

October 10, 2006 10:00 AM
Ohio Department of Public Safety
Shipley Building, Room T3-7
1970 W. Broad St
Columbus, Ohio 43223

1. CALL TO ORDER. INTRODUCTION OF MEMBERS PRESENT. 10:05AM

Board members present: Ralph Emus, Ben Williams, Rick Finney, Dave Weber, Paul Duncan and Barbara Lewis, Ph.D.

Board Members Absent: Nick Lahni

Attendees Present: Mike Greene, Brooke Burns, Ted Klecker AAG, Lisa Clark ASA, Kim Knoll, ASA Diane Hoenig.

Preliminary Questions: Question was posed regarding how many times a Board Member can miss a meeting before being dismissed from the Board. If there are only four meetings a year, missing one is equated with being dismissed from the Board. This Board meets six times, this year seven times so that may be a problem.

Special Presentation: To Diane Hoenig – from the Board. Recognition for eight years of service and dedication to the CRB.

2. REVIEW OF AUGUST 9, 2006 MEETING MINUTES.

MOTION TO ACCEPT: RICK FINNEY

2ND: BEN WILLIAMS

MOTION PASSED

3. REVIEW OF SEPTEMBER 13, 2006 MEETING MINUTES.

MOTION TO ACCEPT: RICK FINNEY

2ND: BEN WILLIAMS

MOTION PASSED – ALL IN FAVOR, NO ABSTENTIONS

4. BOARD REVIEW AND DETERMINATION RE PENDING REGISTRATION APPLICATIONS.

A. Vote by Board on regular registrations pending from August 2, 2006 to October 5, 2006.

DW: Question came up regarding matrix form for shops that request exemptions. Dave will try to forward these to Brooke for upcoming board meetings.

BB: All shops appearing on Board Report that have expired insurance certificates have been contacted regarding their insurance certificates.

BW: Suburban Collision Centers now has three locations, rather than two. There may need to be some follow up regarding that whenever a new Investigator is hired. It is on Miles Ave.

PD: Issue regarding shops that have no worker's compensation number or unemployment number. Temporary certifications are no longer done because of the abuse that was happening. Also brought up was the question of dealer licenses and exemptions for shops.

MOTION TO ACCEPT: RICK FINNEY
2ND: BARB LEWIS
MOTION PASSED – ALL IN FAVOR, NO ABSTENTIONS

5. OTHER BUSINESS.

A. Investigator's Report (Director Greene)

<u>2006 YEAR-TO-DATE TOTALS</u>	
Shop visits	910
Renewals	53
NOV	307
New Shop Appl.	105
Complaints	93
Prosecution Cases	
A.G. Notifications	247
Injunction Requests	97
Shops "Out of Business"	154

MOTION TO ACCEPT: BARB LEWIS
2ND: PAUL DUNCAN
MOTION PASSED – ALL IN FAVOR, NO ABSTENTIONS

B. Status Report on Injunctions (AAG Ted Klecker)

- Mr. Klecker reported
 - Letters have been sent out and shops are calling in because of legal threat
 - The Loraine County injunctions will go 10/24 a pretrial status injunction
 - The potential settlement may bring in revenue from one shop
 - Two shops have sent in informal response letters – MG and TK will decide what do to with those
 - TK is getting things together with the Butler County injunctions
 - These court dates don't move fast
 - The injunctions aren't the best way to get the money in, but it sends a message
 - We'll know more after the 24th
 - RE: Asked about the shops that have "closed." Aren't they supposed to still pay for the time they were open and not in compliance?
 - TK: The purpose of an injunction is to close the shop, so we can't have an injunction to close a shop that is already closed.
 - BL: Who is there at the hearing?
 - TK: Out of five, only one shop has an attorney. The case will proceed anyway. The folks that are entitled to be there are defendants, council, the judge. If they don't respond, a default judgment will be enforced.
- Waiting on Ted for further questions on prosecutions
- Oct 24th: there are cases set up for pending injunctions. Two of those cases have gone out of business and turned in their vendor's licenses. One is in

settlement negotiations with the AG's office. Only Ted must appear at the hearings.

