

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

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

November 19th, 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, November 19th, 2025, in the Conference Room of the Construction Industries Board.

MEMBERS PRESENT: Larry Buxton, Jason Deal, Todd Finley, Jonathan Jackson, Billy Moody & Jamey Mullin

MEMBERS ABSENT: Lupe Ibarra

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: Jon Dutton, Assistant Attorney General; Christy Tubbs, OMES/ABS; Steve Yadon, Tina Fitzgerald and Teresa Burgess, Moore/Norman Tech Center; Alice Rushmore, Ross Henderson and Jess Osborne, Kiamichi Tech Center; Jed Williams, Canadian Valley Tech Center; Warren Goldmann, OUBCC; Chris Pinnick, Kristy Johnson and Eric Harbison, EOC Tech; David Hames, PHCC of Oklahoma City.

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 19th 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. Fifty people have filed a written request for notice of meetings of this public body to date.

Read aloud this 19th day of November, 2025.

**HEARING AND CONSIDERATION OF PUBLIC COMMENTS, DISCUSSION AND POSSIBLE
VOTE TO ADOPT PROPOSED AMENDMENTS TO TITLE 158 OF THE OKLAHOMA
ADMINISTRATIVE CODE AS PRESENTED OR AS MAY BE REVISED AFTER PUBLIC
HEARING AND DISCUSSION - PERMANENT RULEMAKING.**

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

Chair Buxton asked if the proposed rules had been through the Electrical Committee and have the full support of the Committee, and Ms. Hubbard stated yes. Chair Buxton asked if the rules have been provided to the Governor's Office, allowing for their 30-day review process. Ms. Hubbard stated that they were sent to the Governor's Office and the agency received written approval from the Governor's Office on October 17, 2025, allowing the agency to proceed with the rules process.

**There were no written comments provided to the agency and no public comments made regarding these Administrative Rules.*

MOTION BY TODD FINLEY WITH SECOND BY JAMEY MULLIN TO ADOPT THE RULES FOR CHAPTER 40 OF TITLE 158 AS PROPOSED.

MOTION PASSED

Voting Aye: Larry Buxton
 Jason Deal
 Todd Finley
 Jonathan Jackson
 Billy Moody
 Jamey Mullin

BREAK

At approximately 1:34 pm the meeting was recessed for a short break.

RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK

MEMBERS PRESENT: Larry Buxton, Jason Deal, Todd Finley, Jonathan Jackson, Billy Moody & Jamey Mullin

ADMINISTRATOR'S REPORT

Ms. Hubbard reported the FY2027 Budget Request approved by the Board in September was timely filed and she thanked Stephanie.

Ms. Hubbard reported that thanks to Windy's hard work in reviewing about 250 applications and coordinating and conducting interviews, the agency was able to fill two vacant office positions, with those new staff members currently going through the training process. She stated that it appears the staff adjustments the Board made at the September meeting have had a very positive impact on the number and qualifications of the pool of applicants.

Ms. Hubbard reported that the agency still has two office positions to fill and are in the process of posting the Front Desk position and the new CEU position. She stated that the agency hopes to get those positions filled within the next month. She stated that office staff continues to work double-time to cover vacancies and train new staff and that their extra efforts are very much appreciated.

Ms. Hubbard reported that staff is a few weeks behind in processing licenses and registrations due to being short-staffed and current licensing software intermittent issues causing some delays in processing. She stated that staff should be able to get caught up in the next month, assuming there is no additional turnover or issues with current licensing software.

FINANCIAL REPORT

Written financial reports for the month ended October 31st, 2025, prepared by OMES/ABS were provided for review and discussion.

Chair Buxton stated that the Board did not have any time to review the Financial reports because they were received so late from ABS. He stated that this is not the first time this has happened. He stated that he does not wish to have a back-and-forth conversation with Ms. Tubbs because in the past she has made promises to correct issues and they are still not corrected. He stated that the problems still have not been resolved after speaking to Ms. Tubbs supervisor, so he would like to meet with the supervisor over that one.

Ms. Tubbs stated that he can reach out to Carla Merritt and she can set that meeting up. She stated that it was her fault that the reports were late but she did not realize the meeting date was so close.

Chair Buxton stated that she receives an email with all the meeting dates and that the meeting dates can be found on the Secretary of States website, but that again he does not want to have a back and forth, just a meeting with the next supervisor over Carla.

