

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**

December 9, 2020

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. 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 statistical report and Division activity update – 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 October 21, 2020 – Chair Paul Magdeburg
- (L) Discussion with possible vote on renewal of the PSI contract for testing services for the period of 2/16/2021 thru 2/15/2022 – Janis Hubbard, Administrator and Windy Nunnery, Office Manager
- (M) Discussion with possible vote on proceeding with making application to GTARB (Governmental Technology Applications Review Board) for approval to receive license and registration renewal fees by credit card payment, handling of any transaction and merchant fees, and any other items per Title 62 – Janis Hubbard, Administrator and Windy Nunnery, Office Manager
- (N) Discussion with possible vote on further engagement with the statewide vendor, NIC, up to and including a contract agreement at an amount no more than \$200.00 for performing point-of-sale credit card payment portal technology functions necessary to implement credit card payments for renewals – Janis Hubbard, Administrator and Windy Nunnery
- (O) Discussion with possible vote on recommending NIC transaction fees be passed on to and paid by the user – Janis Hubbard, Administrator and Windy Nunnery, Office Manager
- (P) Discussion with possible vote on recommending credit card merchant fees be passed on to and paid by the user – Janis Hubbard, Administrator and Windy Nunnery, Office Manager

- (Q) Discussion with possible vote on engaging OMES/ISD to perform required information technology services to finalize technical connections between the licensing software (GL Solutions), NIC, and the Office of the State Treasurer for receipt of renewal application fees paid by credit card with possible additional costs to be invoiced and billed at the hourly rate provided in the MSA up to the amount of \$1,800.00 – Janis Hubbard, Administrator and Windy Nunnery, Office Manager

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

- (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-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 21213	Jose Iraheta	Contracting without a license

Citation No. 21230	Timothy Wilkerson	Contractor working unlicensed or unregistered individual (per person)
Citation No. 21231	Timothy Wilkerson	Contractor working registered apprentice without direct supervision (per apprentice)

14. ADJOURNMENT