



Alabama Security Regulatory Board
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MINUTES
Board Meeting
May 11, 2023

The Alabama Security Regulatory Board met on Thursday, May 11, 2023, at its office located at 2777 Zelda Road, Montgomery, Alabama, to conduct business. The following Board members were in attendance: Mr. Harold Stamps (Vice Chair), Ms. Debra Davis (member), Mr. Jacob Pugh (member), and Sheriff Heath Jackson (new member). Member absent was Mr. Kevin Murphy (Board Chair). Others attending were Mr. Keith Warren (Executive Director), Ms. Neva Conway (Legal Counsel), Mr. Randy Barrows (Board Administrator), Mr. Denny Merritt (Board Investigator), Ms. Karen Harlow (Legal Assistant), and Ms. Renee' Reames (Recording Secretary). Mr. Warren called Board member roll and indicated that a quorum of the members was present to conduct a meeting. Mr. Stamps, presided as Board Vice Chair, and called the meeting to order at 1:30 p.m. Board members and guests were introduced.

The regularly scheduled Board meeting was advertised on the Board's website, www.asrb.alabama.gov, and the Secretary of State's website, www.sos.alabama.gov, in accordance with requirements of the Alabama Open Meetings Act.

Mr. Warren administered the oath of office to new Board member, Sheriff Heath Jackson.

APPROVAL OF MINUTES

Vice Chairman Stamps presented, for the Board's approval, the minutes from the February 9, 2023, regular meeting. A copy of the minutes was provided to the Board members prior to the meeting for their review.

MOTION: Ms. Davis made a motion to approve the February meeting minutes as presented. The motion was seconded by Mr. Pugh and unanimously approved by the Board.

EXECUTIVE DIRECTOR'S REPORT

Mr. Warren presented the Executive Director's Report (report on file in the official Book of Minutes). He presented financial activities of the Board for the period ending April 30, 2023, to include a Cash Reconciliation Report and detailed listing of Obligations vs Budget Report for the Board's review. Mr. Warren reported on the total number of active licensees, along with the number of complaints received in FY 2022 and FY 2023. He reviewed a summary of activities performed by staff since the last board meeting held in February.

MOTION: Ms. Davis made a motion to accept the financial report as presented. The motion was seconded by Mr. Pugh and unanimously approved by the Board.

LEGAL COUNSEL REPORT

Ms. Conway reported that the Administrative Law Judge Recommendations had been received on three (3) cases resulting from applicants appealing the administrative denial of their license. Vice Chairman Stamps presented the following recommendations that the license be denied (available in official Book of Minutes):

- Case 2022-049D - motion by Mr. Pugh and second by Sheriff Jackson to uphold the denial of the license. The motion was unanimously approved by the Board.
- Case 2023-002D - motion by Mr. Pugh and second by Sheriff Jackson to uphold the denial of the license. The motion was unanimously approved by the Board.
- Case 2023-003D – motion by Sheriff Jackson and seconded by Mr. Pugh to uphold the denial of the license. The motion was unanimously approved by the Board.

Ms. Conway also presented the Investigative Committee recommendations on nine (9) complaint/board review cases (list available in the official Book of Minutes).

- Case 2022-008BR – violations were found, and company corrected violations. The IC recommended the case be administratively closed, having complied with the Board’s licensing requirements.
MOTION: Ms. Davis made the motion to approve the IC’s recommendation to administratively close the case. The motion was seconded by Sheriff Jackson and unanimously approved by the Board.
- Case 2022-009 – violations were found against unlicensed company and unlicensed armed guards. The IC recommended an injunction be filed against the owner of the company for continued non-compliance.
MOTION: Ms. Davis made the motion to approve the filing of a civil injunction. The motion was seconded by Mr. Pugh and unanimously approved by the Board.
- Case 2022-013 – complaint investigation of an arrest. The IC recommended the case be administratively closed, with no violation of the Board’s requirements.
MOTION: Ms. Davis made the motion to approve the IC’s recommendation to administratively close the case. The motion was seconded by Mr. Pugh and unanimously approved by the Board.
- Case 2023-001 – complaint investigation of licensure violation. The IC recommended the case be closed for lack of jurisdiction.
MOTION: Mr. Pugh made the motion to approve the IC’s recommendation to close the case due to lack of jurisdiction. The motion was seconded by Sheriff Jackson and unanimously approved by the Board.
- Case 2023-002 – complaint investigation of misconduct. The IC recommended the case be closed for lack of jurisdiction.
MOTION: Mr. Pugh made the motion to approve the IC’s recommendation to close the case due to lack of jurisdiction. The motion was seconded by Sheriff Jackson and unanimously approved by the Board.
- Case 2023-003 – investigation of company complaint against employee. The IC recommended the case be closed due to lack of jurisdiction.
MOTION: Mr. Pugh made the motion to approve the IC’s recommendation to close the case due to lack of jurisdiction. The motion was seconded by Ms. Davis and unanimously approved by the Board.

- Case 2023-004 – investigation of company complaint against employee. The IC recommended the Board accept the surrender of license by the Respondent in the case.
MOTION: Sheriff Jackson made the motion to accept the surrender of license by the Respondent. The motion was seconded by Mr. Pugh and unanimously approved by the Board.
- Case 2023-005BR – investigation of arrest regarding a shooting that resulted in a death. The IC recommended the Board accept the surrender of license by the Respondent in the case.
MOTION: Mr. Pugh made the motion to accept the surrender of license by the Respondent. The motion was seconded by Sheriff Jackson and unanimously approved by the Board.
- Case 2023-006 – investigation of complaint regarding drugs. The IC recommended the case be closed through other prosecution. She explained that should other prosecution be continued, the Board may consider pursuing the matter further.
MOTION: Mr. Pugh made the motion to approve the IC’s recommendation to close the case due to other prosecution. The motion was seconded by Ms. Davis and unanimously approved by the Board.