Ms. Tubbs then went over the financial reports.

PUBLIC RELATIONS REPORT

Workforce Development

Mr. DeSha reported that there would be 7 Workforce Development applications that will be presented today. He stated that the new deadline for applications will be March 2, 2026, and that it would be the first deadline after HB 1256 takes effects which will now allow High Schools to apply.

Communications & Outreach

Mr. DeSha reported that he and the trade supervisors attended the Build Your Futures in Tulsa. He stated that there is always a great turnout at that event so they are able to speak to a lot of students about the trades and the careers available in them.

Mr. DeSha reported that they also attended the Taft Middle School Construction Trades Career Fair. He stated this is to help teach them about and get them interested in the trades since they are able to start entering programs in High School.

Mr. DeSha reported that they will be attending the Oklahoma City Public Schools 8th Grade Career Expo in February.

Mr. DeSha reported that he posted the Residential Plumbing information on social media as requested as well as sent it out by email and stated that he would continue to schedule posts with that information over the next few months.

Mr. DeSha reported that the website and Workforce Development applications were updated as a result of HB 1256 so that people would know that High Schools can now apply.

Mr. DeSha reported that he created and scheduled social media content through February. He stated that he is continuing to implement the new HB 3215 notices, and that the last one will go out in early January after it is effective to let licensees/registrants know the requirements are in effect and what they will need to do to be in compliance.

Mr. DeSha reported that a post card for HB 1628 regarding the new roofing requirements has been sent out. He stated that it was sent out in November and contained a QR code that takes them to the CIB's website so that they can read all the information about those changes. He stated more postcards would be sent out approximately every three months until the effective date in July 2026. He stated that the website has been updated and the forms have been created but not distributed yet since it is not in effect. He stated there would need to be software changes to be in compliance but there is difficulty editing the current software.

Mr. DeSha reported that the Facebook views were up 47% since last month. He stated that a lot of those were people viewing the new requirements of HB 3215 and HB 1628. He stated that content interaction is up 59% for the same reason. He stated that email list had 156 new subscribers since September.

Legislative Update

Mr. DeSha reported that interim studies have concluded and there is nothing that appears to affect the agency.

Mr. DeSha reported that the bill filing deadline is December 5th. He stated that he would keep the Board informed of any legislation that could have an impact on it. He said there are always a lot of bills filed and it takes a considerable amount of time to review them so he may not have a full list at the January meeting but he will be working on it.

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 October. 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 October. 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 October. 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 October 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

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 JONATHAN JACKSON WITH SECOND BY TODD FINLEY TO APPROVE THE CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARINGS WAIVED.

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Todd Finley
Jonathan Jackson
Billy Moody
Jamey Mullin

Due to action taken on this item, Agenda Items 8(J) and 8(K) were not needed.

DISCUSSION AND POSSIBLE VOTE ON A FRAMEWORK FOR BOARD MEETING PROCEDURES IN HANDLING AGENDA ITEMS, MOTIONS AND VOTES SO THAT MOTIONS ARE CLEAR, OPPORTUNITIES FOR A SECOND ARE PROVIDED, DISCUSSIONS ARE ON TOPIC COVERING ONE SUBJECT AT A TIME, EVERY BOARD MEMBER IS PROVIDED AN OPPORTUNITY TO PARTICIPATE IN DISCUSSIONS PRIOR TO VOTING, AND THE MOTION WITH ANY AMENDMENT PASSES, FAILS, OR IS WITHDRAWN BEFORE CONSIDERING ANOTHER MOTION THAT WOULD PROVIDE AN ORDERLY PROCEDURE FOR FAIR AND EQUAL PARTICIPATION BY ALL BOARD MEMBERS

Chair Buxton stated that he wants to make sure the Board is doing things in an organized way and that all Board members have a chance to fully participate. He stated that when there is a motion made on an item and a second on that motion, then there would be a pause so that the Board can have an opportunity to discuss that motion. He stated this would allow an opportunity to see that motion pass, fail, or be withdrawn and give all members a chance to discuss the motion.

There was discussion amongst Board members and Mr. Dutton to clarify how discussions and voting would go.

