

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

April 26, 2023

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 provided by written report
- (F) Plumbing Division statistical report and Division activity update – Richard Hager, Supervisor
- (G) Roofing and other Division statistical reports and Division activity updates – 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 on overview and reminders about the Open Meetings Act. – Chair Scott Soder
- (L) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held March 22nd, 2023 – Chair Scott Soder
- (M) Discussion and possible vote on Audit Engagement with Office of State Auditor and Inspector for FY 20 Audit – Janis Hubbard
- (N) Discussion and possible vote on Audit Engagement with Office of State Auditor and Inspector for FY 21 Audit – Janis Hubbard
- (O) 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 2025. Title 59 O.S. § 1683(B)(5) – Janis Hubbard, Administrator

- (P) Consideration and possible vote to re-appoint Kyle Williamson as a member of the Committee of Electrical Examiners for a two-year term expiring September 2025. Title 59 O.S. § 1683(B)(2) – Janis Hubbard, Administrator
- (Q) Consideration and possible vote to re-appoint Steven Roberts as a member of the Committee of Electrical Examiners for a two-year term expiring September 2025. Title 59 O.S. § 1683(B)(3) – Janis Hubbard, Administrator
- (R) Discussion and possible vote regarding appointment of the Electrical Inspector seat to the Committee of Electrical Examiners (position formerly held by David Adcock) for the remainder of a two-year term expiring September 2023. Title 59 O.S. § 1683(B)(1) – Janis Hubbard, Administrator
- (S) Discussion and possible vote to advertise position opening for the vacant Field Investigator position (Mechanical Trade) formerly held by Charles Scott – Janis Hubbard, Administrator
- (T) Discussion and possible vote to advertise position opening for the soon to be vacant Field Investigator position (Electrical Trade) currently held by Gary Williamson (retiring) – Janis Hubbard, Administrator
- (U) Discussion and possible vote on Administrator's recommendation of Candidate to fill the vacant Mechanical Field Investigator position previously held by Mike Goertzen – Janis Hubbard, Administrator
 - (i) Possible vote to convene into Executive Session pursuant to 25 O.S. § 307(B)(1) for discussion and possible action on Administrator's recommendation of for employment, hiring, appointment, for the vacant Mechanical Field Investigator position.
 - (ii) If Executive Session convened, vote to return to Open Session.
 - (iii) Possible vote on matters discussed related to Administrator's recommendation of Candidate for employment, hiring, appointment, for the vacant Mechanical Field Investigator position either from Executive Session or as discussed in Open Session.
- (V) Discussion with possible vote on renewal of the following contracts for FY 24:
 - i. Sunset Courier (Courier Services)
 - ii. AT&T (Wireless Phone Services)
 - iii. GALT (Temporary Employees)
 - iv. XEROX (Copier and Printer)
 - v. VTA (Lease)
 - vi. OMES - Risk Management Division (D&O, Tort, Liability)
 - vii. Office of the Attorney General (Legal Services)
 - viii. GL Suites (Licensing Database)

- (W) If AT&T renewal is not approved, consideration and possible vote to contract with Verizon or T-Mobile for mobile phone service – Windy Nunnery, Office Manager & Janis Hubbard, Administrator
- (X) Discussion and possible vote on employment, hiring, appointment, promotion, demotion, disciplining or resignation of all CIB staff listed specifically concerning the evaluation of possible staff pay adjustments for all eligible CIB staff. – Chair Scott Soder
 - (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 changes to existing salaries, or setting salary ranges, for all eligible CIB employees as follows: Stephanie Brown, Cody Davis, David Fox, Alicia Gaytan-Hernandez, Araceli Gomez, Richard Hager, Brittany Haywood, Carla Hipkins, Janis Hubbard, Basel Kilani, Gary Kirk, Brandy Leron, Timothy Mahoney, Ron Morris, Robert Newberg, Windy Nunnery, Buddy Osborn, Derric Pruitt, Amanda Riley, Stanley Scheilz, Michael Smith, Tamara Solano, Kim Stell, Ronnie Terry, David Veteto, Gary Williamson, Debra Wojtek, Shereice Word, Christopher Wyre and Dannette Yousey.
 - (ii) Possible vote to return to Open Session
 - (iii) Possible vote on matters discussed in Executive Session related to possible action on changes to existing salaries, or setting salary ranges, for all eligible CIB employees as follows: Stephanie Brown, Cody Davis, David Fox, Alicia Gaytan-Hernandez, Araceli Gomez, Richard Hager, Brittany Haywood, Carla Hipkins, Janis Hubbard, Basel Kilani, Gary Kirk, Brandy Leron, Timothy Mahoney, Ron Morris, Robert Newberg, Windy Nunnery, Buddy Osborn, Derric Pruitt, Amanda Riley, Stanley Scheilz, Michael Smith, Tamara Solano, Kim Stell, Ronnie Terry, David Veteto, Gary Williamson, Debra Wojtek, Shereice Word, Christopher Wyre and Dannette Yousey.
- (Y) Discussion and possible vote to approve the FY 24 Budget Work Program. – Janis Hubbard, Administrator

9. ADJOURNMENT