

**STATE OF MINNESOTA
PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES BOARD
1430 Maryland Avenue East, St. Paul, Minnesota
June 29, 2021 TELECONFERENCE MEETING – LICENSING COMMITTEE
MEETING MINUTES**

MEMBERS PRESENT: Richard Hodsdon, Jeff Hansen

MEMBERS NOT PRESENT: None

ATTORNEY GENERAL REPRESENTATIVE: Steve Melchionne

EXECUTIVE DIRECTOR: Hugo McPhee

ADMINISTRATIVE ASSISTANT: Stephanie Maresh

Hodsdon opened the meeting and clarified the current committee authority to recommend denial for licenses. Melchionne stated that until the Board meeting at 10am, the committee only has the authority to recommend license denials, not to deny the license completely.

1. RENEWAL CONSENT AGENDA:

| LICENSE HOLDERS |
|---|
| PAC 2043 – Landmark Event Staffing Services, Inc. |
| PDI 1176 – Alexander MacGillis |
| PDC 2032/PAC 2033 – Leaf Investigations, LLC |
| PDC 988 – Claims Bureau USA, Inc. |
| PAC 2040 – QualPro Services, Inc.** |
| PDC 1044 – Insight Services Group, Inc. |
| PAC 2044 – Excalibur Protection Agency, LLC |

*** Indicates license holder provided a renewal with no issues upon original submission.*

As a consent agenda item, Hodsdon took the vote through roll-call.

- **Motion:** Both members voted to approve the Consent Agenda items. Motion carried.

2. RENEWALS IN NEED OF BOARD REVIEW:

PAC 331 – JBM Patrol & Protection Corp.

Hodsdon asked staff for an update on the license above in need of further discussion. Maresh stated that representatives from the license were present for the meeting as well to address any questions that the Committee may have. Will Riley, Ryan Bradley, Peighton Myrie, and Sean O’Neill introduced themselves to the Committee members. Hodsdon asked how the missing background checks could be explained. Riley stated that with COVID there were some staff lost and the missing background checks were discovered and resolved right away. O’Neill confirmed that the background checks have come back and cleared since the renewal was submitted.

Hodsdon asked about another issue with preassignment training with several employees. Hodsdon summarized the explanation submitted by the license holder and stated that it seemed to be a

documentation problem. O'Neill stated that the last audit the company completed for their personnel, they discovered some missing sign-in sheets for preassignment training. O'Neill assured the Committee that the preassignment training was completed but for documentation purposes, they put the employees through another round of preassignment to ensure compliance. Hodsdon thanked O'Neill for his explanation and asked about the last issue with a missing continuing education year for one employee. O'Neill stated that there was a misprint on the Affidavit of Training and it is updated now to reflect no missing training.

Hodsdon thanked the representatives for being present and for their clarification on the listed issues. Hodsdon asked Hansen if he had any follow-up questions. Hansen asked if the new digital tracking system they have was already in process before the renewal, or if it was in response to the audit. Riley stated that it was in response to the findings of missing documentation so that they could have more oversight during the onboarding process and compliance for employees. O'Neill added that the company has also submitted instructor applications and utilized online platforms like Microsoft Teams to give them a more robust infrastructure for training compliance. Hansen thanked the representatives.

Hodsdon stated he had nothing further for the license holder. Hansen agreed.

- **Motion:** Hansen made a motion to approve the license renewal and issue a letter of education and conciliation regarding the issues that arose. Hodsdon seconded. Motion carried.

PDC 958 – Specialized Private Investigations, LLC

Hodsdon asked if the license holder was present to speak on the missing preassignment training. Maresh confirmed that the license holder was not but that she did have updates for the committee members. Maresh summarized that the license holder did not have documentation of preassignment training being completed and through further digging, no proof of a waiver could be found. Maresh explained that the license holder has held the license since 2005 and this has not been an issue brought to the Board before. Maresh stated that the license holder confirmed three companies that he had worked for going back to 1989, giving him the impression that he was grandfathered into the preassignment training requirement. Hodsdon asked for the companies that the license holder provided. Maresh listed Hannon Security, ASCI, and Premier Investigations as the company names provided.

Hodsdon stated that going back that far, he understands the confusion in the transition going to new requirements. Hansen stated that he had no concerns given how long he has been licensed and worked in the industry in the past. Hansen stated that he would like to make sure that the issue is documented.

