



Alabama Security Regulatory Board
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Montgomery, AL 36104
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MINUTES
Board Meeting
Tuesday, March 8, 2011

A meeting of the Alabama Security Regulatory Board was called to order at 1:31 p.m. on Tuesday, March 8, 2011, at the Board Office, 610 S. McDonough Street, Montgomery, Alabama, in order to conduct business. The following Board members were in attendance: Mr. Burke Swearingen (Chair); Ms. Carol Dodgen (Vice Chair), Mr. Sid Lockhart, Mr. Kevin Murphy and Doyle LeMaster. Also in attendance were Mr. Keith E. Warren (Executive Director), Mr. Todd Hughes (Board Counsel), Mr. Randy Barrows (Executive Assistant), Mr. Mike Nessler (Chair, Rules and Regulations Committee) and Ms. Renee' Reames (Executive Assistant to Mr. Warren). A quorum was present.

Public Notice of this meeting was submitted to the Secretary of State's web site at www.sos.alabama.gov in accordance with the requirements of the Alabama Open Meetings Act, and advertised on the Board's web site, www.asrb.alabama.gov.

The minutes of the January 25, 2011, meeting was reviewed by the Board members. Mr. LeMaster made a motion to approve the minutes as presented. The motion was seconded by Mr. Lockhart and unanimously approved by the Board.

Mr. Warren presented the Executive Director's Report (see attached), along with 2011 expenses paid and anticipated to be paid, as well as 2012 budgeted items. Mr. Warren indicated that it was difficult at this time to project anticipated revenue from license applications. Mr. Warren reported that equipment and supplies to produce ID badges in house had been identified and will be purchased by Warren and Company, Inc.

Ms. Dodgen reported that an audit of Warren and Company had been conducted by Ms. Dodgen and Mr. Murphy, on behalf of the Board. In accordance with Federal law following acceptance to receive Criminal History Record Information (CHRI), an audit is required within 90 days by the Board. She indicated that a report of their findings will be presented to the Board at a future meeting and separate audits by ABI and the FBI will be scheduled at future dates.

Mr. Warren reported that he did not have a copy, available to distribute to the Board at this time, of the proposed legislative changes to the existing law concerning general public safety policies and contradiction in language. He updated the Board members on his conversation(s) with legislators in seeking a sponsor for Board's proposed legislative changes.

Mr. Warren reported that the Board had received two bids in response their management services bid request. Warren and Company had bid \$4000 per month and Leadership Alliance had bid \$5,000 per month. Following a discussion by the Board, Mr. LeMaster made the motion to accept Warren and Company's bid, to include a renewal clause indicating up to five (5) years and a 5% increase allowed per year. Mr. Lockhart seconded the motion and unanimously approved by the Board.

Mr. Swearingen reported that the FBI had begun processing fingerprints on behalf of the Board and some rejections had occurred. The Board discussed developing procedures in situations of out-of-state convictions, non-disclosures and convictions in-State, etc. by applicants. He reminded the Board that, as part of the licensing process, applicants were functioning with temporary licenses.

The Board discussed the qualifications for an instructor, approving training curriculum of the company(s), and auditing training received by individuals, to include the Board's authority to establish criteria for training received prior to and following the Board's creation. The Board discussed creating a standardized affidavit, for individuals and companies, stating that the training met the requirements stated in the Law. The Board agreed to address at a future meeting the process for approving and auditing training for individuals, companies and instructor's qualifications. Mr. Swearingen asked Mr. Hughes, Board Counsel, to review and prepare a recommendation to the Board regarding this matter.


Mr. Swearingen reported that the next meeting of the Board is scheduled May 26, 2011 at 1:30 p.m.

There being no further business, Mr. Lockhart made the motion that the meeting be adjourned. Ms. Dodgen seconded the motion and unanimously approved by the Board. The meeting was adjourned at 2:04 p.m.

Respectfully Submitted,



Burke Swearingen
Chair



Keith E. Warren
Executive Director