

# 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

June 19<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

(C) Public Relations Report – Tony DeSha, 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 and other Division statistical reports 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. ADDITIONAL ACTION AND DISCUSSION ITEMS:**

- (K) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held April 24<sup>th</sup>, 2024 – Chair Larry Buxton
- (L) Discussion and possible vote on Administrator's recommendation of Candidate to fill the vacant Electrical Field Investigator position previously held by Gary Williamson – 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 Electrical 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 Electrical Field Investigator position either from Executive Session or as discussed in Open Session.

- (M) 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 in an Administrative Program Officer or Administrative Technician III position. – 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: Mehar Bhasin, Susan Fleck, Brittany Haywood, Carla Hipkins, Brandy Lermon, Jolene Smith, Tamara Solano, Kim Stell, Shereice Word, 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: Mehar Bhasin, Susan Fleck, Brittany Haywood, Carla Hipkins, Brandy Lermon, Jolene Smith, Tamara Solano, Kim Stell, Shereice Word, and Dannette Yousey.
- (N) Discussion with possible vote on amendments to the CIB Employee Handbook, originally adopted August 23, 2017 with amendments through August 16, 2023 – Tony DeSha, Public Relations and Outreach Officer
  - i. Section 2
    - 2-9 Press and Media Policy (NEW)

**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

- (O) 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 Mechanical Hearing Board on Docket No. CIB-23-M-002 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 22500	Bradley Yelton	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22501	Bradley Yelton	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22502	Bradley Yelton	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22012	Jeffrey McCratic	Contracting without a license
Citation No. 21793	Tyler Hill	Contracting without a license

- (P) 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-23-P-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 21604	Gerald Mulharan	Contracting without a license
Citation No. 21783	Kisho Bahkta	Contracting without a license
Citation No. 21784	Adrian Burns	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 21785	Adrian Burns	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 21786	Adrian Burns	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22227	Martin Castillo	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22265	Joe Shaddix	Contracting without a license
Citation No. 22441	Jeremy Price	Contractor working registered apprentice without direct supervision (per

		apprentice)
Citation No. 22445	Jeffrey Griffy	Contracting without a license
Citation No. 22458	Darryn Farrow	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22455	Omar Acuna	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22268	Omar Acuna	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22190	Brennan Turrentine	Inactive contractors or journeyman engaged in contracting
Citation No. 22251	Jefferson Hutchison	Contracting without a license
Citation No. 22263	Jeremy Price	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22264	Jeremy Price	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22521	Keith Trout	Contractor working registered apprentice without direct supervision (per apprentice)

- (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 Electrical Hearing Board on Docket No. CIB-23-E-003 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 22133	Joshua Vaughn	Contracting without a license
Citation No. 22509	Clinton Patterson	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22510	Brandon Hafer	Contractor working unlicensed or unregistered individual (per person)

- (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 Electrical Hearing Board on Docket No. CIB-23-E-004 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 22095	Jeremy Austin	Contracting without a license
Citation No. 22544	Kyle Hohlier	Contractor working registered apprentice without direct supervision (per apprentice)

Citation No. 22625	Henry Dutton	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22626	Henry Dutton	Failure to properly display license number/firm name on vehicle
Citation No. 22627	Jordan Bengé	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 22629	Bryson Jeffs	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22630	Bryson Jeffs	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22250	Harvey Farrell	Contracting without a license
Citation No. 22581	Samuel Anderson	Inactive contractor or journeyman engaged in contracting

- (S) 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 Mechanical Hearing Board on Docket No. CIB-23-M-004 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 22612	Bennett Cline-Coke	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 22014	Christopher Collins	Inactive contractors or journeyman engaged in contracting
Citation No. 22406	Sanjit Bhattacharya	Contracting without a license
Citation No. 22417	Sanjit Bhattacharya	Contractor working unlicensed or unregistered individual (per person)
Citation No. 22163	Ernesto Martinez	Contracting without a license

- (T) 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-23-P-003 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 22136	Kelly Willcox	Unlicensed or unregistered individual performing trade work under the direction of another
Citation No. 22615	Mitchell Davidson	Contractor working registered apprentice without direct supervision (per apprentice)

Citation No. 21620	Robert Rudluff	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22592	Robert Rudluff	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22591	Gary Summer	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22603	Caleb Baxter	Contracting without a license
Citation No. 22621	Perry Robison	Contracting without a license

**14. ADJOURNMENT**