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State of Missouri

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DIVISION OF PROFESSIONAL REGISTRATION  
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Department of Insurance  
Financial Institutions  
and Professional Registration

MISSOURI BOARD OF PRIVATE INVESTIGATOR AND PRIVATE FIRE INVESTIGATOR EXAMINERS  
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Pamela Groose  
Executive Director

## **Meeting Notice**

### **Board of Private Investigator And Private Fire Investigator Examiners**

**May 19, 2017  
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 Sections 324.001.8 and 324.001.9 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.

**Tentative Agenda**  
**BOARD OF PRIVATE INVESTIGATOR & PRIVATE FIRE INVESTIGATOR EXAMINERS**  
**May 19, 2017**

**DIVISION OF PROFESSIONAL REGISTRATION**

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

**OPEN SESSION – 10:00AM**

<b>10:00AM Call to Order</b>	<b>Dwight McNeil</b> Chairperson
<b>Roll Call</b>	<b>Doug Mitchell</b> Vice-Chairperson
<b>Review and Approval of Agenda</b>	<b>TAB 1</b>
<b>Review and Approval of Minutes</b> - February 10, 2017	<b>TAB 2</b>
<b>Rules</b> - Executive Order 17-03	<b>TAB 3</b>
<b>Executive Director Report</b> 1. Financial Statement 2. Application Numbers 3. Future Board Activities	<b>TAB 4</b>
<b>FYI</b>	<b>TAB 5</b>
<b>CLOSED SESSION</b>	
<b>Adjournment</b>	

Tentative Agenda  
BOARD OF PRIVATE INVESTIGATOR & PRIVATE FIRE INVESTIGATOR EXAMINERS  
May 19, 2017

DIVISION OF PROFESSIONAL REGISTRATION  
3605 Missouri Blvd., Jefferson City MO

**CLOSED SESSION – Following Open Session**

Call to Order
Roll Call
Review and approval of Closed Agenda
Review and approval of Minutes
Complaints/Unlicensed
Renewal Miscellaneous
Complaint Report
Complaint and Litigation Update
Discipline
Executive Director
Applications for Licensure
Back to Open

**BOARD OF PRIVATE INVESTIGATOR & PRIVATE  
FIRE INVESTIGATOR EXAMINERS  
DIVISION OF PROFESSIONAL REGISTRATION  
3605 Missouri Blvd.  
Jefferson City MO 65109**

**May 19, 2017 – Open Minutes**

The open session of the Missouri Board of Private Investigator and Private Fire Investigator Examiners was called to order at 10:05am by Dwight McNeil, Chairperson, on May 19, 2017 at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City MO 65109 via conference call.

**Members Present:**

Dwight McNeil, Private Investigator, Chairperson  
Doug Mitchell, Private Investigator, Vice Chair  
Tim Flora, Private Investigator  
Charles Giessing, Private Fire Investigator, Member  
Ken McGhee, Public Member

**Members Absent**

1 Vacant Private Fire Investigator Member  
1 Vacant Public Member

**Staff Present:**

Pamela Groose, Executive Director  
Roxy Brockman, Administrative Assistant  
Kim Cox, Processing Technician II  
Tom Townsend, Legal Counsel

**Review and Approval of Agenda**

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

**Review and Approval of Minutes**

A motion was made by Mr. Giessing and seconded by Mr. McGhee to approve the open minutes from the February 10, 2017 meeting. All approved.

**Rules**

- Executive Order 17-03

Ms. Groose referred the members to the Executive order and indicated that the following must be done:

The Board discussed the rulemaking process and how information will be disseminated to the public for comment about proposed rule changes. The next couple of meeting we will be reviewing each of the rules. We have to be put this on the website for at least 60 days for comments. These must appear on two meeting agendas, then a report to Sarah Ledgerwood will be done.

## **Executive Director Report**

- Financial Statement -- The Financial Statement as of March 31, 2017 was included for the board's review. No action was required.
- Application Numbers – The reports in regard to application numbers as of March 9, 2017 were included for the board's review. No action was required.
- Future Board Activities - The upcoming board activities reports was included for the members' review. MSIA again did not do a downloadable listing and mailing for this conference, this weekend. No action was required.
- Legislative Requests – Ms. Groose indicated she has not received any directives on how to proceed with statutory requests but thought she would hear something before the board meets again. She said she has kept a folder with the board's statutory requests and would submit those according to the identified process. A motion was made by Mr. Mitchell and seconded by Mr. Flora to send the information Ms. Groose has been collecting.
- It was suggested that we identify the specific updates when sending out the email blast regarding continuing education. Ms. Brockman will begin identifying the specific updates in the blast emails sent from our board to those licensees and interested parties whenever the upcoming continuing education lists change and are posted on the website.

## **FYI**

FYI Materials were included for the members' review. No action was required.

## **CLOSED SESSION**

A motion was made by Mr. Flora and seconded by Mr. Mitchell to go into closed at 10:34am for #1, #2, #3, #5 and #9. Mr. Giessing voted yes. Mr. Flora voted yes. Mr. Mitchell voted yes. Mr. McGhee voted yes. Mr. McNiel voted yes. The board returned to open session at 1:17pm.

## **Adjournment**

A motion was made by Mr. Flora and seconded by Mr. Mitchell to adjourn the meeting at 1:17pm. All approved.



\_\_\_\_\_  
Executive Director Signature

September 20, 2017

\_\_\_\_\_  
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.