

## **MINUTES OF THE MARCH 24, 2015 CONSTRUCTION CONTRACTORS BOARD MEETING**

The Construction Contractors Board (CCB) met on Tuesday, March 24, 2015, at the CCB offices in Conference Room B, 700 Summer St NE, Salem, Oregon.

### **Attendees:**

**Board Members present:** Board Chair, Kimberly Wood, and Board Members: Mariana Lindsay, Sandi Warren and Rob Yorke.

**Board Members Appearing By Phone:** Vice-Chair Jim Patrick and Board Member Simone Neall

**Excused Board Members:** Melvin Oden-Orr

**Staff:** Administrator James Denno, Administrative Services Manager Kimberlee Ayers, Communications/Education Manager Cheryl Martinis, Enforcement Manager Stan Jessup, Licensing Manager Laurie Hall, Administrative Assistant Brandy Richter, Board Secretary Catherine Dixon, and Assistant Attorney General Susan Bischoff.

**Guests:** Bonnie Sullivan

### **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:** Rob Yorke moved to approve the March 24, 2015 agenda.  
Motion carried unanimously.

### **C. APPROVAL OF MINUTES:**

**MOTION:** Rob Yorke moved to approve the February 24, 2015 meeting minutes.  
Motion carried unanimously.

### **D. DATE OF NEXT REGULARLY SCHEDULED MEETING:** The next meeting is scheduled for April 28, 2015, at CCB offices, 700 Summer St NE, Ste. 300, Salem, Oregon.

### **E. PUBLIC COMMENT:**

1. **Bonnie Sullivan** discussed her concerns about out-of-state education providers being able to keep their course information up to date with Oregon law, as well as her concerns with the Contractors Reference Manual being published by NASCLA.

**Administrator James Denno** did comment that CCB will be in control of content; NASCLA will only be publishing the manual.

**F. AGENCY REPORTS:****1. Administrator's Report:**

Mr. Denno gave an update on the following:

- IT strategic planning
- NASCLA conference
- Legislation
- Ways and Means presentation.

**a. IT Strategic Planning:**

Mr. Denno gave an overview of the results received from the IT Consultants. He highlighted the need for immediate modification to business continuity and disaster recovery systems. He discussed how the updates suggested by the consultants would allow for more efficient business practices, in turn creating a better experience for our customers.

Board Members asked that the IT consultant report be emailed to them.

**(Staff Action item 3-24-15. F)**

**b. NASCLA Conference**

Mr. Denno spoke to the Board about his midyear NASCLA conference. He noted three items that NASCLA was working on that could directly benefit the CCB

1. Developing standardized exams
2. Creating publications and consumer education
3. Creating model rules

**c. Legislative Update:**

Mr. Denno discussed the current status of proposed legislation that the agency is tracking.

**d. Ways and Means Presentation:**

Mr. Denno reported receiving a high level of support from the Ways and Means Committee.

Chair Wood who was also present at the presentation, agreed that the committee was positive about the changes the CCB is making.

**2. Licensing**

Licensing Manager Laurie Hall presented the February statistics.

Ms. Hall discussed CCB's new building and showed pictures.

**3. Education**

Communications/Education Manager Cheryl Martinis updated the Board on the changes to the consumer publications webpage that added four videos containing tips for consumers.

**4. Enforcement****a. Redistricting Field Investigators:**

Mr. Jessup discussed his plan to recruit two field investigators as well as redistricting current field investigators to achieve better coverage and faster response times throughout the state.

**b. Consent Agenda:**

Enforcement Manager Stan Jessup discussed the consent agenda.

Chair Wood pulled file number 108589, Stellar Structures LLC from the consent agenda to be considered separately.

**MOTION:** Vice-Chair Jim Patrick moved to ratify actions taken by staff and approve consent agenda notices of intent and final orders issued.

Motion carried unanimously.

File No. 108589, Stellar Structures LLC:

Chair Wood declared a potential conflict of interest (ORS chapter 244) and recused herself from participation in the discussing and voting on the Stellar Structures issue because her employer, Perlo Construction, has a financial relationship with Stellar.

**MOTION:** Rob Yorke moved to ratify the action taken by staff on file no. 1085989, Stellar Construction LLC.

Motion carried unanimously, Chair Wood abstained.

**c. Probationary Licenses:**

Mr. Jessup brought up the concept of a probationary or conditional license.

Administrator James Denno asked that Assistant Attorney General Bischoff bring her recommendations back to the Board at the next meeting.

**(Staff Action item 3-24-15. F4)**

**5. Administration/IT****a. Budget:**

Ms. Ayers reported on the agency's budget as of February. She noted that from January to February, the agency estimate of operating cash has increased from seven to eight months.

**b. Administration Update:**

Ms. Ayers reported that work continues towards the implementation of the recommendations made by the IT consultants as well as with the Oregon Records Management System.

**G. Old Business****Home Inspector Exam**

Ms. Martinis informed the Board that the agency has reached out to stakeholders regarding the draft home inspector rules and shared the comments received with the Board.

**Discussion:** Vice Chair Jim Patrick asks if we have researched the other exam proposed by a stakeholder.

Administrator James Denno responded that we have looked into the other exam but the exam we have proposed is broadly used and facilitates reciprocity.

**MOTION:** Rob Yorke moved to approve formal rule making  
Motion carried unanimously.

**H. New Business**

Chair Wood asked about two topics brought up at the Ways and Means Committee

1. Reciprocity. Chair Wood asked whether we are allowed by law to have reciprocity?

Assistant Attorney General Bischoff suggested this as a possible legislative concept for next full session.

2. Using billboards for consumer outreach.

**G. ADJOURNED:**

The meeting adjourned at 11:03 p.m.