

**NORTH CAROLINA LOCKSMITHS LICENSING BOARD
MEETING IN WINSTON-SALEM, NC
MONDAY, AUGUST 26, 2002**

Attendees: Laura Busse, Chair, Joe McCann, Co-Chair, Neal Ensley, Treasurer, Chris Boykin, Thomas Campion, Dennis Green, Robert Mathais, and Greg Wright.

Laura brought the meeting to order and welcomed the Board members and the four other individuals in attendance. Laura then read the Ethics statement to the Board.

All the Board members stated that they got the minutes from the last meeting. Joe McCann made a motion to approve the minutes from the previous meeting, and Tom Campion seconded the motion. The motion passed unanimously.

The next topic of discussion was Directors' insurance for the Board. Neal Ensley stated that he had made contact with a couple of different insurance companies, one being the BB&T insurance group in Morganton, NC. Neal said that the Board can probably get insurance, but the bank representative was a little concerned since this is a brand new board. Neal said that it will probably cost the board around \$2,000 for a million dollar insurance policy. The Board will have to provide the bank with some idea of the amount of income of the Board. Neal asked if he is allowed to make some sort of projection about the number of people who will seek licensure per year. Chris Boykin asked if we could first contact the Department of Insurance. Neal stated that the Department of Insurance only covers public entities. Without any further discussion, Joe McCann made a motion to purchase Directors' insurance if the cost does not exceed \$2,000. Greg Wright seconded the motion. The motion passed unanimously.

The financial report was the next order of business. Laura said that checks are starting to arrive at Randolph Cloud and Associates. Laura said that applicants' checks will not be deposited if there is a question in regards to whether one will be licensed or not. Neal asked if the Board has started handling their expenses. Neal reminded the Board members to keep note of their travel expenses in order to be reimbursed. He will contact Jim for advice on how to handle this matter.

Laura presented the proposed letterhead and motto that Jim Scarborough provided. Laura stated that there will be a fee if the Board decides to adopt this particular logo. Laura also presented a proposed certificate to the Board. She is not particularly fond of the vertical line that runs down the left side of the certificate. Neal asked if the Board had received their corporate seal and federal identification number. Laura told Neal to contact Jim about the ID number and the Board's bank account. Laura stated that an ID badge will be provided by the Board along with a certificate to all licensed locksmiths. Dennis Green asked what the cost will be for the logo. Anna called Jim and concluded that the fee would not be more than \$200. Neal made a motion to accept this logo if the cost is less than \$200. Thomas Campion seconded the motion, and the motion passed unanimously. Laura will bring sample certificates for the Board to review at their next meeting.

The next issue was license numbers. Thomas said that the Board was assigned license numbers when they were appointed to the Board. Thomas would like to use this same number as his locksmith licensure number. Thomas asked if the numbers 1-10 could be set aside for the Board members' licensure numbers. Joe McCann stated that the numbers 1-6 would only need to be set aside since 3 members of the Board are not locksmiths. Dennis Green made a motion that the numbers 1-6 be set aside for the Board members and then everyone is numbered as the management company sees fit. Greg Wright seconded the motion. The motion passed unanimously.

Joe McCann then reported as the Notifications Chair. Thomas said that he is going to get everyone in Fayetteville together to hand out the application packets. Joe said that the Board needs to get in touch with management companies that have "handymans". As long as one charges to change a lock, they need to get a locksmith license. Laura said that people who are listed under the Locksmith heading in the phone book are the easiest to locate. Individuals who change locks as part of their job are the hardest to reach. Laura said we need to contact and educate the wholesale sector in order to reach this population. Laura proposed that the Board compile a list of all the wholesalers in NC, then divide the labor amongst the Board members. The Board Members need to call these companies and ask for flyers to be enclosed in these wholesalers' mailings to all locksmiths.

Laura said that she has contacted all the locksmith schools and she is making her way through Ashley Bell's locksmith contact list. Laura stated that after January 1st, you should not be able to publish an ad for locksmith services without including one's locksmith license number. Not knowing the law does not excuse one from complying with the law, however, the Board needs to make efforts to get the word out about the new licensing procedure for locksmiths, Laura said.

