

**North Carolina Locksmith Licensing Board
Conference Call Meeting Minutes
9:30am, October 16th, 2017**

Members Present: Phil Lanier, Steve Bright, Jennifer Richards, Jon Jeffries, Mike Williams, Dennis Berwyn, Keith Throckmorton, Bill Harrell, Rafe Rountree

Staff: Barden Culbreth, Anne Brown

Call to Order: Chairman Phil Lanier called the meeting to order.

Ethics Awareness was read by Phil and hearing no conflicts, the meeting continued.

Approval of Minutes: Steve motioned to approve, Keith seconded and the minutes were approved.

Financial Report: Steve motioned to approve. Jennifer seconded and the Financial Report was approved.

Update from the Office: Barden reported on that the office had filed its Annual Audit and Annual Report to the required government oversight bodies. He also reported that the office had secured six testing sites across the state to administer the exam.

Ad Hoc Committee:

Dennis reported on several bids gathered for website and database overhaul. Dennis presented a committee recommendation to approve Right Strategies for this service.

As legal counsel, Anne Brown notified the Board that they needed to go through the Purchasing and Contracts Division of the NC Department of Administration for all service contracts, including management contracts.

Barden stated this was not his experience working with occupational licensing boards.

Discussion followed, specifically how the management contract was approved earlier in the year following Anne's similar recommendation to go through P&C in June.

Barden stated that he sought several bids for management to satisfy the spirit of Anne's recommendation but did not register the Board with Purchasing and Contracts, nor took the Board through the P&C bidding process. After speaking to several firms and asking if Purchasing and Contracts was required, Barden informed Phil that it was not. Phil then called a Special Meeting in June to approve the management contract with Randolph Cloud and Associates for \$25,000 annually.

Discussion followed.

Phil restated the question on the floor.

Jon motioned to have Barden work with Purchasing and Contracts to have the Board's decision to enter into contract with Right Strategies approved.

Steve seconded.

Dennis stated that this motion would raise total costs and waste the Board's time.

Jon withdrew motion.

Phil asked the Board to consider the next agenda item.

Legal Counsel Proposals:

Jon motioned to approve a proposal for legal services from Young and Moore.

No second was heard.

Keith asked if Purchasing and Contracts needed to be used for legal services.

Anne answered affirmatively; it was a service contract and needed to go through Purchasing and Contracts.

Jon withdrew the motion.

Jon motioned to approved the money for the website and money for the legal counsel.

Mike motioned to table these items.

Jon seconded and the items were moved to the next meeting.

Motion approved. Affirmative – Mike, Rafe, Keith, Bill, and Steve. Negative – Jon, Dennis. Abstain - Jennifer.

New Business: None.

Unfinished Business: None.

Adjourn: Steve motioned to adjourn. Jon seconded and the meeting ended.

Next meeting – December 11, 2017, Burlington, NC.