

**MINUTES OF THE SPECIAL MEETING OF THE  
COMMITTEE OF MECHANICAL EXAMINERS  
September 29, 2022  
10:00 am**

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**CALL TO ORDER:**

Administrator Janis Hubbard called the meeting of the Committee of Mechanical Examiners Special Meeting to order in the Construction Industries Board Conference Room, 2401 NW 23<sup>rd</sup>, Suite 2F, Oklahoma City, OK 73107.

**COMMITTEE MEMBERS PRESENT:** Steve Motley, Steve Yadon, and Jared Kobyluk.

**COMMITTEE MEMBERS ABSENT:** Kenny Eden, and Miguel Baez.

**PRESENT FROM THE CONSTRUCTION INDUSTRIES BOARD:** Janis Hubbard, Administrator; Shereice Word, Mechanical Secretary; Gary Kirk, Mechanical Supervisor; Richard Hager, Plumbing Supervisor; Stephanie Brown, Board Secretary/Executive Assistant; .

**OTHERS PRESENT:** Clayton Eubanks, Assistant Attorney General; Larry Buxton, CIB Board Member; Jamey Mullin, CIB Board Member.

**DISCUSSION AND POSSIBLE VOTE ON APPOINTING A TEMPORARY CHAIR IN THE  
ABSENCE OF THE REGULAR CHAIR OR VICE CHAIR TO CONDUCT THIS  
MECHANICAL EXAMINERS MEETING HELD ON SEPTEMBER 29, 2022**

Janis Hubbard stated that with 3 of 5 Committee members present, there is a quorum for the meeting. She stated the Committee's Vice-Chair recently resigned and the Committee's Chair is unavailable due to jury duty service. Ms. Hubbard stated the Committee's legal advisor recommended a vote to appoint a temporary Chair for purposes of this meeting. She stated that on this agenda item, the Committee needs to vote for one member to be the temporary Chair for this meeting today. She stated as Chair, you would announce the agenda items, and on the action item, you would ask Shereice to call for the vote. She stated that Shereice will read the Statement of Compliance and Gary will give the update once these agenda items are called by today's Chair.

MOTION BY STEVE MOTLEY WITH A SECOND BY JARED KOBYLUK TO APPROVE STEVE YADON AS THE TEMPORARY CHAIR FOR THIS SPECIAL MEETING OF THE COMMITTEE OF MECHANICAL EXAMINERS.

MOTION PASSED

**Voting aye:** Steve Motley  
Jared Kobyluk  
Steve Yadon

**Absent:** Kenny Eden  
Miguel Baez

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

This special meeting of the Oklahoma Committee of Mechanical Examiners, scheduled to begin at 10:00 a.m. on this 29<sup>th</sup> day of September, 2022, has been convened in accordance with the Oklahoma Open Meeting Act, Oklahoma Statutes Title 25, §§ 301 through 314.

Further, this special meeting was preceded by forty-eight (48) hour advance public notice filed with the Secretary of State specifying the time and place of the meeting here convened. Notice was also given at least forty-eight (48) hours prior hereto to those who filed a written request for notice of meetings of this public body. The Agenda was posted and displayed in public view on the office site of the Construction Industries Board at least forty-eight (48) hours prior hereto.

Sixteen people have filed a written request for notice of meetings of this public body to date.

Read aloud this 29th day of September, 2022

**PUBLIC COMMENTS**

There were no public comments.

**UPDATE ON MECHANICAL ACTIVITY**

Mr. Kirk discussed the mechanical activity for the months of May, June, July, and August with regard to the number of renewals, new applications, testing, and new licenses issued. Mr. Kirk also discussed the enforcement contacts and the pass/fail statistics on the exams, etc.

**ACTION ITEMS:**

**DISCUSSION WITH POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE COMMITTEE OF MECHANICAL EXAMINERS HELD ON MAY 12, 2022.**

The Committee was provided a draft of the minutes for the May 12, 2022 meeting of the Committee of Mechanical Examiners.

MOTION BY JARED KOBYLUK WITH A SECOND BY STEVE MOTLEY TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THIS COMMITTEE OF MECHANICAL EXAMINERS HELD ON MAY 12, 2022.

MOTION PASSED

**Voting aye:** Steve Motley  
Jared Kobyluk  
Steve Yadon

**Absent:** Kenny Eden  
Miguel Baez

**ADJOURNMENT**

MOTION BY STEVEN MOTLEY WITH A SECOND BY JARED KOBYLUK TO ADJOURN.

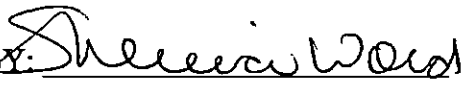
MOTION PASSED

**Voting aye:** Steve Motley  
Jared Kobyluk  
Steve Yadon

**Absent:** Kenny Eden  
Miguel Baez

Minutes approved in regular Session on the 10<sup>th</sup> day, of November 2022.

  
Steve Yadon, Temporary Chairman

PREPARED BY:   
Shereice Word, Mechanical Division Secretary