

**NORTH CAROLINA LOCKSMITH LICENSING BOARD
OCTOBER 4, 2004
RALEIGH, NORTH CAROLINA**

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

Guest in Attendance: Steve Bright.

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

Tom then commenced the Public Hearing to discuss the text of rules that Laura submitted to the Office of Administrative Hearings. Laura presented and reviewed the draft with the present Board members. Laura stated that the time period for public comment will end in November.

The public hearing then ended.

The next order of business was approval of the August 23rd meeting minutes. Joe made a motion to accept the minutes as prepared by Anna. Laura seconded the motion and the motion passed.

Laura then gave the Treasurer's Report. Laura reviewed the August balance sheet and presented an updated three year budget to the Board. Laura added a line item in the projection for legal fees. Laura said that the three year budget does not indicate any need to worry about the Board's finances, but it also does not allow much extra money for legal fees or enforcement efforts.

After review of these documents, Joe made a motion to accept the August balance sheet and the revised three year budget projection. Ralph seconded the motion. The motion passed unanimously.

Laura then proceeded with the Document Creation report. Laura presented a draft of a letter that she proposed that the Board mail with the new license renewal requirements.

Steve asked Laura whether or not locksmiths will receive a new badge and certificate when they renew their license. Laura said that the Board had decided at a previous meeting that only new badges will be issued at each renewal. Ralph made a motion for Anna to research the cost associated with reprinting certificates at each renewal cycle versus the cost of stickers containing the expiration date. Dennis seconded this motion and the motion passed unanimously.

Steve Bright inquired about the authorization for release of records form. Laura said that this form will be included in the application for license renewal. The Board members discussed whether or not this form should include an expiration date. Laura said that she would ask Bly about this.

With no further discussion about the renewal letter, Joe made a motion to accept the draft of the letter and the draft of the renewal application. Dennis seconded the motion and the motion passed unanimously.

The Board then took a lunch break.

After returning from the break, the next topic of discussion concerned the examination. Anna reported that letters to all applicants who need to take the written exam have already been mailed.

Steve Bright then told the Board that the NCLA is willing to develop a test and study guide for the locksmith examination. Laura thanked Steve, but explained the legal and practical hurdles to developing a licensing exam from scratch. She explained that the Board studied the possibility of creating its own exam from scratch originally. At that time, our attorney advised us that we should use materials from the established industry certification program unless we could submit the exam questions for extensive (and expensive) professional psychometric analysis and independent verification. The Board found that the costs and time commitment for developing such an exam would be prohibitive.

Joe inquired how the Board is handling paying ALOA for the use of their test. Laura stated that the fees associated with obtaining the tests from ALOA have already been collected and that she would be in contact with ALOA to determine if any bills from ALOA would be forthcoming.

Joe then asked about having more specialized licensure exams to reflect the specialties of locksmiths applying for the license. Laura reminded Joe that the Board discussed this extensively when the original exam was developed and the Board voted overwhelmingly for one standard exam. Still, if the Board makes changes to the exam, this could be open for consideration again.

After discussion concerning the examination ceased, Laura reported on behalf of the Standards Committee. Laura made a motion to approve the locksmiths recommended for licensure. Joe seconded the motion. The motion passed.

Additionally, an applicant, Glenn White, submitted a request for a hearing. Laura made a motion to refer this case to an administrative law judge. Joe seconded the motion and the motion passed unanimously.

Under miscellaneous business, Laura told the Board that she finally spoke with Sara Hair at the Governor's Boards and Commissions Office. Sara told Laura that the Board would need to submit a letter to the Governor's office informing the office of Calvin Craig's dismissal from the Board. Sara said that this letter would also need to be mailed to Calvin. Laura said that Jim at the administrative office took care of this already.

The next order of business was scheduling the next Board meeting. Laura made a motion for the next meeting to be held on Tuesday, November 16th in Greensboro at the Golden Corral on Landview Road. Joe seconded the motion and the motion passed.

Before adjourning, Steve and Laura agreed that a clause should be added to the Board's Code of Ethics defining employing someone without a locksmith license as unethical behavior.

With no further business, Joe made a motion to adjourn. Ralph seconded the motion and the meeting was adjourned.

Respectfully Submitted,

Anna S. Bridgers

LOCKSMITHS APPROVED FOR LICENSURE

Paul D. Catlin
Sam R. Carter
Derek Hooker