

## **Workforce Development Funds Agreement for Meridian Technology Center and Construction Industries Board**

This Agreement is entered into by the Meridian Technology Center (hereinafter referred to as Meridian Tech) and the Construction Industries Board (hereinafter referred to as CIB). The effective date of this Agreement is the date of the last signature to this Agreement.

### **1. Purpose:**

#### **a. Background:**

This Agreement is between Meridian Tech and CIB to develop and implement a workforce development program that will provide career awareness, create interest in the pursuit of a licensed/registered skilled trade career, and develop trade education programs.

#### **b. Scope:**

Meridian Tech, in partnership with the CIB, will provide services to develop and implement a workforce development program for the mechanical skilled trade careers that will create interest in the pursuit of a licensed/registered mechanical professional career and for the advancement of workforce development and licensed/registered skilled trade related education including career awareness and career pathway opportunities in the professional mechanical occupations to increase the educated and licensed/registered skilled craft workforce benefiting the state of Oklahoma through the "Mini Motor Control Trainers" program. This project will be integrated into curriculum to enhance hands-on learning and recruitment efforts. The hands-on approach prepares students for technical certifications and increases the awareness of HVAC career opportunities. This program will connect students with high demand careers by improving student engagement, technical competency, and strengthen pathways to employment in the licensed trades. In exchange for the services provided by Meridian Tech for this program, the CIB will remit funds for this program.

### **2. Statement of Work:**

#### **a. Meridian Tech Responsibility:**

- i. Meridian Tech will assist CIB by developing a workforce development program to increase the student interest in entering the workforce in the licensed/registered skilled craft professional mechanical careers, as well as increase the exposure of the CIB trades to potential industry members and the number of students entering and advancing into the licensed/registered skilled craft professional mechanical careers in Oklahoma. Will develop in partnership with CIB an educational curriculum and a presentation targeted to potential students to educate in and about the mechanical trade and skills used in mechanical and to communicate the messages of the availability of the licensed/registered mechanical skilled craft professional workforce opportunities. That would include the cost of the six Mini

- Motor Control Trainers, training, installation, and shipping as described in the application to provide the services in this agreement.
- ii. Funds remitted to Meridian Tech pursuant to this Agreement are to be used solely for costs of equipment, materials, personnel, and other costs required for the development and implementation of the workforce development program for the advancement of licensed/registered skilled mechanical trade-related education and workforce development and to promote the mechanical skilled trades as a career in Oklahoma.
  - iii. At the conclusion of this Agreement period, or upon request by CIB during the Agreement period the parties shall meet and share information to report on the successes of the program goals, status of compliance of other parties/vendors in meeting program goals, and the effects of the workforce development program under this Agreement and ideas on any areas of future development.
  - iv. Meridian Tech will provide a written report to the CIB at the end of the funds expended pursuant to this Agreement providing an accounting of expenditures, describing an explanation of the funds used for this program and the success of outreach demonstrating a return on the investment, along with describing current and potential accomplishments.
  - v. The program is to be implemented by February 2026 and completed no later than June 30, 2026.
- b. **CIB Responsibility:**
- i. CIB will provide funding to Meridian Tech, from the CIB's Skilled Trade Education and Workforce Development Fund by reimbursement for costs, to build the workforce development program as described in this Agreement.
  - ii. CIB will assist in the distribution and communication of workforce development and education information created for the workforce development program.
  - iii. This Agreement period shall be until June 30, 2026, completion and the emphasis shall be on increasing student awareness and interest in entering the workforce in the licensed/registered skilled mechanical professional careers, communicating information on career pathways and opportunities, and creating interest in the pursuit of a licensed/registered skilled craft professional mechanical career for the advancement of workforce development.
  - iv. At the conclusion of this Agreement period, or upon request by CIB during the Agreement period, the parties shall meet and share information to report on the success of the program goals, status of compliance of other parties/vendors in meeting program goals, the effects of the workforce development program under this Agreement, and any ideas on areas of future development.

