

MINUTES OF THE JANUARY 27, 2016 CONSTRUCTION CONTRACTORS BOARD MEETING

The Construction Contractors Board (CCB) met on Wednesday, January 27, 2016, in the Board Room on the 6th floor at 201 High Street SE, Salem, Oregon.

Attendees:

Board Members present: Board Chair, Kimberly Wood.

Board Members appearing by phone: Jim Patrick, Kurt Bolser, Jerry Jones Jr., Jim Kitchin, Susan Steward.

Absent Excused: Mariana Lindsay, Sandi Warren

Staff: Administrator James Denno, Communications & Education Manager Cheryl Martinis, Enforcement Manager Stan Jessup, Licensing Manager Laurie Hall, Central Services Manager Kim Ayers, Procurement Specialist Catherine Dixon, Board Secretary Leslie Culpepper and Assistant Attorney General Catriona McCracken.

Guests: Bonnie Sullivan, and Kirsten Adams.

A. MEETING CALLED TO ORDER:

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

B. APPROVAL OF AGENDA AND ORDER OF BUSINESS:

MOTION: Kurt Bolser moved to approve the agenda.
Motion carried unanimously.

C. APPROVAL OF MINUTES:

MOTION: Jerry Jones moved to approve the December 1, 2015 meeting minutes.
Motion carried unanimously.

D. DATE OF NEXT REGULARLY SCHEDULED MEETING: The next meeting is scheduled for February 24, 2016, in the Hearings Room on the first floor at 201 High Street SE, Salem, Oregon.

E. PUBLIC COMMENT:

1. There were no public comments.

F. AGENCY REPORTS:**1. Administrator****a. Performance evaluation:**

Mr. Denno thanked board members for their honest feedback on his performance evaluation.

b. New Executive Assistant:

Mr. Denno introduced his new Executive Assistant, Leslie Culpepper. Leslie will be working on a variety of support duties for the whole agency in addition to supporting the administrator, the management team and the board.

2. Education/Communication

Communications & Education Manager Cheryl Martinis

a. Outreach Update:

Ms. Martinis reported that the spring outreach events are getting started soon, and they're planning for outreach events in the fall. The outreach calendar includes speaking opportunities, trade shows and continuing education classes.

b. NASCLA Booklet:

Ms. Martinis recently went to the NASCLA meeting in Portland. She is thinking about updating the NASCLA Consumer Guide to Home Improvement Projects for an Oregon audience.

3. Licensing

Licensing Manager, Laurie Hall

a. Continuing Ed Rule Changes:

Licensing Manager Laurie Hall reported on continuing education rule changes, including changes made to the points for home inspectors, and the weighting of the questions for the NASCLA manual.

b. Letter Addressed to the Board

Ms. Hall read a letter from Steve Madsen of Madsen Homes, addressed to the board. This letter expressed gratitude to the board for their service.

c. Position Recruitment

Ms. Hall reported that Licensing will be hiring a new Licensing Specialist. The volume of calls in Licensing is up since November and December.

4. Enforcement

Stan Jessup, Enforcement Manager

a. Ways and Means Subcommittee:

Mr. Jessup attended the full committee meeting. They gave a good report and praised the agency's direction.

b. OS2 Position

Enforcement is recruiting for an Office Specialist 2 position, to be filled by the end of February.

5. Central Services

Kimberlee Ayers, Central Services Manager

a. Budget:

Ms. Ayers reviewed the financial report with the Board. CCB currently has four months of operating cash estimated ending fund balance. Overall, revenue and expenses are where they were expected to be.

b. Licensing Software Update:

The procurement for the new Licensing software should be awarded by March 15. CCB will be partnering and collaborating with Building Codes on this project.

6. Section Information Request

Chair Wood suggested that more information from each section could be given at the teleconference meetings. Additional data and more information from the section managers about the various aspects of the work that the sections do would be helpful to the board.

G. NEW BUSINESS:

- 1. There was no new business.**

H. ADJOURNED:

The meeting adjourned at 10:45 a.m.