

**North Carolina Locksmith Licensing Board**  
**Meeting Minutes**  
**Zoom Call**  
**October 19, 2020, 6:00pm**

**Members Present:** Jon Jeffries, Bobby Blackmon, Jennifer Richards, Jim Storie, Larry Mares, Debbie Atkinson, Mike McCarty, Hunt Willis

**Members Absent:** Steve Bright (unexcused)

**Staff:** Barden Culbreth, Reed Fountain

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**Call to Order:** Chair Jon Jeffries called the meeting to order at 6:05pm.

**Ethics Awareness Statement:** Jon read the Ethics Awareness Statement and asked members for any conflicts or appearances of conflicts regarding the business before the Board today. Hearing none, the meeting continued.

**Approval of Previous Meeting Minutes:** Larry motioned to approve the minutes as presented. Jim seconded and the minutes were approved.

**Financial Report:** Treasurer/Secretary Jennifer Richards reported no issues with the Financial Report and motioned for its approval. Vice Chair Bobby Blackmon seconded, and the report was unanimously approved.

**Education/Testing Committee:** Jennifer provided an update of the September exam. Three people were scheduled but only one showed up. She reported that the next exam would be November 14<sup>th</sup>, but she was unable to proctor. Jim offered to proctor for this exam at Pitt Community College.

**Chair's Report:** Jon asked Board to consider establishing a fee for continuing education (CE) providers. He stated this would offset costs associated with a credentialing software if the Board were to approve such an investment. Reed reported this would require a change in statute and the Board can consider that after the election.

Jon asked the Board to consider changes to the language found in the Apprentice Application to consider if the "master" locksmith is under an investigation by the Board or subject to pending criminal charges. Reed reported that he looked at this issue and the Board would need to carefully consider this language. He stated that language would need to describe the process that the apprentice application would take and that it would need language discussing the review process if these conditions were met in the application.

Vice-Chair Bobby Blackmon asked if office could easily amend the documents and Barden replied it could be done without too much trouble. Bobby motioned for the new language to be added once developed. Jim seconded and the motion passed.

Jon reported that the Board recently learned that a licensee had been charged with a DWI. Barden has sent a letter to the licensee for response and for outcome to the DWI charge to be sent to the Board for review.

**Update from the Board Office:** Barden presented a proposal from a credentialing management software company, Certemy. He reported that applicants and licensees could use this software to better track their applications and renewals.

Jennifer asked about the effects of changes to volume of licensees/users for the software. Barden reported he would follow up.

Mike McCarty asked what other NC Boards were using Certemy. Barden would ask and follow up.

Jennifer asked about the general purpose of the software and would the licensees find it useful.

Jennifer reported that there were CE providers that the Board was not aware of and how would these providers use the software, and would they be willing to share their course catalogs, especially if there was a fee involved.

Jon reported that CE Sponsors would become accustomed to the software once it was in place.

Larry Mares asked how users would use this tool to renew.

Jennifer said there would be some quirks starting out and that there would be a learning curve for users to overcome.

Reed and Mike both reported that the NC Bar and NC Real Estate Commission used credentialing management software for their licensees.

Debbie Atkinson asked if Certemy would be willing to present the software to the Board in the coming weeks. Barden suggested a few dates and he would run these by the company. Reed pointed out that if the Board viewed the product that the Board office would need to post the meeting to comply with Open Meetings Law.

**Updates from Legal Counsel:** Reed reported that the NC legislature would return on January 13<sup>th</sup> and most activity was on hold for the November 3<sup>rd</sup> election.

Reed reported that the Governor's Executive Order on Regulatory flexibility had been extended through March 31, 2021, or within ten days following the revocation of the order.

Reed reported that the Board successfully filed an injunction against a locksmith practicing without a license, Mr. Rashad LuAllen, on September 30.

Jennifer asked how the Executive Order on regulatory flexibility could be used by the Board, and could the Board waive fees or extend deadlines. Reed reported yes; several Boards had elected to waive some requirements, especially those affected by COVID19 e.g. Barber Board. Discussion followed. Reed reported that the needs of the Board to continue operating would require revenue and the Board accepts unlimited online training.

**Unfinished Business:** Barden reported that he was working on the required Annual Reports and Annual Audit.

**New Business:** None.

**Schedule Next Meeting:** December 16<sup>th</sup>, 11:00am, in Raleigh at office of Young Moore. Committee meetings will be held at 10:30 if necessary.

**Adjourn:** Jim motioned to adjourn. Mike seconded and the meeting ended.