The next report was from the Examination committee. Mr. Busse said that he has gotten return calls from only six people so far and composed only 160 questions for the exam in talking with these individuals. Laura said that the Board agreed on only having one exam. Laura thinks that the Board should consult with a testing company in order to compile a legitimate test for the locksmiths. Laura said that it is a sticky business because when one does not pass the licensure test, the Board will be depriving that individual of their livelihood. Laura said that Jim Scarborough has recommended a testing company that is willing to come to the next Board meeting to answer any questions about the services they have to offer. Laura said the psychometricians can develop a test, but they don't know anything about locks. So, the Board needs to come up with questions. Mr. Busse asked the Board if this will be an entry-level exam. Everyone said that it should be a general, basic test. Laura said that the Board needs to keep moving on the exam because it needs to be in place by the January 1 date. Laura proposed for the testing company to attend our next meeting. Laura said the next meeting could be in Raleigh to accommodate the testing folks out of Morrisville, NC. Robert asked if we could get some materials beforehand from the testing company about their services to distribute to the Board

members. The motion passed unanimously Dennis Green made a motion for Castle to come to the Board's next meeting. Greg Wright seconded the motion. The motion passed unanimously.

Laura discussed the idea of a study guide. Laura asked if we should charge a fee for the study guide or should it be included with the application packet. Neal asked if the Board has to have someone produce the study guide just as the Board is having someone produce the test. Joe said that he thinks that one should at least have to pay the postage fee and printing costs for a study guide. Laura said that the fees are included in our provision, but we can charge any fee for optional materials. Dennis Green said that he does not have a problem with charging people for a study guide.

Laura talked about the individuals who have started businesses over the past two years who will not qualify for the Grandfathering clause. Mr. Busse asked the Board about calling an educational director at NCLA and asking about providing a "crash course" for the licensure exam to aid these individuals in passing the licensure exam. Laura inquired as to whether the class could be open to non-NCLA members. Thomas made the first motion to allow the Board to contact someone at NCLA regarding such a crash course and Joe McCann seconded the motion. The motion passed unanimously.

Laura told the Board that she got all the rules submitted. However, Section Three could not be submitted as a rule because it is a policy. Laura said that all the rules were accepted except for the fee. The fees have to be reviewed by the Joint Legislative Committee on Joint Operations. Therefore, the application fee of \$100.00 has not been reviewed. Laura said that Randolph Cloud is trying to get this submitted in a technical bill. Laura said that if this approach does not work, Bly Hall said that we can still accept applications and accept checks. But, Bly wants to consult with her colleagues before we send out our first license to make sure that it is okay to send out licenses before having the application fee reviewed by the committee.

Laura then explained a flow chart regarding the legislative process of getting a licensure board going. Laura said the next step in this legislative process is notice of text and hearing. Laura asked the Board members to review the temporary rules for the next meeting and highlight any changes that they want made to these rules. Laura said that the notice of text is the first drafting of the temporary rules. Dennis Green said that it would be nice to get these rules along with the exam rules before the next meeting in order to expediate the next meeting.

Laura said that there is typically a waiting period in order for one to retake a test for licensure after failing such a test. She said that she will not include this provision in the temporary rules so that we can get all those individuals already in business that will not qualify for the Grandparenting clause licensed. Laura proposed that the test be available at any time for individuals to take it, but the individual will have to pay an accommodation fee. Laura said that these are the

types of questions and concerns the Board can direct to the testing company coming to the next meeting. Neal said that he thinks it is a good idea to allow this testing anytime at first, but then only offer the test once every six months. Neal said that the Board should publish this testing schedule as soon as possible to encourage locksmiths to go ahead and take the licensure test.

Laura then reviewed the fees: \$100 licensure fee, \$100 renewal of licensure, \$150 reinstatement and late fee, and \$200 testing fee. Dennis made a motion to add a \$25 fee for any lost or destroyed licensure card. Neal seconded the motion. The motion passed unanimously.

The Standards Committee's report was the next order of business. Laura said that she discovered a free web site on which you can find one's North Carolina criminal record. Laura said that everyone that applies for licensure should be checked to see if they have a criminal history. Laura stated that the Board needs Director's insurance before it can start sending licensure denial letters. Chris Boykin asked if he could join Thomas, Joe, and Greg on the Standards Committee. The Standards Committee agreed.

Laura stated that a way for the Board to make some money is to compile a compliance manual. This could be an indexed, layman terms manual for employers. Another money-making device is to sell ready-made documents for purchase for employers to ensure that they are in compliance with the law in filling out paperwork.

The final order of business was scheduling the next two Board meetings. Laura said that we have set meetings generally 3-4 weeks in advance. Joe McCann made a motion to have the next Board meeting on September 23rd in Raleigh and the following Board meeting on October 7th in the Triad area. Greg Wright seconded the motion. The motion passed unanimously.

With no further business, Chris Boykin made a motion to adjourn. Greg seconded the motion. The motion passed unanimously.

Respectfully submitted,

Anna Bridgers