

**North Carolina Locksmith Licensing Board**  
**Meeting Minutes**  
**Conference Call, 5:30pm, June 3<sup>rd</sup>, 2019**

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

**Staff:** Reed Fountain, Barden Culbreth

**Call to Order** – Chairman Jon Jeffries called the meeting to order at 5:35pm

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

**Approval of Previous Meeting Minutes** – Dennis motioned to approve the minutes. Bobby seconded, the motion passed and the minutes were approved.

**Approval of Financial Report** – Jennifer motioned to approve. Jim seconded and the report was approved.

**Approval of the FY19/20 Budget**- Jennifer motioned to approve the proposed FY19/20 Budget. Jim seconded and the budget was approved.

**Education/Testing Committee:**

**Study Guide Update** – Jim Storie praised the work Jennifer has done revising the study guide. Jennifer advised she had some final edits to make. Reed asked Barden to compile changes he made to an introductory page and share with Jennifer.

Jon proposed that the Board consider an electronic (PDF) version of the study guide. Jennifer and Steve asked to keep the document in paper form for distribution. Jennifer recommended a price increase to \$30, as a processing fee, for the guide. Discussion followed. Jon recommended that the fee be \$40 to compensate for the time and money spent developing it. Jim stated he agreed with increase but was closer to \$30.

Steve motioned for a price of \$30. Jim seconded and the motion passed unanimously.

Discussion followed on PDF versions of the study guide.

**Chairman's Report** – None.

**Updates from Board Office**

**Proposal from Heuristics Inc.** – Application Software: Barden presented a proposal from this company. Discussion followed. Reed said he could make some suggestions to the Board office of what other Boards are using. Dennis motioned to table the issue and Jim seconded.

**WSOC Charlotte Update** – Barden provided update of a media request on scamming. Report is forthcoming and will be sent out to the Board members when it airs.

**Updates from Board Counsel** – Reed provided update on the Best Practices Seminar. Debbie and Barden also attended. Debbie provided her feedback on the event and enjoyed the breakout session with Board members from the state’s other occupational licensing boards.

Reed reported that three injunctions were completed, and several more forthcoming from the Board office.

Reed also provided a short update on the legislature and state budget. There was also discussion about licensure boards with persons with criminal records, and records that had been expunged.

Dennis spoke about similar justice reform movement at the legislature and praised this Board for encouraging persons to become locksmiths.

The Ethics Committee will be meeting with an applicant on Friday.

**Old Business** – None.

**New Business** - None.

**Schedule Next Meeting** – July 22<sup>nd</sup>, 5:30 conference call.

Adjourn