

**MINUTES OF THE REGULAR MEETING OF THE
CONSTRUCTION INDUSTRIES BOARD
Conference Room
2401 NW 23rd Street, Ste. 2F
Oklahoma City, OK 73107**

March 27th, 2024

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, March 27th, 2024, in the Conference Room of the Construction Industries Board.

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

CIB STAFF PRESENT: Janis Hubbard, Administrator; Stephanie Brown, Board Secretary/ Executive Assistant; Windy Nunnery, Office Manager; Gary Kirk, Mechanical Supervisor and Ron Morris, Electrical Supervisor

OTHERS PRESENT: Jon Dutton, Assistant Attorney General; Megan Patton, Christy Tubbs & Rhonda Bixby, OMES/ABS; Tony DeSha, Applicant; 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 27th day of March, 2024, 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 27th day of March, 2024.

ADMINISTRATOR'S REPORT

Ms. Hubbard reported that there was a new sound system now in place and that there were still some issues that were being worked through.

Ms. Hubbard reported that staff has been busy with interviews. She stated that, as the Board knows, Debra Wojtek left to go to another agency after four years with the CIB. She stated that staff interviewed applicants for her position, Electrical Field staff and the Hearing Clerk/Building Inspector Committee Liaison position. She stated that the top candidate for that position withdrew at the end so staff will be reposting that position. She stated that again the agency is short staffed. She thanked staff who have stepped up to cover vacant positions.

Ms. Hubbard reported that the CIB's website transition to Adobe is progressing with weekly meetings and goal setting. She thanked Windy and other staff members who have been working

on that project. She stated that OMES is currently moving things over so there might be temporary issues with links or accessing certain pages. She stated that the current go-live date is April 9th, but that could change. She stated that the website will have a different look and feel, with a modernized functionality.

Ms. Hubbard reported that OMES/ABS has experienced changes within their agency with restructuring and turnover. She stated that Dana West, who had prepared the agency's budget reports and provided budget assistance to staff, has retired. She introduced current OMES/ABS staff who attended the meeting to the Board.

Ms. Hubbard reported that on the Workforce Development application approved by the Board for Meridian Technology, the contract for that application is still in the works and she is hoping to have it for Board approval at the next meeting. She stated that on the Moore Norman application, which was for virtual reality they ran into difficulties with state purchasing laws and Moore Norman decided to withdraw their application. She stated that they do look forward to other projects in the future.

Ms. Hubbard reported that at the legislature another deadline has passed where bills had to be out of their house of origin. She stated that she is responding to inquiries and keeping an eye on bills potentially affecting the agency or the trades. She stated that there are two electrical bills, a roofing bill and the agency's Administrative Rules that were all still moving through the process.

Ms. Hubbard reported that on social media, the agency is still making posts and she thanked staff for posting on and monitoring those accounts.

Ms. Hubbard reported that this is the time of year where staff brings forward contracts for approval for the next FY and for the BWP and she thanked Windy and Stephanie for their work on getting those contracts ready for today's meeting.

FINANCIAL REPORT

Written financial reports for the month ended February 29th, 2024, prepared by OMES/ABS were provided for review and discussion.

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 February. Mr. Kirk reported on activities of the Mechanical Division since the last Board meeting.

Mr. Jackson asked questions about the number of Field Investigators on staff and about the number of contacts on the report.

Mr. Kirk explained how field contacts are counted.

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 February. Mr. Morris reported on activities of the Electrical Division since the last Board meeting.

Mr. Morris stated that he wanted to provide an answer to a question Mr. Mullin asked at the previous meeting regarding the number of apprentices that were able to test. He stated that the software does not allow a breakdown by trade for apprentices, so if they were to pull the number of apprentices able to test it would be apprentices across all trades. He stated that the number would also include any contractors or journeyman coming from another state and applying.

Mr. Mullin thanked him for looking into it and stated that it would be helpful if there was a way to get those numbers in the future to keep an eye on the workforce and understand why there is a shortage in the workforce in any of the trades.

There was discussion about getting through other projects currently in the works before adding new projects.

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 February.

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 February along with Home Inspector and Building Inspector numbers.

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

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

MOTION BY JAMEY MULLIN WITH SECOND BY KEITH DEEVER TO APPROVE THE CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARINGS WAIVED.

MOTION PASSED

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

Due to action taken on this item, Agenda Items 7(H) and 7(I) were not needed.

DISCUSSION AND POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE CONSTRUCTION INDUSTRIES BOARD HELD JANUARY 24th, 2024

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

MOTION BY JAMEY MULLIN WITH SECOND BY JASON DEAL TO ACCEPT
THE JANUARY 24th, 2024, MEETING MINUTES AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Jonathan Jackson
Jamey Mullin

Abstaining: Keith Deaver
Todd Finley
Lupe Ibarra

**DISCUSSION AND POSSIBLE VOTE ON ADMINISTRATOR'S RECOMMENDATION OF
CANDIDATE TO FILL THE VACANT PUBLIC RELATIONS AND OUTREACH OFFICER
POSITION PREVIOUSLY HELD BY DEBRA WOJTEK**

(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 Public Relations and Outreach Officer 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 Public Relations and Outreach Officer position either from Executive Session or as discussed in Open Session.

