

**NC Locksmith Licensing Board**  
**August 13, 2018**  
**Office of Young Moore and Henderson, Raleigh, NC**  
**Board Minutes**

**Board Members Present:** Jon Jeffries, Jennifer Richards, Steve Bright, Todd Goings, Rafe Rountree, Keith Throckmorton, Phil Lanier

**Public:** Kenneth Wayne

**Staff:** Barden Culbreth, Reed Fountain

**Call to Order:** Jon called the meeting to order at 10:00am.

**Ethics Awareness Statement:** Jon read the Ethics Awareness Statement and asked for potential conflicts. Hearing none, the meeting continued.

**HEARING ON RULES:** Jon asked the Board to the formal Hearing for Proposed Rules. Hearing no objection, Jon called the Board into Hearing.

Hearing was adjourned.

The Board Recessed for 10 minutes.

Board reconvened at 10:55am and Reed administered the oath to Todd Going.

**Approval of the Minutes:** Steve Bright and Keith Throckmorton motioned and seconded to approve the minutes

**Financial Report:** Keith motioned and Steve seconded. The motion passed.

**Education/Testing Committee:** Steve Bright and Jennifer provided a report on the recent exam administration. 28 persons took the test, and 20 passed. Steve reported there was an old computer in use by the committee which is no longer functioning. Phil asked about backups, and Steve reported it was appropriately stored and backed up.

**Chairman's Report:** Jon presented a shirt he designed that advertised the NC Locksmith Licensing Board. Steve motioned for the Board to purchase shirts for Board members. Rafe seconded and the motion passed. Phil asked if this could be appropriately budgeted. Reed reported many Boards did this.

Jon reported on the recent arrest in Apex for unlicensed locksmith. He reported increased assistance from local law enforcement. Jon reported the relinquishing of locksmith tools by one person caught in the investigator stings. Keith asked there should be documentation when these assets are seized.

**Board Office:** Phil suggested the Board make publicly available the expenses of the Board. Jennifer recommended publishing the budget of the Board for the licensees. Barden reported that he would add the Annual Reports and Budget to the Resources section of the website.

Discussion followed about credentialing software, background checks, etc.

**Update from Board Counsel:** Reed provided a legal update on cases before the Board. He also provided some projected schedule for consideration of the Rules.

**Old Business:** Jennifer called on the Board to redo the exam and the study guide. Todd was appointed to the Education Committee to assist in that process.

**New Business:** Jon asked that Todd introduce himself to the Board. He spoke about his experience in the private and public sector.

Jon introduced a form that could be used for licensed locksmiths to verify identity of customers' and ownership of property. Jon, Jennifer, and Steve Bright presented a best practice document for the public and licensees.

Kenneth stated that he would put his comments in writing. He has read the statute and rules and had complaints about lack of enforcement across the state. He pointed out a number of loopholes in the statute. The Board acknowledged and recognized his concerns and discussed enforcement strategies across the state.

Discussion followed.

Jon passed out the brochures for distribution. Reed recommended sending some to career tracked high schools that would benefit from having these brochures.

Phil motioned to adjourn. Keith seconded and the meeting ended.

Next Meeting: September 17<sup>th</sup> Conference Call