

# 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

April 13, 2022

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 Scott Soder/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. Each person wanting to make a public comment is asked to 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 – OMES ABS Representative

(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 Hager, 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 March 23, 2022 – Chair Scott Soder
- (L) Consideration and possible vote to re-appoint Kenny Whitson as a member of the Oklahoma State Committee of Plumbing Examiners for a two-year term ending September 2024. Title 59 O.S. § 1004 (A)(2) – Janis Hubbard, Administrator
- (M) Consideration and possible vote to re-appoint Stacy Coe as a member of the Oklahoma State Committee of Plumbing Examiners for a two-year term ending September 2024. Title 59 O.S. § 1004 (A)(3) – Janis Hubbard, Administrator
- (N) Consideration and possible vote to re-appoint Jason Bement, Plumbing Journeyman, not a member of a state pipe trades association, as a member of the Oklahoma State Committee Plumbing Examiners for a two-year term expiring September 2024. Title 59 O.S. § 1004(A)(4).

- (O) Discussion and possible vote to advertise position opening for soon to be vacant Field Investigator position (Plumbing Trade) due to the retirement of Tim Hillman – Janis Hubbard, Administrator
- (P) Discussion with possible vote on renewal of the following contracts for FY 23:
  - i. Sunset Courier (Courier Services)
  - ii. AT&T (Wireless Phone Services)
  - iii. GALT (Temporary Employees)
  - iv. XEROX (Copier and Printer)
  - v. Quadient/Neopost/MailFinance (Rental of Folder/Inserter & Letter Opener)
  - vi. OMES - Risk Management Division (D&O, Tort, Liability)
- (Q) Report and discussion on employee workers' compensation claim, Court Number CM2020-05235A – Jon Dutton, Assistant Attorney General
  - (i) Possible vote to convene into Executive Session -- Pursuant to 25 O.S. § 307(B)(4), the Board may convene in Executive Session for confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the active advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.
  - (ii) Possible vote to return to Open Session

**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 Plumbing Hearing Board on Docket No. CIB-21-P-002 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 21112	Jay Willoughby	Contracting without a license
Citation No. 21634	Tyler Atherton	Contracting without a license
Citation No. 21634	Richard Terry	Contractor working unlicensed or unregistered individual (per person)
Citation No. 21534	Richard Sullivent	Contracting without a license
Citation No. 21536	Alan Koon	Contracting without a license
Citation No. 21298	Anthony Flores	Contracting without a license
Citation No. 21306	Kevin Blackburn	Contractor working unlicensed or unregistered individual (per person)
Citation No. 21211	Max Watkins	Contracting without a license
Citation No. 21501	Wesley Kyle Britton	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 21505	Melvin Hull	Inactive contractor or journeyman engaged in contracting
Citation No. 21549	Alfredo Pacheco	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 21550	Isac Martinez Garcia	Unlicensed or unregistered individual performing trade work under the direction of another

**14. ADJOURNMENT**