### **3. Compensation:**

- a. The maximum amount CIB shall remit to Meridian Tech under this agreement, of administrative fines collected, available, and transferred to and held for this purpose in the CIB Skilled Trade Education and Workforce Development Fund in the amount of \$25,420.00.
- b. CIB shall encumber by purchase order the full amount listed in (a) of this section on the effective date of this Agreement, or shortly thereafter, for immediate use pursuant to this Agreement.
- c. Meridian Tech shall invoice CIB for payments under the Agreement and CIB, using purchasing/financial services provided by OMES/ABS in the payment process, shall process the invoices for prompt payment from the CIB Skilled Trade Education and Workforce Development Fund.
- d. Meridian Tech, pursuant to this Agreement, is to complete this program per this agreement.

### **4. Terms and Conditions:**

- a. **Effective Date:** This Agreement will be in effect from the effective date until June 30, 2026, and may run concurrently with another agreement.
- b. **Employment relationship:** The Agreement does not create an employment relationship. Each party is responsible for its own employees.
- c. **Rights of ownership:** Rights of ownership in any products or deliverables developed pursuant to the Agreement shall be in the Meridian Tech, with CIB having the rights to access the program for the benefit of licensed/registered skilled craft professional career workforce development purposes.
- d. **Governing Law:**
  - i. This Agreement shall be governed by the laws of the State of Oklahoma.
  - ii. Venue for any action shall be Oklahoma County, Oklahoma.
- e. **Modifications:**
  - i. No oral statement shall serve as modification to this Agreement.
  - ii. All modifications to this Agreement shall be in writing and with signature from both Parties.
- f. **Invoicing and payment:**
  - i. Invoices shall be mailed to:  
Construction Industries Board  
Attn: Stephanie Brown  
2401 N.W. 23<sup>rd</sup>, Suite 2F  
Oklahoma City, OK 73107
  - ii. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
  - iii. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

- g. **Termination Clause:** This Agreement may be terminated by either party with thirty (30) days written notice.
- h. **Audit Clause:** In accepting any agreement with the State of Oklahoma, the parties agree to this audit clause which each party shall keep and maintain appropriate records reflecting services performed and costs and expenses incurred in connection with the performance of this Agreement for a period of five (5) years from the ending date of this Agreement. Upon reasonable notice, the CIB, the Auditor's Office, or their representatives shall be entitled to access any books, records, and other documents and items directly pertaining to charges to the CIB hereunder for purpose of audit and examination by the aforementioned parties. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the five (5) year period Meridian Tech agrees to retain these records until all issues arising out of the action are resolved or until the end of the five (5) year period, whichever is later.
- i. **Non-Discrimination Clause:** There shall be no discrimination against any person or group of persons on account of race, color, religion, creed, national origin, gender, age, military status, or disability in the performance of this Agreement.

**5. Contacts for this Agreement:**

- a. Meridian Tech Agreement Manager:  
Jeramiah Reed, Apprenticeship Training Coordinator, W&ED  
Meridian Technology Center  
1312 South Sangre Road  
Stillwater, OK 74074  
[jeramiah@meridiantech.edu](mailto:jeramiah@meridiantech.edu)
- b. CIB Agreement Manager:  
Janis Hubbard, Administrator  
Construction Industries Board  
2401 NW 23<sup>rd</sup> Street, Suite 2F  
Oklahoma City, OK 73107  
[Jan.hubbard@cib.ok.gov](mailto:Jan.hubbard@cib.ok.gov)

6. Signatures:

Agreed Upon and Accepted by:

CONSTRUCTION INDUSTRIES BOARD

MERIDIAN TECHNOLOGY  
CENTER

JANIS HUBBARD, ADMINISTRATOR  
Printed Name and Title

Joe Steele, Executive Director  
Printed Name and Title

Janis Hubbard 9-24-25  
Signature Date

Joe Steele 9-26-25  
Signature Date

