

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

March 24, 2021

CALL TO ORDER AND RECORDING OF MEMBERS PRESENT AND ABSENT

The regular meeting of the Construction Industries Board was called to order by Vice Chair Scott Soder at approximately 1:30 p.m. on Wednesday, March 24, 2020, in the Conference Room of the Construction Industries Board.

MEMBERS PRESENT: Tony Boevers, Larry Buxton, Keith Deaver, Todd Finley, Lupe Ibarra and Scott Soder.

MEMBERS ABSENT: Paul Magdeburg

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; Mitchell Thomas, ODCTE

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 24th day of March, 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 24th day of March, 2021.

ADMINISTRATOR'S REPORT

Ms. Hubbard discussed the challenges that have come with COVID-19 over the past year. She reported that the agency is working on the appropriate time to transition the lobby back open. She stated the office has remained opened throughout the pandemic with rotating some staff to work from home. Staff has been working in two teams so that if there was an office exposure the office would never have to be closed, allowing the agency to continue to provide licenses and customer service throughout the past year.

She stated that she was appreciative of how staff members have stepped up during the pandemic, handling challenges that could have never been anticipated.

Ms. Hubbard reported that the Governor extended license expiration dates from March 2020 through January 2021, but had recently issued an executive order ending that extension so that licenses would resume normal expiration dates as they had been prior to the initial executive order. She reported that the agency sent out postcards to certain affected licensees and registrants who would be required to re-test if lapsing for more than one year so that they would know they need to get their license/registration renewed.

She stated that the agency website has been having some unexpected issues. She said that recently OMES transitioned CIB's website to a different platform, and initially when checked, everything seemed to be fine. She stated that since the initial transition, there have been problems with some information reverting back to outdated information or missing entirely. She reported that the agency is still working on it with OMES.

Ms. Hubbard reported that PSI had two testing sites in OKC, but has recently notified CIB that they are closing one of them. She stated that when PSI was questioned, they stated that they are remodeling the remaining site and enlarging it to add more testing sessions. She reported that they would now be able to accommodate 20 more tests per week with the remodeled site over the previous two sites.

Ms. Hubbard reported that June Smith, the Electrical Secretary, retired in December. Her position was able to be filled internally by Brittany Haywood, so that left a vacancy still within the office. She stated that the open position has been posted, but that not many applications for that and the two open field staff positions have been received. She stated that it could be due to COVID-19, so all three positions will be left open a little longer in hopes of getting applicants.

She reported that Senator Dugger, the Chairman of the Select Agency Subcommittee, came to the CIB as he has in previous years to visit. She stated that after a review of CIB's financials and operations, he did not have any remaining questions.

Lastly, Ms. Hubbard reported that the Governmental Technology Applications and Review Board (GTARB) has approved the CIB's application for credit card transactions and fees. She stated that she and Windy met with them virtually regarding both credit card and ACH transactions, which would be discussed in a later agenda item, and that both were approved.

FINANCIAL REPORT

Written financial reports for the month ended February 28, 2021, prepared by OMES/ABS were provided for review and discussion.

PUBLIC RELATIONS REPORT

Workforce Development

Ms. Wojtek reported that CIB was moving forward on the inter-agency agreement with Career Tech. She stated that there have been several meetings to clarify the agency's expectations and that Career Tech now has a clear direction.

Ms. Wojtek reported that CIB has now started creating more in-depth and educational videos about the trades starting with Electrical and that Board member Larry Buxton has been kind enough to help with a job site and some skilled electrical workers to participate. She reported that this educational video could end up being approximately 10 to 15 minutes.

She passed out a Rate Sheet Estimator from Career Tech on the expected costs, which would come out of the \$72,230 listed in the Interagency Agreement between CIB and Career Tech that was previously approved by the Board. She stated that the educational videos would be used virtual events, social media and the website.

Communications & Outreach

Ms. Wojtek reported that with the website being switched over the agency has finally started being able to collect analytics and that there should be enough history by the next Board meeting to be able to have good website analytics.

She showed the Board the new logo for the CIB which conforms to the State's branding and will soon be used on documents, websites and emails as the agency moves forward with changing all the logos out.

She reported that the agency's Facebook followers have increased two and a half times since January of last year and that the CIB's email subscribers have increased by over 900 since the last meeting. She reported that she has been continuing to research and produce infographics, memes and artwork to assist in the communications plan. She then showed the Board various infographics, memes and videos on the Facebook page currently.

