

North Carolina Locksmith Licensing Board
Meeting Minutes
Zoom Meeting
11:00am, May 13, 2020

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

Members Absent (Excused): Steve Bright, Bobby Blackmon

Staff: Barden Culbreth, Reed Fountain

Public: Steve Evers - Complete Electrical Academy

Call to Order: Chairman Jon Jeffries called the meeting to order at 11:07am. The Education/Testing committee met prior to the start of the meeting.

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

Swearing in of New Board Members: Reed was recognized and administered Board member oath to Larry Mares. The Board members then introduced themselves and welcomed new member Larry Mares.

Approval of Previous Meeting Minutes: Jim Storie motioned to approve the previous meeting minutes. Larry seconded, and the minutes were approved unanimously.

Approval of Financial Report: Jennifer presented the Financial Report and indicated she had no questions before the Board. Jennifer motioned to accept the Financial Report. Mike McCarty seconded, and the Report was accepted unanimously.

Review and Approval of the Bylaws/Operating Procedures: Jon presented the draft Operating Procedures Document prepared by Jennifer Richards and the Education/Testing Committee. He thanked Jennifer and committee for their work. Jennifer recommended one change in the Officers Section (Section .0106), to remove 2nd sentence requiring officers to serve at least one year prior to election to that officer position. This change was accepted. Discussion followed.

Larry motioned to approve the Operating Procedures. Jim seconded and the Operating Procedures were approved unanimously.

Education and Testing Committee: Jennifer reported that Steve Bright had recently administered the exam on May 9th at Pitt Community College. Four people took the test and there was one no-show. The pass rate was 100%. Barden reported he had been in contact with the no-show applicant and he would be testing tomorrow at the Board office in Raleigh. The next exam will be June 13th at Forsyth Technical Community College, where Jim and Jennifer would proctor.

Steve Evers was recognized, and he answered some questions about the locksmith courses offered by Complete Electrical Academy. Jennifer motioned to approve CEA as a training sponsor. Jim seconded, and the motioned passed unanimously.

Chair's Report: Jon thanked everyone for their diligent work in their committees and asked the Board to continue the good work.

Board Office Report: Barden reminded the Board members of their Ethics Commission requirements. He also reported that he would be preparing the FY2020-2021 budget for Jennifer and Finance Committee to review and present at the next Board meeting.

Board Counsel Report: Reed Fountain was recognized and reminded Board members of their 93B training requirements. He reported that Mike and Larry would need to have this Board member orientation training soon and could do it collectively over Zoom.

Reed also spoke about new legislation passed during the Short Session, including authorization for Boards to consider waiving or altering their requirements for applicants during the course of the Governor's Executive Order related to COVID19. This legislation also required Boards to submit a report of their actions by October 1, 2020, explaining their action or inaction. Discussion followed.

The Board agreed that no action would be taken because the Board already allowed 100% of renewal trainings to be done online, that incomplete renewals were already being accepted (which allowed persons to pay for their incomplete renewals without additional penalty), and regular testing for new licensees was interrupted by only one canceled test date.

Unfinished Business: None

New Business: None

Schedule Next Meeting: June 24th, 11am. In-person in Raleigh or Zoom. Larry motioned to approve the date. Jim seconded and the meeting ended.

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