



**Alabama Security Regulatory Board**  
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**MINUTES**  
**Board Meeting**  
**July 31, 2023**

The Alabama Security Regulatory Board met on Monday, July 31, 2023, at its office located at 2777 Zelda Road, Montgomery, Alabama, to conduct special business. The following Board members were in attendance: Mr. Kevin Murphy (Board Chair), Mr. Harold Stamps (Vice Chair), Ms. Debra Davis (member), Mr. Jacob Pugh (member participating virtually), and Sheriff Heath Jackson (member). Others attending were Ms. Neva Conway (Legal Counsel) and Ms. Renee' Reames (Recording Secretary). Chairman Murphy called Board member roll and indicated that a quorum of the members was presented to conduct business of this special/called meeting. He called the meeting to order at 1:41 p.m. He indicated that Mr. Warren would be joining the meeting later after the initial business of completed.

The special/called Board meeting was advertised on the Board's website, [www.asrb.alabama.gov](http://www.asrb.alabama.gov), and the Secretary of State's website, [www.sos.alabama.gov](http://www.sos.alabama.gov), in accordance with requirements of the Alabama Open Meetings Act.

Ms. Conway reported that the Request For Proposals (RFP) for Administrative Services had been released for proposals to be submitted and, by the July 7<sup>th</sup> closing date deadline, no proposals had been received. She explained that the RFP deadline was reopened, and one proposal had been received by the July 17, 2023, deadline, and she received the proposal from State Purchasing on July 18, 2023.

She presented a copy of the proposal from Smith Warren Management Services for the Board's review. Chairman Murphy commented on the services provided by Smith Warren (aka Warren and Company), assisting with developing the licensure procedures, collecting licensing fees, promulgating rules, etc., since the creation of the Board.

**MOTION:** Sheriff Jackson made the motion to accept the proposal from Smith Warren Management Services for Administrative Services as submitted and make an award recommendation to State Purchasing. The motion was seconded by Ms. Davis and unanimously approved by the Board.

Ms. Conway reported on the 14-day pending period following Purchasing notice of intent to award the proposal, to finalize any contract negotiations.

Mr. Warren was asked to join the meeting at 1:48 p.m. and he thanked the Board for their confidence in the services provided by Smith Warren Management Services.

Ms. Conway reported that the Board's emergency contract with Smith Warren, approved by the Board at an earlier meeting, extended through September 30, 2023.

She indicated that the new contract would be presented to the Contract Review Committee, that was scheduled to meet in September for review and approval of the contract. She indicated that this matter would be on the August 10, 2023, Board meeting agenda to discuss further. She asked the members to attend the Contract Review Committee on September 7 concerning this contract.

Mr. Warren reminded the members about the Sunset Committee meeting scheduled for September 28, 2023. He asked to be notified by the members if they were not able to attend the Sunset Committee, since the Committee members had requested to be notified about Board attendance.

Mr. Warren commented on Board terms, indicating that Mr. Pugh had requested to be reappointed, and a replacement appointment would be sought for Mr. Murphy's term that would expire September 30, 2023.

Mr. Warren briefly commented on the administrative services to the Board and the growth planned at Smith Warren.

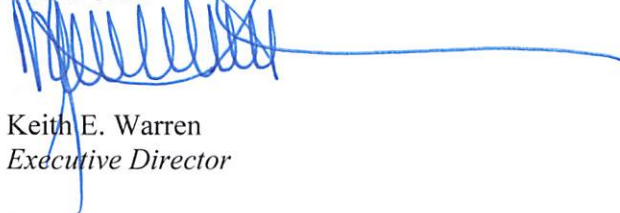
Chairman Murphy reminded the members that the next meeting of the Board was scheduled August 10, 2023, at 1:30 p.m. at the Board's office.

There being no further business, Sheriff Jackson made a motion to adjourn the meeting. The motion was seconded by Mr. Stamps and unanimously approved by the Board. Chairman Murphy adjourned the meeting at 1:59 p.m.

Respectfully submitted,



Kevin Murphy  
*Board Chair*



Keith E. Warren  
*Executive Director*

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