**There was no vote taken on this item.*

DISCUSSION AND POSSIBLE VOTE ON THE MINUTES OF THE REGULAR MEETING OF THE CONSTRUCTION INDUSTRIES BOARD HELD SEPTEMBER 24th, 2025

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

MOTION BY JAMEY MULLIN WITH SECOND BY JASON DEAL TO ACCEPT THE SEPTEMBER 24th, 2025, MEETING MINUTES AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Todd Finley
Jonathan Jackson
Billy Moody
Jamey Mullin

DISCUSSION AND POSSIBLE VOTE TO OBTAIN A VENDOR TO IMMEDIATELY DESIGN AND IMPLEMENT A CLOUD-BASED APPLICATION FOR ROOFING REGISTRATION AND ENDORSEMENT MANAGEMENT INCLUDING NEW RESIDENTIAL ENDORSEMENT PER HB 1628, AND FOR ALL TRADES: CONTINUING EDUCATION TRACKING, INCLUDING NEW REQUIREMENTS IN HB1628 AND HB3215 WITH REPORTING TOOLS AND UPDATES NEEDED TO IMPROVE EFFICIENCIES AND STREAMLINE WORKFLOW THROUGHOUT ALL TRADES AS PROVIDED IN THE SCOPE OF WORK IN APPENDIX A. THROUGH CONTRACT ALLOWING STAFF TO AMEND AS NEEDED THROUGH THE STATE APPROVAL PROCESS

Ms. Nunnery explained that the CIB has a standalone roofing database along with a separate database for the agency's Administrative Law, citation management and CEU information and tracking. She stated that all of these databases are at the end of life, and also require many changes due to HB 1628. She stated that in addition the agency is looking to design and implement a new smart search mobile application that would give the public easier access. She stated that the CIB's current licensing software vendor does not have the proven ability to assist with the agency's needs.

Ms. Nunnery reported that while performing cost research the following information was discovered: at the direction of OMES the CIB previously paid over \$160,000 for the AMANDA licensing system. She stated that the software was delivered for use but due to serious data conversion issues, a lack of communication by the vendor, and failure to deploy that product

the AMANDA system was never utilized. She stated that the agency has never received these funds back. She stated that the state's current licensing software vendor, Thentia is not a viable option for the agency. She stated that there have been many issues with the software and vendor at other state agencies. She reported what the costs would be to use Thentia as a vendor, which was high due to them charging per license, not having a flat rate cost, causing costs to increase with each additional license. She stated that Tyler Technologies is another state approved vendor but they do not seem to have the capabilities to cover what the CIB would need. She stated through further research a company was found to meet CIB's specific needs. She stated that HBE Systems, LLC, which is owned by former CIB employee Basel Kilani, is familiar with all of the CIB's current systems as well as all the rules and laws governing the CIB. She stated that Basel has not been employed with the CIB for over a year but has over 17 years of being exceptionally competent and dependable. She stated that his company has performed work for other state agencies including licensing agencies such as the Oklahoma Real Estate Commission. She stated that HBE Systems, LLC offers the most cost-effective, affordable option and possesses the specialized technical expertise and agency experience required to successfully complete these projects.

The cost and terms of the contract were discussed.

MOTION BY JONATHAN JACKSON WITH SECOND BY BILLY MOODY TO APPROVE A CONTRACT WITH HBE SYSTEMS, LLC FOR THE TERMS AND AMOUNT DISCUSSED AND TO ALLOW STAFF TO ADJUST THE CONTRACT LANGUAGE AS NEEDED

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Todd Finley
Jonathan Jackson
Billy Moody
Jamey Mullin

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

Mr. Dutton 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. He 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:** **Equipment, Materials, Personnel and other costs of Developing workforce development**
Applicant: **Canadian Valley Technology Center**
Amount: **\$5,856.26**

MOTION BY TODD FINLEY WITH SECOND BY JONATHAN JACKSON TO APPROVE THE APPLICATION BY CANADIAN VALLEY TECHNOLOGY CENTER FOR EQUIPMENT, MATERIALS, PERSONNEL AND OTHER COSTS OF DEVELOPING WORKFORCE DEVELOPMENT AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
 Jason Deal
 Todd Finley
 Jonathan Jackson
 Billy Moody
 Jamey Mullin

ii. **Project:** **Residential HVAC/ELECTRICAL Training House Project**
Applicant: **Eastern Oklahoma County Technology Center**
Amount: **\$50,500**

