

# 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

August 16<sup>th</sup>, 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 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. ACTION AND DISCUSSION ITEMS:**

- (K) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held July 26, 2023 – Chair Scott Soder
- (L) Discussion with possible vote on amendments to the CIB Employee Handbook, originally adopted August 23, 2017 with amendments through January 26, 2022, including allowing staff to adjust formatting – Janis Hubbard, Administrator; Windy Nunnery, Office Manager
  - i. Section 2
    - 2-4
    - 2-8-3
  - ii. Section 3
    - 3-1
    - 3-2-1
    - 3-2-3

- 3-2-5 (new)
- Appendix C (new)
- 3-6
- iii. Section 4
  - 4-1
  - 4-4a (new)
- iv. Section 5
  - 5-4
  - 5-6
- v. Section 6
  - 6-2-2
  - 6-2-15 (new)
  - 6-9
  - 6-9-1a (new)
  - 6-9-4 (new)
- vi. Section 7
  - 7-6-2
- vii. Section 8
  - 8-1
  - 8-2
- viii. Section 10
  - 10-1

(M) Discussion with possible vote on the FY 2025 CIB Budget Request – Janis Hubbard, Administrator

(N) Discussion and possible vote for Chair and Vice Chair beginning September 1, 2023, pursuant to 59 O.S. § 1000.3(A)(1) – Janis Hubbard, Administrator

**9. RECOGNITION OF SERVICE AS BOARD MEMBER AND FORMER CHAIRMAN AND PRESENTATION OF CERTIFICATE OF APPRECIATION TO CONSTRUCTION INDUSTRIES BOARD MEMBER ANTHONY BOEVERS – Chair Scott Soder**

**10. BREAK**

**11. RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK – Stephanie Brown**

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

**13. 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.

**14. 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 Roofing Hearing Board on Docket No. CIB-22-R-003 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 20511	Brandon Riles Jr.	Contracting without registration
Citation No. 20598	Brandon Riles Jr.	Contracting without registration and commercial endorsement
Citation No. 21219	April De La Rosa	Contracting without registration and commercial endorsement

- (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 Roofing Hearing Board on Docket No. CIB-23-R-001 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 22189	Daniel Kennedy	Contracting without commercial endorsement

**15. ADJOURNMENT**