



Construction Contractors Board

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State of Oregon
Tina Kotek, Governor

Zoom Meeting Call In: 1 (669) 254-5252, Meeting ID: 160 946 4302 Passcode: 948521

The meeting is accessible to the public by telephone, video conference, or in-person attendance. To request video conference information, please contact Sanya Kite by email at sanya.kite@ccb.oregon.gov at least 48 hours prior to the meeting.

DRAFT
8/13/2024

NOTICE OF PUBLIC MEETING
CCB Board Meeting
201 High St SE, Salem and Zoom Videoconference
Wednesday, August 21, 2024
8:30 a.m. – 11:30 a.m.

	Page
Meeting Called to Order	
Roll Call	
Approval of the Agenda	ACTION ITEM (pg 1)
Approval of the Minutes June 26, 2024 Board meeting.....	ACTION ITEM (pg 2)
Board Calendar:	
Next Meeting: October 16, 2024 at 8:30 am	(pg 4)
Public Comment	
Agency Reports	
1. Agency Update (Chris Huntington)	
a. Budget Report.....	(pg 5)
b. Data Dashboard	(pg 6)
c. System Replacement Status Report	(pg 24)
2. Licensing (Dana Zeimantz)	
a. CCB Licensing Program Update	(pg 26)
3. Information Technology (Noel Magee)	
a. IT Update	(pg 27)
4. Education (Leslie Culpepper)	
a. Communication and Education Program Update	(pg 29)
5. Enforcement (Vena Swanson)	
a. Enforcement Update.....	(pg 30)
Old Business	
None	
New Business	
1. Review and Approve Agency Request Budget for submission to DAS and Governor.....	ACTION ITEM (pg 43)
2. Annual Performance Progress Report – Review and Approve KPM9 – Best Practices for Boards and Commissions.....	ACTION ITEM (pg 57)

Adjournment

The Board may meet in executive session under authority of ORS 192.660 from time to time. The specific statutory basis for the executive session will be announced on the record prior to the commencement of the executive session. Executive sessions are closed to the public. The Board may recess the public meeting, in order to deliberate privately, under authority of ORS 192.690(1). The public meeting will then reconvene for the purpose of decision-making. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting; contact Sanya Kite by email at Sanya.Kite@ccb.oregon.gov or by phone at (503) 934-2217 to make arrangements.

MINUTES OF THE June 26, 2024
CONSTRUCTION CONTRACTORS BOARD MEETING
PUBLIC SESSION

The Construction Contractors Board (CCB) met on Thursday, June 26, 2024, in person at 201 High St SE, Salem OR and via Zoom teleconference.

ATTENDEES:

Board members appearing: Chair Dylan Bochler, Vice Chair Eric Olsen, Rosa Martinez, Deb Flagan (8:32 am), Abel Carbajal (8:31 am), Brent Landels, Sean VanGordon (8:37 am), Nate Gerding, Van White

Board members absent: N/A

Staff: Administrator Chris Huntington, Board Secretary Julie Nadeau, Board Secretary Sanya Kite, Education Manager Leslie Culpepper, Licensing Manager Dana Zeimantz, Enforcement Manager Vena Swanson, and Assistant Attorney General Catriona McCracken

Staff members absent: IT Manager Noel Magee

MEETING CALLED TO ORDER:

Chair Bochler called the meeting to order at 8:29 am.

APPROVAL OF AGENDA:

MOTION: Nate Gerding moved to approve the agenda as presented. Rosa Martinez seconded the motion.

BOARD ACTION: 6 Ayes; Motion to approve carried unanimously.

APPROVAL OF MINUTES:

MOTION: Rosa Martinez moved to approve the minutes of April 24, 2024, with date edit noted. Eric Olsen seconded the motion.

BOARD ACTION: 6 Ayes; Motion to approve carried unanimously.

DATE OF NEXT SCHEDULED MEETING: The next meeting is scheduled for August 21, 2024, in person from the 1st floor Hearing Room at 201 High Street SE, Salem, Oregon and via Zoom teleconference.

AGENCY REPORTS:

Chris Huntington, Agency Administrator reported about Business Services unit update. Business services handles numerous functions relied on by the entire agency and is critical to ensuring that day-to-day work proceeds fluidly. Within the unit we currently have two staff on extended leave, an upcoming retirement and a resignation to take a promotion with another agency. Chris also reviewed budget update that included fee increase projected, personal services expense adjustments – Pay Equity. Chris will send out detail information about the Personal Services numbers as requested.

Chris followed up on topic from April 2024 public comment. Chris went over the overview of CCB's Complaint and Regulatory process.

Dana Zeimantz, Licensing Manager provided status on the open projects, Licensing launched the electronic license application program on April 29, 2024. As of 6/14/2024, 686 online applications have been submitted. Staff have developed procedures for background screening and application processing and are still training the remainder of the work groups. Staff have reported less errors in applications submitted and a higher percentage of applications can be issued at the time licensing staff first touch the application (from 30% to 60%). These results will continue to be monitored as the link for electronic application is available to the public.

Chris Huntington, Agency Administrator updated on behalf of Noel Magee, IT Manager reported The Licensing System Replacement work continues. Documenting current business processes so they can be more easily configured in whichever new software is eventually chosen is a heavy lift. This activity will pay back with more time and effort savings as the project moves forward. Software development to implement the retention specifications during this period although it will take some months to complete. Requirements are being reviewed again by each section and IT. This will further refine and clarify what we want to achieve. Upcoming work, Data retention work continues. EIS has announced the decommissioning of some old Email infrastructure that supported the <agency>. state.or.us email addresses. We are waiting for DAS to set up the replacement Email infrastructure so that we can move to it.

Leslie Culpepper, Education Manager shared Scam Alert Sent April 30, CCB sent out a “Scam Alert” message to the homeowner newsletter group on April 30. This Scam Alert warned homeowners about the dangers of paving scams by using a real-world example of a paving scam that took place this spring in the Salem area. When the CCB learned about the scam, we sent a notice to our homeowner newsletter subscribers to warn them about the dangers of paving scams and why it’s important to check the license when hiring a contractor. Press release sent out. CCB Education section sent out a press release on May 13 to remind consumers to report unlicensed contractor activity. The press release generated some media attention and was reproduced in multiple papers. The press release also led to a radio interview that focused on the warning signs of a scam, how to report unlicensed contractor activity, and how/why to check the license. The press release is attached to this memo. Leslie also shared about first - How to Get Your CCB License Webinar. On June 4, the CCB education section, in partnership with the licensing section, held the first How to Get Your CCB License webinar. This webinar is meant to help introduce pre-license candidates to the CCB, assist with the process of getting a CCB license, and help businesses stay in compliance by making smart choices before and after getting their CCB license. The webinar was a success! The next webinar is scheduled for July 9, 2024.

Enforcement Manager Vena Swanson discussed the upcoming sweeps season, which will include CCB team actions as well as coordinated sweeps with other agencies. She provided an update on positions recently filled, how the team is cross-training and cross-functional use of resources, with additional retirements and hiring underway. Vena also described what a typical job site check looks like and what nuances may impact the encounter between contractor and field investigator.

OLD BUSINESS:

None

NEW BUSINESS:

Enforcement Consent Agenda

MOTION: Chair Dylan made a motion to approve the Notices of Intent and Final Orders on the Enforcement Consent Agenda. Eric Olsen seconded the motion.

BOARD ACTION: 6 Ayes; Motion to approve carried unanimously.

The meeting adjourned at 10:15 am.

2024 CCB Board Meeting Calendar		
DATE	NOTED ITEMS	LOCATION
February 21, 2024		1st Floor Hearings Room or Teleconference via ZoomGov
March 27, 2024	Special Meeting: Proposed Fee Increase	1st Floor Hearings Room or Teleconference via ZoomGov
April 24, 2024		1st Floor Hearings Room or Teleconference via ZoomGov
June 26, 2024		1st Floor Hearings Room or Teleconference via ZoomGov
August 21, 2024	KPM Best Practices Survey Finalized	1st Floor Hearings Room or Teleconference via ZoomGov
October 16, 2024	Ethics Training (Tentative)	1st Floor Hearings Room or Teleconference via ZoomGov
December 4, 2024		1st Floor Hearings Room or Teleconference via ZoomGov

The following dates will be reserved for potential meetings in the event that urgent matters arise requiring immediate action by the Board. Board members and the public will be notified in advance when a meeting is going to occur and whether it will be held in person (Salem) or via Zoom teleconference.

- January 24, 2024
- May 22, 2024
- July 24, 2024
- September 18, 2024

2023-25 Fiscal Status Report Summary

	Last Three Mos			Thru June 2024 ACTUAL to DATE	REMAINING PROJECTED	TOTAL PROJECTED BI 2023-25	Authorized BUDGET (LAB)	LAB VS. PROJECTED
	Apr-24 Actuals	May-24 Actuals	Jun-24 Actuals					
Beginning Cash Balance				6,193,148		6,193,148		
Revenue	842,165	658,268	856,349	8,666,197	9,958,129	18,624,326	15,764,581	(2,859,745)
Personal Services	624,429	644,649	652,670	7,330,807	8,119,489	15,450,296	15,576,285	125,989
Services & Supplies	154,139	150,092	108,356	1,679,815	1,837,492	3,517,307	3,566,928	49,621
Capital Outlay	-	-	-	-	-	-	-	-
Expenditures	778,568	794,741	761,027	9,010,622	9,956,981	18,967,603	19,143,213	175,610
Revenue vs. Expenditures NOTE (1)	63,597	(136,474)	95,322	(344,425)	1,148	(343,277)		
Ending Cash Balance	5,889,874	5,753,400	5,848,723	5,848,723		5,849,870		

Proctor Info

Proctor Revenue	37,440	37,200	26,940	404,460	403,222	807,682	807,550	(132)
Total Revenue To LAB	879,605	695,468	883,289	9,070,657	10,361,351	19,432,008	16,572,131	(2,859,877)
Proctor Expense Recon	37,440	37,200	26,940	404,460	403,222	807,682	807,550	(132)
Total Expenditures (w/ Proctor)	816,008	831,941	787,967	9,415,082	10,360,203	19,775,285	19,950,763	175,478

CCB Statistics At-A-Glance

Rate of Renewals

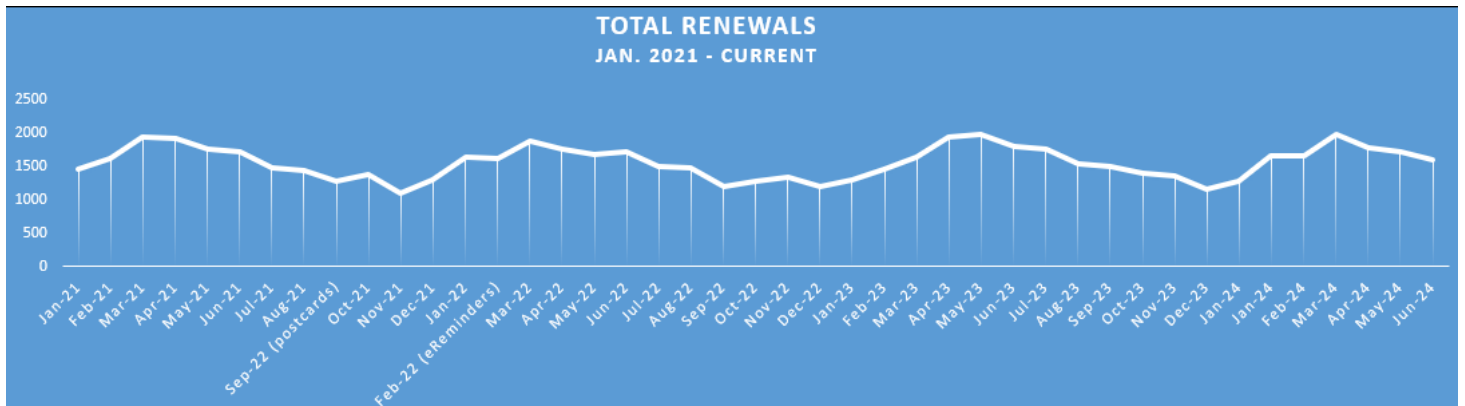
2024

Month/Yr	Expected Renewal Count	Actual Renewal Count	2024 Renewal Rate %
Jan-24	2008	1655	82.42%
Feb-24	2019	1664	82.42%
Mar-24	2401	1989	82.84%
Apr-24	2204	1785	80.99%
May-24	2191	1715	78.27%
Jun-24	2072	1611	77.75%
Jul-24	1884	1431	75.96%
Aug-24			#DIV/0!
Sep-24			#DIV/0!
Oct-24			#DIV/0!
Nov-24			#DIV/0!
Dec-24			#DIV/0!
Average from 2023			80.15%

2023

Month/Yr	23 Renewal Rate
Jan-23	81.06%
Feb-23	83.28%
Mar-23	81.73%
Apr-23	80.69%
May-23	79.23%
Jun-23	79.10%
Jul-23	81.32%
Aug-23	80.50%
Sep-23	78.66%
Oct-23	78.32%
Nov-23	78.29%
Dec-23	76.44%

*Approximate 2-month lag for final renewal rate.



