

**MINUTES OF THE REGULAR MEETING OF THE
CONSTRUCTION INDUSTRIES BOARD**

**Conference Room
2401 NW 23rd Street, Ste. 2F
Oklahoma City, OK 73107**

July 23rd, 2025

CALL TO ORDER AND RECORDING OF MEMBERS PRESENT AND ABSENT

The regular meeting of the Construction Industries Board was called to order by Chair Larry Buxton at approximately 1:30 p.m. on Wednesday, July 23rd, 2025, in the Conference Room of the Construction Industries Board.

MEMBERS PRESENT: Larry Buxton, Jason Deal, Keith Deaver, Lupe Ibarra, Jonathan Jackson & Jamey Mullin

MEMBERS ABSENT: Todd Finley

CIB STAFF PRESENT: Janis Hubbard, Administrator; Stephanie Brown, Board Secretary; Windy Nunnery, Office Manager; Tony DeSha, Public Relations and Outreach Officer; Gary Kirk, Mechanical Supervisor; Richard Hager, Plumbing & Roofing Supervisor and Ron Morris, Electrical Supervisor

OTHERS PRESENT: Maria Maule, Assistant Attorney General; Christy Tubbs, OMES/ABS; Scott Ringwald, MDTC, Jeremiah Reed, MTC; Justin Siler, Meridian Tech; Billy Moody, Matherly Mechanical; David Adcock, OUBCC; David Hames, PHCC

STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT

This regular meeting of the Construction Industries Board, scheduled to begin at 1:30 p.m. on this 23rd day of July, 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. Fifty people have filed a written request for notice of meetings of this public body to date.

Read aloud this 23rd day of July, 2025.

NEW BUSINESS

There was no new business discussed.

PUBLIC COMMENTS

There were no public comments.

DISCUSSION OF PROPOSED PERMANENT AMENDMENTS TO OAC 158 AS LISTED BELOW OR AS MAY BE PROPOSED ON OAC 158 DURING THE MEETING, INCLUSIVE OF TRADE COMMITTEE RECOMMENDATIONS, 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.

TITLE 158. CONSTRUCTION INDUSTRIES BOARD

CHAPTER 40. ELECTRICAL INDUSTRY REGULATIONS

SUBCHAPTER 1. GENERAL PROVISIONS

158:40-1-2. Definitions

SUBCHAPTER 5. LICENSING REQUIREMENTS, DISPLAY OF LICENSE, AND FIRM NAME, AND BOND REQUIREMENTS

158:40-5-5. Bond and insurance requirements

SUBCHAPTER 9. EXAMINATION APPLICATIONS, EXAMINATIONS AND LICENSE AND REGISTRATION FEES AND RENEWALS

158:40-9-2. Examinations and licensure

158:40-9-4. Continuing education

SUBCHAPTER 11. LICENSE REVOCATION OR SUSPENSION AND PROHIBITED ACTS

158:40-11-2. Prohibited acts

The Board was provided a draft of proposed rules for Chapter 40 of OAC 158. Chairman Buxton stated that the rule changes were largely related to SB1572 and SB2084, both of which deal with electrical student apprentices. He stated that HB3215 made some significant changes dealing with electrical CEU's. Chairman Buxton stated that the Electrical Committee has reviewed and approved the proposed changes.

There was a brief discussion about the legislative changes.

MOTION BY JAMEY MULLIN WITH SECOND BY JASON DEAL TO ACCEPT THE DRAFT OF THE PROPOSED RULES WITH CHANGES FOR CHAPTER 40, SUBCHAPTER 1, OF OAC 158.

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

Chairman Buxton reviewed the proposed amendments to Chapter 40, Subchapter 5, of OAC 158.

MOTION BY KEITH DEEVER WITH SECOND BY LUPE IBARRA TO ACCEPT THE DRAFT OF THE PROPOSED RULES FOR CHAPTER 40, SUBCHAPTER 5, OF OAC 158.

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

Chairman Buxton reviewed the proposed amendments to Chapter 40, Subchapter 9, of OAC 158.

MOTION BY JASON DEAL WITH SECOND BY KEITH DEEVER TO ACCEPT
THE DRAFT OF THE PROPOSED RULES FOR CHAPTER 40, SUBCHAPTER
9, OF OAC 158.

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

Chairman Buxton reviewed the proposed amendments to Chapter 40, Subchapter 11, of OAC 158.

