

## **MINUTES**

### **NORTH CAROLINA LOCKSMITH LICENSING BOARD MONDAY, JULY 29, 2002**

**Attendance - Members and Staff:** Laura Busse, chair, Thomas Campion, Joe McCann, Chris Boykin, Dennis Green, Ralph Fuller, Neal Ensley, Greg Wright, Jim Scarborough

**Absent:** Robert Mathis

**Attendance - Guests:** Allen Odom, Marianne Odom, Cynthia O'Brin, Gwyn Campbell, Billy Marshall

The meeting was called to order by Laura Busse, chair. After welcoming the members and guests she read the Ethic Awareness and Conflict of Interest Statement. No one on the Board noted any conflicts of interest or appearance of the conflict of interest.

Laura noted that the bill in the General Assembly to extend the effective date of the legislation passed the legislature last week and is awaiting the Governor's signature.

The next item was the approval of the minutes from the previous two meetings. The first set of minutes were from June 21, 2002 and the second from July 8, 2002. With no changes or corrections, Mr. Fuller moved and Mr. Campion seconded approval of the minutes as written. The motion passed unanimously.

Laura then gave the report from the testing committee in the absence of Mr. Busse, a volunteer, who could not attend today. She read his report (see attached). Some decisions the Board has to make concern how many questions will be on the test, who reviews the questions, is it general information or general and elective? There was significant discussion about what should be on the test and in the study guide. Laura said what she would like is for the Board members to indicate how they are leaning on the exam: unified vs. subdivided. It was unanimous that the Board move forward on a unified exam.

Next on the agenda was the contract for administrative services. A Letter of Agreement has been reached between the Board and Randolph E. Cloud & Associates for the provision of administrative services.

This brought up a conversation of when the Board's fiscal year. After some discussion, Mr. McCann moved that the Board's fiscal year be July 1 through June 30. Mr. Fuller seconded the motion. The motion passed 6 to 1 (Mr. Green).

**Mr. McCann then moved and Mr. Boykin seconded approval of the contract with Randolph E. Cloud & Associates. The motion passed unanimously.**

## **LUNCH**

**After lunch, Laura distributed a draft of the application and a draft of the temporary rules. While the Board was reading the materials, Laura asked if the Board would delegate to the officers the task of developing a logo, license, card design and Board seal. Mr. Ensley made a motion that the officers do this. Mr. Green seconded the motion. It passed unanimously.**

**Laura asked if Board members have any requests or suggestions about what should be on the license and/or card. One license will be issued good for all time. The identification cards will have name, license number, date of issue and date of next renewal along with a photograph of the licensee.**

**Laura then went through the rules that are ready for today. They are sections 0100, 0300, 0400 and 0900, Those are General Provisions, Definitions and Explanations of Terms Applicable to Licensing, Licensing Requirements and Code of Ethics respectively. Not yet drafted are Examination, License Renewal and Replacement Cards, Licensing Reciprocity, Appeals and Disciplinary Actions and Continuing Education Requirements.**

**At the end of section 0100, Mr. Green moved and Mr. Wright seconded approval of that section as amended by the Board during the review. The motion passed unanimously.**

**At the end of section 0300, several suggestions had been made which Laura agreed to include or amend. Mr. Green moved and Mr. Campion seconded approval of this section. The motion passed unanimously.**

**At the end of section 0400, Mr. Green had a question about how extensive the criminal background check shall be. Mr. Boykin, who is a deputy sheriff, indicated he had given the statute to the SBI to determine if the Board has the statutory authority to require and obtain such a national criminal history check. Mr. Green moved acceptance of this section and Mr. Boykin seconded the motion. Motion passed unanimously.**

**At the end of section 0900, Laura said that most of this is from ALOA. Mr. Green moved and Mr. McCann seconded a motion to approve this section. The motion passed unanimously.**

**Next Laura reviewed the proposed license application. There were several questions about the provisions. Mr. McCann moved and Mr. Ensley seconded approval of the application packet as amended. The motion passed unanimously.**

**Jim will obtain a post office box and a telephone number.**

**Mr. McCann will continue to work on the notification issue.**

**On the Standards Committee will be Mr. Campion, Mr. Wright and Mr. McCann. Laura gave the members of the committee the general outlines for standards. She asked the committee to grant Randolph Cloud and Associates the authority to process applications that clearly meet all the standards but that any questions should go to the Standards Committee. Those with three positive votes shall be returned to the office for processing. Those without unanimous approval shall come before the board as will any recommendation for denial of licensure.**

**The date of the next meeting will Monday, August 26, 2002 at a site to be determined. The motion made by Mr. McCann and Mr. Green seconded the motion. It passed unanimously.**

**Mr. Ensley will work with staff to obtain Officers and Directors liability insurance.**

**Mr. McCann moved and Mr. Boykin seconded adjournment. The motion passed unanimously.**

**Respectfully submitted,**

**Jim Scarborough  
Executive Director**