

North Carolina Locksmith Licensing Board
Meeting Minutes, Raleigh/Zoom
February 4, 2025

Members Present: Jon Jeffries, Deanna Brena, Diane Riddle, Dovid Burnham, Liz Overby Gallo, Garrett Davis, Jack Walder, and Erich Crouch

Staff: Barden Culbreth, Catherine Lee, Ryan Mitiguy, Bonnie Raddatz, Leroy Everhart

Public: Frank Zykan

Welcome and Call to Order: Board Chair Jon Jeffries called the meeting to order and thanked the Board members for meeting virtually despite the weather conditions.

Oath of New Member: Bonnie Raddatz swore in new Board Member Liz Gallo.

Ethics Awareness Statement: Jon read the Ethics Awareness Statement and asked for any conflicts of interest or appearance of conflicts of interest. No conflicts were announced and the meeting continued.

Public Comment: Frank Zykan, owner of Frank Zykan Safe and Vault, LLC in Missouri, was recognized. He addressed the Board regarding a complaint he filed against a moving company operating in Charlotte. He maintains that they are installing safes without a locksmith license. The Board has investigated Mr. Zykan's complaints several times.

Approval of the Agenda: Dovid motioned to approve the agenda. Garrett seconded and the agenda was approved.

Approval of the Previous Meeting Minutes: Jack motioned to approve the previous meeting minutes. Erich seconded and the minutes were approved.

Approval of Financial Report: Jack motioned to approve. Dovid seconded, and the report was approved.

Legal Report: Catherine and Ryan were recognized and opened the floor for questions. They would be reviewing the proposed rules later in the agenda.

Board Chair Report: Jon shared that he had signed two continuance orders for hearings to the next meeting, 2 consent judgements, and 3 consent orders since the last Board meeting.

Board Office Report: Barden shared that he and the investigators have been working on several complaints against persons providing locksmith services without a license.

Education/ Testing Committee: Diane reported that she proctored an exam in December, and the test in January was postponed and eventually canceled due to inclement weather. Dovid asked about the passing rates on the recent exam. Diane shared some times she would be able to proctor in the near future.

Unfinished Business: Jon asked the Board to review the proposed rules that the Board had initiated, including codifying training requirements for apprentices. Catherine reviewed the rules with the Board and reported that no public comment had been received about these rules. She presented the options that the Board had to either advance, change or reject these rules.

These proposed changes are:

21 NCAC 29 .0201 – To revise the manner in which examination fees are assessed

21 NCAC 29 .0202 – To codify the contents of an application to take the examination administered by the Board, as set forth in GS 74F-7

21 NCAC 29 .0204 – To clarify examination testing procedures

21 NCAC 29 .0206 – To codify the manner in which a request for a testing accommodation may be submitted to the Board

21 NCAC 29 .0501 – To clarify the manner in which an apprentice locksmith must practice under the training and supervision of a licensed locksmith, as set forth in GS 74F-7.1

Jack motioned to approve the proposed rules listed above. David seconded. The motion carried unanimously.

New Business: Jon shared a revised order on the matter of Kfir Cohen. Diane motioned to approve. Jack seconded, and the order was sent back to the judge.

Committee assignments:

Jon appointed Erich Crouch as a probable cause officer. It will be his job to direct complaints to the ethics committee. David, Deanna, Jack were ethics committee.

Education – Diane, Jack, David, with Diane as chair.

Social media – Liz was asked to help with the YouTube Channel, Facebook, and other social media. Diane and David were asked to assist. Liz asked about consulting with outside experts, and Jon affirmed that any help, especially free help. Dovid volunteered to assist.

Discussion followed on committee work related to the open meeting law.

Adjourn: Jon asked for motion to adjourn. Diane motioned to adjourn, Jack seconded and the meeting ended.

Next Meetings in 2026: March 4, April 1, June 3, August 5, October 7, and Dec 2