

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**

June 26, 2019

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
Scott Tucker/Stephanie Brown**
- 2. STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT – Stephanie Brown**
- 3. REPORTS**
 - (A) Administrator's Report – Janis Hubbard, Administrator
 - (B) Financial Report for month ended May 31, 2019 – Steve Funck and/or LaTisha Edwards, OMES
- 4. DIVISION REPORTS**
 - (C) Mechanical Division statistical report and Division activity update – Gary Kirk, Supervisor
 - (D) Electrical Division statistical report and Division activity update – Ron Morris, Supervisor
 - (E) Plumbing Division statistical report and Division activity update – Richard Hagar, 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 May 22, 2019 – Chair Scott Tucker
- (K) Discussion and possible vote on OMES Master Service Agreement for shared services through OMES Human Capital Management (Appendix D: OMES Central Accounting and Reporting Human Resources/Payroll Detail of Services Provided) – Windy Nunnery, Office Manager
- (L) Discussion and possible vote on OMES Master Service Agreement for shared services through OMES Agency Business Services (Appendix F: Central Accounting and Reporting Detail of Services Provided) – Windy Nunnery, Office Manager
- (M) Discussion and possible vote on Administrator's recommendation of Candidate to fill the vacant Plumbing Field Investigator position – Janis Hubbard, Administrator
 - (i) Possible vote to convene into Executive Session pursuant to 25 O.S. § 307(B)(1) for discussion and possible action on Administrator's recommendation of each Candidate for employment, hiring, appointment, for the vacant Plumbing Field Investigator position.
 - (ii) If Executive Session convened, vote to return to Open Session.
 - (iii) Possible vote on matters discussed related to Administrator's recommendation of Candidates for employment, hiring, appointment, for the vacant Plumbing Field Investigator position either from Executive Session or as discussed in Open Session.
- (N) Discussion and possible vote on employment, hiring, appointment, promotion, demotion, disciplining or resignation of all CIB staff listed specifically concerning staff pay adjustments supported by recent research and OMES HCM market study and/or recently proposed legislation. – Chair Scott Tucker
 - (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, Stephanie Brown, Earle Davis, Steve Guerrero, Richard Hager, Elizabeth

Handy, Timothy Hillman, Raymond Howard, Janis Hubbard, Regina James, Basel Kilani, Gary Kirk, Ron Morris, Robert Newberg, Windy Nunnery, Buddy Osborn, Derric Pruitt, Amanda Riley, Roderick Roberts, Stanley Scheilz, Charles Scott, June Smith, Tamara Solano, Kim Stell, Ronnie Terry, David Veteto, Gregory Walker, Gary Williamson, Shereice Word, Christopher Wyre 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, Stephanie Brown, Earle Davis, Steve Guerrero, Richard Hager, Elizabeth Handy, Timothy Hillman, Raymond Howard, Janis Hubbard, Regina James, Basel Kilani, Gary Kirk, Ron Morris, Robert Newberg, Windy Nunnery, Buddy Osborn, Derric Pruitt, Amanda Riley, Roderick Roberts, Stanley Scheilz, Charles Scott, June Smith, Tamara Solano, Kim Stell, Ronnie Terry, David Veteto, Gregory Walker, Gary Williamson, Shereice Word, Christopher Wyre and Dannette Yousey.

(O) Discussion and possible vote on adding resources to the CIB's website on the developing education and workforce page to assist interested people in making connections with licensed trade businesses for possible pre-mentoring or industry support and networking.

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. BREAK

10. RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK – Stephanie Brown

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

12. 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.

13. 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

- (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:

Matters heard by the Plumbing Hearing Board on Docket No. CIB-18-P-005 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20632	Don R. Smith	Contracting without a license
Citation No. 20634	Don R. Smith	Contracting without a license
Citation No. 20698	Randy Houston	Contracting without a license
Citation No. 20615	Brandon Terwilliger	Contracting without a license
Citation No. 20678	Mike Floyd	Contracting without a license
Citation No. 20627	Bill French	Contracting without a license
Citation No. 20749	Justin Gray	Unlicensed or unregistered individual performing trade work under the direction of another

- (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:

Matters heard by the Mechanical Hearing Board on Docket No. CIB-18-M-006 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20382	Robert W. Teague	Contracting without a license
Citation No. 20383	Dickie E. Sanders	Contracting without a license
Citation No. 20384	Dickie E. Sanders	Contracting without a license
Citation No. 20803	Adam Fitzgerald	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 20676	Jerry D. Smith	Inactive contractor or journeyman engaged in contracting
Citation No. 20758	John Donelson	Contracting without a license

- (R) 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-19-E-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20189	Aaron Summer	Contracting without a license
Citation No. 20686	Richard Horn Jr.	Contracting without a license
Citation No. 20776	Sean Cooper	Contractor working unlicensed or unregistered individual (per person)
Citation No. 20864	Dakota Chaplin	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 20823	Walt Brandhorst	Contracting without a license

- (S) 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-19-M-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20581	David Elkins	Contracting without a license

- (T) 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-19-P-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20635	Bryan Swigert	Contracting without a license
Citation No. 20767	Jeremy Price	Contractor working unlicensed or unregistered individual (per person)
Citation No. 20854	Michael Buckley	Inactive contractor or journeyman engaged in contracting

- (U) 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 Roofing Hearing Board on Docket No. CIB-19-R-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20859	John Jolly	Contracting without registration and commercial endorsement
Citation No. 20780	Conner Gray	Contracting without registration and commercial endorsement

Citation No. 20860 Gregg Newman Contracting without registration and commercial endorsement

- (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 Mechanical Hearing Board on Docket No. CIB-19-M-002 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20807	Bulmaro Martinez	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 Plumbing Hearing Board on Docket No. CIB-19-P-002 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20799	Christopher Jones	Inactive contractor or journeyman engaged in contracting
Citation No. 20802	Anthony Babb	Contracting without a license
Citation No. 20869	Robert Rudluff	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 20372	Justin Shell	Contracting without a license

14. ADJOURNMENT