MOTION BY JAMEY MULLIN WITH SECOND BY JASON DEAL TO ACCEPT
THE DRAFT OF THE PROPOSED RULES FOR CHAPTER 40, SUBCHAPTER
11, OF OAC 158.

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

BREAK

At approximately 1:39 pm the meeting was recessed for a short break.

RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK

MEMBERS PRESENT: Larry Buxton, Jason Deal, Keith Deaver, Lupe Ibarra, Jonathan Jackson & Jamey Mullin

ADMINISTRATOR'S REPORT

Ms. Hubbard reported that the FY 2026 Budget Work Program that began July 1, was approved and posted yesterday. She stated that this would now allow the agency to process payroll, issue purchase orders and pay invoices. She thanked Stephanie for all her work in that process.

Ms. Hubbard reported that staff has been preparing for an upgrade to the agency's licensing software that went live in June. She stated that the version 7 upgrade is cloud based and came with challenges as software updates usually do. She stated that it slowed processes down, but staff was working to catch up. She thanked Windy, Tony, Kim, Dannette and Brittany for their hard work on the upgrade, and thanked field staff for their support and patience during the upgrade. She also thanked Christy Tubbs with OMES/ABS for working so quickly through the new formatting on financial reports as a result of the upgrade.

Ms. Hubbard reported that as scheduled, GL Solutions staff was at CIB this week to work with staff through some of the remaining upgrade issues.

Ms. Hubbard reported that there were some staffing updates. She stated that the agency recently received a resignation from a staff member hired approximately three months ago into the Hearing Clerk/Building Inspector position. She stated that there was a shift in office positions leaving the Roofing/Home Inspector position vacant after an earlier resignation. She stated that both positions have been posted and she hopes to have them filled soon.

REPORT ON LIUNA, LOCAL 107; AND STOLHAND WELLS PLUMBING, HEATING & AIR CONDITIONING, INC. V. STATE OF OKLAHOMA, EX REL. CONSTRUCTION INDUSTRIES BOARD, COURT NUMBER CV-2024-3430, OKLAHOMA COUNTY DISTRICT COURT

Ms. Hubbard reported that since her last update in April, there have been several filings. She stated in summary, the Plaintiff's asked the Judge for permission to amend their original Petition a second time, the AG's office filed motions and responses at every step. The Judge denied the Plaintiff's motion to amend their second petition and granted the AG's Motion to Dismiss the Amended Petition. She stated that the Plaintiff's are in the middle of appealing the dismissal and the AG's office will continue to provide CIB representation in this matter.

FINANCIAL REPORT

Written financial reports for the month ended June 30th, 2025, prepared by OMES/ABS were provided for review and discussion.

PUBLIC RELATIONS REPORT

Workforce Development

Mr. DeSha reported that there are two applications being presented today for the Workforce Development funds. He stated that the previous deadline was July 7th, so these are the applicants that met that deadline. He stated there was an additional applicant, but it was a high school and the law change allowing them to apply does not happen until November 1, 2025. He stated that he asked them to hold their application for the end of the year, but it was exciting to see that they are already ready to get the trade education into the high schools. He stated that the new application deadline is October 6, 2025.

Mr. DeSha reviewed the Mid-Del Plumbing Return on Investment report and stated that Scott Ringwald was present from Mid-Del Technology Center if the Board had any question on the report.

Communications & Outreach

Mr. DeSha reported he has been working on updating the Employee Handbook due to recent legislation that has passed. He stated that he has also been working with GL Solutions to get the upgrade up and running smoothly.

Mr. DeSha reported that with HB1628 and HB3215 staff has been working to improve various business processes related to the bills, specifically how they will affect office operations, and what changes will be needed to software to implement the changes.

Mr. DeSha reported that he has also been working on updating CIB forms as a result of the law changes to make the law changes clear to licensees and hopefully reduce errors on applications which delays processing.

Mr. DeSha reported that he would be attending the Career Tech Instructor Summit with the Field Staff Supervisors to help answer questions about Workforce Development and that he would be digging into more social media content outside of legislative session so that the content is ready to go when session starts.

Mr. DeSha reported that this month the third public notice for HB3215 would be going out to licensees. He stated there would be two more notices going out after that, one in November and one in January. He stated that there have also been new pages added to the website to answer question regarding HB3215 and HB1628.

Mr. DeSha reviewed the social media metrics including a 7.8% increase in reach.