*Includes totals from 2021 for comparison

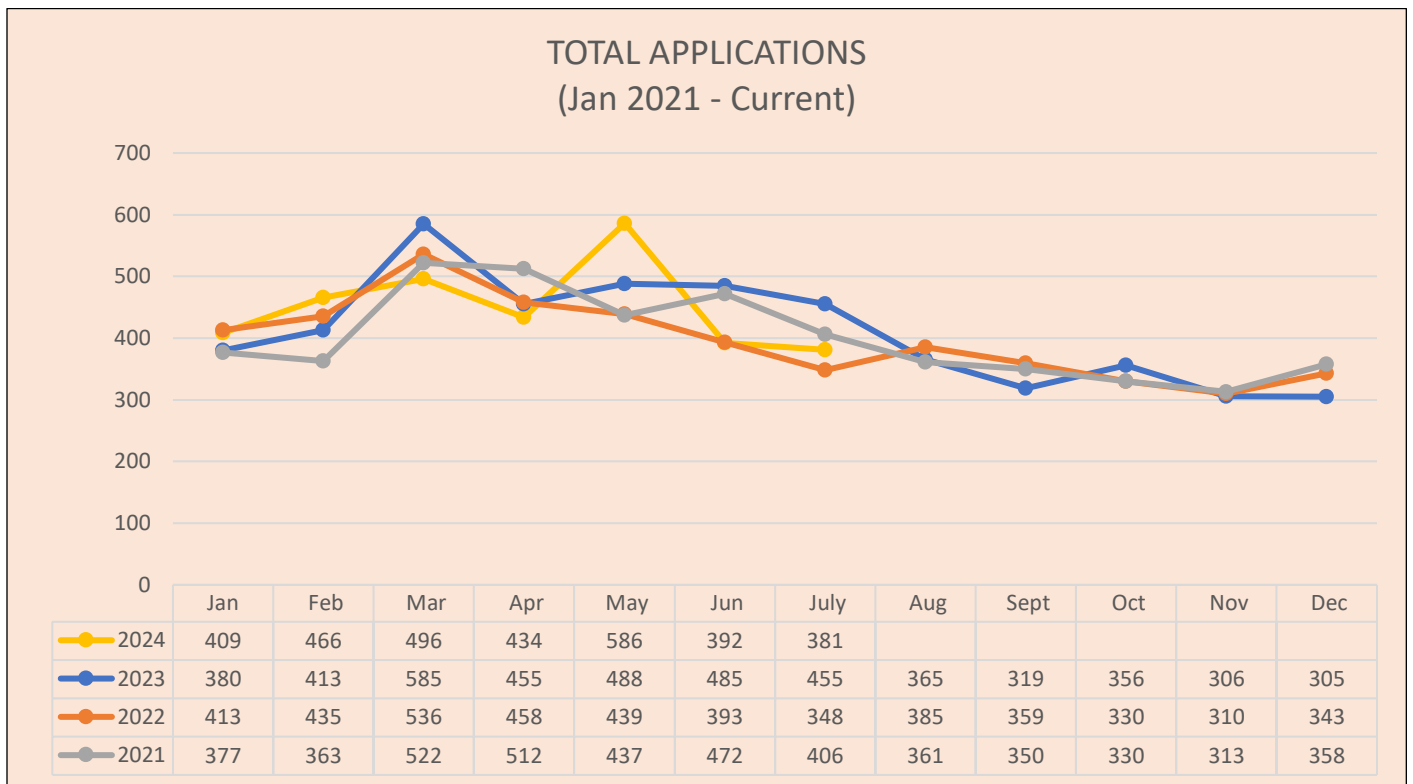
Rate of New Applications

2024

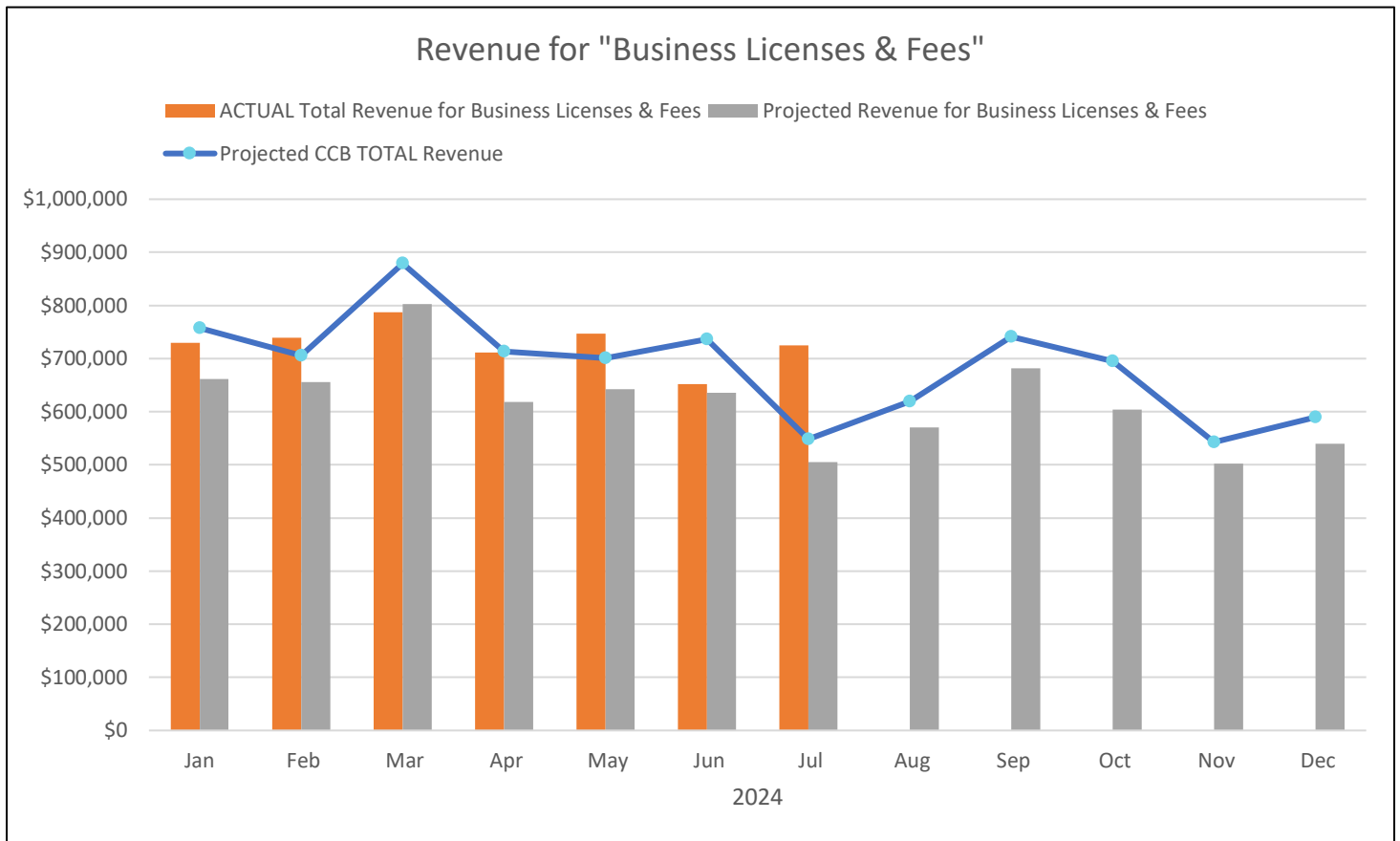
Month/Yr	New App Count
Jan-24	409
Feb-24	466
Mar-24	496
Apr-24	434
May-24	586
Jun-24	392
Jul-24	381
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	

2023

Month/Yr	New App Count
Jan-23	380
Feb-23	413
Mar-23	585
Apr-23	455
May-23	488
Jun-23	485
Jul-23	455
Aug-23	365
Sep-23	319
Oct-23	356
Nov-23	306
Dec-23	305



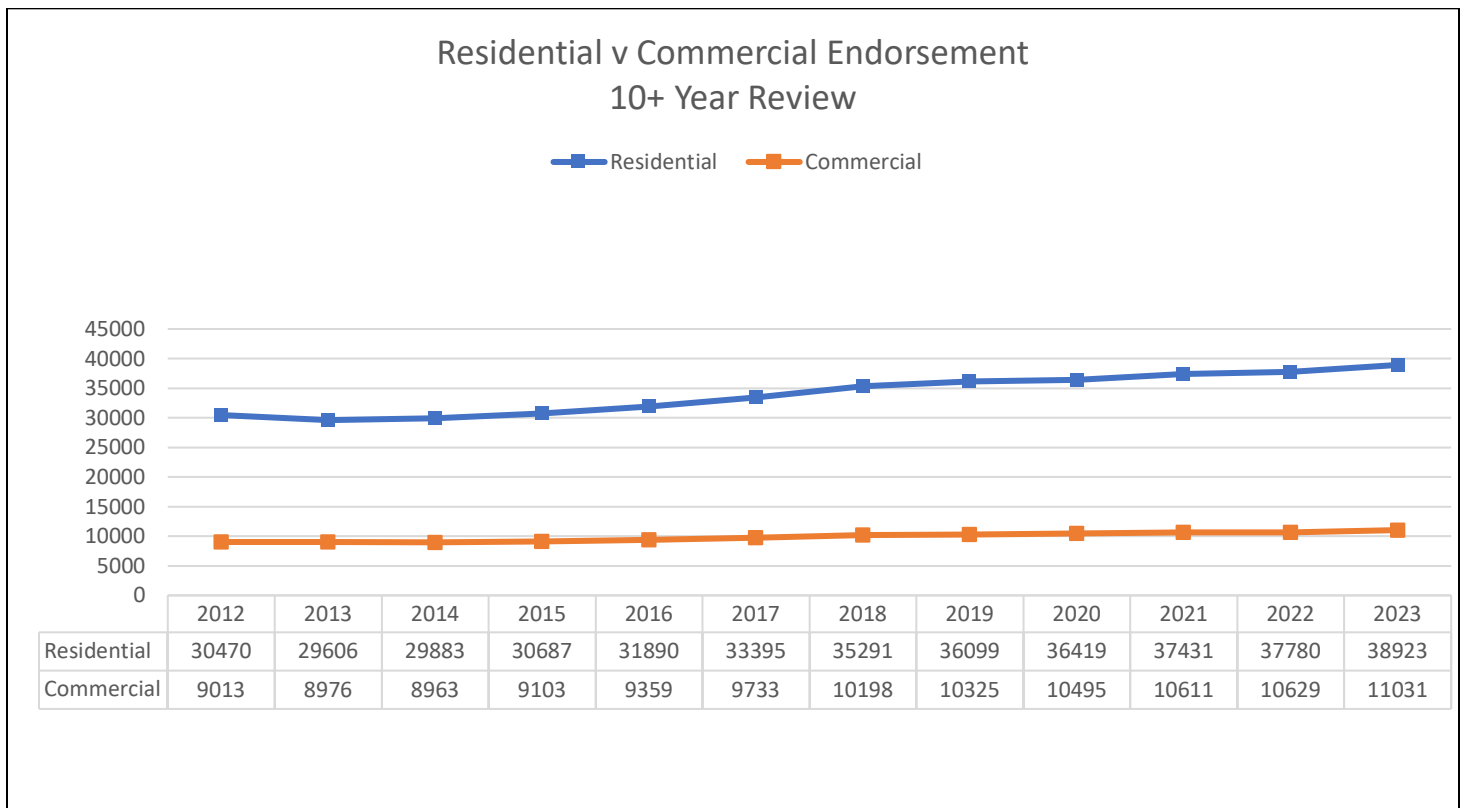
Revenue Stream of New Apps & Renewals Per Month in 2024



**These totals are pulled roughly 1.5 months behind schedule due to late renewals. Due to these factors, the totals are not definitive but are the most accurate at the time this report was created.*

Residential and Commercial Statistics, All Endorsements

ALL ENDORSEMENTS		
	Total Residential Active + Inactive	Total Commercial Active + Inactive
2024		
Jan	38916	11019
Feb	38916	11019
Mar	38780	10950
Apr	38331	10919
May	38568	10944
Jun	38812	10969
Jul	38883	11006
Aug	39193	11066
Sept	0	0
Oct	0	0
Nov	0	0
Dec	0	0



PROGRAM WORKLOAD

Enforcement

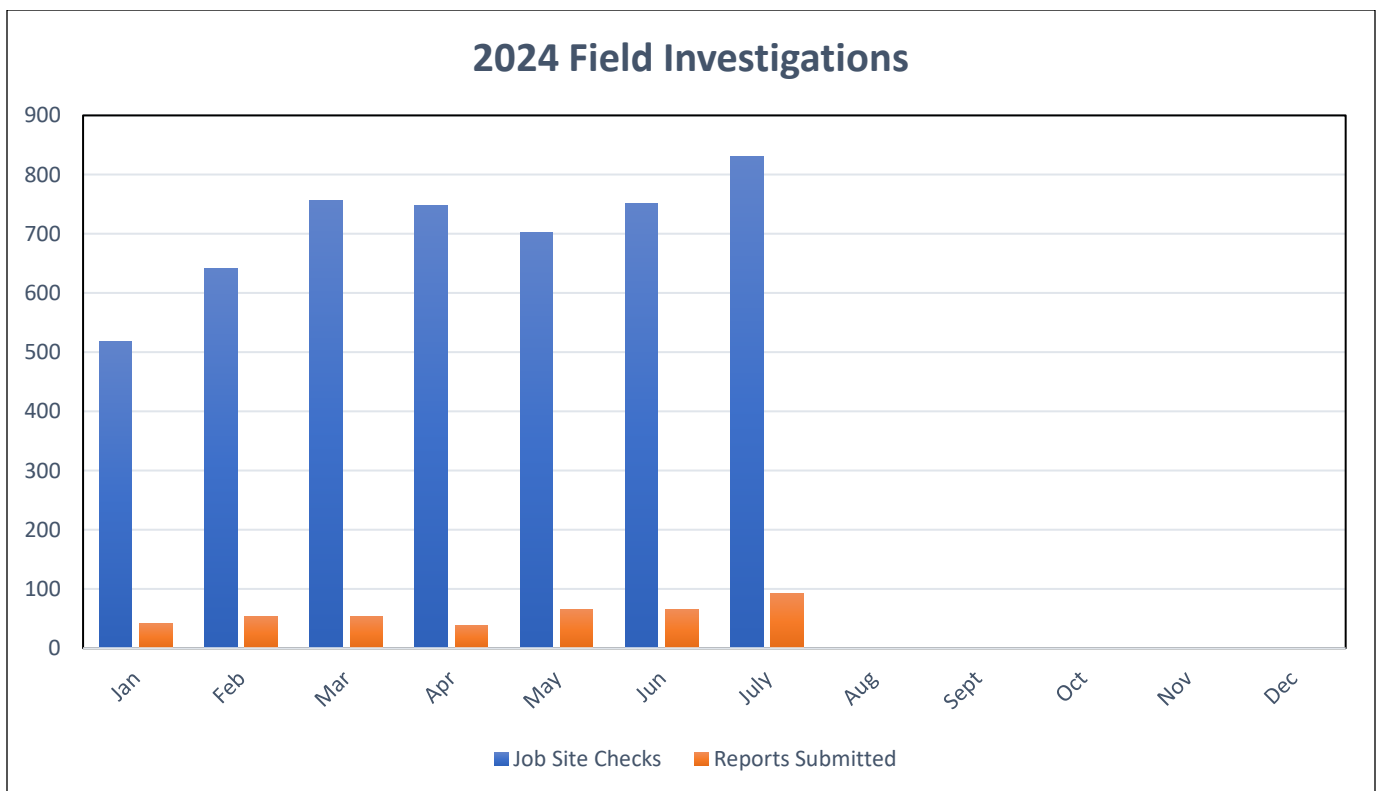
Investigation and Dispute Resolution Files Opened

Job Site Checks Performed

Jan-24	518
Feb-24	642
Mar-24	756
Apr-24	747
May-24	703
Jun-24	751
Jul-24	830
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	

Field Investigation Reports Submitted

Jan-24	41
Feb-24	53
Mar-24	53
Apr-24	39
May-24	65
Jun-24	65
Jul-24	92
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	



**There is no set target for field investigations. This area of work is highly driven by the market conditions. Monthly/Yearly stats are used to track this sections productivity and ensure adequate coverage in higher volume areas.*

Average Days to Close Compliance and Dispute Resolution Files

Compliance (Target Days to Close is 40)

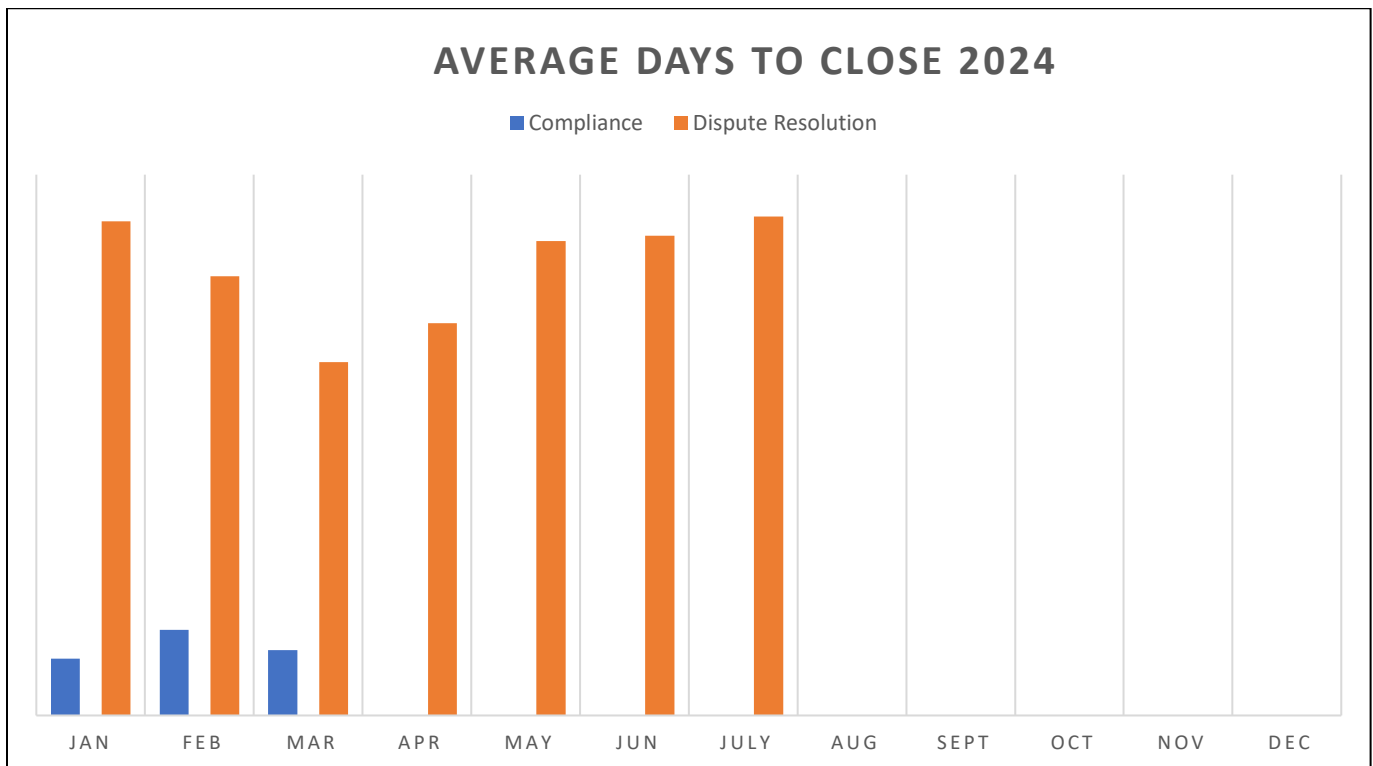
2023 Average	29.76416667
Jan-24	21.02
Feb-24	31.62
Mar-24	24.25
Apr-24	
May-24	
Jun-24	
Jul-24	
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	
2024 Average	6.4075

*Approximately 2-3 month lag for final closure dates.

Dispute Resolution (Target Days to Close is 155)

2023 Average	155.065
Jan-24	182.67
Feb-24	162.41
Mar-24	130.67
Apr-24	145.1
May-24	175.43
Jun-24	177.46
Jul-24	184.59
Aug-24	
Sep-24	
Oct-24	
Nov-24	
Dec-24	
2024 Average	96.5275

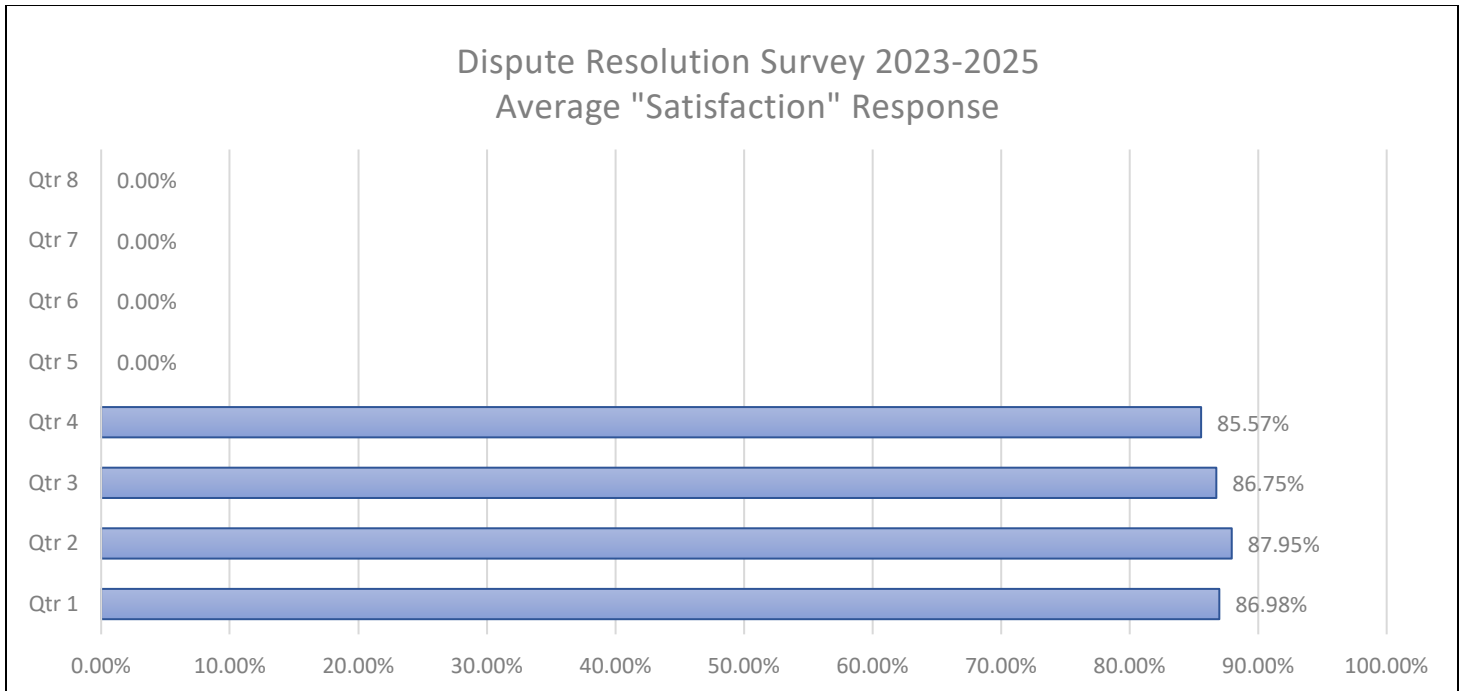
*Approximately 2-3 month lag for final closure dates.



