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DIVISION OF PROFESSIONAL REGISTRATION

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Pamela Groose
Executive Director

Meeting Notice

Board of Private Investigator And Private Fire Investigator Examiners

**January 31, 2014
10:00am**

**Division of Professional Registration
3605 Missouri Blvd
Jefferson City MO 65109**

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the Board of Private Investigator Examiners, 3605 Missouri Boulevard, P O Box 1335, Jefferson City, MO 65102 or by calling 573-522-7744 to ensure available accommodations. The text telephone for the hearing impaired is 800-735-2966.

Except to the extent disclosure is otherwise required by the law, the Board of Private Investigator Examiners is authorized to close meetings, records, votes, to the extent they relate to the following: Sections 610.021 (1), (3), (5), (7), (13) and (14), RSMo, and Section 620.010.14 (7) RSMo.

The Board may go into closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public with the motion and vote recorded in open session minutes.

Agenda follows.

Public Agenda
BOARD OF PRIVATE INVESTIGATOR & PRIVATE FIRE INVESTIGATOR
EXAMINERS

JANUARY 31, 2014

DIVISION OF PROFESSIONAL REGISTRATION
3605 MISSOURI BLVD, JEFFERSON CITY MO

OPEN SESSION

10:00am Call to Order	Dwight McNiel Chairperson
Roll Call	Pam Groose Executive Director
Review and Approval of Agenda	TAB 1
10:05am MOTION TO GO INTO CLOSED SESSION	
OPEN SESSION WILL BEGIN AT APPROXIMATELY 1:00PM	
Review and Approval of Minutes - November 8, 2013	TAB 2
Rule Update	TAB 3
Executive Director Report 1. Financial Statement 2. 2014 Meeting Dates	TAB 4
FYI	TAB 5
Adjournment	

**Public Agenda
BOARD OF PRIVATE INVESTIGATOR & PRIVATE FIRE INVESTIGATOR
EXAMINERS**

JANUARY 31, 2014

**DIVISION OF PROFESSIONAL REGISTRATION
3605 MISSOURI BLVD, JEFFERSON CITY MO**

CLOSED SESSION

Roll Call
Review and approval of Closed Agenda
Review and approval of Minutes
Complaints/Unlicensed
Complaints Update
Discipline
Executive Director
Applications for Licensure
Legal
Back to Open

**BOARD OF PRIVATE INVESTIGATOR &
PRIVATE FIRE INVESTIGATOR EXAMINERS**

**3605 Missouri Blvd
Jefferson City, MO 65109**

January 31, 2014 – Open Minutes

The open session of the Missouri Board of Private Investigator and Private Fire Investigator Examiners was called to order at 10:03am by Dwight McNeil, Chairperson, on January 31, 2014 at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City MO 65109.

Members Present:

Dwight McNeil, Private Investigator, Chairperson
Tim Flora, Private Investigator
Charlie Giessing, Private Fire Investigator
Tim Cudd, Private Fire Investigator (arrived at 12:10pm)
Ken McGhee, Public Member (via conference call)

Members Absent:

Doug Mitchell, Private Investigator, Vice Chairperson

Staff Present:

Roxy Brockman, Administrative Assistant
Terrie Miller, Processing Technician II
Sarah Ledgerwood, Division Legal Counsel

Staff Absent:

Pamela Groose, Executive Director

Review and Approval of Agenda

A motion was made by Mr. McGhee and seconded by Mr. Giessing to approve the open agenda. All approved.

A motion was made by Mr. McGhee and seconded by Mr. Flora to go into closed session at 10:05am for #1, #2, #3, #5, #7 and #9. Mr. Flora voted yes. Mr. Giessing voted yes. Mr. McGhee voted yes. Mr. McNeil voted yes. The Board returned to open session at 12:40pm but did not begin discussion of the remaining open materials until 1:02pm.

