

**North Carolina Locksmith Licensing Board
Monday, September 23, 2002
Meeting Minutes**

Attendance Board Members and Staff: Laura Busse, chair Joe McCann, Chris Boykin, Tom Campion, Neal Ensley, Ralph Fuller, Dennis Green, Robert Mathis, Greg Wright, Anna Bridgers.

Attendance Guests: Adrian Busse, Billy Marshall, Allen West, Jim Henderson, Smith Underwood.

Joe called the meeting to order and had the guests introduce themselves. Joe then read the Ethics Awareness and Conflict of Interest statement.

Chris Boykin made a motion to approve the minutes from the August meeting. Neal seconded the motion which passed unanimously.

The next order of business was the Treasurer's Report. Ensley reported that the Board has received approximately \$3,000 in application fees. The Board has not yet deposited this money since the Board is still waiting to receive a federal identification number. Additionally, the Board has not yet purchased Directors' and Officers' Insurance. Neal said that we need the Board's federal identification number in order to purchase the insurance as well.

Once Neal completed the Treasurer's Report, Joe introduced Dr. Jim Henderson from CASTLE Worldwide, Inc. to talk about licensure testing. Dr. Henderson said that there are two stakeholders with licensure testing: the public and the locksmiths. The Board has a responsibility to make sure that everyone licensed as a locksmith is competent to perform this function. The Board also has a responsibility to make sure that every locksmith is held to the same standard of competency.

Dr. Henderson left the meeting.

After Dr. Henderson's presentation, the next order of business was Document Creation. Laura passed around three drafts of proposed certificates of licensure. All the certificates were identical in language and format. The only difference among the three certificates was the color of the state of North Carolina. One certificate had a green state, one certificate had a blue state and one certificate had a gray state. Greg Wright made a motion to approve the certificate with the green NC for the Board's use. Robert Mathis seconded the motion and the motion passed unanimously. Greg Wright then made a motion to accept the certificate as Laura presented it. Robert seconded the motion. The motion passed unanimously.

Joe reported on behalf of the Notifications Committee. Joe stated that he has handed out about 300 applications for licensure. Dennis said that he had contacted some of the suppliers. Laura said that the best way to get the word out concerning locksmith licensure is

to focus the Board's efforts on the wholesalers. Laura said that Tim McMullen from ALOA is working on contacting some of the suppliers. Neal asked if it is okay for him to submit a public policy advertisement to be broadcast on public television regarding licensure. The Board agreed that an advertisement on public television would be of help and appropriate. Neal volunteered to contact other public entities in order to advertise the new locksmith licensure policy.

Laura then addressed the Board on behalf of the Examination Committee. Laura said that she will contact ALOA and Bly Hall at the Attorney General's office concerning the Board's testing options. The Board will not make any decisions regarding the locksmith licensure test until more information is gathered.

The next report came from the Standards Committee. Tom asked the Board if it is possible to post the minutes from the Board meetings on the website. Neal suggested that the Board first contact Bly Hall for discussion on this issue. Mathis agreed with Neal's suggestion. Tom made a motion to publish the approved minutes to the website and Ralph seconded the motion. Everyone on the Board except Neal voted to publish the approved minutes to the website if Bly Hall agrees that this is appropriate.

During the Rules Committee report, Laura stated that some applicants have expressed concerns regarding the Authorization for Release of Records form. Dennis made a motion to strike the wording "banks and other credit agencies" and "any other individuals" from the Authorization for Release of Records form. Ralph seconded the motion. The motion passed unanimously.

Another topic of discussion arising from the Rules Committee concerns the Public Records Act. Laura said that under this act, the application for licensure is considered a public record. Dennis made a motion to pursue confidentiality for personal information contained on the application except for the Board's own use and the use of the Board's hired staff. Neal seconded the motion. The motion passed unanimously.

With no further discussion from the various committees, Joe asked the Board if anyone had miscellaneous business to discuss. Dennis asked if the Board had decided on the format of the identification card that will be issued with each license. Laura said that each card will have the name and a photo of the locksmith, the Board's logo and the license number and date on it. Tom asked if Randolph E. Cloud and Associates could proceed in the printing of these cards. Laura said that the Board has to wait on Government Operations to meet before we can issue any licensure cards. Ensley inquired if there is a way to specialize the cards so that they cannot be duplicated. Tom made a motion that the design and customization of the licensure cards shall be an administrative matter and handled by Randolph E. Cloud and Associates. Dennis seconded the motion and it was passed unanimously.

Chris Boykin asked for specific language to be included in the statute so as to allow the State Bureau of Investigation to do background checks on those individuals applying for licensure. Laura said that she is currently using a couple of free websites to perform the

background checks. Chris made a motion for a change in the statute to allow the SBI to review the fingerprint cards. Neal seconded the motion. The motion passed with no opposition.

The date of the next Board meeting is October 7th. Dennis made a motion for the following meeting to be held on October 21st in the Triad. Robert seconded the motion and the motion passed unanimously.

With no further business, Dennis made a motion to adjourn. Tom seconded the motion. Motion passed unanimously.

Respectfully Submitted,

Anna Bridgers