

MINUTES

May 25, 2022

10:00 A.M.

ND PISB Board Meeting-Hybrid Zoom Video Conference and In-Person Sanford Officers Training Center 201 14 St NW, Mandan, ND 58554

NDPISB


1. Treasurer Ernie Thurman called the meeting to order at 10:02 a.m. Board members present: Justin Blinsky, Steve Lundin, Jason Nelson, and Ernie Thurman. Board members absent: Randy Ziegler and Mike Wetsch. Others present: Executive Director John J. Shorey III, Board Legal Counsel Chris Redmann, Chris Anderson, and "17013407849".
2. Chris Anderson P.I. Equivalent Experience: John summarized that Chris was trying to get a determination if his contract tracing with the ND Department of Health would be equivalent experience towards a private investigator license. Chris addressed the Board and answered questions about his previous experience and the contract tracing experience. Steven made a motion to accept Chris' previous experience with the ND department Health as equivalent experience. Justin seconded. A roll call vote was taken, and it was unanimous to approve the motion. John advised Chris he needed to now apply and outlined the licenses process to Chris.
3. Craig Penley Application. John summarized the application. Steve made a motion to approve the application. Jason seconded. A roll call vote was taken, and it was unanimous to approve the motion.
4. Bismarck-Mandan Security, Inc. Question: John summarized the question and that he talked with both Brandon Potts and Joe Werner of Bismarck-Mandan Security, Inc. John stated the question was if they had an individual remote viewing a site and opening gates would that person need to be registered as a security officer. John stated the individual viewing would be in ND and the site was in MN. John stated he asked Joe Werner if they had talked with the MN Board and they had not. John stated he told Brandon the Board had not made any determinations about remote viewing a site, but that other States have determined that this is licensable activity that would require a security license. John stated he could research the issue with a report back to the Board. Steve stated in general he thought that it was licensable activity. The consensus was that Chris and John need to research the issue further and report back to the Board.
5. Michelle Krech-Sturm Consulting & Investigations, LLC and Jason Sturm 2021 Renewal: John summarized the agenda item and that these individuals submitted an incomplete renewal application for the 2020 renewal season and that due to the backlog John had not done anything yet with the 2020 applications. John stated these individuals have not submitted 2021 renewal applications. John stated in the administrative rules after 60 days of not submitting a renewal application by September 30 it triggers a new application. John stated due to the backlog that he thought some courtesies in this area may be appropriate. John stated he posed the question to Chris if there was a way to let them late renew due to the backlog. Chris stated his analysis was that the Board had some discretion. Chris stated they could late renew, but that any activity done during the period would be looked at as unlicensed activity, due to the backlog. John stated he thought a late renewal, with two months late renewal fees, along with a written explanation, along with asking about unlicensed activity that would come back to the Board for review, would be a possible procedure. Justin made a motion to allow them to late renew, with applicable late fees, and that any unlicensed activity would be looked at by the Board. Steve seconded. A roll call vote was taken, and it was unanimous to approve the motion. Justin made a motion to amend his motion to include the requirement of a written explanation. Steve seconded. A roll call vote was taken, and it was unanimous to approve the motion. There was discussion on how to handle similar applications. The consensus was: for individuals that have submitted a 2020 renewal, but not a 2021, that they could submit a late renewal and late fees, along with an explanation, and that it comes before the Board. For those individuals that did not submit a 2020 or 2021, and John stated he knew of two off

the top of his head, with one of those individuals submitting a photo for 2020 renewal but no renewal application, for John to send letter to those two individuals asking their status. John stated in another case one agency had submitted a 2020 renewal that was incomplete, John reached out to them and they shut down during the pandemic and they are no longer license in MN where they are based. John stated he asked them if the Board allowed them to submit a 2021 renewal application would they want to and they initially said yes, and then later said no. John stated the check they submitted for the 2020 renewal was no longer good and he had reached out to them about sending a new check but now had not heard back from them. John suggested if they wanted to withdraw the application for 2020 that would be fine, unless they provided services from 9-30-2020 on, and if so, then they should be required to submit a new 2020 check if they provided services during that period. The consensus of the Board was to follow that procedure.

6. John stated due to the backlog he did not have any minutes for review.
7. Financial Report: John stated that he was backlogged with invoicing. John gave an example that he would get applications, if they looked correct, he was depositing the money with the intent of going back and invoicing those applications but has not been able to with the backlog. John stated agencies place money on account with the Board. John stated that he cannot catch up with things with the backlog since it is only him in the office. John stated the Board received a few applications for the administrative assistant and he conducted one interview. John stated based on the financial situation it was clear the budget would not support hiring an administrative assistant, so he and the Chairman stopped the process. John stated he talked with the Chairman of cost saving measures that could be taken and the following has been done: FARB and IASIR memberships have not been renewed, the Carbonite payment was reduced after talking with Carbonite with what the Board needed coverage wise with a saving of \$542.11, there was a safety deposit box at US Bank that contained previous Board minutes and some CD paperwork, that was cancelled; the Board cancelled using Presort Plus with delivering fingerprints and CHRI between the Board's Office and ND BCI, and John is now doing that. John stated he talked with Allyson Hicks with the Attorney General Office about funding options for the Board, and that the Emergency Commission was an option, but that the Board needed to get the books up to date. John stated he was focusing on undeposited checks and processing those applications. John stated there were outstanding invoices from Chris Redmann and the ND Newspaper Association for the administrative rules process. John stated currently there was \$2,734.74 in checking and \$20,319.50 in a CD. John stated he talked with Ernie and they thought the CD needed to be cashed to support Board operations. John stated Ernie and Steve were possibly going to come in and assist with the backlog, but that he needed to get to a point where they could come in and help with mundane items. Jason stated he could possibly help. John stated if someone wanted to help with minutes that would be another idea. There was a discussion about Board members assisting with proctoring licensing exams as well. Steve commented that the books needed to be caught up. Steve made a motion to approve the financial report. Jason seconded. A roll call vote was taken, and it was unanimous to approve the motion. Steve made a motion for John to cash out the remaining CD. Justin seconded. A roll call vote was taken, and it was unanimous to approve the motion.
8. Ratification of Licenses and Registrations issued and renewed: John advised this was backlogged.
9. Administrative Rules Update: Chris stated the process was going fine, that the deadline to submit the items to the legislature approached and he had still not received the information from the Attorney General's Office that was needed to be submitted to legislature as part of the process, Chris reached out to the Attorney General's Office and they had mailed it and it would not get to him in time, so he asked the Attorney General's Office to email it to him, which they did. Chris stated he then emailed the items to the legislature on the deadline. Chris stated unknown to him that there was an attachment open, and the email did not send. Chris stated he figured this out the next day and the legislature would not accept the items since they were late. Chris stated this now pushed out the effective date of the administrative

rules to October 1. Chris apologized and stated it was unintentional. John commented that the fee increases would not be captured for the upcoming renewal season.

10. Application Procedures and Policy Update: John did not have anything to update on this.
11. 2020 Renewal Season & Backlog Update: John stated the majority of 2021 was still backlogged and there were still 2020 renewal applications backlogged.
12. 2022 Renewal Season: John Shorey: There was discussion about when the renewal season would be opened due to the ongoing backlog. The consensus would be to make that decision closer to the renewal season by John and the Chairman.
13. Justin made a motion to adjourn the meeting. Jason seconded. A roll call vote was taken, and it was unanimous to approve the motion. The meeting was adjourned at 11:09 A.M.



Chairman



Date



NOPISB Executive Director



Date