

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

**October 21, 2020**

**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, October 21, 2020, in the Conference Room of the Construction Industries Board.

MEMBERS PRESENT: Tony Boevers, Keith Deaver, Todd Finley, Lupe Ibarra, Paul Magdeburg, Scott Soder.

MEMBERS ABSENT: Larry Buxton.

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

OTHERS PRESENT: Jon Dutton, Assistant Attorney General; LaTisha Edwards, OMES; Kenny Whitson, PP 344.

**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 21<sup>st</sup> day of October, 2020, 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 21<sup>st</sup> day of October, 2020.

**ADMINISTRATOR'S REPORT**

Ms. Hubbard reported that Executive Order 2020-20, fifth amended, extends the expiration dates of licenses until November 8. She stated that it was unknown if the Governor would amend the Executive Order again, but that once it expires the agency will make social media posts and website posts letting licensees know that they need to renew.

Ms. Hubbard reported that the Board received a copy of the FY 22 Budget Request and Strategic Plan that was filed by the agency before the October 1 deadline.

Ms. Hubbard reported that the agency is continuing to work with Representative McBride who has concerns regarding home inspector licensing. She stated that on November 4, the Occupational Licensing Advisory Commission will be looking at many licenses, including home inspectors licensing again. She reported that at the most recent meeting with Representative

McBride there were continuing discussions on how to make the home sale transaction as a whole, work more smoothly. She stated that she is still hopeful that issues can be addressed with additional education instead of eliminating licensing. She stated that she would be at the commission meeting to address any concerns or questions that she can.

She reported that the Uniformed Building Code Commission began the rulemaking process to adopt codes. She stated that they are looking at adoption with revisions to the 2017 NEC and the 2018 I-Codes, except residential. She stated the rules would go through the rulemaking process, go to the legislature and if approved, would be effective sometime next fall.

She reported that the COVID-19 pandemic continues, but CIB's office operations and field staff have continued working and that the agency has been able to have in-person hearings and committee meetings using proper safety precautions.

### **FINANCIAL REPORT FOR MONTH ENDED SEPTEMBER 30, 2020**

Ms. LaTisha Edwards reviewed the CIB's financial report for the month ended September 30, 2020.

### **PUBLIC RELATIONS REPORT**

#### Workforce Development

Ms. Wojtek reported that CIB has continued the outreach and partnership expansion with different groups whose focus is on workforce development and has continued to act as a resource to them. She stated that several of the groups have started implementing apps and websites to start recruiting new interest in the industries. She stated that CIB has also started producing short clips of educational information. She stated that the agency has been incorporating workforce development in ongoing social media communications through targeted and deliberate content.

#### Communications & Outreach

She reported that Facebook followers have officially doubled since January and that the interaction and activity on the page have also increased. She stated that the agency has also been researching and producing infographics, memes and artwork to assist in the communications plans. She then showed a short film to the Board and gallery from the social media page. She stated that this was just a sample of the first short film that has been in production. She stated that the most popular social media posts are the "what's wrong" series, which always receive a ton of comments and interaction. She reported that the agency does not have a budget for social media, whereas as lot of companies will pay to boost posts and sponsor ads, CIB's social media increase in interaction has all been grown organically by license holders and other interested parties sharing and liking posts.

She reported that the agency is continuing to work with OMES on the change in software provider for the CIB website. She stated that the new website will have a very similar look and experience as the old one, so it is not a major change, just a matter of making sure all of the links are still live and that the email sign up is still connected. She reported that OMES is still working with the agency on creating CIB's new branding so that it will be cohesive with the states branding.

#### Legislative Update

Ms. Wojtek reported that interim studies are coming to a close and that all those that could affect CIB were monitored. She stated that the agency has continued to respond to legislative inquiries and provided data 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 month of September. 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 September. 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 September. 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 September. 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 TODD FINLEY WITH SECOND BY KEITH DEAVER TO APPROVE THE CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARINGS WAIVED.

MOTION PASSED

Voting Aye: Tony Boevers  
Keith Deaver  
Todd Finley  
Lupe Ibarra  
Paul Magdeburg  
Scott Soder

Due to action taken on this item, Agenda Items 5(I) and 5(J) were not needed.

**DISCUSSION AND POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE CONSTRUCTION INDUSTRIES BOARD HELD AUGUST 19, 2020.**

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

MOTION BY SCOTT SODER WITH SECOND BY KEITH DEEVER TO APPROVE THE AUGUST 19, 2020, BOARD MEETING MINUTES AS PRESENTED.