OLD BUSINESS

Vice Chairman Stamps called for any old business and there were none to report.

NEW BUSINESS

Fieldprint Inc. Proposal: Mr. Warren presented a proposal from Fieldprint, Inc., a new state vendor, to provide digital fingerprint collection services and electronic criminal history background reports (copy available in the official Book of Minutes). Mr. Thomas Harrison, Fieldprint representative, joined the meeting virtually. He explained the process of applicants’ making appointments online and completing electronic fingerprints at one of the many locations across the State, to include online payments by applicants. Mr. Harrison reported that there was no charge to the Board for this service and fingerprints would be transmitted electronically to ALEA for processing. The Board discussed charges to be paid by the applicant, which were estimated to be a \$9.00 increase from the existing process. The Board discussed the benefits of electronic submission to fingerprints, which would prevent delays in processing applicants for licensure.

MOTION: Mr. Pugh made the motion to authorize the Board’s Legal Counsel and Executive Director to proceed with finalizing the contract between the Board and Fieldprint, pending the addition of language regarding scheduling delays. The motion was seconded by Sheriff Jackson and unanimously approved by the Board.

Mr. Warren reported that the final contract would be submitted to the Contract Review Committee for review and approval.

Learning Shop USA – Online Training Proposal: Mr. Warren introduced Mr. John Fay, attending virtually, with Learning Shop USA. Mr. Fay presented for the Board’s approval a written proposal to offer online training for entry-level guards (copy available in official Book of Minutes). Mr. Fay reported that the program allowed for verification of the student’s identity before and during the course, as well as during the final exam. Ms. Anna Smith, attending virtually, presented information about the educational platform for the 2-hour and 4-hour training.

Vice Chairman Stamps asked Ms. Davis, Chairperson of the Minimum Standards Committee, to review the proposal and the matter would be considered at the next regular Board meeting. Ms. Smith indicated that she would provide Ms. Davis information on the training content.

Purchase/Transfer of State Vehicle: Mr. Warren reported that the State Motor Pool had been closed by Executive Order of the Governor. He recommended that the Board consider purchase by transfer of a State vehicle for the Board's use. The Board considered transfer of a 2017 Tahoe with miles compared to a new vehicle through State bids.

MOTION: Sheriff Jackson made a motion for the Executive Director to start the procurement process of a new Tahoe vehicle through State bid. The motion was seconded by Mr. Pugh and unanimously approved by the Board.

Approval of Retired State Employee for Background Checks: Mr. Warren recommended the employment, approximately 2 days per week, of a retired state employee to perform review of criminal history background reports related to licensure by the Board.

MOTION: Ms. Davis made the motion to approve the part-time employment of a retired state employee as recommended by Mr. Warren. The motion was seconded by Mr. Pugh and unanimously approved by the Board.

Administrative Services Specifications: Ms. Conway reported that the Board contract for Administrative Services was due to expire and new specifications for services were required under the state's new Request for Proposal program.

Mr. Warren left the meeting at 2:47 p.m.

Vice Chairman Stamps called a recess of the Board at 2:47 p.m. for approximately 20 minutes. Vice Chairman Stamps reconvened the meeting at 3:10 p.m.

Ms. Conway presented a copy of the current contract's specifications for the Board's review, along with new specifications for services under the state's new program. The Board agreed to require ten (10) years of experience managing boards, a bond for an additional level of financial security and staffing needs for a base load of 150 hours per month outlined in the scope of work, with an investigator having 5 years of experience with APOST certification, and an inspector to conduct company/licensee inspections, etc.

MOTION: Mr. Pugh made the motion to approve the RFP specifications for Administrative Services to include the changes discussed by the Board. The motion was seconded by Ms. Davis and unanimously approved by the Board.

Ms. Conway indicated that she would submit the approved specifications to the state's Procurement Officer.

Mr. Warren joined the meeting at 3:35 p.m.

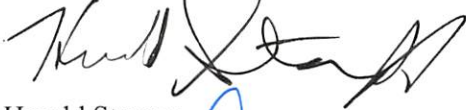
Legislative Update: Ms. Conway reported that proposed SB156 to bring state licensing boards under one agency had not gone forth during the current 2023 Legislative Session. The Session was scheduled to end June 6, 2023.

ANNOUNCEMENTS AND OTHER BUSINESS

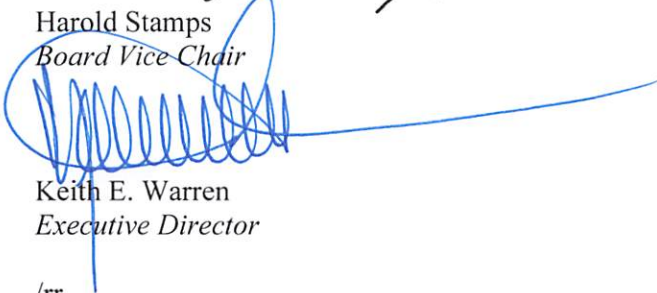
Next Board Meeting: Vice Chairman Stamps reminded the members that the next meeting of the Board was scheduled August 10, 2023, at 1:30 p.m. at the Board's office.

There being no further business, Sheriff Jackson made a motion to adjourn the meeting. The motion was seconded by Ms. Davis and unanimously approved by the Board. Vice Chairman Stamps adjourned the meeting at 3:45 p.m.

Respectfully submitted,



Harold Stamps
Board Vice Chair



Keith E. Warren
Executive Director

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