

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

March 22, 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
- (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. NEW OUBCC CHIEF EXECUTIVE OFFICER INTRODUCTION AND WELCOME – Janis Hubbard, Administrator

8. BREAK

9. RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK – Stephanie Brown

10. 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.

11. ACTION AND DISCUSSION ITEMS:

- (K) Discussion and possible vote on the Minutes of the Special Meeting of the Construction Industries Board held November 30, 2022 – Chair Scott Soder
- (L) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held January 25, 2023 – Chair Scott Soder
- (M) Discussion with possible vote on FY 24 contract for rental of folder/insertor and letter opener – Windy Nunnery, Office Manager

- (N) Discussion with possible vote on renewal of the following contracts for FY 24:
- i. Phillips Murrah (Legal Services)
 - ii. Michael Mitchelson (ALJ Services)
 - iii. James A. Slayton PC (ALJ Services)
 - iv. OMES - Risk Management Division (Workers' Comp Insurance)
 - v. OMES – Interagency Mail (Shared Mailing Services)
 - vi. Security Services (Open Meetings Security)
 - vii. For information purposes only - the OMES Master Service Agreement ("MSA") for on-going state services was originally approved in January 2017, and is a continuing agreement. These items are reflected in the budget approved by the Board each year. When requested changes would be over the estimated cost reflected in the 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.
- (O) Discussion with possible vote on renewal of the Reciprocal Journeyman Electrician License Agreement between the States of Iowa and Oklahoma – Ron Morris, Supervisor
- (P) Discussion and possible vote on employment, hiring, appointment, promotion, demotion, disciplining or resignation of all CIB staff listed specifically concerning the initial 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, Charles Scott, 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, Charles Scott, Michael Smith, Tamara Solano, Kim Stell, Ronnie Terry, David Veteto, Gary Williamson, Debra Wojtek, Shereice Word, Christopher Wyre and Dannette Yousey.

12. BREAK

13. RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK – Stephanie Brown

14. POSSIBLE VOTE TO REMOVE ITEM FROM CONSENT AGENDA FOR INDIVIDUAL ADMINISTRATIVE PROCEEDINGS FOR CONSIDERATION AS A SEPARATE ACTION ITEM – Jon Dutton, Assistant Attorney General

15. 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.

16. 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

- (Q) 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-22-P-001 as follows:

| <u>Case No.</u> | <u>Respondent</u> | <u>Violation</u> |
|--------------------|-------------------|---|
| Citation No. 20830 | Patrick Rogers | Contracting without a license |
| Citation No. 21851 | Jason Israel | Contractor working unlicensed or unregistered individual (per person) |
| Citation No. 21929 | Phillip Harper | Contracting without a license |
| Citation No. 21930 | David Dale | Contracting without a license |

- (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-22-P-002 as follows:

| <u>Case No.</u> | <u>Respondent</u> | <u>Violation</u> |
|--------------------|-------------------|---|
| Citation No. 22030 | Martin Castillo | Contractor working unlicensed or unregistered individual (per person) |

Citation No. 21756 Joe Shaddix

Contracting without a license

17. ADJOURNMENT