

# **CONSTRUCTION INDUSTRIES BOARD**

*(A self-funded, non-appropriated agency whose mission is to protect life and property by licensing and inspection of the related trades for the health, safety and welfare of the public.)*

## **Regular Board Meeting**

**Conference Room  
2401 N.W. 23<sup>rd</sup> Street, Suite 2F  
Oklahoma City, Oklahoma 73107**

**April 23<sup>rd</sup>, 2025**

**1:30 p.m.**

## **AGENDA**

**Note: The Board 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** – Chair  
Larry Buxton/Stephanie Brown

**2. STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT** – Stephanie Brown

### **3. NEW BUSINESS**

In accordance with 25 O.S. § 311(A)(9) and (10), new business not known at the time of the posting of the agenda, if any, will now be heard. – Jon Dutton, Assistant Attorney General

### **4. PUBLIC COMMENTS**

(Opportunity for the Board to receive public comments. Each person wanting to make a public comment is asked to sign in and remember time is limited to three minutes. To comply with the intent of the public notice requirements, the Board does not respond to or discuss comments regarding matters not on today's agenda.) – Jon Dutton, Assistant Attorney General

### **5. REPORTS**

(A) Administrator's Report – Janis Hubbard, Administrator

(B) Financial Report – OMES ABS Representative

(C) Public Relations Report – Tony DeSha, Public Relations and Outreach Officer

- Workforce Development
- Communications and Outreach
- Legislative Update

**6. DIVISION REPORTS**

- (D) Mechanical Division statistical report and Division activity update – Gary Kirk, Supervisor
- (E) Electrical Division statistical report and Division activity update – Ron Morris, Supervisor
- (F) Plumbing Division statistical report and Division activity update – Richard Hager, Supervisor
- (G) Roofing and other Division statistical reports and Division activity update – Richard Hager, Supervisor

**7. CONSENT AGENDA FOR UNCONTESTED CITATIONS PAID, HEARING WAIVED**

- (H) 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. (Any item may be removed from the consent agenda by any Board member who requests to discuss the item for consideration as a separate action item.) – Jon Dutton, Assistant Attorney General
- (I) Possible vote to remove item from Consent Agenda for Uncontested Citations Paid, Hearing Waived, for consideration as a separate action item – Jon Dutton, Assistant Attorney General
- (J) Discussion and possible action on items removed from Consent Agenda for Uncontested Citations Paid, Hearing Waived.

**8. ADDITIONAL ACTION AND DISCUSSION ITEMS:**

- (K) Discussion and possible vote on the Minutes of the Regular Meeting of the Construction Industries Board held March 26<sup>th</sup>, 2025 – Chair Larry Buxton
- (L) Discussion and possible vote on Administrative Consent Order reflecting agreement between parties in lieu of an administrative hearing in Re: The Matters of Alleged Mechanical Industry Rules Violations of James S. Stephens, Citation No. 20582 – Jon Dutton, Assistant Attorney General
- (M) 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 any application or any proposed agreement for the Skilled Trade Education Workforce Development Fund authorized by 59 O.S. § 1000.4a, as listed in the following agenda items. – Jon Dutton, Assistant Attorney General
- (N) Discussion and possible vote on proposed agreement following application approval by the Board for Skilled Trade Education Workforce Development Funds authorized by 59 O.S. § 1000.4a, contingent upon approval by applicable technology center listed below. – Tony DeSha, Public Relations and Outreach Officer

- i. Project: Autry Teen Tech Equipment  
Applicant: Autry Technology Center  
Amount: \$13,750.00

(O) Discussion with possible vote on the following contracts for FY 26:

- i. Courier Services (Courier Services)

**9. BREAK**

**10. RECORDING OF MEMBERS PRESENT AFTER SCHEDULED BREAK – Stephanie Brown**

**11. POSSIBLE VOTE TO REMOVE ITEM FROM CONSENT AGENDA FOR INDIVIDUAL ADMINISTRATIVE PROCEEDINGS FOR CONSIDERATION AS A SEPARATE ACTION ITEM – Jon Dutton, Assistant Attorney General**

**12. DISCUSSION AND POSSIBLE ACTION ON ANY ITEM REMOVED FROM CONSENT AGENDA FOR INDIVIDUAL ADMINISTRATIVE PROCEEDINGS – Jon Dutton, Assistant Attorney General**

- i. Possible vote to convene into Executive Session pursuant to 25 O.S. § 307(B)(8) to engage in deliberations on any matter removed from Consent Agenda for Individual Administrative Proceedings.
- ii. If Executive Session convened, vote to return to Open Session.
- iii. Possible vote on any matter removed from Consent Agenda for Individual Administrative Proceedings discussed in Executive Session or in Open Session.

**13. CONSENT AGENDA FOR INDIVIDUAL ADMINISTRATIVE PROCEEDINGS - (Any item may be removed from the consent agenda by any Board member who requests to discuss the item for consideration as a separate action item.) – Jon Dutton, Assistant Attorney General**

- (P) Possible vote to approve or deny and remand the Proposed Orders recommended by the Administrative Law Judge in the following matters for which no timely appeal was filed:

Matters heard by the Electrical Hearing Board on Docket No. CIB-24-E-004 as follows:

<u>Case No.</u>	<u>Respondent</u>	<u>Violation</u>
Citation No. 23006	Timothy Skipper	Contractor working unlicensed or unregistered individual (per person)
Citation No. 23007	Allen Mullins	Unlicensed or unregistered individual performing trade work under the direction of another

Citation No. 22782	Daniel Merritt	Inactive contractor or journeyman engaged in contracting
Citation No. 23042	Scott Jones	Contracting without a license
Citation No. 23043	Scott Jones	Contracting without a license
Citation No. 23044	Scott Jones	Contracting without a license
Citation No. 23045	Scott Jones	Contracting without a license
Citation No. 23046	Scott Jones	Contracting without a license
Citation No. 23088	Conrado Ramirez	Contractor working unlicensed or unregistered individual (per person)
Citation No. 23089	Conrado Ramirez	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22995	Joshua Cole	Contracting without a license
Citation No. 23060	Larry Menhusen	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22722	Jeremy Smith	Contractor working registered apprentice without direct supervision (per apprentice)
Citation No. 22723	Jeremy Smith	Contractor working unlicensed or unregistered individual (per person)

**14. ADJOURNMENT**