

**NORTH CAROLINA LOCKSMITH LICENSING BOARD
APRIL 5, 2004
GREENSBORO, NORTH CAROLINA**

Attendance: Tom Campion, Chair, Laura Busse, Neal Ensley, Chris Boykin, Ralph Fuller, Dennis Green, Joe McCann, Anna Bridgers.

Guest in Attendance: Donna Fuller.

The Board meeting was called to order by Tom Campion. Neal then read the Ethics Awareness and Conflict of Interest Statement. No one indicated any conflicts.

The first order of business was to approve the February 23, 2004 minutes. Laura made a motion to approve the minutes as prepared by Paola. Chris seconded the motion and the motion passed unanimously.

Laura Busse, Treasurer reported on the February financial statement as prepared by Randolph Cloud and Associates. Neal had a question regarding the fees associated with the SBI's fingerprint checks. Laura stated that these costs have their own line item. Laura also stated that she would ask Paola with RCA to review old financial statements and separate these SBI costs from other Board expenses. Laura said that she would wait to receive and review the March financial statement with the Board before voting to approve the first quarter statements.

There was nothing to report on behalf of Document Creation or from the Public Relations Committee.

Tom Campion told the Board members that he had located an article in a Dunn newspaper about a locksmith that was recently convicted of murder. This particular locksmith had killed someone while driving under the influence. Tom told the Board that he would email them a copy of the article.

Laura then gave the Exam Committee report. The next locksmith licensure exam is scheduled for April 17th. The test will be administered in both Matthews and New Bern. Dennis Green told the Board that he has already scheduled the proctor for the Matthews test site.

Laura said that there was not much occurring as far as the Rules Committee was concerned. Laura has been in contact with Bobby Bryan at Rules Review about establishing the Board's CEU requirements. Bobby told Laura that he would be willing to review a draft of the Board's proposed CEU requirements before Laura submits them to the Rules Review Commission. Laura stated that there is a possibility that the requirements will be prorated so that renewing locksmiths will not be responsible for the full three year renewal requirements since they will only have approximately a year to comply with the requirements.

Tom asked the Board members if they had received any complaints in regards to the continuing education requirements. Ralph stated that some locksmiths in his area are upset because they feel that they will have to travel to Raleigh in order to attend classes to comply with the CEU requirements. Laura told Ralph and Tom that any licensing board that has a competency requirement generally do have CEU requirements and our statute mandates that we establish CEU standards.

Tom then asked about who will be eligible providers to provide training as required by the Board. The Board members agreed that training provided by any reputable distributor, manufacturer, and association would be acceptable. If training is offered by any individual or anyone other than a distributor, manufacturer, or association, then the individual teaching the course would need to submit their credentials to the Board for the Board's pre-approval. Ralph stated that the distributors will often travel to a particular area to provide training if there are enough interested locksmiths in that area.

Laura told the Board that the continuing education requirements are only one component of the locksmith renewal process. There is still the question of whether or not the Board should run a fingerprint check through the SBI at each renewal, what to do if a class submitted by a renewing locksmith is deemed unacceptable by the Board, how many non-technical hours will be accepted for renewal, an extenuating circumstances clause, etc.

Under miscellaneous business, Laura stated that a new Board member has been appointed to replace Robert Mathis. Laura spoke with Dr. Calvin Craig and he was unable to attend today's meeting, but hopes to be present at upcoming meetings.

Laura then presented on behalf of the Standards Committee. Laura said that Anna received the decision regarding the contested case. Anna shared this information with the Board and said that Bly Hall with the Attorney General's office said that this applicant must be allowed an opportunity to file exceptions to the case findings. Therefore, the Board would need to schedule their next meeting in Raleigh to provide this opportunity. The Board members asked Anna if they could receive all necessary information that is relevant to this case prior to hearing the exceptions in order to be fully prepared to make a decision regarding this individual's case.

Also under Standards, Laura stated that there are a number of files that have been sitting in the Board's office without any action taken on them in several months. Laura proposed that the Board establish a procedure on how to handle such applications. Joe made a motion that a deadline of thirty (30) days to receive correspondence to correct any applicant's deficiency should be stated on all deficiency letters. If the deficiency is not corrected during the thirty days, a second letter should be mailed to the applicant allowing for an additional thirty days to

correct the deficiency. This letter should be mailed with a return receipt so that the Board will have documentation to support that this correspondence was received by the applicant. After this time, if the deficiency has not been corrected by the applicant, the applicant's license fee should be returned to the applicant with a letter stating that the application is null and void. Neal seconded this motion, and the motion passed unanimously. Laura stated that she will draft a letter to be mailed to those applicants who fail to respond to the Board's letters and she will have Bly review it before emailing it to the Board members.

Laura then reported on the Watch List under unfinished business. Laura said that she was going to have this available at today's meeting, but due to the large number of people to be licensed, she will mail this to the Board members once she has added these folks to her records. Bly suggested to Laura that the Board mail cease and desist letters to locksmiths working without a locksmith license. Dennis asked Laura what the Board's next step would be if the locksmith did not stop working as a locksmith or apply for the license. Laura said that the Board has two options at that point: 1) go to civil court and request a civil injunction; or 2) ask courts to prosecute criminally.

Laura then read the names of locksmiths that the Standards Committee recommended for licensure. Laura also read the names of three locksmiths that the Committee voted to deny licensure.

Dennis made a motion to accept all approved locksmiths for licensure, and Ralph seconded the motion. The motion passed unanimously.

Dennis then made a motion to authorize the Standards Committee to deny the three locksmiths licensure. Joe seconded the motion, and the motion passed unanimously.

The last order of business was scheduling the next Board meeting. Joe made a motion for the next Board meeting to be held on Wednesday, May 19th in Raleigh, or on Monday, May 24th in Raleigh if the May 19th date does not work for Bly Hall and her office. Ralph seconded the motion, and the motion passed unanimously.

With no further business to come before the Board, Laura made a motion to adjourn. Chris seconded the motion, and the meeting was adjourned.

Respectfully Submitted,

Anna S. Bridgers