

**MINUTES OF THE REGULAR MEETING OF THE
COMMITTEE OF MECHANICAL EXAMINERS
September 11, 2025
10:00 am**

CALL TO ORDER:

At approximately 10:00 a.m., Committee Chairman Steve Motley called the meeting of the Committee of Mechanical Examiners to order in the CIB Conference Room, 2401 NW 23rd, Suite 2F, Oklahoma City, OK 73107.

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

PRESENT FROM THE CONSTRUCTION INDUSTRIES BOARD: Janis Hubbard, Administrator; Shereice Word, Mechanical Secretary; Gary Kirk, Mechanical Supervisor; Tony Desha, Public Relations & Outreach Officer; Richard Hager, Plumbing Supervisor.

OTHERS PRESENT: Maria Maule, Assistant Attorney General; Brian Dearman, Local 344 Training Center; David Adcock, OUBCC.

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 11th day of September 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 11th day of September 2025.

NEW BUSINESS

There was no new business.

PUBLIC COMMENTS

There were no public comments.

UPDATE ON MECHANICAL ACTIVITY

Mr. Kirk discussed the mechanical activity for the months of July and August 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. Mr. Kirk welcomed the new Mechanical Examiners Committee Member Crystal Manchester.

ACTION ITEMS:

DISCUSSION WITH POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE COMMITTEE OF MECHANICAL EXAMINERS HELD ON JULY 10, 2025.

The Committee was provided a draft of the Minutes for the July 10, 2025 meeting of the Committee of Mechanical Examiners.

MOTION MADE BY STEVE YADON WITH A SECOND BY JARED KOBYLUK TO ACCEPT THE MINUTES OF THE REGULAR MEETING OF THIS COMMITTEE OF MECHANICAL EXAMINERS HELD ON JULY 10, 2025.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

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.

Gary Kirk outlined the Oklahoma Career Tech Program.

MOTION BY STEVE YADON WITH A SECOND BY JARED KOBYLUK TO APPROVE THE OKLAHOMA CAREER TECH CURRICULUM.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MID DEL TECH CENTER, OKLAHOMA CITY, OK, HVAC APPRENTICE TECHNOLOGY 1ST YEAR PART TIME STUDENTS, FOR 500 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 1 YEAR CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING.

Gary Kirk outlined the Mid Del Tech Center Program.

MOTION BY STEVE YADON WITH A SECOND BY JARED KOBYLUK TO APPROVE THE MID DEL TECH CENTER CURRICULUM.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MID DEL TECH CENTER, OKLAHOMA CITY, OK, HVAC APPRENTICE TECHNOLOGY 2ND YEAR PART TIME STUDENTS, FOR 500 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 1 YEAR CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING, WHEN BOTH 1ST AND 2ND YEAR ARE COMPLETED THEN THE MECHANICAL PROGRAM OF 1000 HOURS IS APPROVED FOR 2 YEARS CREDIT TOWARDS LICENSING.

Gary Kirk outlined the Mid Del Tech Center Program.

MOTION BY JARED KOBYLUK WITH A SECOND BY STEVE YADON TO APPROVE THE MID DEL TECH CENTER CURRICULUM.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MID DEL TECH CENTER, OKLAHOMA CITY, OK, HVAC BEGINNING APPRENTICE TECHNOLOGY FULL TIME STUDENTS, FOR 500 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 1 YEAR CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING.

Gary Kirk outlined the Mid Del Tech Center Program.

MOTION BY STEVE YADON WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE MID DEL TECH CENTER CURRICULUM.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

DISCUSSION WITH POSSIBLE VOTE ON FORMAL MECHANICAL EDUCATION PROGRAM SUBMITTED BY MID DEL TECH CENTER, OKLAHOMA CITY, OK, HVAC APPRENTICE TECHNOLOGY FULL TIME STUDENTS, FOR 1000 HOURS FOR MECHANICAL PROGRAM QUALIFYING FOR 2 YEARS CREDIT TOWARDS THE EXPERIENCE REQUIREMENT FOR LICENSING AND HVAC APPRENTICE TECHNOLOGY BEGINNING PROGRAM OF 500 HOURS CAN BE COUNTED TOWARDS THE 1000 HOURS.

Gary Kirk outlined the Mid Del Tech Center Program.

MOTION BY JARED KOBYLUK WITH A SECOND BY STEVE YADON TO APPROVE THE MID DEL TECH CENTER CURRICULUM.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

DISCUSSION WITH POSSIBLE VOTE ON CEU REQUESTS:

LOCKE SUPPLY, AIR-SIDE-ECONOMIZERS OVERVIEW, INSTRUCTORS JIMMY HOWELL & RONNIE SEEMAN, SEPTEMBER 30, 2025. FOR 2 HOURS.

The Committee reviewed the material submitted by Locke Supply.

MOTION BY STEVE YADON WITH A SECOND BY JARED KOBYLUK TO APPROVE THE LOCKE SUPPLY CE.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

LOCKE SUPPLY, UNITARY HEAT PUMPS, INSTRUCTORS JIMMY HOWELL & RONNIE SEEMAN, OCTOBER 21, 2025. FOR 4 HOURS.

The Committee reviewed the material submitted by Locke Supply.

MOTION BY JARED KOBYLUK WITH A SECOND BY CRYSTAL MANCHESTER TO APPROVE THE LOCKE SUPPLY CE.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

OKLAHOMA UNIFORM BUILDING CODE COMMISSION, 2018 IRC PERFORMING RESIDENTIAL MECHANICAL INSPECTIONS, INSTRUCTORS JIM CIKA, DECEMBER 9, 2025. FOR 6 HOURS.

The Committee reviewed the material submitted by Oklahoma Uniform Building Code Commission.

MOTION BY STEVE YADON WITH A SECOND BY JARED KOBYLUK TO APPROVE THE OKLAHOMA UNIFORM BUILDING CODE COMMISSON CE.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

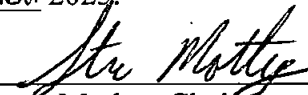
ADJOURNMENT

MOTION BY JARED KOBYLUK WITH A SECOND BY CRYSTAL MANCHESTER TO ADJOURN.

MOTION PASSED

Voting aye: Steve Motley
Steve Yadon
Jared Kobyluk
Crystal Manchester

Minutes approved in regular Session on the 13th day, of November 2025.


Steve Motley, Chairman

PREPARED BY: Shereice Word
Shereice Word, Mechanical Division Secretary