MOTION PASSED

Voting Aye: Tony Boevers  
Keith Deaver  
Lupe Ibarra  
Paul Magdeburg  
Scott Soder

Abstain: Todd Finley

**DISCUSSION WITH POSSIBLE VOTE ON THE CONSTRUCTION INDUSTRIES BOARD REGULAR MEETING DATES FOR CALENDAR YEAR 2021.**

The following proposed dates for regular meetings of the CIB were presented for the Board's consideration:

January 27, 2021	July 21, 2021
February 10, 2021	August 18, 2021
March 24, 2021	September 22, 2021
April 14, 2021	October 20, 2021
May 26, 2021	November 17, 2021
June 23, 2021	December 8, 2021

MOTION BY SCOTT SODER WITH SECOND BY LUPE IBARRA TO ACCEPT THE PROPOSED DATES FOR REGULAR MEETINGS OF THE CIB BOARD IN CALENDAR YEAR 2021.

MOTION PASSED

Voting Aye: Tony Boevers  
Keith Deaver  
Todd Finley  
Lupe Ibarra  
Paul Magdeburg  
Scott Soder

**DISCUSSION WITH POSSIBLE VOTE TO RENEW CONTRACT WITH ECAPITOL FOR LEGISLATIVE TRACKING SERVICES FOR CALENDAR YEAR 2021.**

Ms. Hubbard stated that in addition to notices and legislative tracking during the regular legislative session and any special session, eCapitol provides notices for interim studies and general legislative news. She stated there would be no change in rate for calendar year 2021.

MOTION BY TONY BOEVERS WITH SECOND BY SCOTT SODER TO APPROVE RENEWAL OF THE CONTRACT WITH ECAPITOL FOR LEGISLATIVE TRACKING SERVICES FOR CALENDAR YEAR 2021.

MOTION PASSED

Voting Aye: Tony Boevers  
Keith Deaver  
Todd Finley  
Lupe Ibarra  
Paul Magdeburg  
Scott Soder

**UPDATE, DISCUSSION AND POSSIBLE VOTE TO RENEW LEASE WITH VTA FOR CURRENT OFFICE SPACE AT SHEPHERD CENTER**

Ms. Hubbard reported that after the last meeting the agency was notified of a rent increase from \$11 per square foot to \$12 per square foot. She stated that in reading about COVID related fallouts of office rental rates, she concluded it may not be reasonable to increase rent rate for office space at this time and has questioned the rate increase. She stated that she recently received information that State Leasing will no longer be involved in the negotiations of the amount, but that CIB will be negotiating directly with CBRE. She has not yet heard from CBRE.

There was no action taken on this item.

**DISCUSSION AND POSSIBLE VOTE TO RE-APPOINT DAVID SMITH (BUILDING AND CONSTRUCTION INSPECTOR) AS A MEMBER OF THE COMMITTEE OF ROOFING EXAMINERS FOR A TWO-YEAR TERM EXPIRING OCTOBER 31, 2022. TITLE 59 O.S. § 1151.26(B)(5)**

Ms. Hubbard reported that Mr. Smith was first appointed in 2014, has been an active and involved member of the Committee and is willing and able to serve.

MOTION BY TODD FINLEY WITH SECOND BY TONY BOEVERS TO ADVERTISE POSITION OPENING FOR A MECHANICAL FIELD INVESTIGATOR IN SOUTH OKLAHOMA.

MOTION PASSED

Voting Aye: Tony Boevers  
Keith Deaver  
Todd Finley  
Lupe Ibarra  
Paul Magdeburg  
Scott Soder

**PUBLIC COMMENTS**

There were no public comments.

**NEW BUSINESS**

There was no new business discussed.

**ADJOURNMENT**

MOTION BY SCOTT SODER WITH SECOND BY KEITH DEAVER TO  
ADJOURN THE MEETING.

MOTION PASSED

Voting Aye: Tony Boevers  
Keith Deaver  
Todd Finley  
Lupe Ibarra  
Paul Magdeburg  
Scott Soder

The meeting was adjourned at approximately 2:06 p.m.

Minutes approved in Regular Session on the 9 day of December, 2020.

/s/ Paul Madeburg  
Paul Magdeburg, Chair

/s/ Stephanie Brown  
Stephanie Brown, Board Secretary