

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

August 18, 2021

CALL TO ORDER AND RECORDING OF MEMBERS PRESENT AND ABSENT

The regular meeting of the Construction Industries Board was called to order by Chair Paul Magdeburg at approximately 1:30 p.m. on Wednesday, August 18, 2021, in the Conference Room of the Construction Industries Board.

MEMBERS PRESENT: Tony Boevers, Larry Buxton, Keith Deaver, Todd Finley, Paul Magdeburg & Scott Soder

MEMBERS ABSENT: Lupe Ibarra

CIB STAFF PRESENT: Janis Hubbard, Administrator; Stephanie Brown, Board Secretary/ Executive Assistant; Windy Nunnery, Office Manager; Debra Wojtek, Public Relations and Outreach Officer; Gary Kirk, Mechanical Supervisor; Ron Morris, Electrical Supervisor; and Richard Hager, Plumbing & Roofing Supervisor.

OTHERS PRESENT: Jon Dutton, Assistant Attorney General; LaTisha Edwards, OMES ABS; Katy Feaver, LegisOK; Jason Bement; Mike Goertzen, CIB Applicant; Marshall Lord, IBEW LU 584; Mitchell Thomas, Career Tech.

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 August, 2021, 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 August, 2021.

NEW BUSINESS

There was no new business discussed.

PUBLIC COMMENTS

There were no public comments.

ADMINISTRATOR'S REPORT

Ms. Hubbard reported that the State Auditors are wrapping up the FY 19 Audit and once it is completed it will be presented to the Board.

Ms. Hubbard reported that the credit card renewal project had some unexpected delays in the testing phase so there is no go-live date projected yet. She stated that it is expected to be completed in September and that she would keep the Board posted.

Ms. Hubbard reported that the OUBCC's remodeling could be finished in the first part of September but that CIB has not yet received a 30-day notice of vacancy from OUBCC. She stated that since the CIB continues on a month-to-month basis, she doesn't see any issues and expects a smooth transition, which would just leave the question of the rate and remodel costs. She stated that any new lease would be brought to the Board for approval.

Ms. Hubbard reported that a member of the front office staff would be leaving the agency to move to another state. She stated that the position has been posted so if anyone knew of someone who might be interested, to have them check out the job description on the CIB website.

FINANCIAL REPORT

Written financial reports for the month ended July 31, 2021, prepared by OMES/ABS were provided for review and discussion.

PUBLIC RELATIONS REPORT

Workforce Development

Ms. Wojtek reported that the agency is continuing to move forward with the first Inter-Agency Agreement with Career Tech. She stated that she is working with Scott Soder to get a location set up for the filming of the Mechanical Careers Video.

Ms. Wojtek reported that the Electrical Careers Video had been finalized and sent out to all of the Career Tech counselors.

Ms. Wojtek reported that she had the opportunity to meet the Oklahoma City Public School's Business Industry Career Development Coordinator through the Educate the Educators event last month, and that she is working to get her the video so she can get it out to the OKC teachers. She stated that her goal is to do the same with school districts throughout Oklahoma.

Communications & Outreach

Ms. Wojtek reported that she is continuing to provide CIB information when requested about the trades and the industry to various industry groups and the public.

Ms. Wojtek reported that the active users for the website for the last 30 days was 12,310, which is up over 1,000 from the previous report. She reported that these users had 50,000 page views. She stated that while digging into the data she learned that the number one device used was Apple iPhone and the number 3 device was the Apple iPad with the rest being Android devices.

Ms. Wojtek reported that the social media and email subscriptions have increased since the last meeting.

Ms. Wojtek reported that she has continued researching and producing infographics, memes and artwork to assist in the agency's communications plan, and showed the Board examples of those on the agency's Facebook page.

Ms. Wojtek reported that the agency has been performing an in-depth study into calls to the office and how the agency can reduce those through improving the use of the website. She stated that you will be able to see those improvements as they are incorporated.

