

**MINUTES OF THE REGULAR MEETING OF THE  
COMMITTEE OF MECHANICAL EXAMINERS**

**November 13, 2025**

**10:00 am**

---

**CALL TO ORDER:**

At approximately 11:02 a.m., Committee Chairman Steve Motley called the meeting of the Committee of Mechanical Examiners to order in the CIB Conference Room, 2401 NW 23<sup>rd</sup>, Suite 2F, Oklahoma City, OK 73107.

**COMMITTEE MEMBERS PRESENT:** Steve Motley, Steve Yadon, and Crystal Manchester.

**COMMITTEE MEMBERS ABSENT:** Jared Kobyluk

**PRESENT FROM THE CONSTRUCTION INDUSTRIES BOARD:** Janis Hubbard, Administrator; Shereice Word, Mechanical Secretary; Gary Kirk, Mechanical Supervisor; Stephanie Brown, Executive Board Secretary; Tony Desha, Public Relations & Outreach Officer; Richard Hager, Plumbing Supervisor; Timothy Mahoney, Mechanical Field Investigator; Dale Hudson, Mechanical Field Investigator; Cody Davis, Plumbing Field Investigator; Robert Newberg, Mechanical Field Investigator.

**OTHERS PRESENT:** Jon Dutton, Assistant Attorney General; Mike Kelley, Troops Refrigeration; Octavio Gonzalez, A+ Quality; Jesus Ramone, Ramones Services LLC; David Hames, PHCC.

**STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT**

This regular meeting of the Committee of Mechanical Examiners, scheduled to begin at 10:00 a.m. on this 13th day of November 2025, has been convened in accordance with the Oklahoma Open Meeting Act, Oklahoma Statutes Title 25, §§ 301 through 314.

Further, this meeting was preceded by advance public notice filed electronically with the Secretary of State specifying the time and place of the meeting here convened. The Agenda was posted and displayed in public view on the office site of the Construction Industries Board and Notice of this meeting was given at least twenty-four (24) hours prior hereto.

Eighteen people have filed a written request for notice of meetings of this public body to date.

Read aloud this 13<sup>th</sup> day of November 2025.

**NEW BUSINESS**

There was no new business.

**PUBLIC COMMENTS**

There was a public comment made by Mike Kelley of Troops Refrigeration. He stated he supports CIB's mission, listed things that make it hard for him, and provided suggestions. He provided a handout.

**UPDATE ON MECHANICAL ACTIVITY**

Mr. Kirk discussed the mechanical activity for the months of September and October with regards to the number of renewals, new applications, testing, and new licenses issued. Mr. Kirk also discussed the enforcement contacts and the pass/fail statistics on the exams, etc.

**ACTION ITEMS:**

**DISCUSSION WITH POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE COMMITTEE OF MECHANICAL EXAMINERS HELD ON SEPTEMBER 11, 2025.**

The Committee was provided a draft of the Minutes for the September 11, 2025 meeting of the Committee of Mechanical Examiners.

MOTION MADE BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THIS COMMITTEE OF MECHANICAL EXAMINERS HELD ON SEPTEMBER 11, 2025.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION AND POSSIBLE VOTE ON WHETHER BEST PRACTICES OF THE COMMITTEE IN REVIEWING FORMAL EDUCATION PROGRAM APPLICATIONS IS TO CONTINUE RELYING ON PROGRAM PROVIDERS TO ASSESS THE QUALIFICATION OF THE PROGRAM INSTRUCTOR, OR TO NO LONGER ALLOW DELEGATION OF INSTRUCTOR QUALIFICATIONS TO BE INCLUDED IN THE APPLICATION FOR FORMAL EDUCATION SO THAT THE COMMITTEE'S BEST PRACTICE IS TO CONSIDER THE COURSE CURRICULUM, THE PROVIDER/SCHOOL, AND THE INSTRUCTOR QUALIFICATIONS AS A WHOLE IN THE FORMAL EDUCATION PROGRAM APPROVAL PROCESS.**

The Committee discussed reviewing formal education program changes in programs.