Legislative Update

Mr. DeSha reported that interim studies have been announced in both Chambers. He stated that the Senate announced theirs, and they only announce approved studies. He stated that the House announced theirs but announced all of them.

There was discussion about HB3215 and what can be done to help licensees better understand the changes

MECHANICAL DIVISION REPORT

The Board was provided a written report on field contacts, citations, complaints, renewals, and applications received and new licenses processed during the month of June. Mr. Kirk reported on activities of the Mechanical Division since the last Board meeting.

ELECTRICAL DIVISION REPORT

The Board was provided a written report on field contacts, citations, complaints, renewals, and applications received and new licenses processed during the month of June. Mr. Morris reported on activities of the Electrical Division since the last Board meeting.

PLUMBING DIVISION REPORT

The Board was provided a written report on field contacts, citations, complaints, renewals, and applications received and new licenses processed during the month of June. Mr. Hager reported on activities of the Plumbing Division since the last Board meeting.

ROOFING & OTHER DIVISION STATISTICAL REPORTS

The Board was provided a written report on roofing written warnings, citations, complaints, renewals, and applications received and new registrations and endorsements processed during the month of June along with Home Inspector and Building Inspector numbers. Mr. Hager reported on activities of the Roofing Division since the last Board meeting.

CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARING WAIVED -- 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

Ms. Maule stated that this consent agenda item is related to individuals who paid their fine and waived their right to a hearing.

MOTION BY KEITH DEAVER WITH SECOND BY LUPE IBARRA TO APPROVE THE CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARINGS WAIVED.

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

Due to action taken on this item, Agenda Items 10(K) and 10(L) were not needed.

DISCUSSION AND POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE CONSTRUCTION INDUSTRIES BOARD HELD MAY 21st, 2025

The Board was provided a draft of the Minutes of the Regular Meeting of the CIB held in May.

MOTION BY JAMEY MULLIN WITH SECOND BY LUPE IBARRA TO ACCEPT THE MAY 21st, 2025, MEETING MINUTES AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

Recusing: Keith Deaver

DISCUSSION AND ANNOUNCEMENT OF ANY DISQUALIFICATION OR CONFLICT OF INTEREST AS DEFINED BY STATE LAWS AND RECUSAL OF ANY BOARD MEMBER DUE TO CONSIDERATION OF EITHER THE APPLICATION OR PROPOSED AGREEMENT FOR THE SKILLED TRADE EDUCATION WORKFORCE DEVELOPMENT FUND AUTHORIZED BY 59 O.S. § 1000.4A, AS LISTED IN THE FOLLOWING AGENDA ITEMS

Ms. Maule stated that this is just to make sure that there are no conflicts and no partiality in relation to any of the Technology Centers listed on the agenda. She asked if any Board members have anything to declare in relation to the schools. No conflicts were stated.

DISCUSSION AND POSSIBLE VOTE ON COMPLETE APPLICATIONS RECEIVED FOR SKILLED TRADE EDUCATION WORKFORCE DEVELOPMENT FUNDS AUTHORIZED BY 59 O.S. § 1000.4A THAT MAY BE APPROVED FOR ANY AMOUNT UP TO AND INCLUDING THE APPLICATION AMOUNT REQUESTED, SUBJECT TO THE AVAILABILITY OF FUNDS, TO BE PRIORITIZED AND EVALUATED BASED UPON: SUFFICIENT JUSTIFICATION, PROJECT COST, ANTICIPATED RETURN ON INVESTMENT, BEST VALUE, AND VIABILITY OF THE PROPOSAL

- i. **Project:** **Mini Motor Control Trainers**
 Applicant: **Meridian Technology Center**
 Amount: **\$25,420**

Jeremiah Reed with Meridian Technology Center presented the application and explained the need for the mini motor control trainers.

MOTION BY KEITH DEAVER WITH SECOND BY JAMEY MULLIN TO APPROVE THE APPLICATION BY MERIDIAN TECHNOLOGY CENTER FOR MINI MOTOR CONTROL TRAINERS AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
 Jason Deal
 Keith Deaver
 Lupe Ibarra
 Jonathan Jackson
 Jamey Mullin

- ii. **Project:** **Code Book Education**
 Applicant: **Indian Capital Technology Center - Sallisaw**
 Amount: **\$4,000**

Nick Carter with Indian Capital Technology Center presented the application and explained the need for code book education by phone.

