

North Carolina Locksmith Licensing Board
Meeting Minutes
11:30am, April 9th, 2018
Raleigh, NC

Board members present: Jon Jeffries, Jennifer Richards, Mike Williams, Dennis Berwyn, Keith Throckmorton, Phil Lanier, Steve Bright

Board Members Absent: Bill Harrell, Rafe Rountree

Staff: Barden Culbreth, Nick Fountain, Reed Fountain

Board Training on NCGS 93B: Nick distributed notebooks for Board members and Reed presented Power Point presentation to meet this requirement.

Following the Training, the Board broke for lunch.

Regular Meeting:

Call to Order: Jon called the meeting to order at 1:20pm following Training and Lunch.

Ethics Awareness Statement: Jon asked for any conflicts or potential conflicts and hearing none, the meeting continued.

Approval of Meeting Minutes: Steve Bright motioned to approve. Keith seconded, and the minutes were approved.

Financial Report: Steve motioned to approve. Keith seconded and the Financial Report was approved.

Education/Testing Committee: Steve provided an update on the committee's new computer and testing schedule. Mike Williams proctored the most recent test on April 7th in Henderson County. Twenty-three people took the test, fourteen passed, nine failed. Steve reported that he intended to format the Board's old laptop and have one computer associated with Eastern part of state and Western part of state.

Discussion followed about setting up additional testing sites/dates.

Ad hoc Committee on Revenue/Rules:

Phil presented that "Renewal Fee" was not found in the Administrative Code and the Board was charging using the new "License Fee" for renewals.

1. Requiring Business Names as Part of the Board Record – (NCAC .0502) Reed presented a draft statement that required locksmiths to be registered under all businesses they provide business for. Discussion followed. Jon asked how expanding businesses would be affected. Barden asked that the limit of two businesses in the draft rule and this was removed. Jon asked for motion. Steve motioned to approve the draft language and begin Rule Making Process. Phil seconded, and the motion carried unanimously.

2. Duplicate License Fee – Phil motioned to approve draft language to charge processing fee for replacement license. Mike seconded and the motioned passed to amend NCAC .0404.
3. Renewal Fee Increase – Steve asked that the Board consider other aspects that were tied to this committee proposal, including reduction of the CE requirement. Nick asked about approving the remaining items as a collective motion. Phil described the committee’s proposal for reducing CE requirement, increasing Renewal Fee, and removing duplicative “county of work” and “county of residence” background checks as a combined measure.

Steve motioned to approve items 3, 4, and 5 in the agenda. Phil seconded and the items were approved unanimously. Nick and Reed will work on the language that would be sent to Rules Review Commission.

Chairman’s Report: Jon provided the Board with copies of the locksmith licensing brochures that were in the Board office. He asked that Board members assist distributing these brochures to area Chambers of Commerce.

Phil recommended substantive and stylistic changes to the brochures before they would be distributed.

Discussion followed.

Dennis asked that the Board office remove the fax number from the brochure. He volunteered to affix stickers to the brochures to include the Board’s website.

Dennis motioned to have the office send this out to Chambers of Commerce. Keith seconded with a friendly amendment to Dennis’ motion and asked that future editions include updates and changes.

The motion was approved. Phil voted in the negative because he stated the brochures were not engaging for the intended audience and needed updating before distribution.

Board office report: Barden presented that he continued to work with the website developers on the new websites.

Board Counsel Update: Reed provided an update on cases that had gone before the Probable Cause/Ethics Committee.

Discussion followed.

Dennis motioned to proceed with the four cases that were presented. Phil seconded, and the motion was approved.

Phil motioned to allow Probable Caucus Member to be allowed to send cases forward to injunctive actions. Steve asked about involving more Board members for oversight.

Discussion followed. Motioned passed with a dissenting vote from Steve Bright.

New Business: None

Old Business: None

Adjourn: Steve Bright motioned. Keith seconded and the meeting ended.