

**CONSTRUCTION INDUSTRIES BOARD
MEETING MINUTES
OCTOBER 12, 2011**

BOARD MEMBERS PRESENT

Larry Butler
Mike Liston
Keith Miller (arrived at 1:32 p.m.)
Tommy O'Donnell
Larry Shea
Tony Boevers

ABSENT

Robert Soder

PRESENT FROM THE CONSTRUCTION INDUSTRIES DIVISION: Janis Hubbard, Administrator; Sarah Mussett, Business Manager; Gary Kirk, Mechanical Field Supervisor; Gary Williamson, Electrical Field Supervisor. Linda McLennan Executive Assistant/Board Secretary and Jeanne Britt, Executive Assistant/Board Secretary

OTHERS PRESENT: Riley Shaull, *Office of State Finance*; Justin Martino, *eCapitol*; and Scott Hopkins, *National Electrical Contractors Association*

CALL TO ORDER

Larry Shea, Chairman, called the regular meeting of the Construction Industries Board to order at 1:30 p.m. in the Board Room at the Construction Industries Board, 2401 N.W. 23, Suite 5, Oklahoma City, OK. 73107

STATEMENT OF COMPLIANCE

This regular meeting of the Construction Industries Board, scheduled to begin at 1:30 p.m. on this 12th day of October, 2011, has been convened in accordance with the Oklahoma Open Meeting Act, Title 25, Sections 301 through 314.

Further, this meeting was preceded by an advance public notice that was sent to the Secretary of State by Computer specifying the time and place of the meeting here convened.

Notice of this meeting was given at least twenty-four (24) hours prior hereto and 54 people have filed a written request for notice of meetings of this public body to date.

Read aloud this 12th day of October, 2011.

ADMINISTRATORS COMMENTS

Introduction of New Board Secretary/Executive Assistant

New Administrator Ms. Janis Hubbard presented to the Board. It is my pleasure to introduce Ms. Linda McLennan as the new Board Secretary/Executive Assistant who is replacing Ms. Jeanne Britt. Ms. McLennan has had many years of similar experience and we are glad to welcome her aboard. Ms. Britt is retiring after 19 years of service with the State of Oklahoma. The last ten (10) years Jeanne worked as the Construction Industries Board Secretary and Secretary to the

Administrator. She was on staff from the beginning of the formation of CIB and will be sorely missed.

Open Communications

I have experienced a very smooth transition due to the help of the entire staff as their cooperation has been wonderful. I want to thank this Board for the opportunity that you have presented to me and for the support you have provided to me for the past 2 ½ weeks that I have been on staff. I have had the opportunity to meet with several of the Associations which CIB serves to reiterate that CIB will continue to operate with the same high-quality and open communications that has been shown to them in the past. I am personally going to make it a high priority to listen to their needs and desires. My upcoming plans are to meet with all the Associations to express these thoughts and continue with the open communications.

Office Space and Vacant Positions

Our new office space is proceeding according to schedule and board members will have the opportunity to view the new space this afternoon. CIB is in the process of renewing agency contracts, our inter-agency contracts, and the state-wide licensing program is proceeding. There are two vacant Administrative Positions at CIB. One position has been posted and closed. Resumes have been received for this position. The Administrative Program Officer's position has been posted on the OPM web site as well as CIB's website. The recruitment in *The Oklahoman* will be Sunday, October 16th, 2011 and *The Black Chronicle* is Thursday, October 20th. Deadline for applications for this support position for the roofing and home inspector areas is Friday, October 28, 2011 at 4:00 p.m. One position has been vacant for quite some time while the other position is a recent vacancy.

Rules Changes

I would like to remind you that the rules deadlines are fast approaching. I anticipate that at the November Meeting, this Board will be looking at the current Rules changes.

A packet with updated information on the CIB Rules is located in front of you in the expandable folder. Please place these rules in your permanent statutes and rules book. Also available to you is the most current copy of the Open Meetings Act for your reading.

We are checking on making any adjustments to the changes on the Rules that were proposed last year. If not, this Board has already approved these changes, so you will not see those Rules again for approval, but they will be submitted as approved last year.

REPORTS

FINANCIAL REPORT

Mr. Riley Shaul, Office of State Finance, presented CIB's financial statements as of August 31, 2011 and also September 30, 2011.

DIVISION REPORTS

Mechanical Report

Mr. Gary Kirk reported on the months of August and September on field contacts, citations, complaints, renewals, and applications received and new licenses processed.

Plumbing Report

Mr. Jim George was not present at the meeting and his report was produced to the Board members in writing. He reported on the months of August and September on field contacts, citations, complaints, renewals, and applications received and new licenses processed.