Ms. Hubbard stated that the agency received 19 applications, interviewed 3 applicants and that Debra Wojtek assisted with reviewing applications and provided input on who to interview and that the agency was thankful to have her input on that. She stated that the interviews were in depth and took over an hour with each candidate. She stated that the top scoring candidate was the only candidate whose experience, skills and interview qualified them for this position. She described the full position to the Board and presented candidate Tony DeSha for consideration by the Board.

Mr. DeSha gave the Board a brief summary of his background and experience and answered questions for the Board.

MOTION BY TODD FINLEY WITH SECOND BY KEITH DEAVER TO HIRE TONY
DESHA AS THE PUBLIC RELATIONS AND OUTREACH OFFICER

MOTION PASSED

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

DISCUSSION WITH POSSIBLE VOTE ON RENEWAL OF THE FOLLOWING CONTRACTS FOR FY 25:

i. Summit Mailing & Shipping

Ms. Nunnery stated that Summit/Quadient provides the CIB with the lease of the CIB's mail opener and folder/inserter. She stated that the agency is requesting a renewal of the contract with Summit/Quadient for FY 25 for the first renewal of four for the five-year contract with no increase.

MOTION BY LUPE IBARRA WITH SECOND BY JAMEY MULLIN TO RENEW THE CONTRACT WITH QUADIENT FOR FY 25 AT THE SAME COST

MOTION PASSED

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

ii. Phillips Murrah

Ms. Nunnery stated that Phillips Murrah provides the CIB with Administrative Law Legal services as special prosecutor. She stated that for FY 25, there is no change in cost to the billable rate of the contract and the same cap would remain in place.

MOTION BY KEITH DEEVER WITH SECOND BY LUPE IBARRA TO RENEW THE CONTRACT WITH PHILLIPS MURRAH FOR FY 25 AT THE SAME COST

MOTION PASSED

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

iii. Michael Mitchelson

Ms. Nunnery stated that Judge Michael Mitchelson provides the CIB with a portion of its Administrative Law Judge services. She stated that for FY 25 there is no change in cost and the contract cap amount would remain the same.

MOTION BY TODD FINLEY WITH SECOND BY JONATHAN JACKSON TO RENEW THE CONTRACT WITH MICHAEL MITCHELSON FOR FY 25 AT THE SAME COST

MOTION PASSED

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

iv. James A Slayton, PC

Ms. Nunnery stated that Judge James Slayton provides the CIB with a portion of its Administrative Law Judge services. She stated that for FY 25 there is no change in cost and the contract cap amount would remain the same.

MOTION BY LUPE IBARRA WITH SECOND BY JASON DEAL TO RENEW THE CONTRACT WITH JAMES A. SLAYTON, PC FOR FY 25 AT THE SAME COST

MOTION PASSED

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

v. OMES – Rick Management Division

Ms. Nunnery stated that OMES Risk Management provides the CIB with workers' compensation insurance. She stated that that the agency anticipates a future rate increase but would not know until after the FY 25 budget work program. She stated that the agency is requesting renewal with no change in cost at this time and if the agency is notified of a rate change, that would be brought back to the Board for approval.

Mr. Jackson asked questions related to the current cost and there was a brief discussion. Ms. Nunnery stated she would look into any questions or concerns the Board had about the contract but that the agency is restricted to using OMES for workers' compensation insurance.

MOTION BY TODD FINLEY WITH SECOND BY JAMEY MULLIN TO RENEW THE CONTRACT WITH OMES RISK MANAGEMENT DIVISION FOR WORKERS' COMENSATION INSURANCE FOR FY 25 AT THE SAME RATE AS FY 24

MOTION PASSED

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

vi. OMES – Risk Management Division

Ms. Nunnery stated that OMES provides the CIB with Directors and Officers, Tort and Liability insurance. She stated that the agency is requesting to renew the contract for these services at the same rate as FY 24. She stated that if the agency is notified of an increase it would be brought back to the Board for approval.

MOTION BY JAMEY MULLIN WITH SECOND BY LUPE IBARRA TO RENEW THE CONTRACT WITH OMES FOR D&O, LIABILITY AND TORT INSURANCE FOR FY 25 AT THE SAME RATE AS FY 24

MOTION PASSED

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

vii. OMES – Interagency Mail

Ms. Nunnery stated that OMES Interagency Mail provides the CIB with shared mailing services. She stated that for FY 25, there is no anticipated change in cost and that if the agency is notified of one it would be brought back to the Board for approval.

MOTION BY LUPE IBARRA WITH SECOND BY JONATHAN JACKSON TO RENEW THE CONTRACT WITH OMES INTERAGENCY MAIL FOR FY 25 AT THE SAME RATE AS FY 24

MOTION PASSED

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

viii. Security Services

Ms. Nunnery stated that Oklahoma City Police provides security services for all CIB meetings, as well as any other security needs. She stated that for FY 25 the agency is requesting an increase in the hourly rate, with the same four-hour minimum requirement that has always been in place. She stated that they have requested a rate increase the past two years but have retracted after negotiations with staff so this would be their first cost increase.