C. Audit Update

- Exit Conference held 08/15/06
- No other updates or further information on the audit reports
- A question arose regarding some questions with the audit report – regarding the policies and procedures for the Board – these policies were missing from a previous audit. All policies and procedures are being updated at the moment. There are still some updates that need to be made with the E-Licensing program (tracking report).
- Final documents from the Bureau

D. HB 208 Update (Director Greene)

- Mr. Greene said he had recently spoken with Victor Hipsley concerning HB 208. Victor is positive about it – 50/50 chance it will go through. It appears as though the Bill's sponsor wants it to be his "legacy" and so believes that it will pass either way the elections go. The question of fee raising is important though – and the timing of the raise may have an impact on the life of the Bill.
- Dir. Greene said he told Victor about the committee and Victor received that positively and would assist where possible.
- Sub-Committee update (Barb Lewis, Ph.D.) BL: Wanted to know if there is any other information necessary for the Bill. MG: No deadline – Victor thinks that any time would be fine. He does not believe anything will happen until after elections. RE: Believes the sub-committee should get together before the next meeting so that there is something to present to the Board. BL: Suggests that there be a sub-committee meeting after the Board.
- LC: ASA also has a stake interest in the Bill. She may stay around for the sub-committee meeting as well. RE: What are we willing to give up if we have to give up something for the passage of the Bill?
- BW: question about problem with the Audit committee asking for information showing how many registrations are in during a specific time period. It's hard to fathom that no other boards have to come up with a report or form with that information. He wants to know why there are not any standard spreadsheets in the system that they can alter headings so they get their reports/audits.
- MG's response: The CAVU system is not being used statewide. The only things being created in that system are what the Boards are requesting. If the Boards do not make such requests, then that type of report will not be there. In CAVU, the only things you can see are Board specific. The problem is that someone has to physically type figures in. With CAVU, the reports are generated automatically.
- BW: Confused that the CRB is being asked to come up with that report. Are the other Board's being asked for the same thing? If so, shouldn't the state be the one to come up with the standard report form?
- MG: The other board's may have it already – and we don't have access to it.

MOTION TO ACCEPT:

2ND:

MOTION PASSED/FAILED

E. Payroll Procedure Update to Electronic Timesheet mandatory 09/30/06

- The way it works is that we will receive the Board Members written timesheets and enter it into the electronic time page we have. We were ahead of this notice.
- The OAKS system will go into effect in December. In the long run this system allows for time entry from your own computer.
- Effective 07/07, you can go on OAKS and enter the travel reimbursement sheets as well.

F. Combined Charitable Campaign (Pledge forms are due)

- Those forms are due soon. They have not been turned in yet and need to be turned in this week (by Wednesday). We need to get these finished today so we can send them in before the deadline.
- We have gotten 100% in the past because Diane used to donate in the names of the Board members. That does not look like a possibility this year.
- It is not necessary to designate to a specific donation – you can just donate a one-time pledge and it will go into some fund as determined by CCC.

6. EXECUTIVE SESSION.

A. Personnel Matters

DW: Makes a motion that we briefly slip into Executive Session to discuss matters.

RE: Let's do public comment first.

DW: Re-makes motion

BL: Seconds motion

Roll-call vote: YES on all board members.

Motion to Adjourn: Dave Weber

2nd: Barb Lewis

MOTION: Passed – No abstentions

DW: He would like to see "New Business" on the agenda. He's about to finish his term on the Board. He would like to see a Board Orientation for new board members in the future. Perhaps a 4 hour session that will cover the functions of the Board and Board procedure. This is to ensure that coming on cold and clueless to board procedure and functions. He also wants the Board to consider the next Vice Chair for when Ralph moves on from that position. He is concerned that Nick is not here and hopes that the Board is not losing him. Also, give Mike some good direction on where the board wants to go. Keep the lines of communication open so that expectations for this board are clear and everyone is on the same page – following the same goals and visions.

RE: how about if we appoint an old board member to do that work? Next year is Ralph's last year as well. Nick may not be aware that his position may be compromised by missing two meetings already. This that at a January/February meeting there should be a meeting with other past board meetings. The meeting would be open to the public, but after the meeting the rest of the group will stay and eat.

BL: Thinks that is a great idea. (The rest of the board agrees that it is a good idea). Thinks there should also be a Board Retreat sometime toward the front of the year to keep the board (new members and old) abreast of the board goals and vision. Possibly open this to former board members so that there is a large pool of knowledge and cohesiveness.

BW: Thinks that a meeting in the past (at Jack's house in a December session) was a good template to model such future processes after.

We should think about what we are going to do in December for that meeting – possibly having it at someone's house. The Board is open to ideas/suggestions – possibly having an informal social after the official meeting – a restaurant possibly – somewhere where business will not be discussed. Mitchell's was a suggestion (downtown Columbus)

Brooke call and check with Mitchell's about seating and private party rooms – menus. Tony's in German Village is also an option – check with pricing and menus as well. Check on Beck and High. Regular Board Meeting date. 2nd Wednesday of the month. Meeting start time: (whenever we would determine). See how many choices there are with meals. Use Barbara Lewis's name Mike Collie's friend recommended it.

7. PUBLIC COMMENT.

No Comment.

8. ADJOURNMENT.

MOTION TO ADJOURN: Dave Weber

2ND: Paul Duncan

MOTION PASSED – ALL in favor no abstentions.

TIME: 11:51AM