

## **AMENDED MINUTES OF THE SEPT. 22, 2015 CONSTRUCTION CONTRACTORS BOARD MEETING**

The Construction Contractors Board (CCB) met on Tuesday, September 22, 2015, in the CCB Board Room, 201 High St. SE, Salem, Oregon.

### **Attendees:**

**Board Members Present:** Board Chair Kimberly Wood.

**Board members appearing by phone:** Vice-Chair Jim Patrick, Kurt Bolser, Mariana Lindsay and Susan Steward.

**Excused Board Members:** Jerry Jones Jr. and Sandi Warren

**Staff:** Administrative Services Manager Kimberlee Ayers, Enforcement Manager Stan Jessup, Licensing Manager Laurie Hall, Administrative Assistant Brandy Richter, Enforcement Lead Brian Halfman, Assistant Attorney Generals Susan Bischoff and Catriona McCracken.

**Guests:** Bonnie Sullivan, Kirsten Adams and Pat Koontz

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

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

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

**MOTION:** Jim Patrick moved to approve the Sept. 22, 2015 agenda  
**Motion carried unanimously.**

### **APPROVAL OF MINUTES:**

**MOTION:** Kurt Bolser moved to approve the Aug. 25, 2015 meeting minutes.  
**Motion carried unanimously;**

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

The next board meeting is scheduled for Oct. 27, 2015.

### **PUBLIC COMMENT:**

Pat Koontz spoke on how he felt he did not received a full investigation.

### **AGENCY REPORT:**

Enforcement Manager Stan Jessup stood in for Administrator Denno. Mr. Jessup stated that the agency is working on rules and internal process for using the NASCLA exam for licensure and a plan to make the continuing education requirements more straightforward and meaningful for contractors and the agency.

#### **1. Licensing Update:**

Ms. Hall reported on licensing statistics for the month of August.

Chair Wood asked to have the stats from 2007 and 2010 added to the report for the December meeting (**Staff Action Item 9-23-15. AGENCY REPORT a**)

#### **2. Communication/Education**

a. **Update:**

Licensing manager Laurie Hall stood in for the communication/education manager who was at a work group for a Spanish version of the exam.

Ms. Hall updated the board on the upcoming newsletter to be released in October. She explained that in this edition of the newsletter the Board will be starting to follow a new contractor through their first year of licensure.

b. **Outreach Schedule:**

Ms. Hall noted the Education Department has just started its fall outreach with live courses throughout the state.

3. **Enforcement:**

a. **Update:**

Mr. Jessup updated the board on the progress of the new field investigators, saying they had completed lead-based paint and pre-licensure training and they are now being evaluated to see if they can also serve as part-time mediators. He would like to have a part-time mediator in the Portland area.

He noted that the agency has received a good response to having field investigators in the Newport and Eugene areas.

Mr. Jessup further reported that they have been doing sweeps in the Portland area with the Department of Revenue as well as speaking and answering questions at the classes put on by the Education Department.

b. **Consent Agenda:**

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

**Motion carried unanimously.**

4. **Administrative Services:**

a. **Budget:**

Ms. Ayers reported that the budget is still strong and that the ARS settlement has continued to filter through as well as some of our move expenses. She noted that the agency remains under budget for expenses and over budget for revenue, and said we should expect more movement in the coming month with the move expenses and the end of the biennium.

She states she will have more information on the IT server upgrade at the next meeting.

**Old Business:**

None Noted

**New Business**

None Noted

**Adjourned:**

10:02 A.M