

# 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. 23<sup>rd</sup> Street, Suite 2F  
Oklahoma City, Oklahoma 73107

May 26, 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** - Chair Paul Magdeburg/Stephanie Brown

**2. STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT** – Stephanie Brown

### **3. NEW BUSINESS**

In accordance with 25 O.S. § 311(A)(9) and (10), new business not known at the time of the posting of the agenda, if any, will now be heard. – Jon Dutton, Assistant Attorney General

### **4. PUBLIC COMMENTS**

(Opportunity for the Board to receive public comments. CIB asks each person wanting to make a public comment sign in and remember time is limited to three minutes. To comply with the intent of the public notice requirements, the Board does not respond to or discuss comments regarding matters not on today's agenda.) – Jon Dutton, Assistant Attorney General

### **5. 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

## 6. 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 Hagar, Supervisor
- (G) Roofing Division statistical report and Division activity update – Richard Hager, Supervisor

## 7. 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

## 8. ACTION AND DISCUSSION ITEMS:

- (K) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held April 14, 2021 – Chair Paul Magdeburg
- (L) Discussion with possible vote on the Administrative Consent Order reflecting agreement between the parties *in lieu* of an administrative hearing *In Re* the Matters of Alleged Mechanical Industry Rules Violations of Richard L. Turner -- Jon Dutton, Assistant Attorney General
- (M) Discussion with possible vote on amendment to the CIB Employee Handbook Section 3-6, Code of Ethics, originally adopted August 23, 2017 – Janis Hubbard, Administrator; Windy Nunnery, Office Manager
- (N) Discussion with possible vote on adopting proposed CIB Employee Handbook Section 11, Continuity of Operations – Janis Hubbard, Administrator; Windy Nunnery, Office Manager
- (O) Discussion with possible vote on an Inter-Agency Agreement with the Oklahoma Department of Career Technology Education in partnering to develop and implement a workforce development program to provide career awareness and interest in the pursuit of a licensed/registered skilled trade career, and trade education programs for

skilled trade careers in the plumbing, electrical, mechanical and roofing trades funded by administrative fines collected in FY 2020 pursuant to HB 1280 (2018) authored by Representative Kevin Wallace and Senator James Leewright (the Inter-Agency Agreement for FY 2019 administrative fines was previously approved)– Janis Hubbard, Administrator

- (P) Consideration and possible vote on a one-time pay differential for special or extra duties under extraordinary circumstances during the COVID-19 pandemic and recovery for all eligible employees in positions employed on May 31, 2021.
  - (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 the employment pay of a one-time pay differential for CIB employees as follows: Carla Bell, Stephanie Brown, Cody Davis, David Fox, Araceli Gomez, Richard Hager, Elizabeth Handy, Marion Harris, Brittany Haywood, Timothy Hillman, Ray Howard, Janis Hubbard, Regina James, Basel Kilani, Gary Kirk, Ron Morris, Robert Newberg, Windy Nunnery, Buddy Osborn, Deric Pruitt, Amanda Riley, Stanley Scheilz, Charles Scott, Tamara Solano, Kim Stell, Ronnie Terry, David Veteto, Gary Williamson, Debra Wojtek, Shereice Word, Christopher Wyre, Dannette Yousey.
  - (ii) Possible vote to return to Open Session
  - (iii) Possible vote on matters discussed in Executive Session related to pay differential for special or extra duties during the COVID-19 pandemic and recovery for all CIB employees in positions employed on May 31, 2021 as follows: Carla Bell, Stephanie Brown, Cody Davis, David Fox, Araceli Gomez, Richard Hager, Elizabeth Handy, Marion Harris, Brittany Haywood, Timothy Hillman, Ray Howard, Janis Hubbard, Regina James, Basel Kilani, Gary Kirk, Ron Morris, Robert Newberg, Windy Nunnery, Buddy Osborn, Deric Pruitt, Amanda Riley, Stanley Scheilz, Charles Scott, Tamara Solano, Kim Stell, Ronnie Terry, David Veteto, Gary Williamson, Debra Wojtek, Shereice Word, Christopher Wyre, Dannette Yousey.
- (Q) Discussion and possible vote on a proposed FY22 CIB Budget Work Program – Janis Hubbard, Administrator

**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

- (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 Mechanical Hearing Board on Docket No. CIB-20-M-004 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 21119	Nizar Yousuf	Contractor working 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 Plumbing Hearing Board on Docket No. CIB-20-P-004 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 21174	Anthony Doyle	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 Electrical Hearing Board on Docket No. CIB-20-E-003 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 21400	Eric Ingle	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 21270	Abayomi Reid	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 21271	Abayomi Reid	Contractor working unlicensed or unregistered individual (per person)
Citation No. 21175	Anthony Doyle	Contracting without a license

Citation No. 21408	Kyle Hohlier	Contractor working unlicensed or unregistered individual (per person)
Citation No. 21293	Dempsey Tipps Jr.	Contractor working unlicensed or unregistered individual (per person)
Citation No. 21268	David Jankowsky	Contracting without a license
Citation No. 21348	Moyse Duncan	Contracting without a license

**14. ADJOURNMENT**