- **Motion:** Hansen made a motion to approve the license renewal and issue a letter of education and conciliation. Hodsdon seconded. Motion carried.

Hodsdon read aloud for the record, the following licenses that are in a contingent status and require no action from the Committee due to Executive Order 20-25 still remaining active. **NOT READY FOR BOARD REVIEW:**

- PAC 2095 – Praetorian Guard Security Services
- PAC 181 – The Phoenix Security Company, Inc.
- PDC 1088 – Defense Investigations Group, (DIG)
- PDI 2045 – Leigh Wright
- PDI 1089 – Kathleen S. Michael

3. CURRENT CONTINGENCIES:

MAY CONTINGENCIES – STATUS WOULD END IN JULY

Not Ready for Board Review:

- PAC 1170 – Ahtna Facility Services, Inc.
- PAC 1169 – Cero's LLC
- PAI 2099 – Cori Winkleman
- PAC 2104 – All Star Security Services, Inc.

APRIL CONTINGENCIES – STATUS WOULD END IN JUNE

Not Ready for Board Review:

- PDC 746/PAC1174 – Talon Investigation Ltd.
- PDI 414 – William J. O'Keefe
- PDC 2038 – Guardian Investigations, Inc.
- PDI 2101 – Steven Broom

MARCH CONTINGENCIES – STATUS WOULD END IN MAY

Not Ready for Board Review:

- PAC 2037 – Ehni Enterprises, LLC

FEBRUARY CONTINGENCIES – STATUS WOULD END IN APRIL

Not Ready for Board Review:

- PDC 620 – Active Research Investigations, Inc.
- PDI 2092 – Michaela Knower
- PDI 861 – Peter J. Legus

JANUARY CONTINGENCIES – STATUS WOULD END IN MARCH

Not Ready for Board Review:

- PAC 305 – Shield Services, LLC
- PDI 2087 – Bashir Abdi

DECEMBER CONTINGENCIES – STATUS WOULD END IN FEBRUARY

Not Ready for Board Review:

- PAC 261 – Lakeside Protection, Inc.

OCTOBER CONTINGENCIES – STATUS WOULD END IN DECEMBER

Not Ready for Board Review:

- PDI 1063 – Christopher L. Geister
- PAC 2079 – Northstar Protective Services, LLC

AUGUST CONTINGENCIES – STATUS WOULD END IN OCTOBER

Not Ready for Board Review:

- PDC 2019 – Assets International, LLC
- PAC 2075/PDC 2074 – Sandlie Consulting

JULY CONTINGENCIES – STATUS WOULD END IN SEPTEMBER

Not Ready for Board Review:

- PDC 1125 – Claims Verification, Inc.

JUNE CONTINGENCIES – STATUS WOULD END IN AUGUST

Not Ready for Board Review:

- PDC 2013 – Albin Acquisition Corporation
- PAC 1121 – Security Solutions Protective Agency

MAY CONTINGENCIES – STATUS WOULD END IN JULY

Not Ready for Board Review:

- PAC 2068 – Guardian Protective Agency
- PDC 2067 – Semper Fi Security, LLC

MARCH CONTINGENCIES - STATUS WOULD END IN MAY

Not Ready for Board Review:

- PAC 2005 & PDC 2006 – Universal Security Corp.

FEBRUARY CONTINGENCIES – STATUS WOULD END IN APRIL

Not Ready for Board Review:

- **PAC 2053 – Intermediate District 287**
- **PAC 2052 – Boutchantharaj Corporation**

SEPTEMBER CONTINGENCIES – STATUS WOULD END IN NOVEMBER

PDI 1018 – William G. Nelson

Hodsdon noted that documentation for the above listed license was received earlier that morning that would put the license up for discussion of approval and asked if staff had any updates. Maresh informed the Committee members that the license has been active since 2008, with only one employee, and there was no disciplinary history found. Maresh stated that there was some missing continuing education and in response completed 12 more hours of continuing education to ensure compliance. Hodsdon asked if Hansen had any questions. Hansen stated he had none.

- **Motion:** Hansen made a motion to approve the license renewal and issue a letter of education and conciliation. Hodsdon seconded. Motion carried.

4. LAPSED LICENSES:

Hodsdon read aloud for the record the following licenses that also require no action.

