

**NORTH CAROLINA LOCKSMITH LICENSING BOARD  
MAY 5, 2003 MEETING MINUTES  
GREENSBORO, NORTH CAROLINA**

**Attendance:** Laura Busse, chair, Neal Ensley, Joe McCann, Ralph Fuller, Tom Campion, Greg Wright, Anna Bridgers.

**Guest in Attendance:** Steve Bright.

The meeting was called to order by Laura Busse. Neal read the Ethics Awareness and Conflict of Interest Statement and no one indicated any conflicts.

The first order of business was approval of the April 14<sup>th</sup> minutes. Joe made a motion to approve the minutes, and Neal seconded the motion. The motion passed unanimously.

Neal reported that a Treasurer's Report was not available for this meeting, but that there are no major expenses or income to report at this time.

Document Creation was the next order of business. Laura has composed a letter for Eddie Caldwell, the North Carolina Burglar and Fire Alarm Association's lobbyist, regarding the reciprocal exemptions for licensed locksmiths that the Board would like see made in the alarms bill. Eddie Caldwell had asked Laura to draft such a document. Neal made a motion for Laura to submit this letter to the NC Burglar and Fire Alarm Association. Greg seconded the motion, and the motion passed unanimously.

Laura reported that the next test date is this Friday, May 9<sup>th</sup> in accordance with the NC Locksmith Association's meeting. Laura notified the two applicants who need to take the examination, and she said that they seemed excited that the test is being administered during NCLA's meeting. Steve Bright told the Board that they can continue to schedule the examination to coincide with the NCLA meetings.

The Board then recessed for lunch.

Upon returning from the lunch break, the next order of business concerned the Notice of Text. Laura reminded the Board that they voted to accept the draft of the Notice of Text to be submitted to the Rules Review Committee by May 31<sup>st</sup>. Since the Board's last meeting, Laura thought of adding language in these rules to classify practicing as a locksmith without a license as a crime under one of the categories of crime the Board establishes in this Notice of Text. Joe made a motion to make practicing as a locksmith without a license a Category IV crime, which would disqualify one from getting their license for three years after committing this crime. Ralph seconded the motion, and the motion passed unanimously.

Additionally, Laura told the Board that she has been informed that the NC Locksmith Licensing Board has to submit their own rules for contested cases that are to be handled by the Office of Administrative Hearings. Laura downloaded some contested case rules from various professional associations for the Board to consider. Laura said that the General

Contractors' rules looked most appealing and that the Board can adopt them for its use. Joe made a motion to adopt the General Contractors' contested case rules and to substitute North Carolina Locksmith Licensing Board wherever the General Contractors were named. Greg seconded the motion, and the motion passed unanimously. Laura said that these rules for contested cases will be filed as a temporary rule.

Tom then presented on behalf of the Standards Committee. Tom made a motion to approve the locksmiths recommended for licensure with one addition. Ralph seconded the motion, the motion passed unanimously.

Joe informed the Board that he had drafted the first license denial letter. Joe is going to have Bly Hall at the Attorney General's office review the letter before mailing it to the applicant. Joe also asked the Board as well as Randolph Cloud and Associates to make sure all original applications for licensure remain in the Board's office. Joe made a motion to this effect, and Ralph seconded it. The motion passed unanimously.

The next order of business involved the Notifications Committee. Laura said that the number of applications received for licensure has been steadily declining. It is the Board's wish to inform the public throughout the state of the locksmith license so that come January 1, 2004 no locksmith can honestly say that they were not aware of the license requirement for locksmiths. The Board decided to divide the state into different regions in order for each Board member to concentrate their notification efforts to one particular area. Laura told the Board members that she will email them a NC map with the divided regions and what information to gather in the upcoming week.

Laura told the Board to start considering the continuing education requirements for license renewal. The idea of eight hours of continuing education a year totaling 24 hours for the three year license cycle was discussed. The Board decided to table this discussion for future Board meetings.

The final order of business was scheduling of the next Board meeting. Neal made a motion for the next Board meeting to be June 2<sup>nd</sup> in Greensboro. Greg seconded the motion, and the motion passed unanimously.

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

Respectfully Submitted,

Anna S. Bridgers

**LOCKSMITHS APPROVED FOR LICENSURE**

Deborah M. Atkinson

Roger E. Bergstrom

John W. Dyson

**Terry E. Farr**  
**Timothy V. Gallagher**  
**Hansel G. Hutchins**  
**Harry E. Leake, Jr.**  
**Gilbert N. Lynn, Jr.**  
**Gene W. McIntyre**  
**Charles F. Piner**  
**Billy J. Price**  
**Keyon E. Rich**  
**Watson Riley**  
**Matthew J. Rosso**  
**Michael L. Kunik**