Legislative Update

Ms. Wojtek reported that the Legislature will start meeting next month on interim studies and convene in special session to approve the new legislative districts as a result of the 2020 U.S. Census data.

Ms. Wojtek reported that the agency has continued responding to legislative and industry inquiries.

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 July. Mr. Kirk reported on activities of the Mechanical 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 July. Mr. Morris reported on activities of the Electrical 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 July. Mr. Hager reported on activities of the Plumbing 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 July. 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 KEITH DEAVER WITH SECOND BY SCOTT SODER TO APPROVE THE CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARINGS WAIVED.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Paul Magdeburg
Scott Soder

Due to action taken on this item, Agenda Items 7(I) and 7(J) were not needed.

DISCUSSION AND POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE CONSTRUCTION INDUSTRIES BOARD HELD JULY 21, 2021

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

MOTION BY KEITH DEAVER WITH SECOND BY LARRY BUXTON TO ACCEPT THE JULY 21, 2021, BOARD MEETING MINUTES AS PRESENTED.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Paul Magdeburg
Scott Soder

DISCUSSION WITH POSSIBLE VOTE ON THE FY 2023 CIB BUDGET REQUEST

The Board was provided a copy of the proposed FY 2023 Budget Request. Ms. Hubbard reminded the Board that it reviews the proposed budget for each fiscal year twice. What is being considered now is the Budget Request, which includes needs anticipated for the fiscal year beginning July 1, 2022. This will be reviewed again next April or May for the FY 2023 budget work program, when we have a better idea of revenue and expenditures for FY 2022 and projected expenses for FY 2023. She stated that the Budget Request for next year is 1.5% greater than CIB's current budget mainly due to usual anticipated price increases, and an increased number of computers to lease from OMES/ISD since OMES/ISD now requires each agency to lease instead of purchasing. She reported that this Budget Request is still below CIB's BWP for FY 20.

MOTION BY SCOTT SODER WITH SECOND BY LARRY BUXTON TO ACCEPT THE PROPOSED FY 2023 BUDGET REQUEST AS PRESENTED.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Paul Magdeburg
Scott Soder

DISCUSSION AND POSSIBLE VOTE ON ADMINISTRATOR'S RECOMMENDATION OF CANDIDATE TO FILL THE VACANT MECHANICAL FIELD INVESTIGATOR POSITION

Ms. Hubbard reported that the agency received 7 applicants. She stated that supervisors scored on qualifications and recommended 4 for interview with 3 appearing. She stated that the interviewers were Gary, Ron, Richard, Windy and herself. She stated that today, the top scoring candidate is present and that they had received great comments during the reference check part of the process. She stated that it was her recommendation the Board extend an offer of employment to Mike Goertzen for the Mechanical Field Investigator position. She then asked Gary Kirk to introduce Mr. Goertzen to the Board.

MOTION BY TODD FINLEY WITH SECOND BY SCOTT SODER TO HIRE CANDIDATE MIKE GOERTZEN FOR THE MECHANICAL FIELD INVESTIGATORS POSITION.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Paul Magdeburg
Scott Soder

DISCUSSION AND POSSIBLE VOTE ON APPOINTMENT OF JASON BEMENT, PLUMBING, JOURNEYMAN, NOT A MEMBER OF A STATE PIPE TRADES ASSOCIATION, AS A MEMBER OF THE OKLAHOMA STATE PLUMBING EXAMINERS FOR A TWO-YEAR TERM EXPIRING SEPTEMBER 2022. TITLE 59 O.S. § 1004(A)(4).

Ms. Hubbard reported that the agency had been informed and was disappointed to hear that Tyler Lipcaman, who the Board appointed in June 2020, was resigning. She stated that the agency put out word and received names of several willing volunteers. She stated that there are specific requirements involving Congressional Districts, absence of membership in statewide pipe trades association and for one reason or another the others did not meet the statutory requirements, or after learning more could not make the time commitment. She stated that the one who is qualified, willing and able to serve is on the agenda today. She stated that there is no letter from an association since this position is specifically for one not a member. She stated that Jason Bement works as a plumber for St. Francis Hospital in Tulsa. She reported that he received his license in 2003, and has not received a citation from the CIB. She stated that Jason is from Collinsville and is present if the Board would like to ask any questions of him.

