**Louisiana State Board of Private Investigator Examiners**

**Minutes of Board Meeting of March 19, 2013**

**I.    Roll Call:**

Chairman Lance Wallace called the meeting to order at 9:06 a.m., Tuesday, March 19, 2013, at the office of the Louisiana State Board of Private Investigator Examiners, 2051 Silverside Drive, Suite 190, Baton Rouge, Louisiana. Those members present at the meeting were Ms. Maria Dugas, Ms. Annette Kovac, Mr. Bruce Childers and Mr. Kenneth Landry. Also present was Executive Director Pat Englade and Legal Counsel Angelique Freel. A quorum was present to continue the meeting.

**II.    Approval of Minutes from the January 22 and February 18, 2013 meeting**

Ms. Dugas moved to approve the minutes of the January 22 and February 18 board meeting. Seconded by Ms. Kovac. All in favor. Motion carried.

**III. Public Comment:**

None.

**IV. Approval of Applications:**

 **A. Agency Applicants:**

Ms. Kovac made a motion to approve the agency application of Mr. Larry Graffeo. Mr. Graffeo was not present. Seconded by Mr. Childers. Roll call vote: Dugas, yes, Kovac, yes, Childers, yes, and Landry, yes. Motion carried.

Mr. Childers made a motion to approve the agency application of Mr. Jerry Jaynes. Mr. Jaynes was present. Seconded by Ms. Kovac. Roll call vote: Dugas, yes, Kovac, yes, Childers, yes, and Landry, yes. Motion carried.

Ms. Kovac made a motion to approve the agency application of Mr. Tom Smith. Mr. Smith was present. Seconded by Ms. Childers. Roll call vote: Dugas, yes, Kovac, yes, Childers, yes, and Landry, yes. Motion carried.

**Page 2 of 5 Board Minutes of the March 19, 2013 meeting**

**B. Individual, Apprentice and Journeymen Applicants:**

Ms. Kovac made a motion to approve the list of individual applicants starting with Michael Erdman and ending with Norman Lowe. Seconded by Ms. Dugas. All in favor. Motion carried.

Ms. Kovac made a motion to approve the list of apprentice applicants starting with Thomas Sivils and ending with Stephanie Moore. Seconded by Ms. Dugas. All in favor. Motion carried.

Ms. Kovac made a motion to approve the list of journeymen applicants starting with Tricia Quibodeaux and ending with Ron Burgess. Seconded by Ms. Dugas. All in favor. Motion carried.

**V. Financial Report**

Mr. Childers made a motion to approve the financial report presented by Mr. Landry. Seconded by Ms. Dugas. All in favor. Motion carried.

**VI. Investigatory Officer Report:**

Ms. Kovac made a motion to approve the investigatory report presented by Mr. Childers. Seconded by Ms. Dugas. All in favor. Motion carried.

**VII. Training:**

 **Approval of C/E Providers**

1. Ms. Dugas made a motion to deny the Hand Writing Analysis course by Linda Schiro for 8 hours of continuing education. However we will reconsider an application from Ms. Schiro if see adjust the number of hours and provides credentials or qualifications for her ability to teach this course. Seconded by Mr. Childers. All in favor. Motion carried.
2. Ms. Dugas made a motion to approve Mr. Forrest Travirca continuing education request to teach Oil Spills and how they relate to work or need of a private investigator. Seconded by Ms. Kovac. All in favor. Motion carried.

**Page 3 of 5 Board Minutes of the March 19, 2013 meeting**

1. Mr. Landry made a motion to approve Robert Royce 8 hours of continuing education class. Seconded by Ms. Kovac. All in favor. Motion carried.

1. Ms. Dugas made a motion to approve the course for 2 hours for the use of Forensic Weather records in an investigation submitted by Ed Roy. Seconded by Ms. Kovac. All in favor. Motion carried.
2. Ms. Dugas made a motion to deny Joe Oster’s application for continuing education request is because there is no information submitted for the course tiled Missing Pearson’s. He is not qualified to teach Breach of Contract Investigations nor Conflict of Interest Investigations. He hasn’t submitted any information that is new on Domestic Investigations and we don’t have any authorization from the two people who are going to be co-instructors that they are actually going to be co-instructors there for we are denying his package in told for 8 hours of continuing education. Seconded by Mr. Landry. All in favor. Motion carried.

Mr. Landry made a motion that continuing education would go back into effect on April 1, 2013 and that licenses are required 8 hour s of continuing education across a 2 year period. The 8 hours of continuing education would not be required until your 2014 license renewal. Any private investigator that renewed their license in 2012 and submitted continuing education hours that would go towards their 8 hours that is required for 2014. Seconded by Mr. Childers. All in favor. Motion carried.

Ms. Dugas made a motion to approve 8 hours of continuing education for the attendees that attended the March 15, 2013 class that was put on by the board. Seconded by Mr. Landry. All in favor. Motion carried.

**VIII. Ethics Program**

 **IX. Approval of 40-hour Instructors**

None

**Page 4 of 5 Board Minutes of the March 19, 2013 meeting**

**Amend Agenda**

Ms. Dugas made a motion to amend the agenda to add the topic 40-hour course manual. Seconded by Ms. Kovac. All in favor. Motion carried.

1. **40-hour course manual**

Ms. Dugas made a motion to approve the manual pending the revisions to typographical errors and questions at this time. Also have a mandatory 40-hour course instructor class on the new manual before the May board meeting. Seconded by Ms. Kovac. All in favor. Motion carried.

**Recess** Wallace called for a 10 minute recess

 **X. New Business:**

1. **Contract renewal – Del Hahn, Hahn Investigations**

Ms. Dugas made a motion to renew Del Hahn’s contract. Seconded by Ms. Kovac.

All in favor. Motion carried.

1. **Contract renewal – Eddie McFearin, McFearin Business Services, Inc.**

Ms. Dugas made a motion to renew Eddie McFearin contract. Seconded by Ms. Kovac. All in favor. Motion carried.

1. **Contract approval for George M. Papale, Attorney at Law**

Ms. Dugas made a motion to approve the contract between the LSBPIE and George M. Papale, Attorney at Law with the rate of $120.00 an hour. Seconded by Ms. Kovac. All in favor. Motion carried.

**Page 5 of 5 Board Minutes of the March 19, 2013 meeting**

**Amend Agenda**

Mr. Landry made a motion to amend the agenda to add the discussion of the following Investigative Experience in Investigative capacity and look at the revisions to the Agency application that the board is currently using. Seconded by Ms. Dugas. All in favor. Motion carried.

Mr. Landry ask that Ms. Freel look over the handout information regarding Investigative Experience and report back to the board at the May 21, 2013 meeting.

Mr. Landry also asks the board staff to look over the agency application revision and report back to them at the May 21, 2013 meeting.

**XI. Executive Session from 11:10 a.m. to 11:17 a.m.**

Ms. Dugas moved to go into executive session pursuant to Louisiana Revised Statute 42:17(A) (2) to discuss matters in litigation. Seconded by Ms. Kovac. Roll call vote: Dugas, yes, Kovac, yes, Childers yes, Wallace, yes, Landry, yes.

Ms. Dugas moved to go back into regular session. Seconded by Ms. Kovac. Roll call vote: Dugas, yes, Kovac, yes, Wallace, yes, Childers, yes, Landry, yes.

**XII. Adjournment:**

Ms. Dugas made a motion to adjourn the meeting at 11:17am. Seconded by Ms. Kovac. All in favor.