

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**

September 27th, 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 BOARD MEMBER WELCOME** – Chair Scott Soder & Janis Hubbard, Administrator
- 4. 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
- 5. 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
- 6. 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
- (D) Report on Request for Proposal (RFP) issued in 2021 and the process, dates and parameters for examination development, administration, and management services. – Janis Hubbard, Administrator & Stephanie Brown, Board Secretary

7. DIVISION REPORTS

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

8. CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARING WAIVED

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

9. ACTION AND DISCUSSION ITEMS:

- (L) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held August 16, 2023 – Chair Scott Soder
- (M) Discussion and possible vote on OMES Master Service Agreement for shared services through OMES Human Capital Management (Appendix D: OMES Central Accounting and Reporting Human Resources/Payroll Detail of Services Provided) – Windy Nunnery, Office Manager

- (N) Discussion and possible vote on OMES Master Service Agreement for shared services through OMES Information Services (Appendix C: OMES Information Services) – Windy Nunnery, Officer Manager & Joshua Swenson, OMES Sr. Director of Network & Server Operations
- (O) Discussion with possible vote to renew lease agreement for current office space at Shepherd Center with VTA, current lessor – Janis Hubbard, Administrator
- (P) Discussion with possible vote to approve the initial step of the Project and IT Approval Initiation Request and the migration of the CIB website to the platform host Adobe Experience Manager, the only OMES supported Content Management System, and the costs associated with the migration – OMES Representative and Windy Nunnery, Office Manager
- (Q) Discussion and possible vote on Administrator's recommendation of Candidate to fill the vacant Mechanical Field Investigator position previously held by Charles Scott – 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.
- (R) Discussion with possible vote on the Construction Industries Board regular meeting dates for calendar year 2024 – Janis Hubbard, Administrator
- (S) Discussion and possible vote on whether to direct staff to administratively pause the Student Electrical Intern registration process for receiving new applications until administrative rules providing a clear pathway and clarification on student registration enforcement have been fully promulgated in accordance with the Administrative Procedures Act. – Larry Buxton, Vice Chair
- (T) Discussion and possible vote on whether to direct staff to administratively pause the Residential Plumbing Journeyman license application process for receiving new applications until administrative rules providing a clear pathway and clarification on residential license enforcement have been fully promulgated in accordance with the Administrative Procedures Act. – Larry Buxton, Vice Chair

10. BREAK

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

12. ADDITIONAL GENERAL DISCUSSION AND ACTION ITEMS:

- (U) Discussion of proposed permanent amendments to OAC 158, Chapter 30, as listed below, recommended by the Committee of Plumbing Examiners, and possible vote on proposed draft language of rules, as presented or as may be amended during the meeting, for publication and rule making process including public comment and a future public hearing – Janis Hubbard, Administrator

TITLE 158. CONSTRUCTION INDUSTRIES BOARD

CHAPTER 30. PLUMBING INDUSTRY REGULATIONS

SUBCHAPTER 1. GENERAL PROVISIONS

158:30-1-2. Definitions [AMENDED]

158:30-1-4. Standard of installation [AMENDED]

**SUBCHAPTER 5. LICENSE TYPES, BOND REQUIREMENTS, AND
DISPLAY OF LICENSE NUMBER AND FIRM NAME**

158:30-5-1. License and registration types [AMENDED]

**SUBCHAPTER 11. LICENSE REVOCATION OR SUSPENSION AND
PROHIBITED ACTS**

158:30-11-2. Prohibited acts [AMENDED]

13. ADJOURNMENT