MOTION BY TONY BOEVERS WITH SECOND BY TODD FINLEY TO APPOINT JASON BEMENT AS A MEMBER OF THE OKLAHOMA STATE PLUMBING EXAMINERS FOR A TWO-YEAR TERM EXPIRING SEPTEMBER 2022.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Paul Magdeburg
Scott Soder

DISCUSSION AND POSSIBLE VOTE FOR CHAIR AND VICE-CHAIR BEGINNING SEPTEMBER 1, 2021, PURSUANT TO 59 O.S. § 1000.3(A)(1)

Ms. Hubbard stated that statute requires an election for Chair and Vice Chair every year by September 1. She stated that it does not require that there be a change in who is Chair or Vice Chair, just that there is an election. She stated this year, however, there will be a change for at least the Chair's seat as our current Chair is rotating off of the Board. Board members discussed the positions of Chair and Vice Chair. A motion was made for Scott Soder to be Chair and Tony Boevers to be Vice Chair.

MOTION BY TONY BOEVERS WITH SECOND BY TODD FINLEY TO APPOINT SCOTT SODER AS CHAIR OF THE BOARD BEGINNING SEPTEMBER 1, 2021.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Paul Magdeburg
Scott Soder

MOTION BY TODD FINLEY WITH SECOND BY LARRY BUXTON TO APPOINT TONY BOEVERS AS VICE CHAIR OF THE BOARD BEGINNING SEPTEMBER 1, 2021.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Paul Magdeburg
Scott Soder

BREAK

At approximately 2:08 pm the meeting was recessed for a short break.

RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK

MEMBERS PRESENT: Tony Boevers, Larry Buxton, Keith Deaver, Todd Finley, Paul Magdeburg & Scott Soder

Plumbing Hearing Board:

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:

Mr. Dutton noted that Paul Magdeburg served as Chair of the Plumbing Hearing Board when Docket No. CIB-20-P-005 was heard.

Matters heard by the Plumbing Hearing Board on Docket No. CIB-20-P-005 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 21376	Julio Mendoza	Contracting without a license
Citation No. 21384	Jeremy Price	Contractor working unlicensed or unregistered individual (per person)

MOTION BY TODD FINLEY WITH SECOND BY SCOTT SODER TO ACCEPT THE PROPOSED ORDERS FOR THE MATTERS LISTED ON THE CONSENT AGENDA RELATED TO PLUMBING HEARING BOARD DOCKET CIB-20-P-005.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Scott Soder

Recused: Paul Magdeburg

RECOGNITION OF SERVICE AS CHAIRMAN AND PRESENTATION OF CERTIFICATE OF APPRECIATION TO CONSTRUCTION INDUSTRIES BOARD MEMBER PAUL MAGDEBURG

Ms. Hubbard stated that it has been said that the one constant is change, and change is upon us. She stated that we have all been honored to work and serve with Paul and have been touched by his energy, drive, sincerity and compassion. She thanked Paul for his service and Scott Soder presented him with a plaque in recognition of his years of service.

ADJOURNMENT

MOTION BY SCOTT SODER WITH SECOND BY TONY BOEVERS TO
ADJOURN THE MEETING.

MOTION PASSED

Voting Aye: Tony Boevers
Larry Buxton
Keith Deaver
Todd Finley
Paul Magdeburg
Scott Soder

The meeting was adjourned at approximately 2:15 p.m.

Minutes approved in Regular Session on the 20th day of October, 2021.

/s/ Scott Soder
Scott Soder, Chair

/s/ Stephanie Brown
Stephanie Brown, Board Secretary