Electrical Report

Mr. Gary Williamson reported on the months of August and September on field contacts, citations, complaints, renewals, and applications received and new licenses processed.

ACTION AND DISCUSSION ITEMS

APPROVAL OF THE SEPTEMBER 7, 2011 SPECIAL BOARD MEETING MINUTES.

MOTION BY MIKE LISTON WITH SECOND BY TONY BOEVERS TO APPROVE THE SEPTEMBER 7, 2011 SPECIAL BOARD MEETING MINUTES AS WRITTEN.

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

RECIPROCITY AGREEMENT BETWEEN ARKANSAS AND OKLAHOMA

Gary Williamson discussed the concerns with the Board. This is the first written agreement with any other state. The Committee voted unanimously to accept the Agreement and he has asked the CIB Board to accept the agreement with Arkansas as written.

MOTION BY TONY BOEVERS WITH SECOND BY MIKE LISTON TO APPROVE THE RECIPROCITY AGREEMENT BETWEEN ARKANSAS AND OKLAHOMA AS PRESENTED.

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

RECIPROCITY AGREEMENT BETWEEN TEXAS AND OKLAHOMA

Gary Williamson also discussed this agreement. There are additional concerns with Texas as Texas does not have a ratio and Oklahoma's ratio is 2 to 1. Even though there are concerns he felt Oklahoma would benefit greatly with the written agreement. The Committee also voted u Board to accept the written agreement with Texas as written.

MOTION BY TONY BOEVERS WITH SECOND BY MIKE LISTON TO APPROVE THE RECIPROCITY AGREEMENT BETWEEN TEXAS AND OKLAHOMA AS PRESENTED.

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

APPOINTMENT TO THE INSPECTORS EXAMINING COMMITTEE

There are three candidates from which to vote regarding an appointment to the Inspectors Examining Committee. These candidates are:

John Moore	City of Piedmont
DeLane Keef	Keef Enterprises
Phillip Bradley	City of Tulsa

MOTION BY KEITH MILLER WITH SECOND BY MIKE LISTON TO APPOINT PHILLIP BRADLEY, CITY OF TULSA TO THE INSPECTORS EXAMINING COMMITTEE

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Robert Soder
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

REAPPOINTMENT OF JOHNNY McCHAREN TO THE ELECTRICAL EXAMING COMMITTEE

MOTION BY TONY BOEVERS WITH SECOND BY KEITH MILLER TO REAPPOINT JOHNNY McCHAREN TO THE ELECTRICAL EXAMINING COMMITTEE.

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

APPROVAL OF THE 2012 CIB MEETING DATES

MOTION BY LARRY BUTLER WITH SECOND BY TOMMY O'DONNELL TO SET THE BOARD MEETING DATES AS THE SECOND WEDNESDAY OF EACH MONTH FOR CALENDAR YEAR 2012.

MOTION PASSED

Voting Aye: Larry Butler

Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

APPROVAL OF THE FY2013 CIB BUDGET

Riley Shaull reminded the Board Members that this FY-13 Budget Request is not a stone tablet. Monies can be moved from one fund to another fund and can be updated and changed prior to the beginning FY-13. CIB is a non-appropriated agency; however; the budget is still due to the legislature by October 1, 2012. The budget will be sent as soon as it is approved by this Board.

MOTION BY KEITH MILLER WITH SECOND BY TONY O'DONNELL TO APPROVE THE FY2013 BUDGET REQUEST AS PRESENTED.

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

There was no new business.

BOARD MEMBER TOUR OF THE NEW OFFICE SPACE

MOTION BY MIKE LISTON WITH SECOND BY KEITH MILLER TO RE-CONVENE IN THE NEW OFFICE SPACE ON THE 2ND FLOOR OF THE SHEPHERD MALL.

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

MOTION BY KEITH MILLER WITH SECOND BY MIKE LISTON TO RE-CONVENE IN THE BOARD CONFERENCE ROOM INTO OPEN SESSION.

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston
Larry Shea

Absent: Robert Soder

ADJOURNMENT

MOTION BY MIKE LISTON WITH SECOND BY KEITH MILLER TO ADJOURN THE MEETING.

MOTION PASSED

Voting Aye: Larry Butler
Keith Miller
Tommy O'Donnell
Tony Boevers
Mike Liston

Voting Nay: Larry Shea

Absent: Robert Soder

MEETING WAS ADJOURNED AT 3:05 P.M.

Minutes approved in regular session on the 30th day of November, 2011.

Larry Shea

Larry Shea
Chairman

PREPARED BY:

Linda McLennan

Linda McLennan
Board Secretary