KPM #4: In FY 2022 (7/1/21-6/30/22), the average days to close an enforcement investigation was 41 days. The target goal is 40 days.

KPM #5: In FY 2022 (7/1/21-6/30/22), the average days to close a disputes claim was 153 days. The target goal is 155 days.

DRS Survey Results, Qtr. 4

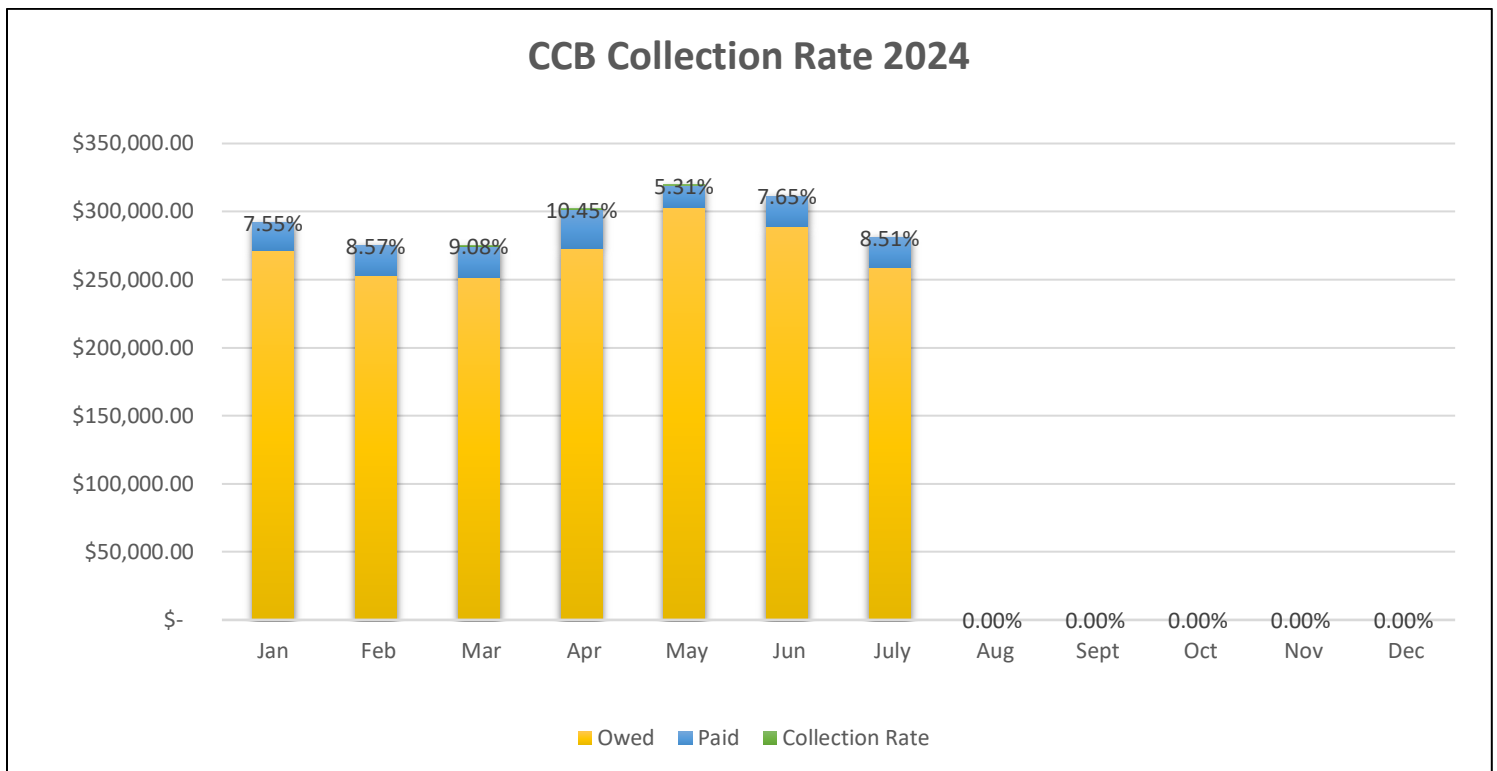
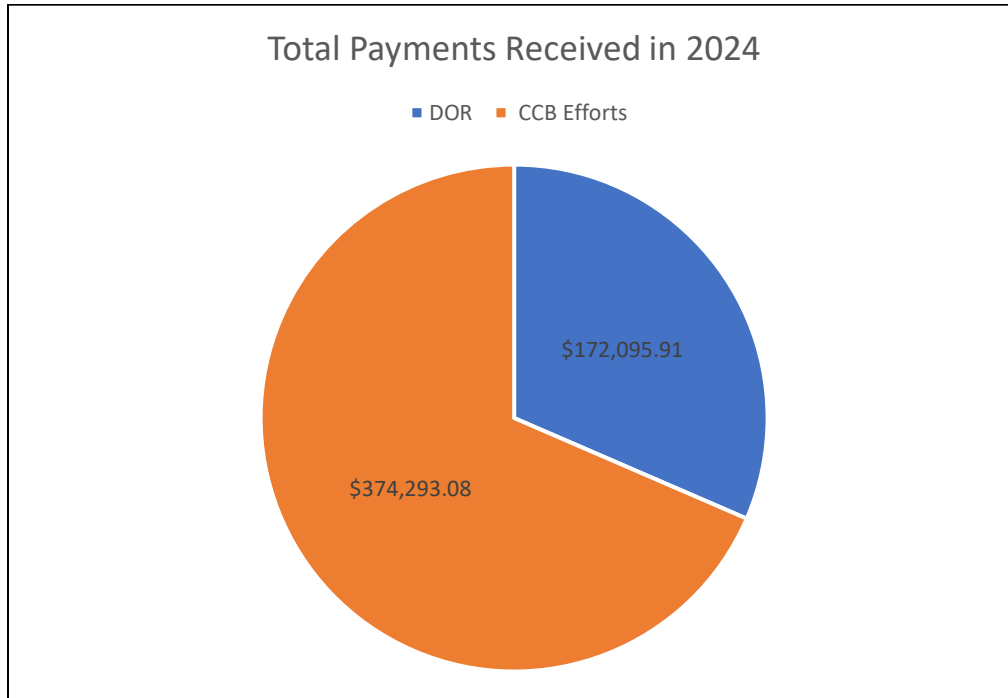


DRS Survey, Qtr. 4 Comments
Explain in more detail what the next steps are and what we should expect as far as our responsibility going forward
I was expecting more of a negotiation.
No complaints in my experience. Thanks!
Mediation confirmations: Mail, Email, Text, and Phone Call - it's a bit much.
make it easier to reschedule
thank you
I don't have any suggestions.
There was no real mediation. The mediator came on the line, told us what the complainant wanted, we countered, the mediator said the complainant wouldn't budge from her demands. That was the end. No negotiation was done. We were finished in about 5 minutes. That doesn't seem like mediation to me?
PROTECT THE HOMEOWNERS. STOP protecting the fly by night half *** contractors!!!
CCB needs to hold their contractors accountable to provide basic, ethical business practices. Contractors like Rebuild have no repercussions for essentially stealing 127k from homeowners and refusing to pay subs and vendors. You are a licensing board to oversee contractors. When they don't follow your guidelines, you need to remedy the situation or suspend their license.
That the contractor be represented.
screen license applicants better. Based on his license, I let a federal felon into my home who was completely incapable of working.

<p>Make sure the complaint is legitimate. This latest complaint was because she felt we took too long. So here we are with a complaint on our license because out of a four-month contract we were denied access 82 days. Another one a different contractor owed us money. He filed a complaint. Here we are with it on our license. Another complaint was because a former vendor was underpricing contracts- to the point we were out of pocket. Fired him and he wanted money from me. The last two went to court where we were found not liable. Yet they are listed on my license for people to see and I've done nothing wrong.</p>
<p>The process favors the contractor. As a consumer the hoops for holding them accountable is a lot and the contractor doesn't get held accountable for quite some time if at all. We are now working on going to court. If the contractors were held more accountable, they may think twice before screwing people over</p>
<p>It took a few phone calls to pay my 50.00 processing fee. It would have been better if there was a link I could just pay it myself on</p>
<p>VERY DISAPPOINTED IN THE PROCESS. Overall, this was a waste of our time, from filing to conclusion. The description states, "...it is designed to bring both parties into a conversation..." THIS DID NOT HAPPEN. PARTIES WERE ALLOWED TO MAKE OPENING STATEMENTS, THEN SEPARATED. THERE WAS NO CONVERSATION BEYOND THAT. Additionally, the "work in question" was not reviewed. Some of the facts could have been established for a successful settlement if this had been done. Not sure why was this held on site, if the mediator wasn't going to look at the work in question. This could easily have been done by telephone. It's clear from this experience that CCB negotiators' loyalties are with the contractor, not with the consumer, and victimizes the poor because we (yes, "we") can't afford to go to court. (The very name, "Construction Contractor's Board" is a hint, yes???) Clearly, what's needed is an entity that advocates for the consumer, instead of the contractor. We plan to contact our State Senator regarding this.</p>
<p>The process works very well in my limited experience. I can't say that I would have any criticisms of the current system. Nick was very pleasant to deal with.</p>
<p>I feel that the process in place works well and can't think of anything that would improve the process.</p>
<p>Shorten the procedure.</p>
<p>I feel that the manipulation tactics should be moderated by the mediator. Meaning, not conveyed to the other party. I felt like I was being convinced to sign whatever contract Jim wanted. I feel That Jim was trying to intimidate me, and that sentiment was transferred through the mediator. Also, I feel like I was being convinced to sign something in a hurry without being able to think about it. It would've been better to just walk away because there was no actual case to be sued over. Not enough money involved by any means. At this point, I would have been better off, not using the CCB to help me deal with the unethical business practices. I would have my \$50 back and also my reviews to warn other potential customers. This was a valuable life lesson for me, and I will probably not use the CCB again in the future.</p>
<p>Mediator is should understand the tech side the least and read documents provided. Our mediator totally avoided all those. Without the technical view, all he could do is to have people meet at 50-50, the best he could do.</p>
<p>Have authority to make a decision or do away with CCB. There is no consequence for a contractor that does not follow the law or abide by contract. CCB is a paper department if it has no power on ability to enforce its own requirements. I will be filing a complaint on CCB as well as the contractor. Why did I, as the consumer, have to pay 50.00 to be told no action can be taken?</p>
<p>More clarity about what a mediation will ultimately achieve is needed in the beginning. I did not feel like this process was in any way rewarding to me as the injured party.</p>
<p>None needed</p>
<p>do a better job of filtering out complaints that don't effect physical work.</p>
<p>Hold contractors accountable - it felt unclear that a state licensing body wouldn't be in a position to respond to a complaint, investigate, and able to assess right / wrong or quality of work and breaches as such. I have a state medical license and I am held to a much higher standard than contractors are. Disappointed in the</p>

unethical behavior of contractor, and through mediation basically found out that legal action in courts is the only recourse rather than through CCB.
MEDIATOR NEEDS TO INTRODUCE PEOPLE PRESENT AS THERE WERE ATTENDANTS THERE THAT I HAD TO ASK WHO THEY WERE.
Better communication when there is change in schedule for meetings with builder and investigator/mediator
There should be contact prior to meditation to determine if a onsite meditation should be performed. I took a 4k loss because the gc who owed money on an unpaid invoice made claims of poor work despite a 3rd party inspection being completed and passed.
I thought it was quick and quite painless. Thanks for your help.
more about the legal matters
You guys did an excellent job especially the mediator
Seems to work. Glad it's available!
all good
Try to be more equal and actually try to sole the case be listening to both sides instead of telling contractor to pay up. Thats not mediating. Not all homeowners are telling the truth. It seems to the CCB the contractor is wrong. Try listening more. THE CONTRACTOR IS NOT ALWAYS WRONG. Do a better job.
Give a damn that people you are licensing are doing their job. Look into complaints that are clear violations of code and conduct. Me going to court should not be my only option against someone performing work with no contractor overseeing work being done, thus it being done wrong. My 74 year old mother is terrified to use the bathroom because she is scared of tripping because the floor is so uneven. It is a safety hazard, and no one cares!
Stay neutral and suggest compromise.
The system is flawed. As a general contractor, it is my opinion that any customer can complain and get money out of a contractor whether the customer is right or wrong. And I feel it is urged for the contractor to pay out whether the contractor is right or wrong.
Refund my non existing mediation.
Complainant narrative needs to be clear and concise. proof of issues not internet research. Verifiable answers.
would love to setup a in person meeting to go over all the issues i can be reached at 503-265-9593 thanks Paul
Not making it so easy to file complaints. It's encouraging scammy clients. And flighty contractors
First time for me going through this process and I was very impressed with the knowledge and experience to help resolve the complaint
This process is completely unhelpful for what my needs are as a home owner. I just want my house fixed and to be able to move forward. I had to pay money in order to wait for a process that did not lead to me fixing my home or getting my money back. Now, I have to pay more money and spend more time and I have already had to pay out of pocket to have the original project completed by another contractor.
Stop bad business from continuing, offer alternative resolutions
Make sure that procedure is followed with signatures. Make mention somewhere that Council or representatives are encouraged to to be onsite with both parties because they are not lawyers. Don't assume complainant is automatically guilty of what they are being accused of.
Have one person assigned and let the communication remain between them and the complainant. Being contacted by various people after the initial notice that the complaint has been received is a bit much leaving people not knowing who to contact.
Speed
I do think perhaps a timeframe expectation could be included ahead of time. Otherwise, I think the CCB did a good job advocating for both parties.

Collections



**Total Owed v Total Paid is a bit skewed due to the action code PEND08. This is when a licensee pays their penalty before a Final Order is issued. Therefore, the total owed is never entered into Hydra but the payment received is.*

KPM #3: In FY 2022 (7/1/21-6/30/22), the average percent of contractors that failed to pay CCB Final Order was 28%. The target goal is 50%.