- **PDI 929 – Warren J. Robinson**
- **PAC 1190 – Blueline Services**

5. NEW APPLICANTS: NONE.

6. TABLED APPLICANTS:

- **Redi Transports**
Application is eligible to be removed from tabled status next month (July 2021). Please see the attached updated documents submitted by the applicant, per request from the Committee, prior to their final review.

Hodsdon noted that the above applicant had been tabled and is eligible to have the matter removed from the table the following month. Hodsdon asked staff if there were any updates the Committee should be aware of for the upcoming review of the application. Guthrie stated that the information provided in the meeting packet is the updated information from what they had originally submitted about a year ago. Guthrie stated that they wanted to make sure that the Committee was satisfied with what they have submitted or if they would like more information. Hodsdon stated that he does not need

any further updates if their staffing structure is still the same. Hansen agreed. Hodsdon stated that from his perspective they should be ready to be reviewed next month.

Hodsdon asked counsel if there was anything to be noted before the meeting adjourned. Melchionne stated that as it is his understanding from the last meeting that Hodsdon would have signing authority for legal documents with the Men in Black application and contested case hearing. Melchionne asked if staff has received a notification of withdrawal of the application, so in all likelihood there will be a contested case hearing, and for future reference, an attorney client session should be listed on the Committee agenda.

Hodsdon asked if there was anything else for the meeting. Melchionne stated that after the Board meeting, he will be sending out a new delegation document for Hodsdon and other parties to sign to get the right powers delegated to the Committee.

- **Motion:** Hansen made a motion to adjourn the meeting. Hodsdon seconded. Motion carried.

The next Licensing Committee meeting is scheduled to take place Tuesday July 27, 2021 at 9:00am.

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PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES BOARD
1430 Maryland Avenue East, St. Paul, Minnesota
June 29, 2021 TELECONFERENCE MEETING
MEETING MINUTES**

MEMBERS PRESENT: Richard Hodsdon, Jim Hessel, Douglas Belton, Jeff Hansen, Melinda Elledge

MEMBERS NOT PRESENT: None

ATTORNEY GENERAL REPRESENTATIVE: Steve Melchionne

EXECUTIVE DIRECTOR: Hugo McPhee

ADMINISTRATIVE ASSISTANT: Stephanie Maresh

Hodsdon called the meeting to order at 10am and noted for the record that staff, board member Hessel, as well as himself, were present for the in-person meeting. Melchionne wanted to clarify for the record that any members of the public wishing to attend the meeting in person were able to do so. Hodsdon confirmed that there had been a sign-in sheet for any citizen to attend the meeting and there were no guests in person.

1. REVIEW OF MAY 2021 BOARD MEETING MINUTES AND LICENSING COMMITTEE MEETING MINUTES

- **Backlog currently has 34 outstanding renewals**

Hodsdon noted that the meeting minutes had been sent to Members previously to review and asked for a motion to approve the minutes.

- **Motion:** Hessel made a motion to approve the above listed meeting minutes. Hansen seconded. Motion carried.

Hodsdon asked counsel to advise if the licensing committee meeting minutes should be approved during the licensing committee meeting. Melchionne confirmed that that would be the best plan of action.

2. TRAINING APPROVAL SUMMARY

Hodsdon stated that he has already received good feedback on the delegation for training approvals and asked McPhee to speak on how the training applications and speedy approvals are going from an agency perspective. McPhee summarized the amount of applications they have received, approved, and stated that there has been some great feedback and in some cases, approvals the same day. McPhee noted for the Board that Kaylin Smith has had a chance to start taking some of the online courses to audit them more thoroughly and make sure they are sufficient for the Board's requirements.

- 3 New Training Course Applications
- 9 Instructor Applications
- 1 CEU Request

3. REVIEW LICENSING COMMITTEE UPDATES

Hodsdon noted for the full Board that there has been two licensing committee meetings now and summarized the results of the May 25, 2021 meeting, which approved two licenses, and chose a denial route for the third. Hodsdon also explained that there was a meeting prior to the full Board meeting which yielded more results for current

license holders. Maresh summarized that at the Licensing Committee meeting, 10 renewals were approved, 5 contingencies were granted, 30 contingencies were continued, and one contingency lifted, along with two lapsed licenses continued. Hodsdon stated that given that the Executive Order is set to expire, it would be wise to get the necessary material to staff sooner rather than later.

