

MINUTES OF THE APRIL 28, 2015 CONSTRUCTION CONTRACTORS BOARD MEETING

The Construction Contractors Board (CCB) met on Tuesday, April 28, 2015, at the CCB offices, Conference Room B, 700 Summer St NE, Salem, Oregon.

Attendees:

Board Members present: Board Chair, Kimberly Wood, Vice-Chair Jim Patrick, and Board Members: Mariana Lindsay, Simone Neall, Melvin Oden-Orr, Sandi Warren and Rob Yorke.

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, Kurt Bolser, and Phil Peach

A. MEETING CALLED TO ORDER:

Chair Wood called the meeting to order at 9:32 a.m.

B. APPROVAL OF AGENDA AND ORDER OF BUSINESS:

MOTION: Simone Neall moved to approve the April 28, 2015 agenda.
Motion carried unanimously.

C. APPROVAL OF MINUTES:

MOTION: Sandi Warren moved to approve the March 24, 2015 meeting minutes.
Motion carried unanimously.

D. DATE OF NEXT REGULARLY SCHEDULED MEETING:

After discussing the teleconference Board meeting scheduled for May 26, 2015, it was determined there would not be a quorum and the meeting was cancelled. The next meeting is scheduled for June 23, 2015, at the Broadway Commons, Peru Room (306), 1300 Broadway St NE, Salem, Oregon.

E. PUBLIC COMMENT:

- 1. Phil Peach** thanked Jim Denno for holding a continuing education provider meeting on April 8, 2015. Mr. Peach stated that he receives complaints from students that the continuing education courses are not relevant but that he believes the business practice courses are relevant for everyone. He handed out a letter from Michael Stone, one of his course instructors, supporting the emphasis on Series A business courses in continuing education. Mr. Peach further reported that his company spends quite a bit of time producing high quality video courses that are at least 50 minutes in length. He received a flyer from an out-of-state CCB continuing education provider that took him 10 minutes to complete. He feels this course is a sub-standard compared with what other continuing education providers are providing.

Administrator James Denno commented that the CCB is looking into this issue.

F. AGENCY REPORTS:

1. Administrator's Report:

a. New Board Members:

Three Board members' terms will end June 30, 2015: Simone Neall, Rob Yorke, and Melvin Oden-Orr. Three new Board members will be up for Senate confirmation in the next couple of weeks. Mr. Denno introduced Kurt Bolser, Board member candidate subject to Senate confirmation.

Mr. Denno continues working on filling the other two vacant Board positions.

b. Budget:

The budget hearing and work session went very well. Legislators were complimentary of the work CCB is doing to improve the agency. The Ways and Means Committee adopted the agency requested budget, which is \$200,000 higher than the Governor's Recommended Budget.

c. Legislative Session:

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

d. New Headquarters/Move:

The agency's move is scheduled for early August. Construction is under way.

e. IT Status:

Managers and key staff attended a demo of the new licensing system to replace Hydra. Work continues on CCB's document storage move to the Oregon Records Management System through the Secretary of State, which will replace Questys.

Board member Neall wanted to publically thank Mr. Denno and staff for the overall customer satisfaction ratings of 95 percent, which she said is a significant accomplishment compared to where things were a year ago.

2. Licensing

Licensing Manager Laurie Hall presented the March statistics. There were 386 new licenses issued in March 2015. Ms. Hall discussed the demonstration of the new licensing system that will simplify the agency's databases and allow the agency to do more with the website and reporting.

Ms. Hall asked for input from Board members regarding changes they would like to see in the quarterly reports or information that is not useful.

Vice-Chair Patrick asked to add a column showing the number of expired licenses each month to the new licensing report.

(Staff Action item 4-28-15. F2a)

Board members discussed changing the quarterly reports to annual reports and making more of the information in chart format; however, they would like to see the survey comments on a monthly basis.

Mr. Denno replied that our current databases are limited in what changes can be made.

Board members will look at what reports they would like to see once CCB has a new licensing database system.