Education

CCB CONTRACTOR CLASSES					
2024					
Class Type	Stakeholder(s)	Where?	Date	Attendees	Qtr Total Attendees
CCB Contractor Class	CCB	Virtual	1/10/24	100	
		Virtual	1/30/24	89	
		Live - Bend	1/30/24	20	
		Virtual	2/14/24	58	
		Virtual	2/20/24	66	
		Virtual	3/12/24	125	
		Live	3/19/24	26	
		Virtual	3/20/24	81	
		Virtual	3/26/24	24	
Qtr - 1 Total					589
2024					
Class Type	Stakeholder(s)	Where?	Date	Attendees	Qtr Total Attendees
CCB Contractor Class	CCB	Virtual	4/10/24	97	
		Virtual	4/23/24	85	
		Live	5/10/24	27	
		Virtual	5/14/24	81	
		Live	5/21/24	30	
		Virtual	5/22/24	53	
		Live	6/7/24	60	
		Virtual	6/25/24	90	
		Virtual	7/17/24	76	
Qtr - 2 Total					599

Various Speakers

Department of Environmental Quality (DEQ)
 Oregon Occupational Safety and Health
 Administration (OSHA)

Division of Financial Regulations, DCBS (DFR)
 Workers Compensation Division
 811

CONSUMER CLASSES

2024					
Class Type	Stakeholder(s)	Where?	Date	Total Attendees	Qtr Total Attendees
Mid-Oregon Safety Summit	CCB, OSHA, Other	Live - Bend	1/30/24	100	516
Homeowner Class	CCB, DCBS	Virtual	2/12/24	6	
Portland Home Show	CCB, DCBS	Live	2/22-2/25/24	300	
Marion County Business Fair	CCB	Live	2/27/24	20	
Marion County Business Fair	CCB	Live	2/29/24	40	
ScamJam	CCB	Live	3/26/24	50	
Qtr-1 Total					

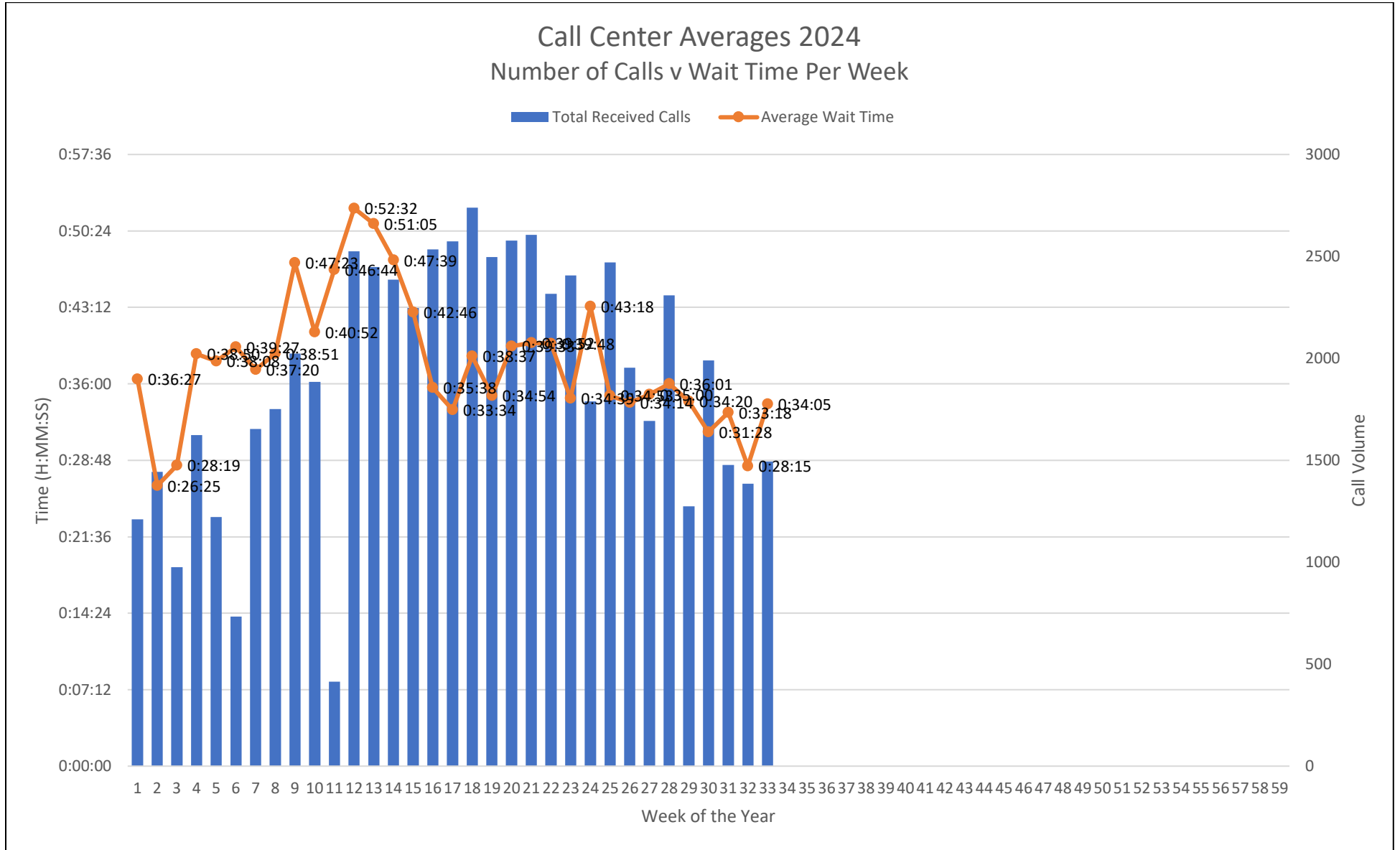
2024					
Class Type	Stakeholder(s)	Where?	Date	Total Attendees	Qtr Total Attendees
Consumer Education	CCB, Access	Live	4/23/24	600	1586
Medford Home Show	CCB	Live	5/3-5/5/24	300	
COBA Home Show	CCB	Live	5/3-5/5/24	300	
Mini Scam Jam	CCB	Live	5/11/24	83	
Boomerama	CCB	Live	5/18/24	100	
How to get CCB license	CCB	Virtual	6/4/24	22	
Governors Marketplace	CCB	Live	6/5/24	100	
UNETE - How to hire a contractor	CCB - Spanish	Live	6/21/24	20	
How to get CCB license	CCB	Virtual	7/9/24	61	
Qtr-2 Total					

Stakeholders

Oregon Home Builders Association
 LatinoBuilt
 Oregon Office of Attorney General
 AARP
 Mid-Valley Association of Realtors
 City of Medford
 Jackson County Community

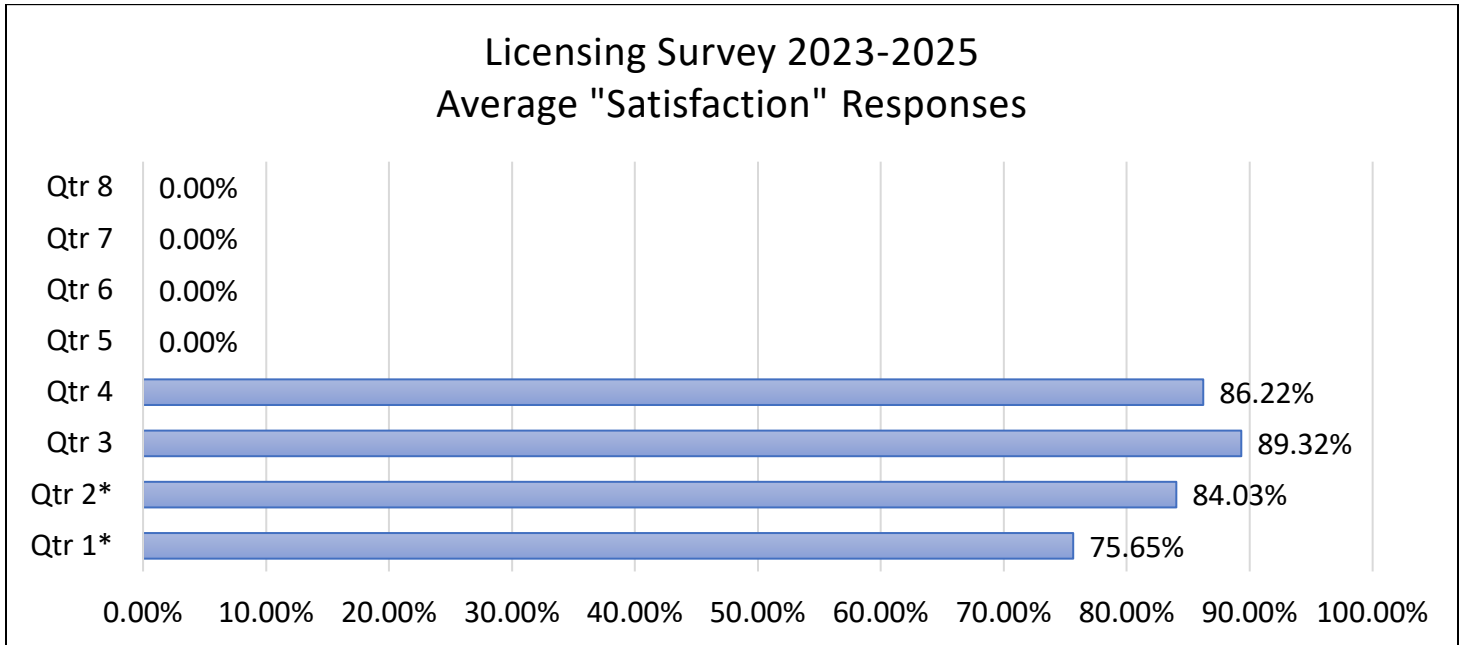
Lane County
 Wallowa Town Hall
 City of Portland
 OEM
 Lincoln City Senior Show
 Eugene Home Show
 Oregon Association of Realtors

Call Center



*The average Wait Time to Answer can vary depending on staff coverage.

Licensing Survey Results, Qtr. 4



Qtr. 4, Comments

- Easy process, didn't need personal assistance this time but it has always been great when needed.
- The staff was wonderful and friendly to work with (Darla). The hold time to reach someone was pretty absurd (1 hour 45 minutes).
- Had not gotten 16-hour course for new license that my son took because someone told him he had to take it to take over the company. I was told it would cover my 8-hours of continuing education in November of 2023, but after mailing the info into CCB Dana & Karen said we needed to take the 3-hour CCB classes. Regina finally told me after my license expired that she was wrong & it did cover my 8-hours?? 3
- The governor should be ashamed of the service from this agency. There is simply no justification for the delays, mistakes, etc.
- Friendly renewal process
- The online renewal was pretty straightforward. The items that showed I had to click to move to the next screen was a little unclear. Maybe it could have been separate pages as opposed to all on one page. Just my two cents.
- A letter of need to renew my CCB license would have been appreciated. This was uncalled for. Suppose an extra \$75 fee is going to fix everything?
- Change time period between renewal and education requirements to three years.
- The mandatory CE classes are for the most part well done and appropriate for us in the remodel and repair field. I have, however, had an ongoing frustration with one recurring problem for which I've become a local "expert sleuth": Roof leaks and premature roofing failures. In my 30+ years' experience, an untold number of failures seem to be pointing to the roofing installer either being under-trained, inexperienced, or both, in the importance of certain details (like water wicking, correct use of flashing, etc). Is it possible to introduce a much-needed roof-detail class (like SHELL training 20 years ago, when CE was introduced) to every contractor who has anything to do with roof work? Many homeowners and contractors alike should benefit from the roofing put on properly at first and lasting it's design life. Thanks -GWSSC
- I am appreciated your hard work. Thank you very much.

Application said it would take 3-4 weeks. I called after a few weeks and was told it would take 4 1/2 weeks. After 5 weeks I still hadn't received my license. It took 6 weeks.
Adam went above and beyond to help me. Thank you, Adam
When I call, I should be able to leave a message and you call me back. Nothing worse than setting listening to stupid music
Adam a licensing specialist was super helpful with all the questions and concerns I had throughout the process
I waited 53 minutes for CCB to pick up the phone, after calling 4-5 times in previous days. Once I talked to the rep. she was very knowledgeable. However, I had also sent an email, which was answered by another rep a day or so after my phone call, it was obvious the rep did not read my email because in response to my telling her I had not received the renewal, she replied to fill it out and send it in! I understand CCB has staffing problems and there is a big learning curve, but every time I need something from the CCB (info. or guidance) I groan at how difficult it is.
I still am a little confused at where I send my continuant education
The number one issue with the whole process was that when I called the CCB to check that they had everything they needed from me so that I could renew my license, I was on hold for 2 hours!! Once I got through, the lady was VERY helpful.
I guess I am just waiting for the mail now
The Processing time took way too long.
I'm never received anything from the CCB indicating my license was approaching renewal. I received a letter a few days after it expired telling me it was expired. Even the DMV sends you a renewal notice. I don't know if it's policy that it's up to contractors to remember when their license needs renewed, but if it is that should be changed. Contractors are running businesses. If the CCB is gonna require a license they should provide a license renewal letter one or two months in advance of the expiration date.
Any time I call the CCB, I find everyone that I speak to very helpful and kind. I appreciate this!
A special THANKS to Darla Seely and Brenna Anderson as they were to ones to make this happen when no one else could!
I gather that the CCB is understaffed. Those I spoke with (particularly Angie) were generally quite helpful. What concerned me was the lack up communication regarding the status of my application; I had missed sending a specific item but was unaware it was missing until I called many weeks after the initial application paperwork was faxed to CCB. (I later received a postal mail request for the missing information.) Another document I had originally sent needed to be corrected, though the original instructions had not mentioned that I should have filled it out the way the later request made clear; that could have been done correctly the first time, had I known. Again, staff were very helpful when I called, but it feels like the application could have been processed in less than the ten-and-a-half weeks it took. Thank you for reading! Cheers.
The process to obtain licensure was incredibly long, over twice what was originally told.
4 hour wait time to be on hold for a phone call was pretty unexpectable
Adam was extremely helpful when I Spoke to him on the phone. He went above and beyond.
I like to do everything in person and the guy at front desk was super helpful, answered all my questions, and did everything in a timely manner
I love to save. time to renew my license.
After 32 years in the business, the classes I'm required to take our employees.

Every staff member I spoke to was very friendly and courteous. However, I found that some of the information given by some agents to be inconsistent with information given by others. Example of this: which address shows up on the public record for my company? I was unclear of the real answer until my license was active. Wait times on phone were very long...expected due to volume you handle...but it would be nice if the phone tree gave me the option to have a call back immediately instead of waiting on hold for sometimes up to two hours on hold before being given that prompt. One time it happened immediately, every other time it was between 1-2 hours of hold time before the prompt. I was also given incorrect information more than once about when my application would be processed. It was not clear from the instructions on the application that you I could not use a registered agent address for my physical address. A letter was mailed explaining this, but it further delayed my activation date by several weeks to have it amended. Overall I am very happy with the services you provide and the friendliness of staff. These are just suggestions to help streamline the process for future applicants.
Thank you for the positive way my application was handled!
Renewal online was very easy
Delay in receiving my ccb number resulted in unused liability insurance and bond, which was paid for without the ability to manage or complete work.
No communication at all by staff.
Darla at the call center is amazing! But y'all need more telephone people, waited on hold for over 6 hours last week
I felt the process quite streamlined and worked well once again.
My expiration date was 2 weeks away and I wanted to be sure I remained current so I went to your office to be sure that I had completed all necessary requirements. The staff was very friendly and helpful.
I tried the CCB number two days in a row and couldn't get through
Things went well
I had a question and tried to solve it, by calling but the phones were having issues.
I did not receive a notice to renew my license. The CCB telephone was a busy signal.
Phone wait times are extremely long.
The wait time was ridiculous...two hours and 4 minutes, and then got disconnected
It's really nice to see a state agency in Oregon competently run with working software. It's too bad that the other state agencies don't have executives and staff of the caliber at the CCB. I have held contractor licenses with the state of Oregon since 1991 and have always found the service exemplary. Siri dictated this, and I can't actually see what's written.
I'm not only satisfied, he went above and beyond and did a great job, thank you.
I wish my industry specific CEUs counted towards CCB requirements. I am forced to take trainings that are unrelated to my work.
Easier than I thought it was going to be. We used to do it mail and we got used to that, so this made us nervous, but it was actually pretty easy with quick results!
Staff is knowledgeable, friendly and very helpful
This was a new application
Worked out great and very easy.
I appreciated being able to communicate directly with your staff in order to get through the process.
I appreciate all you folks do. Thank you!
Appreciate the ease of renewal, easy to follow instructions and completion of renewal.
I didn't really understand what was needed after I took the courses but it all worked out and I did get help from the person I spoke with
If you could teach Washington county building department how to build their online process they would benefit greatly. I applied 5 months ago and still no permits

I called 40+ times over two weeks. 30 of those times it would either hang up when your side answered or if I put call back, as soon as I answered it would hang up.
Glitch in the online application. When saved and returned, completed application wouldn't access payment site. Had to delete and redo the application in one session, then it would take me to payment site. Never got a receipt of payment for my application, though I did receive payment confirmations from 8 other applicants. Communicated with Dana at CCB, and she helped me through the problems I had, and she also helped me through the rest of my submissions and to completion. Excellent service from Dana.
Have never had a positive experience with anyone with the ccb
Oregon CCB is content to offer fluff and sleaze as "continuing education." I have offered constructive comment never acknowledged. My consequent lapse of license was perhaps costly to my reputation. Contractors are treated harshly in matters of reporting to CCB of their liability insurance; in my case the insured name that of my only DBA. Much reform of CCB is desperately needed, gone wrong under the younger management. Phone calls must be answered. Election of call-back is ignored.
It takes way too long to get someone on the phone when you call in
The length of "{wait" time on phone is totally waaaay toooooo long.
A two month wait period to get an application approved is unacceptable. That's two full months of insurance that I am paying for, but unable to work with.
The CCB should back date the application from the date the application was submitted. The application process is confusing and should be more user friendly.
Thank you
I am very happy with the Oregon CCB office Staff. I have been a Builder for many years in Oregon
I was hung up on and the lady I spoke to was unwilling to help me. I was in tears because your wait time is such a long time and when I did finally connect I was treated incredibly rudely (I wish I could remember her name) she belittled me at every turn. perhaps because it was so close to 5pm and she just wanted to go home maybe. I was literally begging for her help when I was hung up on. When I called the next day I spoke with Brenda and she was WONDERFUL. She was kind and helpful and just a pleasure to speak with. Brenda should get the other gals paycheck if you ask me!!
The Oregon licensing team was so helpful and courteous. Thank you!
Processing time was much longer than I expected based on information available on the website.
Jason was a great help and made everything so easy. Thank you
Tami was extremely helpful!
Very satisfied with the system process
You have my address as Hood River, Oregon -- WRONG I'm in Beaverton, Oregon; I have updated my address on your web site.
Continually more complicated and regulated over the years with an increasing air of resentment.
I was misinformed and had the wrong forms sent to me from CCB. I was never contacted with info to fix issues or get updates.
The instructions on the application are not clear and required a resubmittal
Renewed before expiration date. It took 3 weeks to process and in the meantime received mail saying the license had expired. Still haven't received the new one
The time taken was unacceptable and the changes required were not in the instructions initially on the application. You can see someone physically changed one of the questions and then sent it back to me instead of calling or just making the change to match the information I have had on file for almost 30 years. Very very poor customer service.
Phone wait times are too long when running a business, suggest a call back system

Staff was always courteous and gave me a general idea of how long the processing time would take, but they were not able to see my application or give me any specifics about how my application looked or if I might need anything else. Processing time was a little over 4 weeks.
Need a place you can go on the web site to check the status of you application or renewal!
I messed up on my application checked the wrong box so it was sent back to me. So instead of sending it back I drove it up to Salem to get the application processed. These woman in the office were great helped me out were so pleasant. Great experience you folks made this a wonderful experience thank you from the bottom of my heart.
I always feel like Regina talks DOWN to me. I delay calling because I hate that feeling.
Very efficient
Need to add AmEx as acceptable payment method, and/or ACH payment for online renewal. Either would have been extremely helpful to my specific situation.
The length of time to get word back on the licensing approval took a little longer than expected. Other than that, the experience was good.

