

**MINUTES OF THE February 23, 2010
CONSTRUCTION CONTRACTORS BOARD
LOCKSMITH ADVISORY COMMITTEE MEETING**

The Construction Contractors Board held a Locksmith Advisory Committee meeting on Tuesday, February 23, 2010, at the CCB offices 700 Summer St. NE, Suite 300, Conference Room B, Salem, Oregon.

Committee Members: Co-Chair Jon Mangis, Ernie Blatz, Simon Blatz, William Curtis, Kristina Leipzig, and Christopher Tardiff.

Staff: Craig P. Smith Administrator, Richard Blank Enforcement Manager, Gina Fox Education Manager, Kristie Patton CSU/Licensing Manager, Shelly Wiles Information Technology Manager, Lin Tindall Compliance Officer, Larry Moore Field Investigator, and Education Assistant Holly Eilertson.

Guests:
Steve Brown

1. **Welcome, Review and Approval of Agenda (Chair)**
Meeting called to order by Co-Chair Jon Mangis. The agenda for February 23, 2010, was approved.
2. **Review and Consideration of January 14, 2010 - Minutes/Modification/Approval**
The January 14, 2010, Locksmith Advisory Committee (LSAC) minutes were approved as written.
3. **Review of Locksmith “Dress Rehearsal” for today (Craig/Rich):**
 - **Lottery for first through ~~fifth~~ sixth person to take test/application.**
 - Administrator Smith explained staff will draw numbers to determine who will obtain which certification number.
 - The results of the drawing are:
 - Simon Blatz (OLCS = Oregon Locksmith)
 - Ernest Blatz
 - William Curtis
 - Kristina Leipzig
 - OLCS Christopher Tardiff
 - OLCS William Blanchard
 - **Online “Dress Rehearsal” (set for 10:00 a.m.)**
Administrator Smith provided an overview of the “dress rehearsal”. During the “dress rehearsal” portion verbal feedback is allowed. We will conduct testing simultaneously in conference room B. During the testing portion no discussion or assisting others is allowed.
4. **Future Meetings and Agenda Planning:**
 - **Next two LSAC Meetings – July and October 2010**
Discussed what dates work best for LSAC members. Conclusion: July 2010, hold a meeting in the third week of the month. October 2010, conduct a meeting the first or second week of the month.

- **How often to meet after that? (Quarterly?)**
Discussed what options and necessities work best for LSAC members and decided on quarterly meetings after the July and October 2010 meetings.
- **Future possible agenda items for July:**
 - **Review online locksmith system performance/feedback March thru June 30th**
 - **Testing data/feedback**
Other suggestions from LSAC:
 - Revisit the idea of obtaining drivers license pictures for locksmith (LS) certification cards
 - Continuing Education
 - Background check through Oregon State Police
- **Locksmith Standards of Practice (S&P)**
 - **Review of feedback on current S&P**
 - Fine tune or change
 - **Future S&Ps for locksmiths**
 - Add extra S&P if needed

E. Blatz asked if LSAC wanted to change the law what type of process is required?

Staff explained the Legislative process.

LSAC and staff discussed how the Enforcement reporting plan would work.

LSAC and staff entered the closed session for Locksmith Application/Testing/Certification process.

5. Locksmith Member Online Locksmith Application/Testing/Certification:

All members completed the application process.

6. Working Lunch

LSAC members provided feedback regarding the online locksmith experience and recommendations for improvements.

Other discussion points:

- How does the CCB know who are LS employees?
 - Administrator Smith said in the future the business will be required to notify the CCB who their LS's are. We do not have the authority to ask the LS who he is employed by.
 - If a LS performs work and is not a CCB licensee or employed by a CCB licensee the LS will be fined.

Steve Brown, guest, asked if the agency will send notification via list serve that the LS test is ready?

Ms. Fox confirmed we will.

7. Award of Locksmith Certifications to LSAC Members
Certifications presented.

Administrator Smith summarized the meeting:

- LSAC will meet in July and October 2010 and thereafter conduct quarterly meetings.
- Discussed the Legislative process.
- Completed the online LS test process.
- This is a first time for the CCB to process an online payment.
- Extended our thanks to Chris Tardiff and William Blanchard for all their hard work.
- Thanked Ms. Wiles and the Information Technology team for all their hard work and making the LS online application, test, and certification a reality.

8. Adjournment

Meeting adjourned at 12:40 p.m.

Respectfully submitted by Holly Eilertson, Education Assistant