

PLEASE FOLLOW CDC RECOMMENDED SAFE PRACTICES

Oklahoma Uniform Building Code Commission

AGENDA

Regular Meeting

Tuesday, February 15, 2022 – 1:30 p.m.

Oklahoma Uniform Building Code Commission

2401 NW 23rd St., Suite 82

Oklahoma City, OK 73107

NOTE: The Commission may discuss, vote to approve, vote to disapprove, vote to table, or decide not to discuss any item on the agenda.

1. CALL TO ORDER AND RECORDING OF MEMBERS PRESENT AND ABSENT

Danny Hancock/Kathy Hehnly

2. STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT

Kathy Hehnly

3. REPORTS

(a) CEO's Report – Billy Pope

Items reported by the CEO may include but are not limited to: monthly statistical data; website reports; legislative updates, if any; rulemaking status, if any; and other items as needed

(b) Financial Report – Agency Business Services (ABS) representative with the Office of Management and Enterprise Services (OMES)

4. ACTION AND DISCUSSION ITEMS:

(c) Discussion and possible approval of the January 18, 2022 regular meeting minutes

(d) Discussion and possible action on the possible sale and/or permanent transfer of the two-conference tables that OUBCC bought on April 2, 2012, to the Construction Industries Board (CIB)

(e) Discussion and possible action to approve a Chief Executive Officer (CEO) job description in preparation for a search for a new CEO

1. Discussion as to anyone who is currently serving as an OUBCC Commissioner and is interested in applying for the CEO position, to announce such interest publicly and by such announcement that OUBCC commissioner shall recuse and not participate in any manner, vote, discussion or comment about what is in agenda items 2 through 9 below, in setting up of the job description and the salary range that will be set for the CEO advertisement, in agenda items 2 through 9, below
2. Discussion and possible action on the CEO Job Description to include the requirements for at least (10) years of years of Oklahoma licensed unlimited inspection experience in each Oklahoma licensed trade or field, including unlimited Building, unlimited Electrical, unlimited Mechanical, unlimited Plumbing, and unlimited Gas Piping

3. Discussion and possible action on the CEO Job Description to include the requirements for at least (10) years of experience as an Oklahoma licensed unlimited Contractor in each of the following Oklahoma licensed trades, including Electrical, Mechanical, Plumbing and Gas Piping
4. Discussion and possible action on the CEO Job Description to include the required holding of an ICC Certification as a (MCP) Master Code Professional, (MCO) Master Code Official and a (CBO) Certified Building Official for at least (10) years will be considered very strongly towards the credentials required for the CEO's position with the additional requirements to the required credentials in the CEO Job Description in agenda items 2 and 3 above
5. Discussion and possible action on the CEO Job Description to include any other matters or requirements not addressed in items 2, 3, and 4 above
6. Discussion and possible action on the CEO Job salary range and setting the CEO salary range, for the new CEO position's advertisement and publication
7. Discussion and possible action to request and direct OMES Human Capital Management to review the revised OUBCC CEO Job Description as determined by the OUBCC and analyze salary range for possible adjustment in light of the new revisions and requirements so that upon advertisement and publication of the new CEO's position with its revised CEO Job Description, that an adjusted salary range, if any, of the CEO's position shall be advertised and published with the adjusted salary range, if any, and that OMES Human Capital Management report its determination of an adjusted salary range to the OUBCC upon the completion of such salary analysis
8. Discussion and possible action to request and direct OMES Human Capital Management advertise and publish the opening of the OUBCC CEO Position with its revised CEO Job Description as determined by the OUBCC, to advertise and publish the opening of the CEO's position for a period of time of not less than sixty (60) days), to advertise and publish the opening of such OUBCC CEO's position in professional and trade publications, newsletters, newspapers, job boards, postings, and places appropriate for the professional executive position of the OUBCC CEO and in such professional and trade publications, newsletters, newspapers, job boards, and postings requested by the OUBCC
9. Discussion and possible action to authorize OMES Human Capital Management to gather and collect all CEO position applications/resumes in confidence on behalf of the OUBCC submitted for consideration at the office of OMES Human Capital Management and at the end of the not less than sixty (60) day period of CEO job opening advertising and publication, to analyze and screen the CEO position applications/resumes for compliance with the minimum listed requirements in the OUBCC CEO Job Description, and thereafter that OMES Human Capital Management report its analysis and screening results to the OUBCC Standing Personnel Committee Chairman or his/her designee in confidence for subsequent review and analysis by the OUBCC Standing Personnel Committee for further consideration and interviews, and that the OUBCC Standing Personnel Committee conduct interviews of appropriate candidates for the CEO position, and that the OUBCC Standing Personnel Committee make recommendations to the OUBCC as to such candidates

5. NEW BUSINESS

In accordance with 25 O.S. § 311(9), new business will now be heard, if any

6. PUBLIC COMMENTS

Limit 3 minutes per person

7. ADJOURNMENT

Mission Statement

The mission of the Oklahoma Uniform Building Code Commission is to establish minimum statewide codes affecting or relating to the built environment for the protection of life and property, to be utilized throughout the state, assuring public health, safety and welfare.