OREGON CONSTRUCTION CONTRACTORS BOARD

License System Replacement Project

Project Status Report

As of June 30, 2024

Project High Level Status

CCB continues to prepare for the procurement and implementation of a License and Enforcement System Modernization. The scope of the Licensing and Enforcement System Modernization is to replace all disjointed systems currently being used and provide one system where staff can see the entire history of a license including documents uploaded related to a license. The system must be user friendly and provide licensees and other users the ability to serve themselves through online capabilities. CCB anticipates that the implementation of a modern system will bring multiple opportunities for business process reengineering.

The Department of Administrative Services, Enterprise Information Systems (EIS) requires agencies replacing major information systems to pass through a series of Stage Gates in order to ensure the success of such projects. To date, CCB has passed through Stage Gate 1 and 2:

Stage Gate	Purpose/Documentation Required	CCB Percentage Complete	Start Date	Estimated/Actual Completion Date
1	Origination and Initiation	100%		December 2023
2	Resource and Solution Planning and Analysis (this is where the system requirements are set and the RFP is written)	50%	November 2023	1 st quarter calendar year 2025
3	Implementation Planning	0%	TBD	When vendor selected
4	Execution (Implementation)		No estimate – need Vendor selected to start	

Milestones and Accomplishments to Date (through 6-30-2024)

- Completed 28 Use Cases, 3 in process, at least 16 to be started (total number changes as managers remember other processes)
- Started a Quality Review group with the CIO from State Lands and a project manager from DCBS to meet with CCB monthly.
- Started a 3rd pass on requirements review
- First pass at an RFP (will need to finish and tie into requirements)
- Started pulling information for records retention/destruction. It has identified many areas of data clean up that need to be done prior to records destruction.

- License System Replacement meeting with managers every two weeks to discuss Organizational Change Management, make decisions, and review information needed to prepare for implementation (review Use Cases, discuss records retention, etc.)

Next Steps

- Complete a 3rd pass on requirements with SME's.
- Continue data clean up with IT and SME's (very large project but will help with data migration)
- Continue work on Use Cases with SME's
- Possibly start some stage gate 3 documentation

Schedule Status

- Budget request in 2025 session
- Overall Project Completion prior to June 30, 2027

Budget Status

- Cost estimates have not changed
- Once budget approved by legislature and actual spending begins, this area will provide more detail

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



Memorandum

To: Construction Contractors Board
From: Dana Zeimantz, Licensing Manager
Date: August 21, 2024
Subject: Licensing Report

Project Update:

- Licensing staff continue to participate in reviewing software requirements and developing use cases for the upcoming system replacement.

Current Quarter Update:

- Top 3 reasons for customers calling Licensing are: Informational, New Application Status and Renewal. The number in each of the 3 categories have historically been about the same. To date, there has been a downward trend showing Renewal calls are 50% less than Informational calls and New Application calls are 67% less than Informational calls. We will continue to watch this trend as we believe the downward trend in New Application calls can be attributed to the new, more efficient, electronic application software.
- Licensing collaborated with the Dispute Resolution Services section to review and refresh DRS Analyst and support staff's understanding of the Licensing record system.
- Licensing trained 3 staff members in the online renewal process, 1 additional employee in the Lead Based Paint Renovator process/data base and another employee was cross trained to image documents received at the agency.
- Licensing was able to rotate another employee to hybrid/remote work.

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621
503-373-2007 FAX



Memorandum

To: Construction Contractors Board
From: Noel Magee, IT Manager
Date: 21 August 2024
Subject: Information Technology Report

Ongoing Activities

Generally, development work has slowed in favor of items that support the licensing system replacement process. Especially requirements development and data cleanup.

This Licensing System Replacement work continues with

- 1) documenting current business processes so they can be more easily configured in whichever new software is eventually chosen is a heavy lift. This activity will pay back with more time and effort savings as the project moves forward.
- 2) Software development to implement the retention specifications during this period although it will take some months to complete.
- 3) Requirements are being reviewed again by each section and IT. This will further refine and clarify what we want to achieve.

We're reporting good numbers on the Security metrics and they are back down where we like prefer them to be.

Current Period Changes

- Data Governance and retention
 - Reviewing the bulk of the ordinary retention data to ensure that nothing needing longer retention will be removed.
- Tyler Tech Application support
- Support for Convergen/Elavon (our online payments processor) to stop particular paths from being used. Follow up shows no further issues.

Upcoming work

- Systems replacement project work continues to review requirements for the RFP.

- Data retention work continues with validation of simplest run output. (Making sure we are only affecting what we intend to affect)
- Email relay fixes to support EIS decommissioning their old SMTP relays.

➤ **Security reported status - Reported monthly by EIS/Enterprise Security Office (ESO)**

- ◆ The state numbers may be confusing. This percentage is arrived at by comparing the number of vulnerabilities found to the number of systems that have a vulnerability. So a single system with 2 critical vulnerabilities would rate 200%. Thus 155% means that, on average each vulnerable system has 1.55 vulnerabilities.
- ◆ During the current period our security numbers rose and we have an effort to fix issues. We are better than average for the state but we prefer to be exceptional.

◆ **05 August 2024**

- 98% of systems scanned (statewide 91%)
- 46% have critical vulnerabilities (statewide 62%)

◆ **03 June 2024**

- 96% of systems scanned (statewide 91%)
- 35% have critical vulnerabilities (statewide 77%)

◆ **01 April 2024**

- 97% of systems scanned (statewide 91%)
- 39% have critical vulnerabilities (statewide 38%)

◆ **21 February 2024**

- 95% of systems scanned (statewide 91%)
- 37% have critical vulnerabilities (statewide 45%)

◆ **02 October 2023**

- 95% of systems scanned (statewide 92%)
- 41% have critical vulnerabilities (statewide 57%)

◆ **04 September 2023**

- 94% of systems scanned (statewide 91%)
- 78% have critical vulnerabilities (statewide 91%)

◆ **05 July 2023**

- 93% of systems scanned (statewide 90%)
- 55% have critical vulnerabilities (statewide 69%)

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



Memorandum

To: Construction Contractors Board
From: Leslie Culpepper, Communications and Education Manager
Date: August 6, 2024
Subject: Outreach and Education Program update

Education Activities

- **CCB 3-hour Contractor Live Class (Medford)** – June 7– 60 contractors
- **CCB 3-hour Contractor Webinar** – June 25 – 90 contractors
- **CCB 3-hour Contractor Webinar** – July 17 – 76 contractors

Outreach Activities

- **CCB How To Get a CCB License Webinar** – June 4 – 22 pre-license candidates
- **CCB How to Hire a Contractor Presentation (Spanish, Medford)** – June 21 – 20 consumers
- **CCB How to Get a CCB License Webinar** – July 9 – 61 pre-license candidates

Outreach Update

In July, a recording of the How to Get Your CCB License webinar was posted on our website for attendees to watch. We thought this might drive down attendance in the live webinar, but in fact sign-ups in July and August were comparable.

We released a Toolbox Newsletter recently (attached), and are in the process of getting our 3-hour presentation updated for classes at the end of the year. We're also currently in the process of finalizing our schedule for the fall, getting another homeowner newsletter out, and moving forward on projects relating to updating our continuing education offerings in Spanish.

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052



Memorandum

To: Construction Contractors Board
From: Vena Swanson, Enforcement Program Manager
Date: 8/09/2024
Subject: Enforcement Update

Field Operations Highlights:

Area	JSC	LBP	BCD	VIO
North Coast	111	12	22	21
Eastern Oregon	56	15	6	24
Greater Portland	249	95	54	54
Marion County Valley	159	51	28	44
Eugene ICN joint effort	46	20	7	5
Kfalls BCD joint effort	13	5	0	1
Totals	634	198	117	149

Lack of LBPR Standards	13
Work W/O License CCB	23
Exempt with Employees	19
Expired ABN	13
No LBP License	30

Compliance

File load remains about 100 per week
Succession training-accounts receivable

Dispute Resolution

File load is around 300 files each analyst

Project Work Highlights (Varying Stages)

License Replacement Project

Develop Training/roll out scheduled phone mediations

Mediator Handbook Creation, Mediation agreement language revision

Remote investigations

Senate bill 228- License Conditioning

Senate bill 228- Settlement Agreements

E-Warnings Pilot

Public Facing Complaints

The consent agenda is attached for approval.

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

8/9/2024

06/12/2024 - 08/08/2024

NOTICES OF INTENT

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134773	BLACKSTONE CONTRACTING LLC		07/26/2024	0.00
134808	EVERGREEN RESTORATION AND CONSTRUCTION LLC		07/31/2024	1,000.00

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134468	CAVALIER PAINTING INC	701.021(1)	06/12/2024	1,000.00
134515	JMS LLC	701.021(1)	06/14/2024	600.00
134516	D&R HOUSE DRS LLC	701.021(1)	06/13/2024	1,000.00
134522	PRESCHER, SHELDON SAMUEL	701.021(1)	06/13/2024	5,000.00
134546	TIHOHOD, PETER IVANOVICH	701.021(1)	06/18/2024	700.00
134552	BUILDING GM LLC	701.021(1)	06/18/2024	1,000.00
134553	OLIVERS CONSTRUCTION HANDYMAN LLC	701.021(1)	07/16/2024	600.00
134561	BREWER, JOSHUA RYAN	701.021(1)	06/21/2024	5,000.00
134562	JTB PLUMBING LLC	701.021(1)	06/21/2024	5,000.00
134570	BELLEW, VICTOR MONDIS	701.021(1)	06/26/2024	1,000.00
134572	HAMLET BUILDERS INC	701.021(1)	06/21/2024	1,000.00
134618	GOMEZ, LUIZ MIGUEL	701.021(1)	07/16/2024	1,000.00
134635	ESMERS CONSTRUCTION LLC	701.021(1)	07/03/2024	5,000.00
134646	VALLEY FORWARD PROPERTIES LLC	701.021(1)	07/04/2024	5,000.00
134647	CULLEY, RICHARD EDWARD	701.021(1)	07/04/2024	1,000.00
134653	DANMAR INDUSTRIES LLC	701.021(1)	07/04/2024	5,000.00
134656	JRT ELECTRIC LLC	701.021(1)	07/17/2024	1,000.00
134660	OWNBEY, NICOLETTE MARIE	701.021(1)	07/16/2024	1,000.00
134663	HIGH RISE CARPENTRY & DESIGN LLC	701.021(1)	07/09/2024	1,000.00
134667	OUTBACK BUILD AND DESIGN LLC	701.021(1)	07/18/2024	600.00
134669	TMII ENTERPRISES LLC	701.021(1)	07/10/2024	1,000.00
134670	ALL OREGON HARDWOOD FLOORS LLC	701.021(1)	07/10/2024	1,000.00
134673	MONARK RENOVATIONS LLC	701.021(1)	07/16/2024	5,000.00
134674	MURRAY JR, LONNIE MILTON	701.021(1)	07/10/2024	700.00
134680	DERSTINE, CHADWIN DWAYNE	701.021(1)	07/16/2024	5,000.00
134693	ALPHA CONSTRUCTION CONTRACTORS LLC	701.021(1)	07/15/2024	1,000.00
134701	CLARKE, CARY R	701.021(1)	07/16/2024	1,000.00
134709	DERSTINE, CHADWIN DWAYNE	701.021(1)	07/16/2024	700.00
134717	DREAM BUILDERS 541 LLC	701.021(1)	07/19/2024	1,000.00
134729	BEE COVERED EXTERIORS LLC	701.021(1)	07/18/2024	5,000.00
134739	COX, JOHN CURTIS	701.021(1)	08/08/2024	1,000.00
134749	STIERS, DARRICK	701.021(1)	07/23/2024	0.00
134750	HISSNER, CORY ALLEN	701.021(1)	07/23/2024	0.00
134755	SAAVEDRA, ULISES	701.021(1)	07/24/2024	1,000.00
134756	MCABEE, DARRELL PORTER	701.021(1)	07/24/2024	1,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

8/9/2024

06/12/2024 - 08/08/2024

NOTICES OF INTENT (cont.)

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134761	NW PAC CONSTRUCTION LLC	701.021(1)	07/25/2024	600.00
134765	ESMERS CONSTRUCTION LLC	701.021(1)	07/25/2024	700.00
134775	VALDEZ PRO PAINTERS LLC	701.021(1)	07/29/2024	1,000.00
134787	ON TOP TREE SERVICE LLC	701.021(1)	07/30/2024	5,000.00
134792	LEON, DIEGO	701.021(1)	07/31/2024	1,000.00
134802	SUNSET ROOFING LLC	701.021(1)	07/31/2024	5,000.00
134803	JUNG, RODNEY LEE	701.021(1)	07/31/2024	5,000.00
134807	REDDING CUSTOM BUILDING LLC	701.021(1)	07/31/2024	1,000.00
134809	SALAZAR, NOE	701.021(1)	08/01/2024	1,000.00
134810	RODRIGUEZ, JESUS NUNEZ	701.021(1)	07/31/2024	5,000.00
134811	UPPER DESCHUTES CONSTRUCTION LLC	701.021(1)	07/31/2024	600.00
134815	DAVID, FIAOLO VEALA	701.021(1)	08/01/2024	5,000.00
134817	VADBUNKER, DAVID WAYNE	701.021(1)	08/07/2024	600.00
134840	HOZEN, JIM FRED	701.021(1)	08/08/2024	5,000.00
134843	ATKINSON, ROBERT G	701.021(1)	08/08/2024	5,000.00

2 - EXEMPT CONTRACTOR WITH EMPLOYEES

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134519	VILLAS GENERAL CONSTRUCTION LLC	701.035(3)	06/13/2024	1,000.00
134544	AUSTIN BOSTER CONSTRUCTION LLC	701.035(3)	06/18/2024	1,000.00
134550	HPR ROOFING AND SIDING LLC	701.035(3)	06/18/2024	1,000.00
134558	SILVER WOOD CONSTRUCTION & REMODELING LLC	701.035(3)	06/21/2024	1,000.00
134585	MARIN, LIEN MY LAM	701.035(3)	06/25/2024	1,000.00
134588	NC ROOFING LLC	701.035(3)	06/24/2024	1,000.00
134590	FLOORING KING COMPANY LLC	701.035(3)	06/25/2024	1,000.00
134600	HESS, JEFFREY DEAN	701.035(3)	06/26/2024	1,000.00
134601	KIRKWOOD III, ROBERT WILLIAM	701.035(3)	06/26/2024	1,000.00
134648	LIGHTHOUSE PAINTING LLC	701.035(3)	07/03/2024	1,000.00
134664	FPS CONSTRUCTION LLC	701.035(3)	07/10/2024	1,000.00
134703	MILAN REMODELING LLC	701.035(3)	07/24/2024	1,000.00
134708	RIVERAS REMODELING LLC	701.035(3)	07/17/2024	1,000.00
134712	CARR ELECTRIC LLC	701.035(3)	07/17/2024	1,000.00
134714	MCCLLOUD, MICHAEL SCOTT	701.035(3)	07/17/2024	1,000.00
134715	PICTURE PERFECT PAINTING LLC	701.035(3)	07/19/2024	1,000.00
134718	EZE PROPERTIES LLC	701.035(3)	07/19/2024	1,000.00
134732	PG PAINTING LLC	701.035(3)	07/19/2024	1,000.00
134738	PATH2HOME CONCRETE AND CONSTRUCTION LLC	701.035(3)	07/23/2024	1,000.00
134744	MSL CONSTRUCTION LLC	701.035(3)	07/23/2024	0.00
134751	RICHARDSON, CHRISTOPHER ROBIN	701.035(3)	07/24/2024	1,000.00
134753	ROXYS GUTTERS LLC	701.035(3)	07/24/2024	1,000.00

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2 - EXEMPT CONTRACTOR WITH EMPLOYEES (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134780	KISH VENTURES LLC	701.035(3)	07/30/2024	1,000.00
134782	ARCH HOME IMPROVEMENTS LLC	701.035(3)	07/31/2024	1,000.00
134783	MONTANO CONSTRUCTION AND MAINTENANCE LLC	701.035(3)	07/30/2024	1,000.00
134805	LARRABEE ROOFING INC	701.035(3)	07/31/2024	1,000.00
134813	REYNOLDS, NICHOLAS ROBERT	701.035(3)	07/31/2024	1,000.00
134830	FENCE ADDICTS LLC	701.035(3)	08/06/2024	1,000.00
134833	RHYNO CONSTRUCTION INC	701.035(3)	08/08/2024	1,000.00

3 - LEAD BASED PAINT

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134492	BUILDER SERVICES GROUP INC	701.510(3)	06/12/2024	1,000.00
134539	NORTHWEST COMMERCIAL EXTERIOR COMPANY	701.510(2)	06/17/2024	1,000.00
134540	VYM LLC	701.510(2)	06/17/2024	1,000.00
134582	ARISE LLC	701.510(2)	06/24/2024	1,000.00
134589	LEVEL UP RENOVATIONS LLC	701.510(2)	06/24/2024	1,000.00
134594	TUALATIN VALLEY PAINTING AND CONSTRUCTION LLC	701.510(2)	07/16/2024	1,000.00
134605	ACTION PROPERTY PRESERVATION LLC	701.510(2)	06/27/2024	1,000.00
134609	TOTAL COMFORT WEATHERIZATION LTD	701.510(3)	06/28/2024	1,000.00
134611	RENEWAL RENOVATIONS LLC	701.510(2)	06/27/2024	1,000.00
134619	WIN R INSULATION INC	701.510(2)	06/28/2024	1,000.00
134621	RAYNOR CONSTRUCTION LLC	701.510(2)	07/02/2024	1,000.00
134623	LAUGHERY, DREW BOYD	701.510(2)	07/02/2024	1,000.00
134624	PRECISION NW CONSTRUCTION LLC	701.510(2)	07/02/2024	1,000.00
134630	BAMBOOZLE LLC	701.510(2)	07/08/2024	1,000.00
134634	MICHAEL ANGELO EXTERIORS INC	701.510(3)	07/03/2024	1,000.00
134640	DURATION CONSTRUCTION & PAINTING LLC	701.510(2)	07/03/2024	1,000.00
134658	CHRIS HOPKINS CONSTRUCTION INC	701.510(2)	07/08/2024	1,000.00
134661	REALITY CONSTRUCTION LLC	701.510(3)	07/09/2024	1,000.00
134679	J & B SONS CONSTRUCTION LLC	701.510(2)	07/11/2024	1,000.00
134685	BENITEZ QUALITY CONSTRUCTION LLC	701.510(2)	07/16/2024	1,000.00
134702	PORTLAND CARRIAGE DOOR COMPANY LLC	701.510(2)	07/18/2024	1,000.00
134704	PG PAINTING LLC	701.510(2)	07/18/2024	1,000.00
134711	INTEGRITY PAINTING INC	701.510(2)	07/19/2024	1,000.00
134719	MORTON, CHARLES CLAY	701.510(3)	07/17/2024	1,000.00
134752	PORTLAND PAINTING & RESTORATION INC	701.510(3)	07/25/2024	3,000.00
134758	ELITE GUTTER SOLUTIONS LLC	701.510(2)	07/24/2024	1,000.00
134759	COEN CONSTRUCTION LLC	701.510(2)	07/24/2024	1,000.00
134776	R & D SIGNATURE RENOVATIONS LLC	701.510(3)	07/29/2024	1,000.00
134777	REYNOLDS, NICHOLAS ROBERT	701.510(2)	07/31/2024	1,000.00
134779	ABSOLUTE CONSTRUCTION SERVICES LLC	701.510(2)	07/31/2024	1,000.00

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NOTICES OF INTENT (cont.)

