

# **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**

**March 27<sup>th</sup>, 2024**

**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  
Larry Buxton/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

**6. DIVISION REPORTS**

- (C) Mechanical Division statistical report and Division activity update – Gary Kirk, Supervisor
- (D) Electrical Division statistical report and Division activity update – Ron Morris, Supervisor
- (E) Plumbing Division statistical report and Division activity update – Richard Hager, Supervisor
- (F) Roofing and other Division statistical reports and Division activity update – Richard Hager, Supervisor

**7. CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARING WAIVED**

- (G) 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
- (H) 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
- (I) Discussion and possible action on items removed from Consent Agenda for Uncontested Citations Paid, Hearing Waived.

**8. ADDITIONAL ACTION AND DISCUSSION ITEMS:**

- (J) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held January 24<sup>th</sup>, 2024 – Chair Larry Buxton
- (K) Discussion and possible vote on Administrator's recommendation of Candidate to fill the vacant Public Relations and Outreach Officer position previously held by Debra Wotjek – 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 Public Relations and Outreach Officer 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 Public Relations and Outreach Officer position either from Executive Session or as discussed in Open Session.

(L) Discussion with possible vote on renewal of the following contracts for FY 25:

- i. Summit Mailing & Shipping (Folder/Inserter)
- ii. Phillips Murrah (Legal Services)
- iii. Michael Mitchelson (ALJ Services)
- iv. James A. Slayton PC (ALJ Services)
- v. OMES - Risk Management Division (Workers' Comp Insurance)
- vi. OMES – Risk Management Division (D&O, Tort, Liability)
- vii. OMES – Interagency Mail (Shared Mailing Services)
- viii. Security Services (Open Meetings Security)
- ix. Sunset Courier (Courier Services)
- x. AT&T (Wireless Phone Services)
- xi. GALT (Temporary Employees)
- xii. Xerox (Copier & Printer)
- xiii. VTA (Lease)
- xiv. Office of the Attorney General (Legal Services)
- xv. GL Suites (Licensing Database)
- xvi. 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.  
position either from Executive Session or as discussed in Open Session.

**9. ADJOURNMENT**