

MINUTES
August 26, 2025
11:00 A.M.
ND PISB Board Meeting-Zoom Video Conference
NDPISB

1. Vice-Chairman Steve Lundin called the meeting to order at 11:00 a.m. Board members present: Justin Blinsky, Steve Lundin, Kevin Fisher, Ernie Thurman and Randy Ziegler. Board member absent: Mike Wetsch. Others present: Executive Director John J. Shorey III, Board Legal Counsel Chris Redmann (at 11:04 A.M.) and Cece Malaterre with Securitas Security.
2. Steve asked Cece if there were any agenda items she wanted to speak about. Cece said no, she was just attending for Kerry Kuno's application.
3. Kerry Kuno Application. John summarized the application. Justin made a motion to approve the application. Ernie seconded. A roll call vote was taken, and it was unanimous to approve the motion.
4. John Devine Application. John summarized the application. Justin made a motion to approve the application. Randy seconded. A roll call vote was taken, and it was unanimous to approve the motion.
5. Jason Brower Application. John summarized the application to include that this individual was currently an armed security officer with MaxSent on a Federal contract, and his understanding this individual was exempt from licensing under the Board, and something has changed contract-wise triggering an application with Allied Universal and becoming registered with the Board. There was discussion about possibly requesting additional information from the applicant.
6. A motion was made by Justin to close the meeting for an executive session for attorney consultation (N.D.C.C. 44-04-19.1(2)) and criminal history (closed or confidential records (44-04-19.2(1)) for Jason Brower's application (Steve cited N.D.C.C. 44-04-19.1). Seconded by Kevin. A roll call vote was taken, and it was unanimous to go into executive session. The executive session began at 11:11 A.M. and was attended by: Steve Lundin, Justin Blinsky, Ernie Thurman, John Shorey, Randy Ziegler, Kevin Fisher and Chris Redmann. The executive session adjourned at 11:19 A.M. The public was invited back for the open session of the meeting.
7. Randy made a motion to approve Jason Brower's application. Justin seconded. A roll call vote was taken, and it was unanimous to approve the motion.
8. 2025 Renewal Season procedures. John stated he was trying to come up with procedures to streamline the process for this year's renewal season with the goal of issuing physical licenses and pocket cards this renewal season in light of the backlog. John stated with the backlog the Board's position was if someone has submitted a renewal application at the proper juncture, regardless of if it was complete or not, they were in compliance. John stated previously he would go back to the beginning of any backlogged applications, review those, and rectify any issues with the applicant, prior to issuing the current registration and/or license. John stated that was very time consuming, and wanted to flip that around, with the following proposed framework for this renewal season: For this year's renewal applications for John to conduct basic due diligence if the individual held a previous license and/or registration, not look at every renewal application, to include transfer, armed certification, or upgrade applications; or look at inactivation letters from agencies; and if he is satisfied with the basic due diligence, issue the renewed license or registration, and then later, once backlogged applications are reviewed, to work with applicants if there are any issues with previous backlogged applications or if the proper application was not received at the proper juncture. John stated the Board needs to come up with a framework later how the Board is going to look at those instances where someone did not submit the proper application. John asked Chris if he had any issues with the proposed framework. Chris stated no, and that it sounded like a good policy and procedure. Justin made a motion to direct John to process 2025 renewal application with the framework as outlined by John. Ernie seconded. A roll call vote was taken, and it was unanimous to approve the motion.

9. Letter from Office of the State Auditor-Audit Revenue Threshold Increase Occupational and Professional Boards. John summarizes the letter the Board received from the Office of the State Auditor and was sent out to Board members. John stated previously the threshold was \$200,000 of gross receipts that triggered the requirement for an audit versus the annual financial review form. John stated it's now \$2,000,000 and his understanding it's retroactive. John stated the Board is backlogged from 2019 to present to either have audits completed or complete the annual financial review forms. John stated when he looked into it previously it was going to be about \$10,000 for a two-year period for an audit and that the Board doesn't have money budgeted for audits. Randy made a motion for John to complete the annual financial review forms from 2019 to present. Kevin seconded. A roll call vote was taken, and it was unanimous to approve the motion. Steve asked John if he knew when the deadline was to submit those. John stated in talking with Auditors from the Office of the State Auditor it was to start with 2019 and submit them as soon as possible, with the understating that the Board was going into their renewal season. John stated he thought it was prudent to focus on the renewal season and after that start working on these and other aspects of the backlog.
10. ND PISB Administrative Assistant Position/Temporary Board Staff Position: John stated he had sent out information to Board members on the previous job posting from 2021 that was ultimately not filled. John stated without knowing the revenue coming in from this year's renewal season he didn't think it was prudent to fill the position until after the renewal season, but that the Board should consider posting the position in advance on ND Job Service and the Board's website, using the previous information and salary range. John also stated with himself focusing on the upcoming renewal season, he had some informal conversations with Steve about Steve taking the lead with reviewing applications and interviewing individuals that may apply. John stated that final approval would remain with the full Board regarding any decision with the position. Justin asked Steve if he was willing to that and Steve stated he was. Justin made a motion to post the position as discussed. Ernie seconded. A roll call vote was taken, and it was unanimous to approve the motion. Steve clarified that he and John would vet any applications, Steve would conduct interviews and come back to the Board with a recommendation at a later meeting. There were no objections from Board members on that course of action.
11. Minutes: John stated he did not have any minutes for Board review due to the backlog.
12. Financial Report: John stated due to the backlog he was going to give a basic financial report. John stated the Board had \$27,034.65 in checking. John reminded Board members that some agencies carry money on account with the Board for applications.
13. Ernie made a motion to adjourn the meeting. Kevin seconded. A roll call vote was taken, and it was unanimous to approve the motion. The meeting was adjourned at 11:36 A.M.



Chairman

2/26/20

Date



ND PISB Executive Director

2/26/20

Date

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