3 - LEAD BASED PAINT (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134781	FLETCHER PAINTING LLC	701.510(2)	07/30/2024	1,000.00
134784	DIVERGENT PROFESSIONAL TEAM LLC	701.510(2)	07/30/2024	1,000.00
134806	MODESTOS CONSTRUCTION LLC	701.510(2)	08/01/2024	1,000.00
134818	HISVENTURE LLC	701.510(2)	08/01/2024	1,000.00
134819	SUNN PAINTING LLC	701.510(2)	08/01/2024	1,000.00
134831	G & J PAINTING INC	701.510(3)	08/06/2024	1,000.00

5 - HIRING AN UNLICENSED SUBCONTRACTOR

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134551	HPR ROOFING AND SIDING LLC	701.026(2)	06/18/2024	1,000.00
134655	MAGNUM ELECTRIC INC	701.026(2)	07/09/2024	1,000.00
134668	RONDA DIVERS INTERIORS INC	701.026(1)	07/10/2024	1,000.00
134791	ASSURED CONSTRUCTION LLC	701.026(1)	07/31/2024	1,000.00

6 - FAILURE TO DELIVER RESIDENTIAL CONSTRUCTION NOTICES

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134513	VERBECK, MICHAEL JOHN	087.093(2)	06/12/2024	200.00
134531	COLBY CONSTRUCTION LLC	087.093(2)	06/14/2024	200.00
134535	APPLETREE CONSTRUCTORS LLC	087.093(2)	06/14/2024	200.00

7 - SUSPENSIONS

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134520	STICKY ENTERPRISES LLC	701.102(2)(a)	06/12/2024	0.00
134542	WELLSPARK INDUSTRIES LLC	701.098(1)(b)	06/17/2024	0.00
134543	HEAVY METAL CARPORTS LLC	701.098(1)(b)	06/17/2024	0.00
134545	KERIC INC	701.102(2)(a)	06/18/2024	0.00
134568	COASTLINE PAINTING LLC	701.098(1)(b)	06/21/2024	0.00
134576	RAMIREZ, ADAM ANTHONY	701.102(2)(a)	06/21/2024	0.00
134577	PRESERVED QUALITY PLUMBING LLC	701.102(2)(a)	06/21/2024	0.00
134578	BUILDING REHABILITATION DEVELOPMENT LLC	701.102(2)(a)	06/24/2024	0.00
134581	HARRISON, JEREMY ADAM	701.102(2)(a)	06/24/2024	0.00
134584	OREGON CONSTRUCTION GUYS LLC	701.102(2)(a)	06/24/2024	0.00
134587	TDX CONSTRUCTION LLC	701.102(2)(a)	06/24/2024	0.00
134598	HI RISE GENERAL CONSTRUCTION LLC	701.102(2)(a)	06/26/2024	0.00
134606	GREEN O CONSTRUCTION LLC	701.102(2)(a)	06/26/2024	0.00
134608	TALON PRO CONSTRUCTION LLC	701.102(2)(a)	06/27/2024	0.00
134620	STEWARDS FLOORING LLC	701.098(1)(b)	06/28/2024	0.00
134626	MONTICELLO TILE & STONE LLC	701.102(2)(a)	07/02/2024	0.00
134636	MIDSTATE BUILDERS INC	701.102(2)(a)	07/03/2024	0.00
134644	LOPER AND SLAG LLC	701.102(2)(a)	07/03/2024	0.00

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NOTICES OF INTENT (cont.)

7 - SUSPENSIONS (cont.)

File #	Respondent	Cite	Date	Amount
134672	GREEN CONSTRUCTION SOLUTIONS LLC	701.102(2)(a)	07/10/2024	0.00
134690	NEW AGE PLASTERING LLC	701.102(2)(a)	07/11/2024	0.00
134691	GREEN CONSTRUCTION SOLUTIONS LLC	701.102(2)(a)	07/11/2024	0.00
134692	MORALES, VALENTINO AGUSTUS	701.102(2)(a)	07/11/2024	0.00
134695	FORN, DAVID DUANE	701.102(2)(a)	07/12/2024	0.00
134698	ALOHA FENCE & DECK LLC	701.098(1)(b)	07/15/2024	0.00
134699	CAMP ROOFING LTD	701.098(1)(b)	07/15/2024	0.00
134734	KOVA DEVELOPMENT LLC	701.102(2)(a)	07/22/2024	0.00
134762	WORK OF ART PAINTING LLC	701.098(1)(b)	07/25/2024	0.00
134766	PACIFIC EARTH CONSTRUCTION LLC	701.098(1)(b)	07/25/2024	0.00
134769	DIRTWORX NW CORPORATION	701.102(2)(a)	07/25/2024	0.00
134771	NORTHWEST INTERIORS LLC	701.098(1)(b)	07/25/2024	0.00
134785	HG INNOVATION LLC	701.102(2)(a)	07/30/2024	0.00
134788	TOWNHOUSE PAINTERS BEND LLC	701.102(2)(a)	07/30/2024	0.00
134795	SD DRYWALL & INSULATION LLC	701.102(2)(a)	08/01/2024	0.00
134820	DREAM BUILDERS OR INC	701.102(2)(b)	08/01/2024	0.00
134821	ALLENS IMPROVE INC	701.102(2)(b)	08/01/2024	0.00
134822	EASTERN ARBOR CARE LLC	701.102(2)(b)	08/01/2024	0.00
134823	BMB CUSTOM CARPENTRY & CONSTRUCTION LLC	701.102(2)(a)	08/02/2024	0.00
134824	WILSON, RANDOLPH LEE	701.102(2)(a)	08/01/2024	0.00
134825	RAYMER, NIGEL JOURDAIN	701.102(2)(a)	08/01/2024	0.00
134826	ELITE SOLAR LLC	701.102(2)(a)	08/06/2024	0.00
134827	BIGFOOT CONSTRUCTION LLC	701.102(2)(a)	08/02/2024	0.00
134828	KGW CONSTRUCTION LLC	701.102(2)(b)	08/02/2024	0.00
134834	BLAIR BUILT LLC	701.102(2)(a)	08/07/2024	0.00
134835	BLUE OCEAN CONSTRUCTION LLC	701.102(2)(a)	08/07/2024	0.00
134837	SHELTON, JOSHUA EUGENE	701.102(2)(a)	08/07/2024	0.00
134841	TAYLPIPE INC	701.102(2)(a)	08/08/2024	0.00
134857	WEST COAST HOME SOLUTIONS LLC	701.102(2)(a)	08/08/2024	0.00
134858	COMPLETE HOME MAINTENANCE LLC	701.106(1)(b)	08/08/2024	0.00

8 - OTHER

File #	Respondent	Cite	Date	Amount
134112	NORTHWEST CONSTRUCTION GROUP LLC	701.106(1)(j)	06/24/2024	1,000.00
134500	SORRELLS ROOFING & CONSTRUCTION LLC	701.305(1)	06/12/2024	500.00
134579	MONTES CALLETANO, MANZANO JESUS	701.098(1)(b)	06/24/2024	50.00
134591	IBANEZ, JUAN FRANCISCO	701.106(1)(j)	06/25/2024	1,000.00
134595	SIUSLAW BROADBAND LLC	701.098(1)(b)	06/25/2024	50.00
134596	MASTER TOUCH PAINTING LLC	701.106(1)(j)	06/26/2024	1,000.00
134603	A SWIFT PAINTING & REMODELING LLC	701.106(1)(j)	06/26/2024	1,000.00

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8 - OTHER (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134613	RENEWAL RENOVATIONS LLC	701.106(1)(j)	06/27/2024	1,000.00
134632	MAXED OUT BUILDS LLC	701.098(1)(g)	07/03/2024	1,000.00
134639	MAXED OUT BUILDS LLC	701.098(1)(g)	07/03/2024	1,000.00
134642	MAXED OUT BUILDS LLC	701.098(1)(g)	07/03/2024	1,000.00
134651	1ST GENESIS CONSTRUCTION LLC	701.106(1)(j)	07/04/2024	1,000.00
134681	J & B SONS CONSTRUCTION LLC	701.106(1)(j)	07/11/2024	1,000.00
134683	VORTEX INDUSTRIES LLC	701.098(b)	07/11/2024	0.00
134684	FIRE TECH WEST LLC	701.098(b)	07/11/2024	0.00
134686	SETTJE SONS PAVING LLC	701.098(b)	07/11/2024	0.00
134687	RODRIGUEZ, KYLE	701.098(b)	07/11/2024	0.00
134688	MOCON CORPORATION	701.098(b)	07/11/2024	0.00
134689	WOODERSON JR, HENRY N	701.098(b)	07/11/2024	0.00
134740	REYES CUSTOM REMODELING LLC	701.106(1)(j)	07/24/2024	1,000.00
134757	STOKED LLC	701.098(1)(b)	07/24/2024	50.00
134790	CROTEAU CONSTRUCTION LLC	701.098(1)(g)	07/30/2024	1,000.00
134812	ABSOLUTE CONSTRUCTION SERVICES LLC	701.106(1)(j)	07/31/2024	1,000.00

9 - CRIMINAL / INJUNCTIONS / STOP WORK

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134829	TOP TIER ENHANCEMENT LLC	701.098(1)(i)	08/02/2024	0.00

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FINAL ORDERS

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134289	PACIFIC STAR ROOFING LLC	701.021(1)	06/18/2024	1,000.00
134338	ACOSTA CRUZ, JUAN JOSE	701.021(1)	06/18/2024	1,000.00
134347	ALL PRO CONSTRUCTION & FLOORING LLC	701.021(1)	06/24/2024	1,000.00
134376	LETS LANDSCAPE SERVICES LLC	701.021(1)	06/13/2024	5,000.00
134377	JONES II, MICHAEL CRAIG	701.021(1)	06/19/2024	5,000.00
134379	LOOMIS, GUS T	701.021(1)	06/28/2024	1,000.00
134381	PLUMBING PROS INC	701.021(1)	06/17/2024	1,000.00
134395	RAMIREZ GALLEGOS, ANASTASIO	701.021(1)	06/13/2024	1,000.00
134403	CALVARY LLC	701.021(1)	07/17/2024	5,000.00
134405	CHALLSTROM, JASON MICHAEL	701.021(1)	06/26/2024	5,000.00
134418	GURETZKI, QUENTIN GRANT	701.021(1)	06/21/2024	600.00
134424	WAVELENGTHS CUSTOM CONTRACTING AND CONCRETE LLC	701.021(1)	06/19/2024	600.00
134428	ARENAS DIAZ, ROBERTO	701.021(1)	06/26/2024	1,000.00
134429	DIRTWORX NW CORPORATION	701.021(1)	06/24/2024	1,000.00
134439	RODRIGUEZ CONSTRUCTION LLC	701.021(1)	07/04/2024	5,000.00
134440	SWOR, RANDY ALLEN	701.021(1)	06/24/2024	5,000.00
134454	DOLAN, MICHAEL JOHN	701.021(1)	07/23/2024	1,000.00
134468	CAVALIER PAINTING INC	701.021(1)	07/04/2024	1,000.00
134489	ESMERS CONSTRUCTION LLC	701.021(1)	06/28/2024	1,000.00
134516	D&R HOUSE DRS LLC	701.021(1)	07/09/2024	1,000.00
134522	PRESCHER, SHELDON SAMUEL	701.021(1)	07/17/2024	5,000.00
134546	TIHOHOD, PETER IVANOVICH	701.021(1)	07/25/2024	700.00
134552	BUILDING GM LLC	701.021(1)	07/24/2024	1,000.00
134552	BUILDING GM LLC	701.021(1)	07/16/2024	1,000.00
134553	OLIVERS CONSTRUCTION HANDYMAN LLC	701.021(1)	08/08/2024	600.00
134561	BREWER, JOSHUA RYAN	701.021(1)	07/17/2024	5,000.00
134562	JTB PLUMBING LLC	701.021(1)	07/25/2024	5,000.00
134570	BELLEW, VICTOR MONDIS	701.021(1)	07/19/2024	1,000.00
134572	HAMLET BUILDERS INC	701.021(1)	07/25/2024	1,000.00
134635	ESMERS CONSTRUCTION LLC	701.021(1)	07/26/2024	5,000.00
134647	CULLEY, RICHARD EDWARD	701.021(1)	08/01/2024	1,000.00
134653	DANMAR INDUSTRIES LLC	701.021(1)	08/08/2024	5,000.00
134656	JRT ELECTRIC LLC	701.021(1)	07/31/2024	1,000.00
134663	HIGH RISE CARPENTRY & DESIGN LLC	701.021(1)	08/01/2024	1,000.00
134670	ALL OREGON HARDWOOD FLOORS LLC	701.021(1)	07/26/2024	1,000.00
134673	MONARK RENOVATIONS LLC	701.021(1)	08/08/2024	5,000.00
134674	MURRAY JR, LONNIE MILTON	701.021(1)	08/02/2024	700.00
134680	DERSTINE, CHADWIN DWAYNE	701.021(1)	08/08/2024	5,000.00
134693	ALPHA CONSTRUCTION CONTRACTORS LLC	701.021(1)	08/07/2024	1,000.00

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FINAL ORDERS (cont.)

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134709	DERSTINE, CHADWIN DWAYNE	701.021(1)	08/08/2024	700.00

2 - EXEMPT CONTRACTOR WITH EMPLOYEES

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134370	TWIN TREE SERVICES LLC	701.035(3)	06/26/2024	1,000.00
134508	NORTH EAGLE CONSTRUCTION LLC	701.035(3)	07/02/2024	1,000.00
134544	AUSTIN BOSTER CONSTRUCTION LLC	701.035(3)	07/16/2024	1,000.00
134550	HPR ROOFING AND SIDING LLC	701.035(3)	07/25/2024	1,000.00
134558	SILVER WOOD CONSTRUCTION & REMODELING LLC	701.035(3)	07/04/2024	1,000.00
134585	MARIN, LIEN MY LAM	701.035(3)	07/23/2024	1,000.00
134588	NC ROOFING LLC	701.035(3)	07/18/2024	1,000.00
134590	FLOORING KING COMPANY LLC	701.035(3)	07/24/2024	1,000.00
134601	KIRKWOOD III, ROBERT WILLIAM	701.035(3)	07/31/2024	1,000.00
134648	LIGHTHOUSE PAINTING LLC	701.035(3)	07/29/2024	1,000.00
134664	FPS CONSTRUCTION LLC	701.035(3)	08/01/2024	1,000.00
134712	CARR ELECTRIC LLC	701.035(3)	07/23/2024	1,000.00

3 - LEAD BASED PAINT

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134172	ZURC CONSTRUCTION LLC	701.510(2)	06/25/2024	1,000.00
134308	ML BROCK CONSTRUCTION INC	701.510(2)	06/12/2024	1,000.00
134354	WIELDY CONSTRUCTION LLC	701.510(2)	06/21/2024	1,000.00
134361	LR WINDOWS & CONSTRUCTION INC	701.510(3)	06/18/2024	1,000.00
134366	CUSTOM TOUCH CONTRACTING INC	701.510(2)	07/04/2024	1,000.00
134411	REYNOLDS NW LLC	701.510(2)	07/02/2024	1,000.00
134425	RIO VISTA CONSTRUCTION LLC	701.510(2)	06/17/2024	1,000.00
134427	MORRISON CONSTRUCTION LLC	701.510(2)	07/17/2024	1,000.00
134430	COLINS VIEW LLC	701.510(3)	06/25/2024	1,000.00
134435	WILSON, JON WAYNE	701.510(2)	07/08/2024	1,000.00
134455	CHARTER CONSTRUCTION LLC	701.510(2)	07/16/2024	1,000.00
134492	BUILDER SERVICES GROUP INC	701.510(3)	07/24/2024	1,000.00
134539	NORTHWEST COMMERCIAL EXTERIOR COMPANY	701.510(2)	07/17/2024	1,000.00
134540	VYM LLC	701.510(2)	07/03/2024	1,000.00
134582	ARISE LLC	701.510(2)	07/11/2024	1,000.00
134589	LEVEL UP RENOVATIONS LLC	701.510(2)	07/09/2024	1,000.00
134611	RENEWAL RENOVATIONS LLC	701.510(2)	07/15/2024	1,000.00
134619	WIN R INSULATION INC	701.510(2)	07/22/2024	1,000.00
134623	LAUGHERY, DREW BOYD	701.510(2)	08/02/2024	1,000.00
134624	PRECISION NW CONSTRUCTION LLC	701.510(2)	08/06/2024	1,000.00
134630	BAMBOOZLE LLC	701.510(2)	07/31/2024	1,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

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FINAL ORDERS (cont.)