*There was no vote taken on this item.

iii. **Project:** **Conduit Bender**
Applicant: **Eastern Oklahoma County Technology Center**
Amount: **\$3,324**

MOTION BY JAMEY MULLIN WITH SECOND BY JONATHAN JACKSON TO APPROVE THE APPLICATION BY EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER FOR CONDUIT BENDER AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
 Jason Deal
 Todd Finley
 Jonathan Jackson
 Billy Moody
 Jamey Mullin

iv. **Project:** **Advancing HVAC Career Interests and Skills Development Initiative**
Applicant: **Kiamichi Technology Center**
Amount: **\$20,975**

MOTION BY JAMEY MULLIN WITH SECOND BY JASON DEAL TO APPROVE THE APPLICATION BY KIAMICHI TECHNOLOGY CENTER FOR ADVANCING

HVAC CAREER INTERESTS AND SKILLS DEVELOPMENT INITIATIVE AS
PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Todd Finley
Jonathan Jackson
Billy Moody
Jamey Mullin

vi. Project: **Sheet Metal Equipment for HVAC Training**
Applicant: **Meridian Technology Center**
Amount: **\$5,500**

MOTION BY JAMEY MULLIN WITH SECOND BY TODD FINLEY TO APPROVE
THE APPLICATION BY MERIDIAN TECHNOLOGY CENTER FOR SHEET
METAL EQUIPMENT FOR HVAC TRAINING AS PRESENTED

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Todd Finley
Jonathan Jackson
Billy Moody
Jamey Mullin

v. Project: **Goodman Air Conditioner and Furnace
Training Equipment**
Applicant: **Meridian Technology Center**
Amount: **\$6,000**

MOTION BY JONATHAN JACKSON WITH SECOND BY TODD FINLEY TO
APPROVE THE APPLICATION BY MERIDIAN TECHNOLOGY CENTER FOR
GOODMAN AIR CONDITIONER AND FURNACE TRAINING EQUIPMENT AT
\$4,500 FOR EQUIPMENT ONLY

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Todd Finley
Jonathan Jackson
Billy Moody
Jamey Mullin

vii. Project: **Advancement of Mechanical Skilled Trades
and Workforce
Development**

Applicant: Moore Norman Technology Center
Amount: \$35,194.50

MOTION BY JONATHAN JACKSON WITH SECOND BY BILLY MOODY TO APPROVE THE APPLICATION BY MOORE NORMAN TECHNOLOGY CENTER FOR ADVANCEMENT OF MECHANICAL SKILLED TRADES AND WORKFORCE DEVELOPMENT

MOTION FAILED

Voting Aye: Jason Deal
Jonthan Jackson
Billy Moody

Voting Nay: Larry Buxton
Todd Finley
Jamey Mullin

**DISCUSSION AND POSSIBLE VOTE ON ADMINISTRATIVE CONSENT ORDER
REFLECTING AGREEMENT BETWEEN PARTIES IN LIEU OF AN ADMINISTRATIVE
HEARING IN RE: THE MATTERS OF ALLEGED ELECTRICAL INDUSTRY RULES
VIOLATIONS OF BERL STINSON, CITATION NOS. 23194 AND 23195**

Mr. Dutton stated that there are times when a citation is issued and due to circumstances related to that citation the best resolution is a consent order which reduces the fine while the situation gets corrected without having to go to hearing.

MOTION BY JONATHAN JACKSON WITH SECOND BY JASON DEAL TO ACCEPT THE ADMINISTRATIVE CONSENT ORDER IN RE: THE MATTERS OF ALLEGED ELECTRICAL INDUSTRY RULES VIOLATIONS OF BERL STINSON, CITATION NOS. 23194 AND 23195

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Todd Finley
Jonathan Jackson
Billy Moody
Jamey Mullin

ADJOURNMENT

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

MOTION PASSED

Voting Aye: Larry Buxton
Jason Deal
Todd Finley
Jonathan Jackson

Billy Moody
Jamey Mullin

The meeting was adjourned at approximately 4:07 p.m.

Minutes approved in Regular Session on the 28th day of January, 2026.

/s/ Larry Buxton
Larry Buxton, Chair

/s/ Stephanie Brown
Stephanie Brown, Board Secretary