**Council on Law Enforcement Education and Training**

**Private Security Advisory Committee**

CLEET

2401 Egypt Road  
Ada, OK 74820

September 6, 2017 10:00 a.m.

**MINUTES**

**Committee Members Present:**

Mr. Bill Price, Chairman

Mr. Louis Maltos, Vice Chairman

Mr. Rick Van Auken

Mr. Robert Smart

Mr. Wayne Pauley

**CLEET Staff Present:**

Mr. Steven Emmons, Director

Mr. Charles Gerhart, Assistant Director

Mr. Shannon Butler, Operation Manger

Mr. Gerald Konkler, General Counsel

Ms. Catherine Streater, Paralegal

Mr. John Parker, Director of Administration

Mrs. Tammy Wells, Private Security Supervisor

Mrs. Janesa West, PSAC Secretary

**Guest:**

Mike Kirchmann

Sharon Forsythe

Robert Fletcher

Shelly Lowrance

Tracy Shivers

1. **Call Meeting To Order**

Chairman Price called the meeting to order at 10:01 am. Roll was taken and a quorum was present.

1. **Approval of Minutes**

The regular meeting minutes from March 8, 2017 were reviewed by committee members.

**Action Taken:** Mr. Smart made a motion to approve the information as presented, motion was seconded by Chairman Price and a vote was taken. Chairman Price: yes; Vice Chairman Maltos: yes; Mr. Smart: yes; Mr. Van Auken: yes; and Mr. Pauley: yes. Motion passed.

1. **Legal Update on Private Security Complaints**

Ms. Streater explained to the committee the over abundance of information regarding legal cases was due to her absence at prior meeting. Mr. Maltos questioned the specifics work related offense. Ms. Streater stated the offenses could vary, giving as example guard working with no license, agency working unlicensed guards. Committee was asked if there were any further questions to which there was none.

**Action Taken:** Mr. Van Auken made a motion to approve the information as presented, motion was seconded by Mr. Pauley and vote was taken. . Chairman Price: yes; Vice Chairman Maltos: yes; Mr. Smart: yes; Mr. Van Auken: yes; and Mr. Pauley: yes. Motion passed.

1. **Update on Private Security Division**

Ms. Tammy Wells reported the activity of the Private Security Division by providing a graph chart reflecting the numbers of all application received, processed, and licensed since 1-1-17 through current date. She stated according to the data received intake is reflecting high numbers received and processed than the previous year of 2016. Committee members asked for explanation and details regarding the process for a new application received processed and final steps of licensure. Ms. Wells explained applications are processed in the order they are received on a daily bases. She stated her department takes approximately 1 to 2 weeks to complete their portion of processing while it can take up to 4 weeks for OSBI to return prints slowing the entire process and license release from anywhere between 4 to 6 weeks. The committee inquired as to any solutions to expedite the process such as walk up counter at which time Director Emmons advised that would be a topic discussed in items 6 and 7. At that time committee members were asked if there were any more questions for Ms. Wells to which there were none.

**Action Taken:** Mr. Van Auken made a motion to approve the information as presented, motion was seconded by Mr. Pauley and vote was taken. Chairman Price: yes; Vice Chairman Maltos: yes; Mr. Smart: yes; Mr. Van Auken: yes; and Mr. Pauley: yes. Motion passed.

1. **Legislation Update**

Director Emmons stated that we are in off season for legislation. At this point and time we need to look at any rules or statue changes. If PSAC has any rule or statute changes or additions they would like to present the committee needs to have them prepare by later this fall. Director Emmons also informed the committee of a possible For Pay academy. Committee member Mr. Pauley asked about military or GI bill put towards that pacific academy. Committee was asked if there were any questions to which there was none.

**Action Taken:** Mr. Smart made a motion to approve the information as presented, motion was seconded by Mr. Pauley. Chairman Price: yes; Vice Chairman Maltos: yes; Mr. Smart: yes; Mr. Van Auken: yes; and Mr. Pauley: yes. Motion passed.

1. **Legislation Update**

Director Emmons informed the committee that CLEET has already received a 4.78% cut and was informed to prepare for additional 3.17%. The committee was updated that OMES has approved the update to our operating system (BIM) and that it should be in effect by the next fiscal year. Committee was asked if there were any questions to which there was none.

**Action Taken:** Mr. Van Auken made a motion to approve the information as presented, the motion was seconded by Mr. Smart. Chairman Price: yes; Vice Chairman Maltos: yes; Mr. Smart: yes; Mr. Van Auken: yes; and Mr. Pauley: yes. Motion passed.

1. **Guest Michael Kirchmann (Allied Universal):**

Spoke with the committee regarding suggestions to expedite and simplify the application process. These included:

* + Sharing of returned background details
  + Online portal of application process and viewing
  + Credit & Debit payment option
  + Temp license within 48 hours of submitting
  + Utilizing other state agencies
  + Giving application related information to employer

A possible committee was discussed to determine which of these would be plausible. Committee was asked if there were any questions to which there was none.

**Action Taken:** No action taken

1. **Vice Chairman Louis Maltos:**

Vice Chairman Maltos spoke with CLEET administration regarding options to expedite and simplify the licensure process, the PS budget and staffing issues. Director Emmons stated an additional employee would be beneficial to the division but due to budget restraints the possibility is slim. Mr. John Parker provided the committee with a budget break down reflecting were all monies were allocated. At that time Vice Chairman Maltos asked for details regarding Tracy Shivers title and duties. It was explained by Director Emmons that Tracy Shivers carries a dual job title due to her being a law enforcement officer who substitutes as an instructor as well as the investigator for the PS division. The committee asked if an application is received and does not need to be reviewed by legal what is the time frame for licensure. Ms. Wells explained a completed application can take 2 to 4 weeks for a license to go out. Vice Chairman Maltos inquired as to other alternatives regarding submission of prints including live scan located in the PS division. Assistant Director Gerhart informed the committee to make active a live scan account the cost would be approximately 39,000.00 and is unfeasible at this time. Director Emmons, Assistant Director Gerhart and General Counsel Konkler informed the committee that the new renewal application would revise once again to remove the unnecessary documents which will expedite the renewal process. The subject of online applications was brought up by the committee members to which Assistant Director Gerhart replied it wasn’t possible at this time.

**Action Taken:** No action taken

1. **Discussion on ASIS member appointed to PSAC:**

Mr. Van Auken informed the committee and CLEET counsel that he will contact ASIS regarding the Tulsa appointment of the new committee member.

**Action Taken:** No action taken

1. **New Business:**

No New Business.

1. **Adjournment:**

Chairman Price adjourned the meeting at 11:29 a.m.

**Action Taken** Vice Chairman Maltos made a motion to approve the information as presented, motion was seconded by Mr. Van Auken . Chairman Price: yes; Vice Chairman Maltos: yes; Mr. Smart: yes; Mr. Van Auken: yes; and Mr. Pauley: yes. Motion passed.

Minutes of this meeting were recorded by Janesa West, PSAC Secretary.