Legislative Update

Ms. Wojtek reported that the deadline for bills to be out of the Chamber of origin was March 11. She stated that fewer than 1,000 bills and joint resolutions are still available for lawmakers to consider, compared to the over 3,000 that were introduced. She reported that the next bill deadline is April 8. She reported that there were several bills that would have directly affected CIB's licensing and administration that did not advance past the last deadline. She reported that there were still several bills that directly affect licensing and registration as well as the CIB that are still alive, but that they are continuing to track them and be available for any inquiries from legislators. Lastly, she stated that the agency is continuing to be available as a resource for all legislator and industry inquiries and have been providing rules and administration information when requested.

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 previous month. 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 previous month. 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 previous month. 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 previous month. 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 TODD FINLEY TO APPROVE THE CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARINGS WAIVED.

MOTION PASSED

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

Due to action taken on this item, Agenda Items 6(I) and 6(J) were not needed.

DISCUSSION AND POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE CONSTRUCTION INDUSTRIES BOARD HELD DECEMBER 9, 2020

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

MOTION BY TONY BOEVERS WITH SECOND BY TODD FINLEY TO ACCEPT THE DECEMBER 9, 2020, BOARD MEETING MINUTES AS PRESENTED.

MOTION PASSED

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

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)

Ms. Hubbard reported that agency was provided a letter from IEC recommending that Mike Bass be re-appointed, and that the letter was in the Board materials for review. She stated that

Mr. Bass was first appointed in 2017, has been recently elected as the Chairman and is willing and able to continue serving.

MOTION BY TONY BOEVERS WITH SECOND BY LARRY BUXTON TO RE-APPOINT MIKE BASS TO THE COMMITTEE OF ELECTRICAL EXAMINERS FOR A TWO-YEAR TERM EXPIRING SEPTEMBER 2023

MOTION PASSED

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

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)

Ms. Hubbard reported that there is no letter of nomination since this is a layperson position. She stated that Ms. Ward was first appointed in 2019 and has currently been elected as Vice Chair of the Mechanical Committee and is willing and able to continue serving.

MOTION BY KEITH DEAVER WITH SECOND BY TODD FINELY TO RE-APPOINT JANE WARD TO THE COMMITTEE OF MECHANICAL EXAMINERS FOR A TWO-YEAR TERM EXPIRING SEPTEMBER 2023

MOTION PASSED

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

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 PAYMENTS, HANDLING OF ANY TRANSACTION AND MERCHANT FEES ASSOCIATED WITH "ACH" PAYMENTS, AND ANY OTHER ITEMS PER TITLE 62

Ms. Hubbard reported that at the last meeting the Board had approved for a 2.25% charge on credit cards and a \$2 transaction fee for credit cards and the question came up about ACH or EFT's. When the agency went through the application approval process they were able to participate in that and it will be a \$1 fee, that's the only fee for that. Based on the Board's discussion about ACH and EFT's at the previous meeting, she stated that she went ahead and moved forward with it and is now asking for approval.

MOTION BY TONY BOEVERS WITH SECOND BY KEITH DEAVER TO RATIFY ACTION TAKEN BY THE ADMINISTRATOR IN MAKING APPLICATION TO

GTARB FOR APPROVAL TO RECEIVE LICENSE AND REGISTRATION FEES BY AUTOMATED CLEARING HOUSE IN ADDITION TO CREDIT CARD PAYMENTS, HANDLING OF ANY TRANSACTION AND MERCHANT FEES ASSOCIATED WITH "ACH" PAYMENTS

MOTION PASSED

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

DISCUSSION AND POSSIBLE VOTE TO ADVERTISE POSITION OPENING FOR THE VACANT FIELD INVESTIGATOR POSITION (MECHANICAL TRADE) FORMERLY HELD BY STEVE GUERRERO

Ms. Hubbard reported that in January the agency unexpectedly lost a beloved employee, and that this is a request to fill that position. She requested leniency to adjust the field territory position as needed.

MOTION BY KEITH DEEVER WITH SECOND BY LUPE IBARRA TO ADVERTISE POSITION OPENING FOR THE VACANT FIELD INVESTIGATOR POSITION (MECHANICAL TRADE) FORMERLY HELD BY STEVE GUERRERO

MOTION PASSED

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

DISCUSSION WITH POSSIBLE VOTE ON RENEWAL OF THE FOLLOWING CONTRACTS FOR FY 22:

i. Office of the Attorney General

Ms. Nunnery stated that this contract would be at the same cost as the FY 22 contract.