MOTION MADE BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO REQUIRE INSTRUCTOR QUALIFICATIONS TO BE INCLUDED IN FUTURE FORMAL EDUCATION PROGRAM APPLICATIONS.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY OKLAHOMA CAREER TECH, LEXINGTON, OK, FOR 1050 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 2 YEARS CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING – INSTRUCTOR, CECIL WAINSCOTT.**

Gary Kirk outlined the Oklahoma Career Tech Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE OKLAHOMA CAREER TECH, LEXINGTON, OK, PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY OKLAHOMA CAREER TECH / UCCCC CAREERTECH SKILLS CENTER, UNION CITY, OK, FOR 1050 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 2 YEARS CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING - INSTRUCTOR, CECIL WAINSCOTT.**

Gary Kirk outlined the Oklahoma Career Tech / UCCCC Careertech Skills Center Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE OKLAHOMA CAREER TECH / UCCC CAREER SKILLS CENTER PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY OKLAHOMA CAREER TECH / CWCCC CAREERTECH SKILLS CENTER, OKLAHOMA CITY, OK, FOR 1050 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 2 YEARS CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING – INSTRUCTOR, CECIL WAINSCOTT.**

Gary Kirk outlined the Oklahoma Career Tech / CWCCC Careertech Skills Center Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE OKLAHOMA CAREER TECH / CWCCC CAREERTECH SKILLS CENTER PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MILLER-MOTTE COLLEGE, TULSA, OK, HVAC PROGRAM, OR 1000 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 2 YEARS CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING – INSTRUCTOR, BILL CASEWELL.**

Gary Kirk outlined the Miller-Motte College Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE MILLER-MOTTE COLLEGE PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY KIAMICH TECH, POTEAU, OK HVAC SHORT TERM CLASS PROGRAM, OR 500 HOURS OR MECHANICAL PROGRAM QUALIFYING OR 1 YEAR CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING.**

Gary Kirk outlined the Kiamichi Tech Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO DENY THE KIAMICH TECH PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY FRANCIS TUTTLE, OKLAHOMA CITY, HVAC PROGRAM, FOR 250 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 1 YEAR CREDIT**

**TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING – INSTRUCTOR, TRAVIS SMITH.**

Gary Kirk outlined the Francis Tuttle Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE 250 HOURS FOR 6 MONTHS CREDIT OF THE FRANCIS TUTTLE PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MERIDIAN TECH CENTER, STILLWATER, OK, HVAC PROGRAM, OR 1055 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 2 YEARS CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING – INSTRUCTOR, TRAVIS SNOWDEN.**

Gary Kirk outlined the Meridian Tech Center Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE MERIDIAN PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MERIDIAN TECH CENTER, STILLWATER, OK, HVAC PROGRAM, OR 392 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 9 MONTHS CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING – INSTRUCTOR, TRAVIS SNOWDEN.**

Gary Kirk outlined the Meridian Tech Center Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE MERIDIAN PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MERIDIAN TECH CENTER, STILLWATER, OK, HVAC PROGRAM, OR 615 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 1 YEAR CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING – INSTRUCTOR, TRAVIS SNOWDEN.**

Gary Kirk outlined the Meridian Tech Center Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE MERIDIAN PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MERIDIAN TECH CENTER, STILLWATER, OK, HVAC PROGRAM, OR 518 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 1 YEAR CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING – INSTRUCTOR, TRAVIS SNOWDEN.**

Gary Kirk outlined the Meridian Tech Center Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE MERIDIAN PROGRAM.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**DISCUSSION WITH POSSIBLE VOTE ON CEU REQUESTS:**

**HVAC ON-SITE TRAINING SOLUTIONS, LET'S GET ENERGIZED WITH EVERYTHING ABOUT MOTORS, INSTRUCTORS CHRIS WALTERS & JENNIFER BARTA, NOVEMBER 14, 2025, FOR 4 HOURS.**

The Committee reviewed the material submitted by HVAC On-Site Training Solutions.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE HVAC ON-SITE TRAINING CE.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**HVAC ON-SITE TRAINING SOLUTIONS, DIVING DEEP INTO THE 3 TYPES OF HEATING & OPERATIONS, INSTRUCTOR CHRIS WALTERS, NOVEMBER 14, 2025, FOR 4 HOURS.**

The Committee reviewed the material submitted by HVAC On-Site Training Solutions.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE HVAC ON-SITE TRAINING CE.

MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

**ADJOURNMENT**

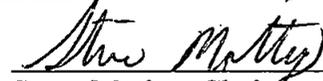
MOTION BY CRYSTAL MANCHESTER WITH A SECOND BY STEVE YADON TO ADJOURN.

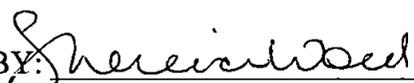
MOTION PASSED

**Voting aye:** Steve Motley  
Steve Yadon  
Crystal Manchester

**Absent:** Jared Kobyluk

Minutes approved in regular Session on the 12<sup>th</sup> day, of March 2025. 2026

  
Steve Motley, Chairman

PREPARED BY:   
Shereice Word, Mechanical Division Secretary