

# 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 24<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 March 27<sup>th</sup>, 2024 – Chair Larry Buxton
- (K) Discussion and possible vote on Administrator's recommendation of Candidate to fill the vacant Mechanical Field Investigator position previously held by David Veteto – 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.

- (L) Discussion and announcement of any disqualification or conflict of interest as defined by state laws and recusal of any board member due to consideration of a proposed agreement for the Skilled Trade Education Workforce Development Fund authorized by 59 O.S. § 1000.4a, as listed in the following agenda item. – Jon Dutton, Assistant Attorney General
  
- (M) Discussion and possible vote on proposed agreement following application approved by the Board for Skilled Trade Education Workforce Development Funds authorized by 59 O.S. § 1000.4a, contingent upon approval by Meridian Technology Center. – Janis Hubbard, Administrator
  - i. Project: Plumbing Trade Video  
Applicant: Meridian Technology Center, Stillwater  
Amount: \$8,000.00
  
- (N) Discussion and possible vote on the transfer of FY 23 administrative fines to the Skilled Trade Education and Workforce Development Fund –Janis Hubbard, Administrator
  
- (O) 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 Larry Buxton
  - (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: Linnie Bicknell, Melissa Briones, Stephanie Brown, Cody Davis, Tony DeSha, Susan Fleck, Clifford Foster, David Fox, Richard Hager, Brittany Haywood, Carla Hipkins, Janis Hubbard, Dale Hudson, Basel Kilani, Gary Kirk, Brandy Lermon, Timothy Mahoney, Johnny Miller, Ron Morris, Robert Newberg, Windy Nunnery, Buddy Osborn, Derric Pruitt, Stanley Scheilz, Jason Smith, Michael Smith, Tamara Solano, Kim Stell, Ronnie Terry, 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: Linnie Bicknell, Melissa Briones, Stephanie Brown, Cody Davis, Tony DeSha, Susan Fleck, Clifford Foster, David Fox, Richard Hager, Brittany Haywood, Carla Hipkins, Janis Hubbard, Dale Hudson, Basel Kilani, Gary Kirk, Brandy Lermon, Timothy Mahoney, Johnny Miller, Ron Morris, Robert Newberg, Windy Nunnery, Buddy Osborn, Derric Pruitt, Stanley Scheilz, Jason Smith, Michael Smith, Tamara Solano, Kim Stell, Ronnie Terry, Shereice Word, Christopher Wyre and Dannette Yousey.
  
- (P) Discussion and possible vote to approve the FY 25 Budget Work Program. – Janis Hubbard, Administrator

- (Q) Consideration and possible vote to re-appoint Sonny Stas (independent electrical contractor) as a member of the Committee of Electrical Examiners for a two-year term expiring September 2026. Title 59 O.S. § 1683(B)(6) – Chair Larry Buxton
- (R) Consideration and possible vote to re-appoint Cliff Stewart (electrical journeyman) as a member of the Committee of Electrical Examiners for a two-year term expiring September 2026. Title 59 O.S. § 1683(B)(4) – Chair Larry Buxton
- (S) Consideration and possible vote to re-appoint Les Currie (electrical inspector) as a member of the Committee of Inspector Examiners for a four-year term expiring September 2028. Title 59 O.S. § 1034 – Chair Larry Buxton
- (T) Consideration and possible vote to appoint a person (lay member) to the Committee of Inspector Examiners for a four-year term expiring September 2028. Title 59 O.S. § 1034 – Chair Larry Buxton
- (U) Consideration and possible vote to re-appoint Chad Denson (Building and Construction Inspector) as a member of the Committee of Roofing Examiners for a two-year term expiring October 2026. Title 59 O.S. § 1151.26(B)(5) – Chair Larry Buxton
- (V) Consideration and possible vote to appoint a person to the Oklahoma State Committee of Plumbing Examiners for a two-year term ending September 2026. Title 59 O.S. § 1004 (A)(3) – Chair Larry Buxton
- (W) Consideration and possible vote to appoint a person to the Oklahoma State Committee of Plumbing Examiners for a two-year term expiring September 2026. Title 59 O.S. § 1004(A)(4). – Chair Larry Buxton

**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

- (X) 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 Electrical Hearing Board on Docket No. CIB-23-E-001 as follows:

| <u>Case No.</u>    | <u>Respondent</u> | <u>Violation</u>   |
|--------------------|-------------------|--|
| Citation No. 22242 | Cory Atnip        | Contracting without a license  |
| Citation No. 22277 | Zachary Biegler   | Other Violation  |
| Citation No. 22274 | Bret Duplantis    | Contractor working registered apprentice without direct supervision (per apprentice)       |
| Citation No. 22275 | Bret Duplantis    | Contractor working unlicensed or unregistered individual (per person)                      |
| Citation No. 21836 | Michele Hartman   | Contractor working unlicensed or unregistered individual (per person)                      |
| Citation No. 22239 | Scott Leduc       | Failure to properly display license member/firm name on vehicle                            |
| Citation No. 21593 | Travis Mays       | Unlicensed or unregistered individual performing trade work under the direction of another |
| Citation No. 22243 | Roderick McGary   | Contractor working unlicensed or unregistered individual (per person)                      |
| Citation No. 22244 | Roderick McGary   | Failure to properly display license member/firm name on vehicle                            |
| Citation No. 22226 | Cesar Soto        | Contractor working unlicensed or unregistered individual (per person)                      |
| Citation No. 21597 | Clinton Patterson | Contractor working registered apprentice without direct supervision (per apprentice)       |
| Citation No. 21598 | Clinton Patterson | Contractor working unlicensed or unregistered individual (per person)                      |
| Citation No. 22266 | Clinton Patterson | Contractor working unlicensed or unregistered individual (per person)                      |
| Citation No. 22267 | Clinton Patterson | Contractor working registered apprentice without direct supervision (per apprentice)       |

**14. ADJOURNMENT**