4. **EXPIRED LICENSES: NONE.**

5. **SURRENDERED LICENSES: NONE.**

6. **OFFICER CHANGES: NONE.**

7. **REQUEST TO SPEAK TO THE BOARD: NONE.**

Hodsdon noted that there were no indication of anyone wishing to speak to the Board at this time.

8. **OTHER ISSUES AND DISCUSSIONS:**

- **Allied Universal 3rd Quarterly Audit**
 - **See PAGES 11-13**

Hodsdon asked staff for an update regarding the audit. Maresh summarized that while the audit is still informational only, vast improvements were made even since the second audit. Maresh noted that this audit will be the final informational audit as the license renewal is up in August and will serve as the fourth license audit for the Board or Licensing Committee to consider any disciplinary action. Hodsdon noted that there did seem to be significant improvement on the license holders' part.

- **Delegation of Authority**

Hodsdon asked counsel to brief the Board on some revisions for the delegation of authority to the Licensing Committee. Melchionne noted that this would relate to the next discussion point as well for a request for training waiver, as that would fall under the authority of the Licensing Committee from here forward. Melchionne stated that after some research, the Board could delegate complete authority to deny license applications, which would then be final unless the applicant specifically requests a contested case hearing. Melchionne stated that this delegation would streamline the process because an OAH contested case hearing would only arise when the applicant requests it, instead of the Board automatically opening a contested case hearing for the applicant in the event of a denial. Melchionne stated the delegation would also be updated to give the Licensing Committee the authority to issue disciplinary action related to renewals.

Melchionne also explained that the next item for discussion for preassignment waiver is often something that comes up during renewal or application considerations, and would then likely be delegated to the Licensing Committee.

Hodsdon asked Board members if they had any feedback on the Licensing Committee and new Board meeting length. Hessel expressed his gratitude for how expedited the Board meeting was. Melchionne also noted for the Board that the Licensing Committee and new revised delegation would be cost-effective for the Board as well, if more application denials happen. Melchionne explained the OAH bills can come close to the tens of thousands of dollars in some cases. Hodsdon agreed and stated that would be a simple OAH hearing, and stated that the Board does not have a large budget to work with. Hodsdon noted that the new delegation would still give applicants and license holder's due process, if they wish to pursue a contested case hearing, but does not automatically mean that the Board will be planning for large expenses if a denial does happen. Elledge stated that it made sense from her perspective to proceed this way.

Belton asked if the license applicants are made aware of their capability of requesting a contested case hearing in the event of a denial, noting the if they were, he is perfectly okay with the new process. Melchionne confirmed that the applicants are made aware of their right to request a contested case hearing. Belton stated that that route made perfect sense to him. Hodsdon asked if staff had any feedback now that there has been more than one Licensing Committee meeting, or if members had feedback on their end. Hansen stated that he is satisfied with the new course.

- **Motion:** Belton made a motion to give counsel the authority to revise the previous delegation to reflect the discussion above. Elledge seconded. Motion carried.
- **Request for preassignment exemption**
 - **Please see PAGE 14 to see exemption request**

Hodsdon noted that the Board members were provided a letter for an exemption of preassignment training in their packet and asked staff if there were any updates. Maresh stated there were no updates but that the license renewal is up for review next month and the license holder was trying to be proactive in getting the request considered because the Qualified Representative had not completed preassignment training. Hodsdon stated that in the past, the Board has waived preassignment training for MN law enforcement or applicants that have extensive experience with MN license holders, neither of which apply in this case. Hessel agreed and stated that this was the case because the applicants were not practicing MN laws. Hodsdon called to question, if there was a motion to waive. No such motion was made and therefore the request was not approved.

9. ANNOUNCEMENTS: NONE.

Board Chair: We may be having a closed session per the statute below. *If necessary, please read these statutes aloud for the record.*

Hodsdon asked counsel if there was need for an attorney-client session. Melchionne confirmed. Hodsdon asked any staff member or Board member had anything else for the good of the order. There was none.

10. CLOSED SESSION: Pursuant to Minn. Stat. 13D.05, subd. 3 (b) attorney-client privilege discussions.

Hodsdon asked if there were plans for another hybrid meeting next month or if the plan was for an in-person meeting. Hansen stated it has not been confirmed but to plan for an in-person meeting for July.

- **Motion:** Hessel made a motion to adjourn the meeting. Hansen seconded. Motion carried.

Next meeting scheduled for July 27, 2021 at 10:00 AM.