

OTHERS PRESENT: Phil Ostrander, Legislative Consulting Group; LaTisha Edwards, OMES; Mike Movenon, IBTS; Tim Yaciuk, IEC, Debra Wojtek, CIC; Ric Russell, CareerTech,

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 18th day of April, 2018, 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 18th day of April, 2018.

ADMINISTRATOR'S REPORT

Ms. Hubbard updated the Board on a \$2000 cost savings for the folding, sorting, inserting and letter opening machine previously approved. She thanked Windy for her research and effort to find this cost reduction.

FINANCIAL REPORT FOR MONTH ENDED MARCH 31, 2018

The Board reviewed the written financial reports for the month ended March 31, 2018.

LEGISLATIVE UPDATE

Phil Ostrander briefly reported on legislation which would directly impact the CIB.

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 March. 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 March. Mr. Hagar 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 March. 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 March. 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 SODER WITH SECOND BY MIKE COOKE TO APPROVE THE CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARINGS WAIVED.

MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

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

DISCUSSION AND PRESENTATION OF A CONSTRUCTION LICENSING PAMPHLET BY THE CONSTRUCTION INDUSTRY COALITION

Representatives of the Construction Industry Coalition (CIC), Tim Yaciuk with IEC and Debra Wojtek presented the Board with a Construction Licensing pamphlet that was created jointly by their group for the purposes of further educating the public on Oklahoma trade licensing. Ms. Wojtek stated that the pamphlet has already been distributed to all legislators and said their group plans to have an educational day with legislators in the future.

DISCUSSION AND POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE CONSTRUCTION INDUSTRIES BOARD HELD MARCH 21, 2018

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

MOTION BY PAUL MAGDEBURG WITH SECOND BY KEITH DEAVER TO APPROVE THE MARCH 21, 2018, BOARD MEETING MINUTES AS PRESENTED.

MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

DISCUSSION WITH POSSIBLE VOTE ON RENEWAL OF THE FOLLOWING CONTRACTS:

- i. Michael Mitchelson (ALJ Services)
- ii. James A. Slayton (ALJ Services)
- iii. OMES – Interagency Mail (Shared Mailing Services)
- iv. Sunset Courier (Courier Services)
- v. OMES – Risk Management Division (Workers’ Comp Insurance)
- vi. AT&T Wireless (Wireless phone service)
- vii. For information purposes only – the OMES Master Service Agreement (“MSA”) was originally approved in January 2017, and is a continuing agreement. When changes would be over the estimated cost reflected in the FY19 Budget Work Program, they will be brought to the Board upon notification of change. The MSA includes: Agency Business Services Division – Shared Financial Services, Human Capital Management Division – Shared Payroll Services and Information Services – Shared IT Services.

Ms. Nunnery reported that the ALJ contracts with Mr. Mitchelson and Mr. Slayton expire June 30, 2018. She reported that the last rate increase for them was in 2008, and that they have requested a rate increase for FY 19. She stated that other agency pay rates were researched but no comparative information was found since other agencies have different needs regarding ALJ services. She stated that the agency is requesting to continue the contract with both ALJ’s for the next fiscal year, inclusive of a 25% increase in the hourly rate and cap for FY 19.

MOTION BY PAUL MAGDEBURG WITH SECOND BY SCOTT SODER TO RENEW THE CONTRACT FOR ALJ SERVICES WITH MICHAEL MITCHELSON WITH A 25% PAY INCREASE IN THE HOURLY RATE AND CAP FOR FY 19.

MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

MOTION BY KEVIN WESTMORELAND WITH SECOND BY PAUL MAGDEBURG TO RENEW THE CONTRACT FOR ALJ SERVICES WITH JAMES A. SLAYTON PC WITH A 25% PAY INCREASE IN THE HOURLY RATE AND CAP FOR FY 19.

MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

Ms. Nunnery reported that OMES Interagency Mail Services provide postage and mail handling services for the CIB. She stated that this is in lieu of the higher rates of the US Postal Service. She stated there will be no change in the cost of services for FY19.

MOTION BY MIKE COOKE WITH SECOND BY KEITH DEAVER TO RENEW THE CONTRACT WITH OMES INTERAGENCY MAIL SERVICES AT THE CURRENT RATE FOR FY 19.

MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

Ms. Nunnery reported that Sunset Courier provides our courier service. She stated that they have informed us that there will be a rate increase for FY 19. She advised the price will go up by a 6% increase. She stated this is the first rate change for courier services.

MOTION BY SCOTT SODER WITH SECOND BY KEITH DEAVER TO RENEW THE CONTRACT WITH SUNSET COURIER WITH THE REQUESTED INCREASE OF \$.50 PER DAY FOR FY 19.

MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

Ms. Nunnery reported that OMES Risk Management Division provides CIB's workers compensation insurance policy. She stated that OMES Risk Management Division indicated it

does not have information as to the cost of Workers Comp Insurance for FY 19 but recommends that CIB budgets a 10% increase.

MOTION BY MIKE COOKE WITH SECOND BY PAUL MAGDEBURG TO RENEW THE CONTRACT RENEW THE CONTRACT WITH OMES RISK MANAGEMENT DIVISION FOR WORKERS COMPENSATION INSURANCE WITH AN INCREASE UP TO 10%
MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

Ms. Nunnery reported that AT&T Wireless provides our wireless phones and hot spot services for CIB's field staff. She stated that FY 19 will begin the 2nd year of a 2 year contract and that there is no change in the cost of services for FY 19.

MOTION BY KEITH DEEVER WITH SECOND BY PAUL MAGDEBURG TO RENEW THE CONTRACT WITH AT&T WIRELESS AT THE CURRENT RATE FOR FY 19 FOR THE SECOND YEAR OF A TWO YEAR CONTRACT
MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

Ms. Nunnery reported that the OMES Master Service Agreement as originally approved in January 2017, is a continuing agreement between CIB and OMES. CIB has received no notice of a price change, and OMES is required to provide CIB 30 days' notice for any price increases or changes. She stated when any changes are made to the MSA that would be over the estimated cost reflected in FY 19 Budget Work Program; those changes would be presented to the Board upon notification of change.

CONSIDERATION AND POSSIBLE VOTE ON RECOMMENDATION OF RFP EVALUATION SUBCOMMITTEE TO AWARD A CONTRACT FOR LEGISLATIVE CONSULTING SERVICES

Chairman Boevers reported that the subcommittee did an evaluation process on the one response to the RFP. He advised the amount of the RFP stayed the same, and the subcommittee recommends awarding the contract to the single submission that was received.

MOTION BY PAUL MAGDEBURG WITH SECOND BY KEVIN WESTMORELAND TO AWARD THE CONTRACT FOR LEGISLATIVE CONSULTING SERVICES TO THE SINGLE SUBMISSION RECEIVED AND EVALUATED BY THE SUBCOMMITTEE
MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

DISCUSSION WITH POSSIBLE VOTE TO ENTER INTO A MONTH TO MONTH CONTRACT WITH XEROX FOR A PORTION OF FY 19 FOR RENTAL OF WORKROOM COPY MACHINE

Ms. Nunnery reported that CIB has two Xerox copy machines in the office, one up front and one in the workroom. She explained that they are currently on two different leases that end on different dates. She stated the small machine expires November of 2018, the large one expires March of 2019 and that the agency is requesting to begin a month to month lease on the machines at the same cost when the current leases expire to allow the agency to get both contract renewals on the same date and FY.

MOTION BY KEITH DEAVER WITH SECOND BY MIKE COOKE TO ALLOW CIB TO CONTINUE BOTH CONTRACTS WITH XEROX ON A MONTH TO MONTH BASIS AT THE CURRENT RATE WHEN THE CURRENT CONTRACTS EXPIRE TO ALLOW THE AGENCY TO GET BOTH CONTRACT RENEWALS ON THE SAME DATE AND FY
MOTION PASSED

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Scott Tucker
Kevin Westmoreland

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

There was no new business discussed.

ADJOURNMENT

MOTION BY MIKE COOKE WITH SECOND BY SCOTT SODER TO ADJOURN THE MEETING.

Voting Aye: Tony Boevers
Mike Cooke
Keith Deaver
Paul Magdeburg
Scott Soder
Kevin Westmoreland

Voting Nay: Scott Tucker

The meeting was adjourned at approximately 2:11 p.m.

Minutes approved in Regular Session on the 23rd day of May, 2018.

/s/ Tony Boevers
Tony Boevers, Chair

/s/ Stephanie Brown
Stephanie Brown, Board Secretary