

MINUTES OF THE DECEMBER 1, 2015 CONSTRUCTION CONTRACTORS BOARD MEETING

The Construction Contractors Board (CCB) met on Tuesday, December 1, 2015, in the lunch room at 201 High St. SE, Salem, Oregon.

Attendees:

Board Members Present: Board Chair Kimberly Wood, Vice Chair Jim Patrick, Kurt Bolser, Jerry Jones Jr., Jim Kitchin, Mariana Lindsay, and Sandi Warren.

Excused Board Members: Susan Steward.

Staff: Administrator James Denno, Administrative Services Manager Kimberlee Ayers, Communication and Education Manager Cheryl Martinis, Enforcement Manager Stan Jessup, Licensing Manager Laurie Hall, Procurement Specialist Cathy Dixon, and Assistant Attorney General Catriona McCracken.

Guests: Kirsten Adams, Kathy Nishimoto, Rob Campbell, Bonnie Sullivan and Patrick Heath.

MEETING CALLED TO ORDER:

Chair Wood called the meeting to order at 9:30 a.m.

APPROVAL OF AGENDA AND ORDER OF BUSINESS:

MOTION: Jim Patrick moved to approve the December 1, 2015 meeting agenda.

Motion carried unanimously.

APPROVAL OF MINUTES:

MOTION: Jerry Jones Jr. moved to approve the November 3, 2015 meeting minutes, as corrected to reflect the proper name of the acronym ICN (Interagency Compliance Network).

Motion carried unanimously.

BOARD CALENDAR:

The draft 2016 board calendars were discussed. The board agreed to move its 2016 meetings to Wednesdays, when the first-floor Hearing Room is available.

The next board meeting is scheduled for January 27, 2016.

PUBLIC COMMENT:

None.

NEW BUSINESS:

Stakeholder Comments and Input:

1. **Kathy Nishimoto, Clackamas Small Business Development Center**, discussed the need for the CCB Spanish version of the pre-license test to match the Spanish in the Contractors Reference Manual.
2. **Rob Campbell, Clackamas Small Business Development Center**, discussed the needs of Latino contractors. His goal is to see a 50 percent passing rate for Spanish speaking contractors; currently the passing rate for the CCB Spanish version of the test is less than

- 10 percent. He further stated that it is important to align the Spanish in the manual and on the test.
3. **Kirsten Adams, Associated General Contractors**, reported that she asked for input from AGC members and did not receive anything back to discuss.
 4. **Bonnie Sullivan**, reported that it is especially hard for small business contractors to determine if a project is small commercial or large commercial and when workers' compensation insurance is needed.
 5. **Patrick Heath, Department of Administrative Services, Chief Financial Office**, stated that he helps the CCB with its budget and policy issues.

OLD BUSINESS:

Continuing Education Program Reforms:

Communication and Education Manager Cheryl Martinis discussed the proposed residential continuing education reforms. She walked the board through the staff memo outlining the board's strategy for improving the requirements. The strategy is to give contractors more latitude in the courses they choose, expand exemptions for multi licensed individuals, provide CCB courses without additional fees, and expand the number of providers by eliminating fees that restrict participation in the program. CCB will develop an audit process of license renewals to ensure compliance. The reforms will be accomplished through rule revisions in the near term, and legislation in the 2017 session. The agency will propose a license fee increase of about \$50 which will not increase agency revenue, but will replace the lost continuing education revenue and maintain the existing agency budget.

AGENCY REPORT:

Mr. Denno reported that the executive assistant position has been filled, and the agency believes we got a very highly qualified person. This was a very competitive recruitment with more than 100 applicants.

He invited board members to attend the 8 a.m. December 8 staff meeting.

He reported that he is working with Rep. Holvey on a bill for the 2016 session to repeal the sunset on the existing Dispute Resolution program according to the board's legislative agenda.

1. **Licensing Update:**

Licensing Manager Laurie Hall reviewed the licensing statistics, noting that licensing numbers continue to slowly increase. She further reported that 60 percent of renewals are submitted online.

2. **Communication/Education:**

Education Manager Cheryl Martinis reported that she and Enforcement Manager Stan Jessup met with the Office of Adult Abuse Prevention and Investigations (OAAPI). The majority of fraud occurs to people 70-plus years old. She further reported that education staff are working with Kathi Dahlin on rule some revisions.

Ms. Martinis reported that work is moving ahead on rule revisions for testing and education that include the continuing education reforms. Among other things, there is ongoing confusion regarding the date when the contractor has two years to apply for the

CCB license. Currently, it is two years from the date the course was taken; changing that to two years from the date the test was taken will eliminate confusion. The proposed rule changes will be vetted with stakeholders and brought to the board at a subsequent meeting.

Board member Jones suggested that education staff reach out to Associated General Contractors and other commercial contractor associations, such as the National Utility Contractors Association (NUCA) as part of CCB's outreach for 2016.

(Staff Action Item)

3. Enforcement:

Enforcement Manager Stan Jessup reported that he is working to realign the dispute resolution, field investigations and enforcement sections for better unity and efficiency.

A consent agenda of enforcement actions will be part of the February 2016 meeting.

(Staff Action Item)

4. Administrative Services:

Administrative Services Manager Kimberlee Ayers discussed the Position Information Control System (PICS) and Oregon Budget Information Tracking System (ORBITS) audit reports. There were no errors found in the audit of the agency budget and the report has been completed. She is currently working on the 2015-17 budget forecast.

She further reported that IT is beginning the process of updating the agency's servers.

Adjourned:

The meeting adjourned at 10:30 a.m.