

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

March 24, 2021

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** – Vice Chair Scott Soder/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 – Steve Funck and/or LaTisha Edwards, OMES
 - (C) Public Relations Report – Debra Wojtek, Public Relations and Outreach Officer
 - Workforce Development
 - Communications and Outreach
 - Legislative Update
- 4. DIVISION REPORTS**
 - (D) Mechanical Division statistical report and Division activity update – Gary Kirk, Supervisor
 - (E) Electrical Division statistical report and Division activity update – Ron Morris, Supervisor
 - (F) Plumbing Division statistical report and Division activity update – Richard Hager, Supervisor
 - (G) Roofing Division written statistical and activity report – Richard Hager, Supervisor

5. CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARING WAIVED

- (H) 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
- (I) 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
- (J) Discussion and possible action on items removed from Consent Agenda for Uncontested Citations Paid, Hearing Waived.

6. ACTION AND DISCUSSION ITEMS:

- (K) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held December 9, 2020 – Vice Chair Scott Soder
- (L) Consideration and possible vote to re-appoint Mike Bass as a member of the Committee of Electrical Examiners for a two-year term expiring September 2023. Title 59 O.S. § 1683(B)(5) – Janis Hubbard, Administrator
- (M) Consideration and possible vote to re-appoint Jane Ward as a layperson to the Committee of Mechanical Examiners for a two year term expiring September of 2023. Title 59 O.S. § 1850.4(B)(3) – Janis Hubbard, Administrator
- (N) Discussion with possible vote to ratify action taken by the Administrator in making application to GTARB (Governmental Technology Applications Review Board) for approval to receive license and registration renewal fees by Automated Clearing House "ACH" in addition to credit card payment, handling of any transaction and merchant fees associated with "ACH" payments, and any other items per Title 62 – Janis Hubbard, Administrator and Windy Nunnery, Office Manager
- (O) Discussion and possible vote to advertise position opening for the vacant Field Investigator position (Mechanical Trade) formerly held by Steve Guerrero – Janis Hubbard, Administrator
- (P) Discussion with possible vote on renewal of the following contracts for FY 22:
 - i. Office of the Attorney General (Legal Services)
 - ii. Phillips Murrah (Legal Services)
 - iii. Michael Mitchelson (ALJ Services)
 - iv. James A. Slayton PC (ALJ Services)
 - v. MailFinance/Neopost/Quadiant (Rental of Folder/Inserter & Letter Opener)

- vi. OMES - Risk Management Division (Workers' Comp Insurance)
- vii. OMES – Interagency Mail (Shared Mailing Services)
- viii. Security Services (Open Meetings Security)
- ix. GL Suites (Licensing Database)
- x. For information purposes only - the OMES Master Service Agreement ("MSA") for on-going state services originally approved in January 2017, and is a continuing agreement. When requested changes would be over the estimated cost reflected in FY 21 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 Division – Shared IT Services.

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. ADJOURNMENT