MOTION BY KEITH DEEVER WITH SECOND BY JAMEY MULLIN TO RENEW THE CONTRACT WITH OKLAHOMA CITY POLICE FOR SECURITY SERVICES FOR FY 25 WITH THE RATE INCREASE AS DISCUSSED

MOTION PASSED

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

ix. Sunset Courier

Ms. Nunnery stated that Sunset Courier provides the agency with courier services. She stated that there is a 3% increase from the prior fiscal year on the current rate per day and the reason given for the increase was fuel prices. She stated that the agency is continuing to research other courier services available to the agency for use and could possibly bring other options to the Board in the future.

MOTION BY JONATHAN JACKSON WITH SECOND BY JASON DEAL TO RENEW THE CONTRACT WITH SUNSET COURIER FOR FY 25 WITH THE RATE INCREASE AS DISCUSSED

MOTION PASSED

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

x. AT&T

Ms. Nunnery stated that AT&T wireless provides the agency with cell phone service. She stated that the agency is requesting to renew the contract with AT&T wireless for FY 25 in what would be the second year of the two-year contract. She stated that CIB currently has 24 mobile phone lines. She went over the rates included in the current contract.

There was brief discussion about if staff is happy with the services and if there are any known problems. Ms. Nunnery stated that AT&T has the best statewide coverage and that she always surveys staff before starting a new contract in case a change is needed.

MOTION BY JAMEY MULLIN WITH SECOND BY LUPE IBARRA TO RENEW CONTRACT WITH AT&T FOR CELL PHONE SERVICE AT THE SAME COST FOR FY 25

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Keith Deaver
Todd Finley

Lupe Ibarra
Jonathan Jackson
Jamey Mullin

xi. GALT

Ms. Nunnery stated that GALT provides the agency with temporary administrative support staff. She stated that the agency is requesting renewal with GALT for FY 25 at the same rate as FY 24.

MOTION BY KEITH DEAVER WITH SECOND BY LUPE IBARRA TO RENEW THE CONTRACT WITH GALT FOR FY 25 AT THE SAME RATE AS FY 24

MOTION PASSED

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

xii. Xerox

Ms. Nunnery stated that Xerox provides the agency with its two copy, printer, and fax machines. She stated that the agency is requesting the fourth renewal of a five-year contract for FY 25 with no increase in cost.

MOTION BY LUPE IBARRA WITH SECOND BY JAMEY MULLIN TO RENEW THE CONTRACT WITH XEROX FOR FY 25 AT THE SAME RATE AS FY 24

MOTION PASSED

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

xiii. VTA

Ms. Nunnery stated VTA provide the agency with lease of its office space. She stated that the agency is requesting the second-year renewal with no change in cost from FY 24.

MOTION BY JONATHAN JACKSON WITH SECOND BY JASON DEAL TO RENEW THE CONTRACT WITH VTA FOR FY 25 AT THE SAME RATE AS FY 24

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal

Keith Deaver
Todd Finley
Lupe Ibarra
Jonathan Jackson
Jamey Mullin

xiv. Office of the Attorney General

Ms. Nunnery reported the Office of the Attorney General provides the CIB a legal advisor. She stated that the agency is requesting to renew the contract for FY 25 at the same rate as FY 24.

Mr. Mullin stated that he would like to add that Mr. Dutton does a great job.

MOTION BY TODD FINLEY WITH SECOND BY JASON DEAL TO RENEW THE CONTRACT WITH THE OFFICE OF THE ATTORNEY GENERAL FOR FY 25 AT THE SAME RATE AS FY 24

MOTION PASSED

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

xv. GL Suites

Ms. Nunnery stated that GL Suites provides the agency with its licensing software. She stated that the agency is requesting the second renewal of the current five-year contract with GL Suites for FY 25. Ms. Nunnery then broke down the terms and the total costs of the contract including the CPI increase.

MOTION BY KEITH DEEVER WITH SECOND BY JASON DEAL TO RENEW THE CONTRACT WITH GL SUITES FOR FY 25 AT THE RATE WITH INCREASES AS DISCUSSED

MOTION PASSED

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

xvi. For information purposes only - the OMES Master Service Agreement ("MSA") for on-going state services originally approved in January 2017, and is a continuing

agreement. When requested changes would be over the estimated cost reflected in FY 21 Budget Work Program, they will be brought to the Board upon notification of change. The MSA includes: Agency Business Services Division – Shared Financial Services, Human Capital Management Division – Shared Payroll Services, and Information Services Division – Shared IT Services.

Ms. Nunnery reported that the CIB has received no notice of a price change at this time, and OMES is required to provide CIB 30 days' notice for any price increases or changes.

**no vote was taken on this item*

ADJOURNMENT

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

MOTION PASSED

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

Voting Nay: Keith Deaver

The meeting was adjourned at approximately 2:39 p.m.

Minutes approved in Regular Session on the 24th day of April, 2024.

/s/ Larry Buxton
Larry Buxton, Chair

/s/ Stephanie Brown
Stephanie Brown, Board Secretary