



Training Committee MINUTES

Ohio Private Investigators & Security Services Commission

APRIL 26, 2012- 1 P.M.

Location: Ohio Dept. of Public Safety
1952 West Broad Street, PISGS Conf. Room
Columbus, Ohio 43223

Committee Members Present:

Cohen, Mike - International Security - **Chair**
Armstrong, Rodney - Securitas Security Service USA, Inc
Korn, Howard, International Protection Group
Owens, Ted, Ohio Special Services Group LLC
Sever, Wayne – Highland
Mack, Earl, Dep. Director, PISGS

Members Absent:

Hollenbaugh, Gregg, Cal Crim Inc.
Watts, Kim, Brink's

Also Present:

Booker, Robert, Exec. Dir., OIU
McGough, Greg (Designee for Earl Mack)
Bashir-Muhammad, Sandra (Designee for Earl Mack)
Marple, Kristine, DPS Training

- **Call to Order** - The meeting was called to order at 1:15 pm.
- **Roll Call** – Roll call was taken by LaNese Powell, and a quorum was present.
- **Approval of Minutes:** Minutes from the April 5, 2012 meeting were presented for review and approval. Mr. Korn motioned to approve the minutes as presented; Mr. Sever seconded the motion; there was no further discussion; the vote was taken, and the minutes were approved as presented.
- **Moving Forward**– Mr. Cohen stated the purpose of the meeting today is to discuss the different training modules and move forward in putting together the eight hour training program. He asked D D Mack for updates. D D Mack advised he reached out to several states regarding their training programs, and referred to the handouts for review. He added that most of the states had certain requirements in place for investigators instead of training. Right now we need to put the module together to submit to Trivantis for pricing of the module. He further added that he is still looking at a Homeland Security Grant for funding the training program. He spoke to EMA and Homeland Security regarding the funding. A proposal will need to be put together and submitted to Homeland Security for funding once we get the pricing on the one module.
- **The New York Program** – D D Mack stated the committee agreed the New York training program is what we will use to model the Ohio eight hour program. He suggested we select one of the eight training modules from the New York program to work on and get to Trivantis for pricing. Chairman Cohen asked for

suggestions regarding which module to work on for pricing. There was brief discussion regarding the modules, then it was agreed that module II, "Role of a Security Guard" be a good one to use for pricing because it is logged as a one hour module. D D Mack introduced Kristine Marple from DPS Training, advising she will be involved in the process from beginning to end. She has been involved in designing some of the Trivantis programs used by the Department. Kristine stated she believes the committee has selected a good course to work with. There was further discussion regarding topics, course outlines, and legal authorities. There was brief discussion regarding the OPOTA courses. Kristine asked what part she will be playing. D D Mack stated she will be working with the program design.

- **Training Module Design** - Kristine gave examples of different capabilities for program design. She also discussed contents, timing allotments, and interactions for the modules. She added the more interaction, the more the cost. There were questions regarding menu items, structure, and timing for the test. She stated the exam time would be based on the number of questions, usually a little over a minute per test question. For menu items, Kristine stated she has a word document that she can email to the committee for review. Kristine stated that it could take from 250 to 300 hours to develop a complete training course from beginning to end. That includes developing the content, the module designs, and everything. Since the course content is being developed internally, and is mid to low interaction, our costs would be lower. Mr. Armstrong asked about inserting a video. Kristine gave examples of how a video could be inserted, and how it could be designed into the training module. Mr. Armstrong offered to bring in the video used by his company for the committee to review. Kristine talked about voice overs and voice over transcripts, and what will be displayed on the screen. Mr. Owens asked what would be a reasonable number of questions for a one hour module. Kristine talked about the training course objectives and the different designs for the test questions in the module. Mr. Korn asked about the concept of the test proctor, and how the proctor would work with a web based training and testing. E D Booker explained breaking the eight hour training into modules to make it more "digestible" for applicant testing. He discussed how the mini tests after each module will tie into the final exam at the end of the eight hour course. Mr. Cohen added the information about applicants testing out, which eliminates the eight hour training requirement (for the first final exam). If the applicant fails the test out exam, they will be required to take the eight hour training. Time structuring for the proctoring process will need to be in place. E D Booker stated that a written training and exam format should be available for applicants not having access to the on-line training, and to accommodate applicants with disabilities as needed. Kristine concluded that once the first module is created, the remaining modules will be easier to put together. Changes can be made in-house as they are determined. E D Booker added that the training and testing information can be changed/updated as needed when industry changes occur.
- **Sub-Committee** – D D Mack suggested a core group to work on putting the module together. He suggested a three week timeframe for the core group to complete the module and present it to the Training Committee at the next public meeting. It was agreed that the core group be Rodney Armstrong, Howard Korn, Ted Owens, and Kristine Marple when available. D D Mack will also be involved. The first meeting for the core group will be Wednesday, May 2, 2012 at 1 pm. in the PISGS Conference room.
- **Next Meeting** - The next public **Training Committee** meeting is scheduled for May 10, 2012 at 1 pm.
- **Adjourn** – This meeting adjourned at 2:27 pm.