

**NORTH CAROLINA LOCKSMITH LICENSING BOARD  
AUGUST 23, 2004  
GREENSBORO, NORTH CAROLINA**

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

**Guests in Attendance: Steve Bright, Ron Cox, Wayne Gow, Syl Wilkerson.**

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

**Tom then asked Ron Cox to introduce himself to the Board members. Ron was appointed to fill Joe McCann's seat when his term expires at the end of December 2004.**

**The next order of business was to approve the July 12, 2004 meeting minutes. Laura made a motion to approve the minutes as prepared by Anna. Chris seconded the motion and the motion passed unanimously.**

**The Treasurer's Report was the next order of business. Laura stated that there is nothing new to report in regards to the Board's finances. Chris made a motion to approve the July balance sheet. Laura seconded this motion and the motion passed unanimously.**

**Laura then reported on Document Creation. Laura said that she has been in contact with Bly Hall in regards to drafting a letter to be mailed to people who are providing locksmith services without having the locksmith license. Bly created two drafts for the Board to consider. Bly stated that the letters should be sent certified mail and that the list of exempted classes should be enclosed in the letter.**

**After reviewing the two drafts, Dennis made a motion to accept and adopt Alternate Letter #1 for the Board's use. Greg seconded this motion. The motion passed unanimously.**

**Laura then told the Board members and guests about a telephone call that she received from a deputy in Lee County. The deputy was alarmed after witnessing a recent foreclosure that was handled unprofessionally. The deputy recommended to Laura that the Board mail an official letter to every sheriff in the state making them aware of the Locksmith Licensing Act.**

**Dennis made a motion for such a letter to be mailed to all sheriffs in NC. Joe seconded the motion and the motion passed unanimously.**

After further discussion, Dennis amended his motion to include the definition of locksmith duties in this letter to the sheriffs. Chris recommended that the letter also include a copy of the complete statute. Dennis amended his original motion for a third time for the letter to the sheriffs to include the complete statute instead of a list of locksmith duties. Joe seconded this motion and the motion passed unanimously.

Before leaving the topic of Document Creation, Laura reviewed a draft of a letter that is going to be mailed to licensed locksmiths about the continuing education requirements. Laura asked the Board members to consider what other information should be contained in the letter. Since such a large mailing is going to cost the Board a significant amount of money, Laura wants to make sure that everything the Board wants to convey is included in the letter. Laura said that, for instance, the letters can include information about how to report a locksmith who is practicing without a locksmith license.

Laura said that she will bring a draft of the license renewal application to the next Board meeting.

There was nothing to report in regards to Public Relations.

Wayne Gow introduced himself to the Board members. He is the Education Chair for the NC Locksmith's Association. Mr. Gow passed out lists of the Association's current class offerings and explained how the Association is adapting its programs to help licensed locksmiths comply with the new continuing education standards. He announced that in May 2005 the Association will host a special class taught by Lockmasters Institute: a 12-15 hour basic locksmithing class based on the Board's study guide. Mr. Gow stated that he doesn't expect the Association to charge a special fee for this class. It should be free for NCLA members; non-members who wish to attend will have to pay a registration fee.

Wayne then stated that the next locksmith licensure examination is scheduled for November 12<sup>th</sup> in Cary, NC at Embassy Suite Hotels. Following the November test date, the next scheduled test in accordance with the NCLA meeting will be held in February at the Charlotte Renaissance.

Laura stated that the Board needs to vote to pay Matha Crowley, who proctored the test at the Matthews testing site. Neal made a motion to this effect and Joe seconded the motion. The motion passed unanimously.

The next topic of discussion concerned the Rules Committee. Laura told the Board that Bobby Bryan from the Rules Review Commission has agreed to review Laura's draft of the locksmith renewal requirements before she submits them to the Office of Administrative Hearings. Bobby informed Laura that it is not customary for a licensing board to require a full background check for renewal purposes.

**However, Bobby told Laura that if the Board does receive a complaint about a particular locksmith, the Board can then require the full background check.**

**Joe made a motion to accept Laura's draft of licensure renewal requirements to be submitted to OAH. Greg seconded the motion and the motion passed unanimously.**

**Laura told the Board that a meeting needs to be scheduled in order to allot time for a public hearing concerning these rules. Laura said that she has already been in contact with Jim at RCA to reserve the board room at the NC Psychological Association on October 4<sup>th</sup>. Chris made a motion to hold the next Board meeting on this date in Raleigh at the NCPA. Joe seconded the motion and the motion passed unanimously.**

**The Board then took a short break.**

**Upon returning from the break, Laura, on behalf of the Standards Committee, made a motion to approve the list of licensed locksmiths and locksmith apprentices. Ralph seconded the motion and the motion carried.**

**Laura then made a motion to refer Billy Perry Jr.'s case to an Administrative Law Judge. Chris seconded this motion and the motion passed unanimously.**

**Under Miscellaneous Business, Tom stated that Dr. Craig's lack of interest in the Board is evidenced by the fact that he has never attended a Board meeting. Joe made a motion to have Dr. Craig expelled from the Board due to neglect of duty. Greg seconded this motion and the motion carried. Laura agreed to contact the Governor's office to notify them of this decision and request a replacement.**

**Also under Miscellaneous Business was discussion of the Board's Directors and Officers' Liability Insurance. Anna told the Board that the Board's insurance carrier apparently ceased to provide D&O insurance and had recently notified the Board that it's policy had expired. However, in the meantime, a replacement policy was delivered to Neal Ensley. The coverage and premium on the new policy are comparable to the original policy. Neal made a motion to approve the new insurance policy. Joe seconded the motion and the motion passed unanimously.**

**With no further business, Greg made a motion to adjourn the meeting. Chris seconded the motion and the meeting was adjourned.**

**Respectfully Submitted,**

**Anna S. Bridgers**

**LOCKSMITHS APPROVED FOR LICENSURE**

**George J. Getzone  
Randy Helms  
Eric W. Pittman, II  
Brenda K. Shelton  
Thomas L. Taylor  
Franklin L. Thompson**

**APPRENTICES APPROVED FOR APPRENTICE LICENSE**

**Lance B. Anderson  
Sharon K. Fuller  
David P. Phillips  
Kirby D. Short  
Logan E. Willett**