

## **MINUTES OF THE JULY 27, 2016 CONSTRUCTION CONTRACTORS BOARD MEETING**

The Construction Contractors Board (CCB) met in teleconference on Wednesday, July 27, 2016, in the Board Room on the 6<sup>th</sup> floor at 201 High Street SE, Salem, Oregon.

### **Attendees:**

**Board members present:** Board Chair, Jim Patrick and Kimberly Wood

**Board members appearing by phone:** Jim Kitchin, Eric Olson, Susan Steward.

**Staff:** Administrator Jim Denno, Communications & Education Manager Cheryl Martinis, Enforcement Manager Stan Jessup, Licensing Manager Laurie Hall, Board Secretary Leslie Culpepper, Assistant Attorney General Catriona McCracken.

**Guests:** Bonnie Sullivan, Kirsten Adams

### **A. MEETING CALLED TO ORDER:**

Chair Patrick called the meeting to order at 9:34 a.m.

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

**MOTION:** Board Member Kimberly Wood moved to approve the agenda. Chair Patrick moved to second. Motion carried unanimously.

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

**MOTION:** Board Member Kimberly Wood moved to accept the May 16, 2016 Board meeting minutes. Board Member Jim Kitchin moved to second the motion. Motion carried unanimously.

**MOTION:** Board Member Kimberly Wood moved to accept the June 29, 2016 Board meeting minutes. Board Member Jim Kitchin moved to second the motion. Motion carried unanimously.

### **D. DATE OF NEXT REGULARLY SCHEDULED MEETING:** The next meeting is scheduled for August 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. Agency Update**

Administrator Jim Denno

The agency is preparing to turn in the Agency Request Budget. A group of agencies' staff will meet together on Friday, July 29 to discuss lead paint program issues. This will be the first meeting of that group. HR analyst Barb Maras will come to the Board meeting to discuss the annual review of the administrator.

**2. Licensing**

Licensing Manager, Laurie Hall

The licensing numbers continue to slowly increase. The process to contract for a Business Analyst to document agency licensing and enforcement processes for the new database project has been initiated.

**3. Communication & Education**

Communication and Education Manager, Cheryl Martinis

A draft guide for the licensing process has been written. A copy will be sent to the Board members.

There are 19 educators providing CE for contractors. People call fairly often to find out more about becoming CE educators, but are often deterred by the fees. The proposed CE legislation will make it possible for more providers to participate in the program.

Providers will begin teaching the content for the new manual and new test in mid-August.

**4. Enforcement**

Stan Jessup, Enforcement Manager

New staff is working out well. File process time is dropping.

**5. Administrative Services**

Jim Denno, CCB Administrator, reviewed the budget update report.

**G. OLD BUSINESS**

- 1. No old business.**

**H. NEW BUSINESS**

- 1. No new business.**

**I. ADJOURNED:**

The meeting adjourned at 9:53 a.m.