(Staff Action item 4-28-15. F2b)

3. Education

Communications/Education Manager Cheryl Martinis updated the Board on the pre-licensure testing statistics. The first time passing rate is 80 percent. She further reported that since staff started sending letters notifying contractors of the training opportunities in their area, attendance has been very high and she will need to schedule larger facilities in the future.

Board members discussed consumer outreach opportunities and suggested contacting Department of Justice Financial Fraud and Department of Human Services Senior and Elder Abuse Sections to work on partnering with them.

(Staff Action item 4-28-15. F3)

4. Enforcement

a. Enforcement Status Report:

Mr. Jessup discussed the March statistics.

Mr. Jessup discussed the interview process for the two field investigator positions. He hopes to have the positions filled by the end of May.

Mr. Jessup reported that the investigator training with Building Codes Division is going very well.

He further reported that contractors need a better understanding of how bonds work and he believes CCB needs to do more training on bonds.

Mr. Denno thanked Mr. Jessup for the outstanding job he has performed since taking the position in Enforcement.

Board Chair Wood thanked Mr. Denno and staff for the great work improving customer service and improving the agency.

b. Consent Agenda:

Enforcement Manager Stan Jessup discussed the consent agenda.

Chair Wood pulled file number 109034, Jeremy Dover & Toni Dover from the consent agenda to be considered separately.

MOTION: Melvin Oden-Orr moved to ratify actions taken by staff and approve consent agenda notices of intent and final orders issued.

Motion carried unanimously.

File No. 109034, Jeremy Dover & Toni Dover:

Chair Wood declared a potential conflict of interest (ORS chapter 244) and recused herself from participation in the discussing and voting on the Jeremy Dover & Toni Dover issue.

MOTION: Rob Yorke moved to ratify the action taken by staff on file no. 109034, Jeremy Dover & Toni Dover.

Motion carried unanimously, Chair Wood abstained.

Repeat Violations Report:

Vice-Chair Patrick asked for a report on repeat offenders in the \$5,000 civil penalty category.

(Staff Action item 4-28-15. F4)

5. Administration/IT

a. Budget:

Ms. Ayers reported that because of the state's accounting schedule, the March 2015 monthly budget summary will be reported at the next Board meeting.

b. Administration Update:

Ms. Ayers reported the agency is working on drafting a disaster recovery plan for the agency's IT systems. She further reported that Oregon Records Management System staff are working with CCB staff to purchase new scanning equipment and software, establish new folder structures, and develop a record migration from Questys.

G. Old Business

Conditional Licenses:

The Board went into executive session at 11:05 a.m. pursuant to ORS 192.660(2)(f) to consider information or records that are exempt from public disclosure.

The Board went back on the record at 11:38 a.m. Staff will work with Assistant Attorney General Bischoff to draft guidelines for a conditional license and bring back the issue back to a future meeting.

H. New Business

a. Reciprocity:

Mr. Denno reported that a potential long range project would be to look into the possibility of streamlining licensing for commercial contractors by accepting the National Association of State Licensing Agencies (NASCLA) exam. He further reported that NASCLA will be working on an exam for residential contractors in the future.

The consensus of the Board was to proceed with the project.

b. Continuing Education:

Mr. Denno reported that he is committed to working on changes for the residential continuing education program over the next two years. He will meet with stakeholders over the coming year to work on the issues. Any changes will affect CCB's budget by reducing revenues.

Staff met with education provider stakeholders on April 8, 2015 where a number of possible CE program changes were discussed:

- Incorporating elements of the commercial contractor continuing education program requirements.
- Allowing contractors to take the courses they want without restricting them to Series A.
- Expanding exemptions for other licensees (landscape contractors, building inspectors, dual-endorsed contractors, etc.)
- Auto-approving state agencies as providers.
- Using NASCLA's third-party provider approval process.

The Board approved of the work and supported moving forward with the project.

G. ADJOURNED:

The meeting adjourned at 12:06 p.m.