

## **MINUTES OF THE NOVEMBER 3, 2015 CONSTRUCTION CONTRACTORS BOARD MEETING**

The Construction Contractors Board (CCB) met on Tuesday, November 3, 2015, in the CCB Board Room, 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, Sandi Warren, and Susan Steward.

**Board Members Appearing by Phone:** Mariana Lindsay.

**Staff:** Administrator James Denno, Administrative Services Manager Kimberlee Ayers, Communication and Education Manager Cheryl Martinis, Enforcement Manager Stan Jessup, Human Resources Manager Julie Love, Licensing Manager Laurie Hall, Administrative Assistant Brandy Richter, Procurement Specialist Cathy Dixon, Program Analyst Jennifer Magee, Enforcement Administrative Supervisor Doreen Aldrich, Licensing Lead Worker Angie Warkentin, Assistant Attorney General Catriona McCracken.

**Guests:** Kirsten Adams and Maria Van Fleet

### **MEETING CALLED TO ORDER:**

Chair Wood called the meeting to order at 9:31 a.m.

### **APPROVAL OF AGENDA AND ORDER OF BUSINESS:**

Chair Wood asked to add new manual for responsible managing individual (RMI) under new business.

**MOTION:** Sandi Warren moved to approve the amended November 3, 2015 agenda.

**Motion carried unanimously.**

### **APPROVAL OF MINUTES:**

Sandi Warren asked that the minutes be amended to include her under excused board members.

**MOTION:** Jim Patrick moved to approve the amended September 22, 2015 meeting minutes.

Jerry Jones Abstained.

**Motion carried unanimously.**

### **INTRODUCTION AND WELCOME:**

Chair Wood introduced new board member Jim Kitchin, and Assistant Attorney General Catriona McCracken.

Jim Kitchin gave a brief history on his involvement in the construction industry.

Catriona McCracken also briefly shared her background in the legal field.

### **DATE OF NEXT REGULARLY SCHEDULED MEETING:**

The next board meeting is scheduled for December 1, 2015.

**PUBLIC COMMENT:**

Maria Van Fleet with Soluciones Latinas discussed the accepted forms of identification for the pre-licensure exam. Ms. VanFleet asked the board to consider adding the Mexican Consular Registration Card to the list of identification types accepted by the test vendor.

**OLD BUSINESS:**

Key Performance Measure (KPM) 10-Best Practices for Boards and Commissions:

Procurement Specialist Cathy Dixon discussed KPM 10, best practices for boards and commissions chart, pages 6-8 of the board packet.

The board briefly discussed whether new board members who were not in office during the timeframe noted on KPM 10 report should vote. The board determined that enough information was provided in the packet for new members to participate in the vote.

Board member Patrick asked if the audit mentioned in number 9 of KPM 10 was internal or external. Administrative Services Manager Ayers noted that it was an external audit performed by the Department of Administrative Services.

Board asked to have documentation brought to the December meeting showing audit results.  
**(Staff Action Item)**

The board discussed whether KPM 10, item number 2, was completed within the timeframe of fiscal year 2015. It was noted that the administrator was hired in July 2014 and thus his performance evaluation was not due until after fiscal 2015. It was decided to proceed with the vote and consider KPM 10, item number 2 separately.

**MOTION:** Jim Patrick moved to vote “yes” on all the KPM 10 items with the exception of number 2, which was considered separately.

**Motion carried unanimously.**

**MOTION:** Jim Patrick moved to vote “yes” on KPM 10 number 2, noting that the administrator’s job review is currently under way.

**Motion carried unanimously.**

**NEW BUSINESS**

**1. Year in Review for New Board Members.**

Chair Wood discussed the recent history of the agency and expressed gratitude for the improvement at the board and agency level. Among the things mentioned, Chair Wood attributed that improvement to the hiring of a new administrator and strategic planning session. The improvements have increased morale within the agency, and improved relationships and agency credibility with stakeholders, and the legislature. She stressed the importance of the board oversight through strategic planning, stakeholder meetings, and hearing from agency managers as well as the administrator.

**2. Board Member Participation and Meetings Moving Forward.**

**a. Elections:**

Chair Wood discussed moving elections to a different month to allow more time for a new chair to ease in to the position before legislative sessions begin.

Board members discussed the various dates for elections and determined the following:

- Elections will be held in April of each year and terms of office will take effect July 1.
- A strategic planning session will be held in May. Consensus was that strategic planning be held every other year in even years.
- Stakeholder meetings will be held in December of each year.

b. **Future Meeting Dates:**

Board members decided to continue to meet monthly. Every other month will be a teleconference meeting where agency reports will be given and votes will not be taken unless necessary.

The 2016 calendar will be updated for the next board packet.

**(Staff Action Item)**

Stakeholder Meeting: Board members discussed the December stakeholder meeting and would like the minutes from the 2014 stakeholder meeting included in the board packet for December's meeting.

**(Staff Action Item)**

**3. Contractor Reference Manual**

Education Manager Cheryl Martinis reported that she is working with the National Association of State Contracting Agencies (NASCLA) on a producing a new version of the Oregon Contractor Reference Manual. This manual will be a vastly improved resource and much more user-friendly. She and Kathi Dahlin are working to update the chapters for the Oregon-specific portions of the manual and asked for board member volunteers to review the draft manual.

**AGENCY REPORT:**

Mr. Denno reported that staff are working to restructure the continuing education program and will have a report in December.

1. **Licensing Update:**

Licensing Manager Laurie Hall reported that the number of licensees continues to slowly increase. In addition, she discussed the historic licensing numbers. Licensing peaked in January 2008 with 46,426 licensees. The number licensees bottomed out at 34,428 in December 2013.

2. **Communication/Education:**

Education Manager Cheryl Martinis reported that education staff are working with the Independent Contractor Network (ICN) group on a new one-hour continuing education video that will cover the topic of paying under the table. She asked board members who are interested in being part of the video to let her know.

Ms. Martinis handed out copies of the consumer card that staff developed for use by contractors.

Ms. Martinis introduced Program Analyst Jennifer Magee who staffs the home shows. Ms. Magee attends approximately 15 home shows a year. Board members asked for a list of upcoming home shows and contractor classes.

**(Staff Action Item)**

Ms. Martinis reported that she is working on some short-term education rule changes.

3. **Enforcement:**

Enforcement Manager Stan Jessup mentioned the recent criminal conviction of Patrick Cartwright, pointing out that the special investigation unit has been working on this case since 2010.

Mr. Jessup stated that he attended the Western States Enforcement group meeting of NASCLA, where others states reported similar issues to those in Oregon.

Board member Bolser reported on the recent Jackson County Home Builders Association meeting. Concern was expressed regarding the costs of becoming a contractor. Chair Wood reported that she will be attending a conference on bonding and will bring the issue up there.

Board member Jones stated that Oregon CCB has no licensing reciprocity with other western states and commended the adoption of the NASCLA exam as a positive step in that direction.

**Adjourned:**

The meeting adjourned at 11:24 p.m.