3 - LEAD BASED PAINT (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134640	DURATION CONSTRUCTION & PAINTING LLC	701.510(2)	07/26/2024	1,000.00
134658	CHRIS HOPKINS CONSTRUCTION INC	701.510(2)	08/07/2024	1,000.00
134685	BENITEZ QUALITY CONSTRUCTION LLC	701.510(2)	08/01/2024	1,000.00
134719	MORTON, CHARLES CLAY	701.510(3)	07/31/2024	1,000.00
134752	PORTLAND PAINTING & RESTORATION INC	701.510(3)	07/29/2024	3,000.00

5 - HIRING AN UNLICENSED SUBCONTRACTOR

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134386	JY GRANITE & CABINET INC	701.026(1)	06/19/2024	1,000.00
134461	RENONATION LLC	701.026(1)	07/02/2024	1,000.00
134551	HPR ROOFING AND SIDING LLC	701.026(2)	07/25/2024	1,000.00
134655	MAGNUM ELECTRIC INC	701.026(2)	07/23/2024	1,000.00
134668	RONDA DIVERS INTERIORS INC	701.026(1)	07/22/2024	1,000.00

6 - FAILURE TO DELIVER RESIDENTIAL CONSTRUCTION NOTICES

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134513	VERBECK, MICHAEL JOHN	087.093(2)	07/16/2024	200.00
134531	COLBY CONSTRUCTION LLC	087.093(2)	07/16/2024	200.00
134535	APPLETREE CONSTRUCTORS LLC	087.093(2)	07/25/2024	200.00

7 - SUSPENSIONS

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134397	PREMIER PAVING LLC	701.098(1)(b)	06/12/2024	0.00
134398	NUOVA CONSTRUCTION CORPORATION	701.098(1)(b)	06/12/2024	0.00
134400	DEGEER CONSTRUCTION LLC	701.098(1)(b)	06/12/2024	0.00
134422	ALFRED'S ROOFING LLC	701.102(2)(b)	07/25/2024	0.00
134456	C & C ELECTRIC LLC	701.102(2)(a)	06/26/2024	0.00
134459	WEST PINE CONSTRUCTION INC	701.102(2)(a)	06/26/2024	0.00
134460	ALPHA OMEGA CONCRETE INC	701.102(2)(a)	06/26/2024	0.00
134462	ALPHA OMEGA CONCRETE INC	701.102(2)(a)	06/26/2024	0.00
134463	ALPHA OMEGA CONCRETE INC	701.102(2)(a)	06/26/2024	0.00
134464	CUSTOM PROJECTS AND RENOVATIONS LLC	701.102(2)(a)	06/26/2024	0.00
134465	RESIDENTIAL HOME HELPER LLC	701.102(2)(a)	06/26/2024	0.00
134469	INS LOG HOME CARE LLC	701.102(2)(a)	06/26/2024	0.00
134471	ROBO CONTRACTING LLC	701.102(2)(a)	06/26/2024	0.00
134472	ALL4U CONSTRUCTION LLC	701.102(2)(a)	06/26/2024	0.00
134473	ADAMS, NATHAN DANIEL	701.102(2)(a)	06/26/2024	0.00
134475	LINDELL, LORAN LEE	701.102(2)(a)	06/28/2024	0.00
134482	AMERICA CLEANING SOLUTIONS INC	701.098(1)(b)	06/28/2024	0.00
134487	SMITH LOGIX LLC	701.098(1)(b)	07/02/2024	0.00

CONSTRUCTION CONTRACTORS BOARD ENFORCEMENT CONSENT AGENDA

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FINAL ORDERS (cont.)

7 - SUSPENSIONS (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134502	CTD CONSTRUCTION LLC	701.102(2)(a)	07/02/2024	0.00
134504	APISHIPA SERVICES LLC	701.098(1)(b)	07/03/2024	0.00
134510	CABRERAS TREE SERVICES INC	701.102(2)(a)	07/08/2024	0.00
134520	STICKY ENTERPRISES LLC	701.102(2)(a)	07/08/2024	0.00
134543	HEAVY METAL CARPORTS LLC	701.098(1)(b)	07/10/2024	0.00
134545	KERIC INC	701.102(2)(a)	07/11/2024	0.00
134576	RAMIREZ, ADAM ANTHONY	701.102(2)(a)	07/19/2024	0.00
134577	PRESERVED QUALITY PLUMBING LLC	701.102(2)(a)	08/01/2024	0.00
134578	BUILDING REHABILITATION DEVELOPMENT LLC	701.102(2)(a)	07/23/2024	0.00
134581	HARRISON, JEREMY ADAM	701.102(2)(a)	07/19/2024	0.00
134584	OREGON CONSTRUCTION GUYS LLC	701.102(2)(a)	07/19/2024	0.00
134587	TDX CONSTRUCTION LLC	701.102(2)(a)	07/19/2024	0.00
134598	HI RISE GENERAL CONSTRUCTION LLC	701.102(2)(a)	07/19/2024	0.00
134606	GREEN O CONSTRUCTION LLC	701.102(2)(a)	07/19/2024	0.00
134608	TALON PRO CONSTRUCTION LLC	701.102(2)(a)	07/19/2024	0.00
134636	MIDSTATE BUILDERS INC	701.102(2)(a)	07/26/2024	0.00
134644	LOPER AND SLAG LLC	701.102(2)(a)	07/26/2024	0.00
134672	GREEN CONSTRUCTION SOLUTIONS LLC	701.102(2)(a)	08/07/2024	0.00
134691	GREEN CONSTRUCTION SOLUTIONS LLC	701.102(2)(a)	08/07/2024	0.00
134692	MORALES, VALENTINO AGUSTUS	701.102(2)(a)	08/07/2024	0.00
134698	ALOHA FENCE & DECK LLC	701.098(1)(b)	08/07/2024	0.00
134699	CAMP ROOFING LTD	701.098(1)(b)	08/07/2024	0.00

8 - OTHER

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134112	NORTHWEST CONSTRUCTION GROUP LLC	701.106(1)(j)	07/17/2024	1,000.00
134118	RAYMER, NIGEL JOURDAIN	701.305(1)	06/12/2024	500.00
134169	CHALIO FAST PRO CONSTRUCTION LLC	701.106(1)(j)	06/14/2024	1,000.00
134174	PREMIER HOMEBUILDERS LLC	701.098(b)	06/14/2024	0.00
134295	MCS1 LLC	701.305(1)	06/12/2024	500.00
134330	CRISOSTOMO GENERAL CONSTRUCTION LLC	701.106(1)(j)	06/25/2024	1,000.00
134369	ALPHA ROOFERS LLC	701.106(1)(j)	06/21/2024	1,000.00
134371	ULLOA CONSTRUCTION LLC	701.106(1)(j)	06/14/2024	1,000.00
134390	HARDWOOD PAZ CO LLC	701.106(1)(j)	06/12/2024	1,000.00
134434	NAIR CONSTRUCTION LLC	701.106(1)(j)	07/08/2024	1,000.00
134448	GET ER DONE TREE SERVICE LLC	701.106(1)(j)	06/21/2024	1,000.00
134449	BY DESIGN CONSTRUCTION & PLUMBING LLC	701.106(1)(j)	06/21/2024	1,000.00
134493	AD & C ENTERPRISES LLC	701.098(b)	07/03/2024	0.00
134494	MCALVAIN CONSTRUCTION INC	701.098(b)	07/03/2024	0.00
134500	SORRELLS ROOFING & CONSTRUCTION LLC	701.305(1)	07/08/2024	500.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

8/9/2024

06/12/2024 - 08/08/2024

FINAL ORDERS (cont.)

8 - OTHER (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
134579	MONTES CALLETANO, MANZANO JESUS	701.098(1)(b)	07/23/2024	50.00
134591	IBANEZ, JUAN FRANCISCO	701.106(1)(j)	07/19/2024	1,000.00
134595	SIUSLAW BROADBAND LLC	701.098(1)(b)	07/29/2024	50.00
134596	MASTER TOUCH PAINTING LLC	701.106(1)(j)	07/19/2024	1,000.00
134603	A SWIFT PAINTING & REMODELING LLC	701.106(1)(j)	08/06/2024	1,000.00
134613	RENEWAL RENOVATIONS LLC	701.106(1)(j)	07/15/2024	1,000.00
134632	MAXED OUT BUILDS LLC	701.098(1)(g)	07/26/2024	1,000.00
134639	MAXED OUT BUILDS LLC	701.098(1)(g)	07/26/2024	1,000.00
134642	MAXED OUT BUILDS LLC	701.098(1)(g)	07/26/2024	1,000.00
134688	MOCON CORPORATION	701.098(b)	08/07/2024	0.00

9 - CRIMINAL / INJUNCTIONS / STOP WORK

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
132834	PACIFIC NORTHERN DRILLING LLC	701.098(1)(i)	06/20/2024	0.00
134105	THOMAS BROTHERS PAINTING AND DRYWALL LLC	701.098(1)(i)	07/09/2024	0.00
134301	BROTHERS HOME IMPROVEMENT AND PROPERTY MAINTENANCE LLC	701.098(1)(i)	07/23/2024	0.00
134303	O BRIEN BUILD LLC	701.098(1)(i)	07/09/2024	0.00

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



Memorandum

To: Construction Contractors Board
From: Chris Huntington
Date: August 2024
Subject: Agency Request Budget Approval

Requested Action

Approve initial 20205-2027 agency request budget (ARB) for submission to Department of Administrative Services for review and consideration prior to submission to the Governor.

Background

Over the last five years the CCB has been working to address a financial situation created by the convergence of several factors. Some factors are similar to those experienced by many organizations in and outside government such as general inflation and the rapidly increasing cost of labor. Some factors are unique to CCB. This includes the decision beginning in 2017 to prioritize reducing reserves rather than make critical long-term investments. The combined effect of these factors created a financial "triple bind:"

- depleted reserves
- escalating costs
- demand for critical IT modernization

Over the course of several years the agency adopted a number of strategies in order to address these concerns. These strategies included:

- Held vacant up to 10% of budgeted positions.
- Implemented small, low-cost efficiencies to improve services even with less staff.
- Held staffing static even as workload and number of licensees grew.

As the number of contractors in Oregon continued to grow agency workload increased. Continuing to operate with a high staff vacancy rate began to negatively impact service delivery. Beginning July 2023, the board began the process of studying whether further reductions in service delivery or a fee increase was warranted. Ultimately the board assessed that a fee increase was warranted and adopted a \$75 increase to the \$325 two-year license fee, resulting in a fee of \$400 after full implementation.

Fee Increase

The multiple interrelated factors noted above contributed to the timing and scope of the fee increase. However, rising labor costs are the most significant driver. Since the fee was last increased in 2010, total labor costs have increased 55%, *notwithstanding reductions in total staffing over the same period.*

Steady increases in the number of licensees over the period have provided additional revenue and staved off the need for increases prior to now. However, the agency projected an approximate \$2.0 million difference between expenses and revenue after 2023-2025 cost of living adjustments and bonuses (approx. \$1.1 million) were accounted for. This is unsustainable and required action by the board in order to place the agency on a sustainable financial trajectory.

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



Memorandum

The board was conscious of the impact of increased fees on the regulated population. As part of a nine-month process the board considered both fee increases as well as reducing costs by cutting positions. Given that agency staffing has been maintained at essentially the same level since 2013, while the number of contractors has steadily increased, the board determined that additional staff reductions would negatively impact service delivery. The board also considered impact of action/inaction on planned modernization efforts that promise to improve agency efficiency and improve services.

Ultimately the board identified three key priorities that guided decision-making and informed the board's fee increase proposal:

- **Address the structural budget deficit.**
- **Maintain existing service levels.**
- **Ensure viability of modernization efforts** (replacement of 1990's-era license system).

The board determined the fee increase addresses the existing budget deficit, maintains adequate services and ensures the viability of license system replacement. The agency further projects that improved efficiency created by implementation of the new system will allow the agency to persist near current staffing levels even if there is additional growth in the industry.

2025-2027 Agency Request Budget (ARB)

CCB is approximately mid-way through the development process for the 2025-2027 ARB. The agency request is submitted first to DAS and reviewed by DAS and Governor's Office staff. The next step in the process will be the Governor's Recommended Budget for the agency and ultimately legislative consideration next year.

This budget marks a shift in focus from the prior several biennia. The shift is from building reserves in support of long-term investment to making those investments. As such the agency has requested several changes to the Current Service Level budget. These changes are made in the form of Policy Option Packages (POPs).

- **License System Replacement POP:** While we won't have clarity on the vendor or total cost we've proposed to include a \$1.3 million placeholder POP for the license system replacement project.
- **Fee Increase POP:** There will be a POP identifying the fact that the agency adjusted fees during the current biennium that will also affect revenue into the next biennium.
- **Personal Services Adjustments:** The agency has requested several personal services cost adjustments that are mix of one-time costs, catching the budget up with actuals and aligning the projected spending with past spending patterns. This package does not reflect significant increase in permanent spending beyond current or historic patterns. Rather the changes ensure that the agency will have sufficient overall limitation as it embarks on a major investment during 2025-2027.
- **State Data Center:** We've also put in a placeholder POP to cover the cost of moving the hosting of our IT infrastructure to the State Data Center. No timeline for this move is set but having the authority in the budget will streamline the process when the time comes.

Conclusion

Please review the attached annotated ARB and consider approving it to submit to DAS and the Governor.

Construction Contractors Board

Agency Number: 91500

**Detail Revenues & Expenditures - Requested Budget
2025-27 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 91500-000-00-00-00000**

Construction Contractors Board

Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages Police Packages are changes from current service level.	2025-27 Agency Request Budget
BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	5,557,184	-	5,557,184	-	5,557,184
0030 Beginning Balance Adjustment					
3400 Other Funds Ltd	200,190	-	200,190	-	200,190
TOTAL BEGINNING BALANCE					
3400 Other Funds Ltd	5,757,374	-	5,757,374	-	5,757,374
REVENUE CATEGORIES					
LICENSES AND FEES					
0205 Business Lic and Fees					
3400 Other Funds Ltd	16,577,158	-	16,577,158	3,468,900	20,046,058
FINES, RENTS AND ROYALTIES					
0505 Fines and Forfeitures					
3400 Other Funds Ltd	410,064	-	410,064	-	410,064
8800 General Fund Revenue	920,437	-	920,437	-	920,437
All Funds	1,330,501	-	1,330,501	-	1,330,501
INTEREST EARNINGS					
0605 Interest Income					
3400 Other Funds Ltd	3,912	-	3,912	-	3,912
OTHER					
0975 Other Revenues					
3400 Other Funds Ltd	481,377	-	481,377	-	481,377
TOTAL REVENUES					

Snapshot in time based on May Actuals. Includes one year of fee increase for renewals only.

Full implementation of fee increase, renewals and new applications for full biennium.

Construction Contractors Board

Agency Number: 91500

**Detail Revenues & Expenditures - Requested Budget
2025-27 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 91500-000-00-00-00000**

Construction Contractors Board

Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	17,472,511	-	17,472,511	3,468,900	20,941,411
8800 General Fund Revenue	920,437	-	920,437	-	920,437
TOTAL REVENUES	\$18,392,948	-	\$18,392,948	\$3,468,900	\$21,861,848

TRANSFERS OUT

2060 Transfer to General Fund

8800 General Fund Revenue	(920,437)	-	(920,437)	-	(920,437)
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AVAILABLE REVENUES

3400 Other Funds Ltd	23,229,885	-	23,229,885	3,468,900	26,698,785
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

3400 Other Funds Ltd	10,883,808	-	10,883,808	211,992	11,095,800
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3160 Temporary Appointments

3400 Other Funds Ltd	-	-	-	47,000	47,000
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3170 Overtime Payments

3400 Other Funds Ltd	41,850	1,758	43,608	50,000	93,608
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3190 All Other Differential

3400 Other Funds Ltd	-	-	-	64,000	64,000
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TOTAL SALARIES & WAGES

3400 Other Funds Ltd	10,925,658	1,758	10,927,416	372,992	11,300,408
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

Mixture of: One-time costs related to license system, catching budget up with actuals and aligning agency request with historic spending and hiring patterns.

Construction Contractors Board

Agency Number: 91500

**Detail Revenues & Expenditures - Requested Budget
2025-27 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 91500-000-00-00-00000**

Construction Contractors Board

Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	4,248	-	4,248	36	4,284
3220 Public Employees' Retire Cont					
3400 Other Funds Ltd	2,295,535	370	2,295,905	68,589	2,364,494
3221 Pension Obligation Bond					
3400 Other Funds Ltd	492,406	(63,955)	428,451	-	428,451
3230 Social Security Taxes					
3400 Other Funds Ltd	833,304	134	833,438	28,535	861,973
3240 Unemployment Assessments					
3400 Other Funds Ltd	3,923	165	4,088	-	4,088
3241 Paid Family Medical Leave Insurance					
3400 Other Funds Ltd	43,473	7	43,480	1,304	44,784
3250 Worker's Comp. Assess. (WCD)					
3400 Other Funds Ltd	2,478	-	2,478	21	2,499
3260 Mass Transit Tax					
3400 Other Funds Ltd	55,872	9,682	65,554	1,272	66,826
3270 Flexible Benefits					
3400 Other Funds Ltd	2,502,072	-	2,502,072	21,204	2,523,276
TOTAL OTHER PAYROLL EXPENSES					
3400 Other Funds Ltd	6,233,311	(53,597)	6,179,714	120,961	6,300,675
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
3400 Other Funds Ltd	(133,730)	(194,040)	(327,770)	-	(327,770)
TOTAL PERSONAL SERVICES					

OPE: Auto-populates for each category based on various factors, usually a projected percentage of new costs.