MOTION BY JAMEY MULLIN WITH SECOND BY LUPE IBARRA TO APPROVE THE APPLICATION BY INDIAN CAPITAL TECHNOLOGY CENTER FOR CODE BOOK EDUCATION AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
 Jason Deal
 Keith Deaver
 Lupe Ibarra
 Jonathan Jackson
 Jamey Mullin

DISCUSSION AND POSSIBLE VOTE ON OMES MASTER SERVICE AGREEMENT FOR SHARED SERVICES THROUGH OMES INFORMATION SERVICES (APPENDIX C: OMES INFORMATION SERVICES)

Ms. Nunnery reported that OMES/ISD provides the CIB with IT support services. She stated that the CIB received the Master Service Agreement App C for Information Services with an increase from the prior fiscal year due to an increase in users.

MOTION BY KEITH DEAVER WITH SECOND BY LUPE IBARRA TO APPROVE THE OMES MASTER SERVICE AGREEMENT FOR SHARED SERVICES THROUGH OMES INFORMATION SERVICES (APPENDIX C: OMES INFORMATION SERVICES FOR FY 26 AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

DISCUSSION WITH POSSIBLE VOTE ON AMENDMENTS TO THE CIB EMPLOYEE HANDBOOK, ORIGINALLY ADOPTED AUGUST 23, 2017, WITH AMENDMENTS THROUGH JUNE 19, 2024

- i. Section 2
 - 2-2-1 Probationary Trial Period
- ii. Section 3
 - 3-2-1 General
- iii. Section 5
 - 5-6 SALARY ADMINISTRATION
- iv. Section 6
 - 6-1 HOLIDAYS
 - 6-2-1 Eligibility
 - 6-2-8 Payment upon Separation
 - 6-3-1 Eligibility
 - 6-4 ENFORCED LEAVE
 - 6-13-1 Voluntary Leave without Pay
- v. Section 8
 - 8-1 Discipline Policy
- vi. Section 9
 - Section 9-1 RESOLUTION POLICY
- vii. Section 10
 - Section 10-1 RESIGNATIONS
 - Section 10-3 DISCHARGE

MOTION BY LUPE IBARRA WITH SECOND BY KEITH DEAVER TO APPROVE THE AMENDMENTS TO THE CIB EMPLOYEE HANDBOOK ORIGINALLY ADOPTED AUGUST 23, 2017, WITH AMENDMENTS THROUGH JUNE 19, 2024 AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

DISCUSSION AND POSSIBLE VOTE FOR CHAIR BEGINNING SEPTEMBER 1, 2025, PURSUANT TO 59 O.S. § 1000.3(A)(1)

Chairman Buxton stated that it was the time of year again to vote on Chair and Vice Chair.

MOTION BY JONATHAN JACKSON WITH SECOND BY KEITH DEAVER TO NOMINATE LARRY BUXTON AS CHAIR BEGINNING SEPTEMBER 1, 2025

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

DISCUSSION AND POSSIBLE VOTE FOR VICE CHAIR BEGINNING SEPTEMBER 1, 2025, PURSUANT TO 59 O.S. § 1000.3(A)(1)

Chairman Buxton stated that he believed Todd Finley would be a great choice for Vice Chair and would like to nominate him for that position.

Keith Deaver stated that he would like to nominate Jamey Mullin. Lupe Ibarra stated that he would also like to nominate Jamey Mullin.

MOTION BY KEITH DEAVER WITH SECOND BY LUPE IBARRA TO NOMINATE JAMEY MULLIN AS VICE CHAIR BEGINNING SEPTEMBER 1, 2025

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

**RECOGNITION OF SERVICE AS BOARD MEMBER AND PRESENTATION OF
CERTIFICATE OF APPRECIATION TO CONSTRUCTION INDUSTRIES BOARD
MEMBER KEITH DEAVER**

Chairman Buxton presented Keith Deaver with a plaque and thanked him for his years of service to the Construction Industries Board.

ADJOURNMENT

MOTION BY JASON DEAL WITH SECOND BY JAMEY MULLIN TO ADJOURN
THE MEETING.

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

The meeting was adjourned at approximately 2:29 p.m.

Minutes approved in Regular Session on the 24th day of September, 2025.

/s/ Larry Buxton
Larry Buxton, Chair

/s/ Stephanie Brown
Stephanie Brown, Board Secretary