Review and Approval of Minutes

A motion was made by Mr. Cudd and seconded by Mr. Giessing to approve the open minutes from the November 8, 2013 meeting as amended. All approved

Rule Update

20 CSR 2234-1.010 Definitions
20 CSR 2234-1.020 General Organization
20 CSR 2234-1.030 Release of Public Records
20 CSR 2234-1.040 Complaint Handling
20 CSR 2234-1.050 Fees
20 CSR 2234-2.010 Application for Licensure – Private Investigator
20 CSR 2234-2.015 Application for Licensure – Private Fire Investigator
20 CSR 2234-2.020 Name and Address Changes
20 CSR 2234-2.030 Replacement of Renewal License

20 CSR 2234-2.040 Licensure Renewal
20 CSR 2234-3.010 Application for Licensure – Agency
20 CSR 2234-3.020 Change of Name, Ownership, Location or Investigator In Charge
20 CSR 2234-3.030 Licensure Renewal
20 CSR 2234-3.040 Application for Licensure – Agency Employee
20 CSR 2234-3.050 Name and Address Changes
20 CSR 2234-3.060 Replacement of Renewal License
20 CSR 2234-3.070 Licensure Renewal
20 CSR 2234-4.010 Trainer Application
20 CSR 2234-4.020 Trainer Responsibilities
20 CSR 2234-4.030 Trainer Name and Address Changes
20 CSR 2234-4.040 Trainer Replacement of Renewal License
20 CSR 2234-4.050 Trainer Licensure Renewal
20 CSR 2234-5.010 Examination
20 CSR 2234-6.010 Continuing Education
20 CSR 2234-7.010 Code of Conduct

Ms. Brockman reported that all of the proposed rule changes would become effective on March 30, 2014. She indicated the forms and instruction letters etc., are being worked on so that everything is in place by that time. The office will be able to begin accepting applications and fees on March 30, 2014. Based on discussion the Board asked the proposed rules be placed on the website and a message sent out via blast email indicating the finalization date of the rules. Also, the board members requested they be notified via email when the information is placed on the website as they will also let interested parties they are aware of know about the finalization of the rules. In response to a question Mr. Giessing posed Ms. Brockman indicated the forms to be used applying for private fire investigation licenses will be fillable PDFs.

Executive Director Report

- Financial Statement as of November 30, 2013 was included for the member's review. No action was required.
- 2014 Meeting Dates –
 3. March 21, 2014, Division of Professional Registration
 4. May 23, 2014, Division of Professional Registration
 5. July 18, 2014, Division of Professional Registration (date needs to be changed)
 6. September 19, 2014, Division of Professional Registration
 7. November 21, 2014, Division of Professional Registration

Per discussion with the board members the July 18, 2014 meeting date was changed to Friday, August 1, 2014 and will be held at the Division of Professional Registration.

Additionally, based on the poor attendance at the 2013 town hall meetings held by the Board of Private Investigator and Private Fire Investigator Examiners around the state, there are no plans to conduct additional town hall meeting during 2014.

FYI

No action required

A motion was made by Mr. McGhee and seconded by Mr. Giessing to adjourn at 1:12pm. All approved.

Handwritten signature of Pamela Grosse in cursive script, written over a horizontal line.

Executive Director Signature

Handwritten date March 21, 2014, written over a horizontal line.

Board Approval Date

MOTIONS

1. INVESTIGATIONS / COMPLAINTS / AUDITS

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (14) and section 324.001.8 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant.

2. LEGAL ACTIONS / LITIGATIONS / PRIVILEGED COMMUNICATIONS

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney.

3. DISCIPLINE

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (1) RSMo for the purpose of deliberation on discipline.

4. PROMOTING / HIRING / DISCIPLINING / FIRING EMPLOYEES

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (3) RSMo for the purpose of discussing hiring, firing, disciplining, or promoting an employee of this agency.

5. APPLICATIONS

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing applicants for licensure.

6. EMPLOYEE PERFORMANCE RATINGS

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (13) RSMo for the purpose of making performance ratings pertaining to individual employees.

7. EXAMINATION MATERIALS

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (7) RSMo for the purpose of discussing and/or reviewing testing and examination materials.

8. DIAGNOSIS / TREATMENT OF DISCIPLINED LICENSEES

I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under section 610.021 subsection (5) RSMo for the proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees.

9. CLOSED MINUTES

I move that this meeting be closed, and that all records and votes pertaining to and/or resulting from this closed meeting be closed, for the purpose of reviewing and approving the closed minutes of one or more previous meetings under the subsections of 610.021 which authorized this agency to go into closed session during those meetings.