



Training Committee MINUTES

Ohio Private Investigators & Security Services Commission

MAY 10, 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
Hollenbaugh, Gregg, Cal Crim Inc.
Korn, Howard, International Protection Group
Owens, Ted, Ohio Special Services Group LLC
Mack, Earl, Dep. Director, PISGS

Members Absent:

Sever, Wayne – Highland
Watts, Kim, Brink's

Also Present:

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

- **Call to Order** - The meeting was called to order at 1:03 pm.
- **Roll Call** – Roll call was taken by LaNese Powell, and a quorum was present.
- **Approval of Minutes:** Minutes from the April 26, 2012 meeting were presented for review and approval. Mr. Armstrong motioned to approve the minutes as presented; Mr. Owens seconded the motion; there was no further discussion; the vote was taken, and the minutes were approved as presented.
- **Moving Forward**– Mr. Armstrong discussed the handout for the 1 hour training Module for Role of Private Security that he and his Securitas media team put together. He opened discussion regarding an “intro module” being placed prior to the start of the training modules. He explained the concept of the “intro module” and how it could be beneficial to the providers as well as the applicants. Mr. Korn added this would be a great introduction for the proctor, as well as for non-proctored training. Mr. Armstrong also discussed inserting videos in the module. The goal is to keep the videos in a generic format for the training. Mr. Armstrong also discussed cost savings by using still shots in place of videos. D D Mack advised the Department has a video design and production section where only a script would be required. He added that someone from the Department could narrate the script as well. He advised he has already discussed this option with Dr. Martelli and the videos could be made here within the Department. Mr. Korn stated this is a good option, and making the videos within the Department could make them generic and Ohio specific for the training.

- **The Ohio Training Module Design** – Mr. Korn advised they (the Training Sub-Committee) had already gone over the New York module for Role of Private Security, and there is no real need for changes. He discussed the test questions for the module and suggested a possible “pool” for questions within each module, then draw from the “pool” to make the final exam. He added this would allow for a better flow of information from the training to the exam. Mr. Armstrong explained the handout is an exact word for word of the New York module, but can be edited if needed. Mr. Cohen noted the word “guard” changed to “officer” was missed in a few places, but it looks great. Mr. Korn emphasized this is an entrance level training module, and all providers should be comfortable with it. Mr. Cohen asked about the timing for the module, and Mr. Armstrong responded that teaching it would be about an hour, but reading it would be based on how fast you read. He added probably 20 to 30 minutes if reading at normal pace. Mr. Korn advised he did a mock training with his staff as an instructor and it took about 55 minutes. Mr. Hollenbaugh asked about the timing for the video inserts, and Mr. Armstrong responded each insert is about 45 to 60 seconds. Mr. Korn added that video clips would be very beneficial to applicants who are better with visual training. Mr. Korn opened discussion regarding “voice over” proctored training, and Power Point for non-proctored training modules. D D Mack explained this committee needs to put together an almost finished product to take to Trivantis for pricing. He added that we need to use the Department production staff to put everything together, including the “voice over. D D Mack continued that Dr. Martelli and her staff can give us the guidance we need to get this done. Mr. Owens reopened discussion regarding use of still photos in place of videos as being more economical to start. Further discussion regarding the still photos resulted in agreement for the Sub-committee group to work with Dr. Martelli and her group to put together a final training module product for pricing. Mr. Korn asked about timelines. D D Mack advised he needs to talk to Director Baron since Tracy is still not available. There was discussion regarding pictures of guard uniforms as appearance examples.
- **Conclusion** – D D Mack will contact Dr. Martelli regarding her availability to meet with the sub group. Mr. Korn suggested another sub-committee meeting between now and the June 7th Commission meeting to finalize the module. D D Mack will contact the sub-committee after he talks to Dr. Martelli to let them know when they can all meet to work on the module. Mr. Cohen confirmed the goal is to have the module ready to present to the Commission at the June 7th meeting. The sub-committee agreed they will all be available next Thursday at 1:00 pm to meet with Dr. Martelli if she is available. D D Mack will confirm.
- **Next Meeting** - The next public **Training Committee** meeting is scheduled for Tuesday, June 5, 2012 at 1 pm.
- **E D Booker** – This was good. We can almost see the finish line.
- **D D Mack** – Discussed if funding for this project fails, we need a backup plan. He suggested we look at a possible fee for the training test. Mr. Cohen stated this is something that needs to be discussed at a Commission meeting.

There was discussion regarding portability processes and fees.

- **Adjourn** – Mr. Cohen called for motion to adjourn, Mr. Korn moved the motion, Mr. Armstrong seconded, and there was no further discussion. **This meeting adjourned at 2:07 pm.**