Construction Contractors Board

Agency Number: 91500

**Detail Revenues & Expenditures - Requested Budget
2025-27 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 91500-000-00-00-00000**

Construction Contractors Board

Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget	
3400 Other Funds Ltd	17,025,239	(245,879)	16,779,360	493,953	17,273,313	
SERVICES & SUPPLIES				Mixture of: One-time costs related to license system, catching budget up with actuals and aligning agency request with historic spending and hiring patterns.		
4100 Instate Travel						
3400 Other Funds Ltd	275,172	11,557	286,729		-	286,729
4125 Out of State Travel						
3400 Other Funds Ltd	3,126	131	3,257		-	3,257
4150 Employee Training						
3400 Other Funds Ltd	18,625	782	19,407		-	19,407
4175 Office Expenses						
3400 Other Funds Ltd	539,578	(132,338)	407,240		-	407,240
4200 Telecommunications						
3400 Other Funds Ltd	171,760	22,214	193,974	-	193,974	
4225 State Gov. Service Charges						
3400 Other Funds Ltd	600,568	121,503	722,071	-	722,071	
4250 Data Processing						
3400 Other Funds Ltd	38,600	12,621	51,221	-	51,221	
4275 Publicity and Publications						
3400 Other Funds Ltd	27,806	31,168	58,974	-	58,974	
4300 Professional Services						
3400 Other Funds Ltd	263,176	(123,104)	140,072	-	140,072	
4315 IT Professional Services						
3400 Other Funds Ltd	-	40,000	40,000	1,343,996	1,383,996	
4325 Attorney General				Placeholder: IT System Replacement.		

Construction Contractors Board

Agency Number: 91500

**Detail Revenues & Expenditures - Requested Budget
2025-27 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 91500-000-00-00-00000**

Construction Contractors Board

Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	253,077	58,866	311,943	-	311,943
4375 Employee Recruitment and Develop					
3400 Other Funds Ltd	8,145	342	8,487	-	8,487
4400 Dues and Subscriptions					
3400 Other Funds Ltd	2,673	112	2,785	-	2,785
4425 Facilities Rental and Taxes					
3400 Other Funds Ltd	778,615	32,702	811,317	-	811,317
4575 Agency Program Related S and S					
3400 Other Funds Ltd	25,242	1,060	26,302	-	26,302
4650 Other Services and Supplies					
3400 Other Funds Ltd	502,773	214,383	717,156	35,664	752,820
4700 Expendable Prop 250 - 5000					
3400 Other Funds Ltd	6,195	260	6,455	-	6,455
4715 IT Expendable Property					
3400 Other Funds Ltd	51,797	17,175	68,972	-	68,972
TOTAL SERVICES & SUPPLIES					
3400 Other Funds Ltd	3,566,928	309,434	3,876,362	1,379,660	5,256,022
SPECIAL PAYMENTS					
6055 Dist to Contract Svc Providers					
3400 Other Funds Ltd	807,550	33,917	841,467	-	841,467
TOTAL EXPENDITURES					
3400 Other Funds Ltd	21,399,717	97,472	21,497,189	1,873,613	23,370,802
ENDING BALANCE					

Placeholder: Possible move
CCB IT Hosting to State Data Center.

S&S: Big items are IT and SDC
placeholders. All other increases are based
on state-driven inflation factors.

Projected full cost. Agency history is to under
spend limitation. This budget makes that easier.

Construction Contractors Board

Agency Number: 91500

**Detail Revenues & Expenditures - Requested Budget
2025-27 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 91500-000-00-00-00000**

Construction Contractors Board

Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	1,830,168	(97,472)	1,732,696	1,595,287	3,327,983
AUTHORIZED POSITIONS				Approximately four months of operating cash.	
8150 Class/Unclass Positions	59	-	59	1	60
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	59.00	-	59.00	0.50	59.50
				Reflects request for one part-time limited duration position to aid with license replacement.	

Construction Contractors Board

Agency Number: 91500

**Detail Revenues & Expenditures - Requested Budget
2025-27 Biennium**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 91500-017-00-00-00000**

Construction Contractors Board

Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	5,557,184	-	5,557,184	-	5,557,184
0030 Beginning Balance Adjustment					
3400 Other Funds Ltd	200,190	-	200,190	-	200,190
TOTAL BEGINNING BALANCE					
3400 Other Funds Ltd	5,757,374	-	5,757,374	-	5,757,374
REVENUE CATEGORIES					
LICENSES AND FEES					
0205 Business Lic and Fees					
3400 Other Funds Ltd	16,577,158	-	16,577,158	3,468,900	20,046,058
FINES, RENTS AND ROYALTIES					
0505 Fines and Forfeitures					
3400 Other Funds Ltd	410,064	-	410,064	-	410,064
8800 General Fund Revenue	920,437	-	920,437	-	920,437
All Funds	1,330,501	-	1,330,501	-	1,330,501
INTEREST EARNINGS					
0605 Interest Income					
3400 Other Funds Ltd	3,912	-	3,912	-	3,912
OTHER					
0975 Other Revenues					
3400 Other Funds Ltd	481,377	-	481,377	-	481,377
TOTAL REVENUES					

Construction Contractors Board

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Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	17,472,511	-	17,472,511	3,468,900	20,941,411
8800 General Fund Revenue	920,437	-	920,437	-	920,437
TOTAL REVENUES	\$18,392,948	-	\$18,392,948	\$3,468,900	\$21,861,848
TRANSFERS OUT					
2060 Transfer to General Fund					
8800 General Fund Revenue	(920,437)	-	(920,437)	-	(920,437)
AVAILABLE REVENUES					
3400 Other Funds Ltd	23,229,885	-	23,229,885	3,468,900	26,698,785
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
3400 Other Funds Ltd	10,883,808	-	10,883,808	211,992	11,095,800
3160 Temporary Appointments					
3400 Other Funds Ltd	-	-	-	47,000	47,000
3170 Overtime Payments					
3400 Other Funds Ltd	41,850	1,758	43,608	50,000	93,608
3190 All Other Differential					
3400 Other Funds Ltd	-	-	-	64,000	64,000
TOTAL SALARIES & WAGES					
3400 Other Funds Ltd	10,925,658	1,758	10,927,416	372,992	11,300,408
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					

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Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	4,248	-	4,248	36	4,284
3220 Public Employees' Retire Cont					
3400 Other Funds Ltd	2,295,535	370	2,295,905	68,589	2,364,494
3221 Pension Obligation Bond					
3400 Other Funds Ltd	492,406	(63,955)	428,451	-	428,451
3230 Social Security Taxes					
3400 Other Funds Ltd	833,304	134	833,438	28,535	861,973
3240 Unemployment Assessments					
3400 Other Funds Ltd	3,923	165	4,088	-	4,088
3241 Paid Family Medical Leave Insurance					
3400 Other Funds Ltd	43,473	7	43,480	1,304	44,784
3250 Worker's Comp. Assess. (WCD)					
3400 Other Funds Ltd	2,478	-	2,478	21	2,499
3260 Mass Transit Tax					
3400 Other Funds Ltd	55,872	9,682	65,554	1,272	66,826
3270 Flexible Benefits					
3400 Other Funds Ltd	2,502,072	-	2,502,072	21,204	2,523,276
TOTAL OTHER PAYROLL EXPENSES					
3400 Other Funds Ltd	6,233,311	(53,597)	6,179,714	120,961	6,300,675
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
3400 Other Funds Ltd	(133,730)	(194,040)	(327,770)	-	(327,770)
TOTAL PERSONAL SERVICES					

Construction Contractors Board

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Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	17,025,239	(245,879)	16,779,360	493,953	17,273,313
SERVICES & SUPPLIES					
4100 Instate Travel					
3400 Other Funds Ltd	275,172	11,557	286,729	-	286,729
4125 Out of State Travel					
3400 Other Funds Ltd	3,126	131	3,257	-	3,257
4150 Employee Training					
3400 Other Funds Ltd	18,625	782	19,407	-	19,407
4175 Office Expenses					
3400 Other Funds Ltd	539,578	(132,338)	407,240	-	407,240
4200 Telecommunications					
3400 Other Funds Ltd	171,760	22,214	193,974	-	193,974
4225 State Gov. Service Charges					
3400 Other Funds Ltd	600,568	121,503	722,071	-	722,071
4250 Data Processing					
3400 Other Funds Ltd	38,600	12,621	51,221	-	51,221
4275 Publicity and Publications					
3400 Other Funds Ltd	27,806	31,168	58,974	-	58,974
4300 Professional Services					
3400 Other Funds Ltd	263,176	(123,104)	140,072	-	140,072
4315 IT Professional Services					
3400 Other Funds Ltd	-	40,000	40,000	1,343,996	1,383,996
4325 Attorney General					

Construction Contractors Board

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Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	253,077	58,866	311,943	-	311,943
4375 Employee Recruitment and Develop					
3400 Other Funds Ltd	8,145	342	8,487	-	8,487
4400 Dues and Subscriptions					
3400 Other Funds Ltd	2,673	112	2,785	-	2,785
4425 Facilities Rental and Taxes					
3400 Other Funds Ltd	778,615	32,702	811,317	-	811,317
4575 Agency Program Related S and S					
3400 Other Funds Ltd	25,242	1,060	26,302	-	26,302
4650 Other Services and Supplies					
3400 Other Funds Ltd	502,773	214,383	717,156	35,664	752,820
4700 Expendable Prop 250 - 5000					
3400 Other Funds Ltd	6,195	260	6,455	-	6,455
4715 IT Expendable Property					
3400 Other Funds Ltd	51,797	17,175	68,972	-	68,972
TOTAL SERVICES & SUPPLIES					
3400 Other Funds Ltd	3,566,928	309,434	3,876,362	1,379,660	5,256,022
SPECIAL PAYMENTS					
6055 Dist to Contract Svc Providers					
3400 Other Funds Ltd	807,550	33,917	841,467	-	841,467
TOTAL EXPENDITURES					
3400 Other Funds Ltd	21,399,717	97,472	21,497,189	1,873,613	23,370,802
ENDING BALANCE					

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Description	2025-27 Base Budget	Essential Packages	2025-27 Current Service Level	Policy Packages	2025-27 Agency Request Budget
3400 Other Funds Ltd	1,830,168	(97,472)	1,732,696	1,595,287	3,327,983
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	59	-	59	1	60
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	59.00	-	59.00	0.50	59.50

CONSTRUCTION CONTRACTORS BOARD

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P.O. Box 14140
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503-378-4621
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Memorandum

To: Board Members
From: Chris Huntington
Date: August 2024
Subject: Review Best Practices for Boards and Commission Procedures (KPM 9)

DISCUSSION

The Annual Performance Progress Report (APPR) program incorporates annual reporting of Key Performance Measures (KPM) that have been agreed upon and approved through the legislative process. Annual reporting is required to the legislature and KPM reporting is a required element of the legislative budget authorization process.

The full KPM report for CCB will be reviewed at the October Board Meeting.

BEST PRACTICES – KPM 9

“Best Practices for Boards and Commission Procedures” is a Key Performance Measure (KPM) that all Oregon boards and commissions are obligated to report upon.

KPM 9 was developed by the Legislature in approximately 2005, and we began reporting this KPM in 2008.

Attached to this memo is the chart that lists these best practices and agency activities associated with remaining in compliance with these best practices. You will find a description, how the information is presented to the Board, and the date(s) the material was provided.

BOARD ACTION

Ratify compliance with KPM 9 best practices for boards and commissions.

Best Practices for Boards and Commissions
Key Performance Measure 9
(7/1/23-6/30/24)

Best Practices Criteria	Action Plan	Status
1. Executive Director’s performance expectations are current	<ul style="list-style-type: none"> Review position description as part of annual performance feedback. Identify performance expectations that should be adopted. 	Current: Expectations, advice and consultation delivered as part of regularly scheduled board meetings.
2. Executive Director received annual performance feedback	<ul style="list-style-type: none"> Initiate performance evaluation process by issuing surveys to board members and managers. Board review results and provide feedback and evaluation to administrator. 	<p>Current: Previous performance evaluation conducted Fall 2023 and reported at December 2023 board meeting.</p> <p>Update: Schedule for future evaluations will shift in order to align with Governor’s expectations and schedule for Director performance evaluations – June 2025. https://www.oregon.gov/das/Docs/Director-360-Schedule.pdf</p>
3. The agency’s mission and high-level goals are current and applicable	<ul style="list-style-type: none"> Mission reflects twin aims of consumer protection and promoting positive business climate. Goals are reflected in strategic initiatives and measured on an ongoing basis in meetings and annual KPM review. 	Current: Ongoing review of strategic initiatives, key data points and customer service information is reviewed at regularly scheduled board meetings.
4. The Board reviews the Annual Performance Progress Report – Key Performance Measures (KPM)	<ul style="list-style-type: none"> Annually the Board reviews the Key Performance Measures contained in the Annual Performance Progress Report (APPR) 	Current: Annual KPM report reviewed annually in October. Report was reviewed in October 2023. Next review scheduled for October 2024.
5. The Board is appropriately involved in review of agency’s key communications	<ul style="list-style-type: none"> Board is kept apprised of key issues related to budget, staffing and operations through both formal board meeting and other communications. 	Current and ongoing: Most agency communications are included in board packet on an ongoing basis.
6. The Board is appropriately involved in policy making activities	<ul style="list-style-type: none"> Board sets overall policy direction and authorizes shifts in policy through administrative rule process as appropriate. 	Ongoing: Formal changes to policy are conducted in compliance with administrative procedures act. Some enforcement actions are conducted according to delegated

		authority adopted by the board allowing agency action followed by board ratification.
7. The agency’s policy options packages are aligned with their mission and goals.	<ul style="list-style-type: none"> Review primary budget drivers with Board members. Review budget proposals for agency policy packages that will enlarge or contract agency operations. 	<p>Current: Board is regularly consulted on budget priorities as part of board meetings.</p> <p>Strategic changes are discussed as a part of board meetings. Agency Request Budget and packages reviewed and approved.</p>
8. The Board reviews all proposed budgets (likely occurs every 2 years)	<ul style="list-style-type: none"> Build deeper understanding of state budget process with board members. Board understands and tracks key budget drivers, including legislatively authorized “limitation” and ending balance. 	<p>Ongoing: Board regularly reviews ongoing budget drivers at board meetings.</p> <p>Pending: 2025-2027 ARB submitted as part of August Board meeting.</p>
9. The Board periodically reviews key financial information and audit findings	<ul style="list-style-type: none"> Board reviews actuals to date and projections for revenue and expenditures. Board reviews audit findings provided to agency. 	<p>Ongoing: Financial updates – Every Board meeting.</p> <p>Audit or other findings – Irregular, as received (none are pending).</p>
10. The Board is appropriately accounting for resources	<ul style="list-style-type: none"> Board reviews fee increase or decrease proposals in context of agency budgets and revenue and expenditure reports 	<p>Ongoing: Financial updates – Every Board meeting.</p>
11. The agency adheres to accounting rules and other relevant financial controls	<ul style="list-style-type: none"> Agency follows DAS policies, including the Oregon Accounting Manual and generally accepted accounting procedures (GAAP) Payments by CCB are remitted via DAS 	<p>Ongoing: Agency regularly consults with DAS Shared Financial Services unit on accounting practices.</p>
12. Board members act in accordance with their roles as public representatives	<ul style="list-style-type: none"> Oregon Public Meeting laws (ORS Chapter 192) Oregon Administrative laws for rulemaking and conducting Appeal Committees Oregon Government Standards and Practices laws Receives updates and training on law changes (e.g. ORS Chapter 183 and Chapter 244 and the revised ethics laws and “A Guide for Public Officials” 	<p>Ongoing: DOJ is present at each meeting or provide advice and consultation as needed.</p> <p>Pending: Ethics training for the entire Board was completed in February 2022. Updated training tentatively scheduled for October 2024.</p>
13. The Board coordinates with others where responsibilities and interests overlap	<ul style="list-style-type: none"> Board members participate in appropriate occupational associations related to industry demands. Agency coordinates with other agencies that have 	<p>Ongoing: Board members are encouraged to bring industry-related knowledge and market experience to board discussions.</p>

	overlapping jurisdiction in order to facilitate better understanding of regulatory network within industry.	Agency regularly coordinates with other agencies to ensure that a more robust and comprehensive regulatory framework is reflected in our communications, education and regulatory activities.
14. The Board members identify and attend appropriate training sessions	<ul style="list-style-type: none"> • Receive training from Department of Justice representatives at regular meetings • Attend new board member orientation and read CCB Board Member Manual 	<p>Ongoing: Most trainings are now submitted to board members via Workday.</p> <p>Agency is working on an alternative format training for those for whom Workday does not meet needs.</p> <p>Ethics training tentatively scheduled for October 2024.</p>
15. The Board reviews its management practices to ensure best practices are utilized	<ul style="list-style-type: none"> • Annually the Board reviews and reports on its best practices (Key Performance Measure 9) 	<p>Current and Ongoing: Discussed and approved at October 2024 Board meeting.</p> <p>Next meeting will be held in October 2024.</p>