

North Carolina Locksmith Licensing Board
Meeting Minutes
Raleigh, North Carolina
11am, January 16, 2019

Members Present: Jon Jeffries, Dennis Berwyn, Jennifer Richards, Major Bobby Blackmon, Keith Throckmorton, Jim Storie, Steve Bright, Debbie Atkinson

Members Not Present: Todd Going

Staff: Reed Fountain

Staff Not Present: Barden Culbreth

Public/Non-members: Walter Kulla, Joann Marshall

Call to Order: Chairman Jeffries called the meeting to order at 11:22 am and introduced the members present in Raleigh.

Ethics Awareness Statement: Jeffries read the Ethics Awareness Statement and asked for potential conflicts or appearances of conflicts. Hearing none, the meeting continued.

Confirmation of New Board Members: Major Bobby Blackmon, Jim Storie, Debbie Atkinson

Election of Officers: The following members were nominated for office:

Chairman: Jon Jeffries

Vice- Chairman: Dennis Berwyn

Secretary/Treasurer: Jennifer Richards

Keith Throckmorton made a motion to approve the nominations and was seconded by Steve Bright, motion carries.

Board Member Orientation: Reed Fountain, Legal Council, presented the 93B mandatory training for Board Members. Information presented included:

- Reporting requirements - Annual and Financial done by the Director
- Audits - Public Documents, as the board is in place to protect the public
- Other Public Documents including emails and texts
- This board is fee based and does not receive money from the State of North Carolina
- This board does not lobby
- Examinations are given for licensure, there is no discrimination
- Some information is confidential and not public, ie. SSN and banking account numbers
- Military personnel do get special treatment
- No automatic refusal of license due to criminal history
- Members serve until a successor is appointed
- This board carries Board of Directors insurance on the members
- The Administrative Statute Act is the rule book for licensing boards
- Our Rules Commission will review current rules every 10 years and will need to be re-adopted or amended at that point
- Board can hold hearings in necessary

- Board meetings are open to the public and must have posted advanced notice of all Board meetings
- Ethics Commission requires SEI every year and Ethics training course every 2 years

Approval of Previous Meeting Minutes: Steve Bright motioned to approve, Keith Throckmorton seconded. The minutes were approved.

Approval of Financial Report: Jennifer Richards presented the Financial Report. Dennis Berwyn motioned to approve, Steve Bright seconded and the report was approved.

Education/Testing Committee: Steve reported on the recent exam in Winston-Salem. Twenty-three applicants took the test. Eight passed, eleven failed and there were four no shows.

Discussion followed to revise the test. There were problems discovered with incorrect question answers on the score sheet with the blue and orange test. The exams from the last exam testing were reviewed and the one-point difference did not keep someone from passing the exam.

Chairman's Report: Chairman Jon Jeffries appointed new committee members to serve for 2019.

Social Media Committee:

Dennis Berwyn
Steve Bright
Keith Throckmorton

Ethics Committee:

Jon Jeffries
Dennis Berwyn
Debbie Atkinson

Education Committee:

Steve Bright
Jennifer Richards
Jim Storie

Chairman Jeffries reported that the FAQ page has been omitted on the current website. He asked the Education Committee to review and update the questions so that they may be added to the website.

Jon asked for a review of the Licensing renewal paperwork. The office is getting multiple calls asking about a requirement to let the Board know about all employees with access to locksmith tools. The requirement as written is being misunderstood. This would be a wording clarification update.

Chairman Jeffries would like the board to think about presenting our Board to other relevant licensing boards. (ie. Realtors, Contractors) This would be a presentation on what we do and encourage their members to inform their customers of hiring only licensed locksmiths. Dennis Berwyn suggested reaching out to these boards through a letter promoting the cause and understanding of the NCLLB.

Trade Show: With board approval, Jon has purchased 500 screwdrivers and 300 ink pens with the NCLLB logo on them for give a ways at the North Carolina Locksmith Association Trade Show on Feb 9, 2019. He also purchased a table banner to use. He also asked for approval to use the remaining budget to pay for hotel rooms for the board members who will be in the booth at the show.

Board members who will be in the booth are: Jon Jeffries, Dennis Berwyn as well as the Board Director, Barden Culbreth.

Update from Board office: None

Legal Counsel Update:

Reed updated Board on injunctions. One injunction has been completed and two others are active.

The Ethics Committee is reviewing and making recommendations along with the investigator.

Old Business: Education Committee will meet in February to review the licensing exam. A \$500 budget was given by the Chairman to cover hotel expenses. Date will be set as soon as a location is found.

New Business: Dennis Berwyn recommended that board members utilize the domain email that is available through our website. Reed Fountain agreed that this would be a good way to keep board emails that are of public record in one place and if a legal request should occur, would keep a personal account safer.

Chairman Jeffries presented a document for review. He would like the Education Committee to finalize a "Myth vs Fact" sheet for presentation at the NCLA Trade Show.

Adjourn: Keith Throckmorton made a motion to adjourn, was seconded by Jim Storie and passed.

The meeting was adjourned at 1:30 pm

Next Meeting: March 11th at 5:30 pm. This meeting will be a conference call.