MOTION BY TONY BOEVERS WITH SECOND BY TODD FINLEY TO RENEW THE CONTRACT WITH THE ATTORNEY GENERALS OFFICE AT THE SAME COST AS FY 21

MOTION PASSED

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

ii. Phillips Murrah

Ms. Nunnery stated that there would be no change in the cost of the contract with Phillips Murrah for FY 22.

MOTION BY TONY BOEVERS WITH SECOND BY KEITH DEEVER TO RENEW THE CONTRACT WITH PHILLIPS MURRAH AT THE SAME COST AS FY 21

MOTION PASSED

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

iii. Michael Mitchelson

Ms. Nunnery stated that the agency is requesting to continue the contract with Mr. Mitchelson at the current rate.

MOTION BY TODD FINLEY WITH SECOND BY LARRY BUXTON TO RENEW THE CONTRACT FOR ALJ SERVICES WITH MICHAEL MITCHELSON FOR FY 22 AT THE SAME RATE AS FY 21

MOTION PASSED

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

iv. James A. Slayton PC

Ms. Nunnery stated that the agency is requesting to continue the contract with Mr. Slayton at the current rate.

MOTION BY TODD FINLEY WITH SECOND BY KEITH DEEVER TO RENEW THE CONTRACT FOR ALJ SERVICES WITH JAMES A. SLAYTON PC FOR FY 22 AT THE SAME RATE AS FY 21

MOTION PASSED

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

v. MailFinance/Neopost/Quadient

Ms. Nunnery stated that the agency is requesting renewal for the mail opener and folder/inserter at the current rate.

MOTION BY KEITH DEAVER WITH SECOND BY TONY BOEVERS TO RENEW THE CONTRACT WITH MAILFINANCE/NEOPOST/QUADIENT FOR FY 22 AT THE SAME RATE AS FY 21

MOTION PASSED

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

vi. OMES – Risk Management Divison

Ms. Nunnery stated that OMES Risk Management Division provides CIB's workers' compensation insurance policy. She stated that the agency was requesting to renew at the current cost and would come back to the Board if they were notified by OMES Risk Management of an increase.

MOTION BY TODD FINLEY WITH SECOND BY LARRY BUXTON TO RENEW THE CONTRACT WITH OMES RISK MANAGEMENT DIVISION FOR WORKERS COMPENSATION INSURANCE FOR FY 22 AT THE SAME RATE AS FY 21

MOTION PASSED

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

vii. OMES – Interagency Mail

Ms. Nunnery stated that OMES Interagency Mail Services provides postage and mail handling services for CIB. She stated that there would be no change in the cost of services for FY 22.

MOTION BY TODD FINLEY WITH SECOND BY KEITH DEAVER TO RENEW THE CONTRACT WITH OMES INTERAGENCY MAIL SERVICES FOR FY 22 AT THE SAME RATE AS FY 21

MOTION PASSED

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

viii. Security Services

Ms. Nunnery stated that Oklahoma City Police Department is willing to continue working as security services for the CIB for hearings and meetings, and that the rate for FY22 would remain the same as FY21.

MOTION BY KEITH DEEVER WITH SECOND BY LUPE IBARRA TO RENEW CONTRACT WITH OKLAHOMA CITY POLICE DEPARTMENT FOR SECURITY SERVICES FOR FY 22

MOTION PASSED

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

ix. GL Suites

Ms. Nunnery reported that GL Suites provides CIB with their licensing software. She stated that GL Suites notified CIB of a consumer index price increase for FY 22 of 1.4%. Ms. Nunnery stated that the agency would reduce the number of tasks so that the cost remained the same as the previous year even with the consumer price increase.

MOTION BY TONY BOEVERS WITH SECOND BY KEITH DEEVER TO RENEW THE CONTRACT WITH GL SUITES FOR FY 22

MOTION PASSED

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

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.

Ms. Nunnery reported that the OMES Master Service Agreement as originally approved in January 2017, is a continuing agreement between CIB and OMES. CIB has received no notice of a price change, and OMES is required to provide CIB 30 days' notice for any price increases or changes. She stated when any changes are made to the MSA that would be over the estimated cost reflected in FY 22 Budget Work Program; those changes would be presented to the Board upon notification of change.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

There was no new business discussed.

ADJOURNMENT

MOTION BY TODD FINLEY WITH SECOND BY TONY BOEVERS TO
ADJOURN THE MEETING.

MOTION PASSED

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

The meeting was adjourned at approximately 2:25 p.m.

Minutes approved in Regular Session on the 14th day of April, 2021.

/s/ Paul Magdeburg
Paul Magdeburg, Chair

/s/ Stephanie Brown
Stephanie Brown, Board Secretary