



Alabama Security Regulatory Board

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MINUTES

Board Meeting

November 9, 2023

The Alabama Security Regulatory Board met on Thursday, November 9, 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 attending virtually), and Sheriff Heath Jackson (member). One Board vacancy existed. Others attending were Mr. Keith Warren (Executive Director), Ms. Neva Conway (Legal Counsel), Mr. Randy Barrows (Board Administrator), Mr. Denny Merritt (Board Investigator), Mr. Mike James (Investigator), Ms. Karen Harlow (Legal Assistant), Ms. Angela Warr (Executive Assistant), Ms. Kristen Robinson (Licensing Specialist) and Ms. Renee' Reames (Recording Secretary).

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 called the Board member roll and indicated that a quorum of the members was present to conduct business. Mr. Stamps, Board Vice Chair, called the meeting to order at 1:33 p.m. and welcomed Board members and guests. The actions of the Board were voted on by the four (4) members present on site and virtually.

APPROVAL OF MINUTES

Vice Chair Stamps presented, for the Board's approval, a copy of the minutes from the August 10, 2023, regular meeting of the Board. The minutes were provided to the Board members prior to the meeting for their review.

MOTION: Sheriff Jackson made the motion to approve the August meeting minutes as presented. The motion was seconded by Ms. Davis and unanimously approved by the members onsite and the member attending virtually.

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 September 30, 2023 of FY 2023 and the financial activities for the first month in FY 2024, which included the Cash Reconciliation Report and detailed listing of Obligations vs Budget Report for the same accounting periods. Mr. Warren reported on the total number of active licensees. He also reported on the status of complaints the Board had received in FY 2022 through FY 2024. He reviewed a summary of activities performed by staff since the last Board meeting held in August.

MOTION: Ms. Davis made a motion to accept the financial report as presented. The motion was seconded by Sheriff Jackson and unanimously approved by the members onsite and the member attending virtually.

Mr. Warren reported that the 8-hour Unarmed Security Training Syllabus had been approved by the Board and inquired about posting as a rule change or appendix to the Board's Rules. Ms. Davis made the motion to include the training syllabus as an appendix to the Board's Rules. The motion was seconded by Sheriff Jackson and unanimously approved by the members onsite and the member attending virtually.

LEGAL COUNSEL REPORT

Ms. Conway presented the Administrative Law Judge (ALJ) Recommendations on two hearings that were held resulting from the applicants' appealing the administrative denial of their license. She reported that the applicants did not appear for the hearing of their case.

- Case 2023-011D - motion by Sheriff Jackson and second by Ms. Davis to uphold the ALJ recommendation of the denial of the license. The motion was unanimously approved by the members onsite and the member attending virtually.
- Case 2023-012D - motion by Sheriff Jackson and second by Ms. Davis to uphold the ALJ recommendation of the denial of the license. The motion was unanimously approved by the members onsite and the member attending virtually.

Ms. Conway reported that the Investigative Committee (IC) had met and recommended action on the following cases:

- Case 2022-010BR – violations were founded and the IC recommended the contract-security company be fined \$1,000.
- Case 2022-011BR – violations were founded and the IC recommended the contract-security company be fined \$500.
- Case 2022-015.02 – the Board had previously approved a cease and desist order be issued with a \$1,000 fine. She reported that the Board did not have statutory authority to issue the cease and desist and the IC recommended that an injunction be filed in circuit court regarding the violations.
- Case 2022-016.02 – the Board had previously approved a cease and desist order be issued with a \$1,000 fine. She reported that the Board did not have statutory authority to issue the cease and desist and the IC recommended that an injunction be filed in circuit court regarding violations.
- Case 2023-007BR – violations were founded, and the IC recommended the contract-security company be fined \$2,500.

Mr. James commented that the fines recommended by the IC were based on the number of employees included in the violations.

MOTION: Ms. Davis made the motion to approve the recommendations of the IC as presented. The motion was seconded by Sheriff Jackson and unanimously approved by the members onsite and the member attending virtually.

MINIMUM STANDARDS COMMITTEE REPORT

Learning Shop USA – Online Training for Unarmed Guards: Ms. Davis reported that the training proposal from Learning Shop USA was still under review. Mr. John Fay, owner of Learning Shop USA, presented the training proposal at the Board's May 11, 2023, meeting, and the Board was waiting on additional information from his associate, Ms. Anna Smith.

OLD BUSINESS

State Vehicle: Mr. James reported that plans were to bid the new vehicle for the investigator before December 2023.

NEW BUSINESS

Investigator Services: Mr. James reported on the increase in fieldwork for inspectors and investigators and recommended that another investigator be employed part-time, which was within the Board's budget.

MOTION: Ms. Davis made the motion to employ a part-time investigator effective January 1, 2024. The motion was seconded by Mr. Pugh and unanimously approved by the members onsite and the member attending virtually.

Annual Election of Board Officers: Mr. Warren reported that the annual election of Board officers was due and Chair position was currently vacant due to the resignation of Mr. Murphy following the end of his Board term.

Mr. Stamps nominated Mr. Pugh as Board Chair. Mr. Pugh declined the position due to scheduling conflicts.

Mr. Pugh nominated Mr. Stamps as Board Chair and Ms. Davis seconded the nomination. Mr. Stamps accepted the nomination.

Sheriff Jackson nominated Ms. Davis as Board Vice Chair and Mr. Pugh seconded the nomination. Ms. Davis accepted the nomination.

ELECTION: There were no other nominations from the floor and Mr. Stamps as Board Chair and Ms. Davis as Board Vice Chair were elected by acclamation.

INVESTIGATIVE COMMITTEE MEMBER: Mr. Warren reported that the Board Chair had previously served on the Investigative Committee and Mr. Stamps agreed to serve on the committee.

Proposed 2024 Board Meeting Calendar: Mr. Warren presented a list of dates for the Board to meet in 2024.

MOTION: Ms. Davis made the motion to approve February 8, May 9, August 8 and November 7, 2024, for the Board to conduct meetings. The motion was seconded by Sheriff Jackson and unanimously approved by the members onsite and the member attending virtually.

ADJOURNMENT:

MOTION: Ms. Davis made a motion to adjourn the meeting. The motion was seconded by Sheriff Jackson and unanimously approved by the members onsite and member attending virtually. Chairman Stamps adjourned the meeting at 2:03 p.m.

Respectfully submitted,



Harold Stamps
Board Chair



Keith E. Warren
Executive Director

Approved on February 8, 2024 /rr 