



Alabama Security Regulatory Board
2777 Zelda Road
Montgomery, AL 36106
(334) 420-7234
Fax (334) 263-6115
www.asrb.alabama.gov

MINUTES
Board Meeting
December 9, 2024

The Alabama Security Regulatory Board met on Monday, December 9, 2024, at its office located at 2777 Zelda Road, Montgomery, Alabama, to conduct business. The following Board members were in attendance: Mr. Harold Stamps (Board Chair), Ms. Debra Davis (Vice Chair), Mr. Jacob Pugh (member) and Mr. Stephen McGavin (member attending virtually). The Board had one vacancy. Others attending were Keith Warren (Executive Director), Ms. Neva Conway (Legal Counsel), Mr. Brannon Littleton (CFO), Ms. Kristen Robinson (Administrator), Ms. Karen Enriken (Investigator attending virtually), Mr. Denny Merritt (Board Investigator), and Ms. Renee' Reames (recording secretary) and guests.

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.

CALL TO ORDER

Chairman Stamps called the meeting to order at 1:34 p.m. and Mr. Warren called the Board member roll and indicated that a quorum of the members was present to conduct business. Chairman Stamps welcomed those in attendance. The Board Chairman voted on actions of the Board as noted in the minutes.

APPROVAL OF AGENDA

Chairman Stamps presented, for the Board's approval, a copy of the agenda for the December 9, 2024 meeting.

MOTION: Mr. Pugh made the motion to approve the December meeting agenda as presented. The motion was seconded by Ms. Davis and, following a roll call vote, the motion was unanimously approved by the members.

APPROVAL OF MINUTES

Chairman Stamps presented, for the Board's approval, a copy of the minutes from the August 8, 2024, regular meeting and the October 8, 2024 special meeting of the Board. The minutes were provided to the Board members prior to the meeting for their review.

MOTION: Ms. Davis made the motion to approve the August meeting minutes as presented. The motion was seconded by Mr. Pugh and, following a roll call vote, the motion was unanimously approved by the Board.

MOTION: Mr. Pugh made the motion to approve the October special meeting minutes as presented. The motion was seconded by Ms. Davis and, following a roll call vote, the motion was 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 reported on the number of active licensees and the administrative, financial and licensing activities performed by staff since the last Board meeting held in August. He reported that he was working with the Office of Technology (OIT) to develop an online licensure application to streamline application processes and timely receipt of licensing fees. He reported that digital fingerprints were not part of the process and would have to continue as wet-ink cards submitted separate from the applications and not submitted online. He reported that guard fees were non-refundable, and he was working to track temporary licenses. He presented a status report on complaints received in the current fiscal year (FY) through FY 2022. He also reported on disciplinary fines assessed for the same reported period. He reported that possession of a temporary license, and no application on file with the Board, was a licensure violation.

Mr. Warren reported that Sheriff Jackson had resigned from the Board, and he would seek a Board member appointment from the Attorney General's office.

Mr. Littleton (CFO) presented the financial report for FY 2024 ending September 30, 2024, along with October and November 2024. He reviewed the expenses and revenue for the reported periods, along with comparative financial activities in fiscal years 2022 through 2024 and projections for FY 2025 (copy available in official Book of Minutes). He indicated that the increase in licensing fees was not included in FY 2025 projections. He reported that the purchase of the vehicle was completed earlier in FY 2024, with no outstanding balance for the vehicle, and the funds from other object codes were reallocated to the transportation equipment object code (#1300) for this purpose, and some object codes had deficits at FY 2024 year-end, but the overall cash balance was positive.

He reported that the outstanding FY 2024 invoices from ALEA would be submitted to the Board of Adjustments, and the Board had no avenue to pay the FY 2021 ALEA invoices since they were identified and submitted late to the Board by ALEA and were outside the 12-month period to consider for submission to the Board of Adjustment for payment.

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

Mr. Warren submitted for Board approval, an invoice for services by Smith Warren for the period of October 1, 2024 through October 27, 2024, based on the emergency contract in effect.

MOTION: Ms. Davis made the motion to authorize the payment of the Administrative Services invoice as presented. The motion was seconded by Mr. Pugh and, following a roll call vote, the motion was unanimously approved by the Board.

LEGAL COUNSEL REPORT

Ms. Conway presented the following recommendations from the Investigative Committee (copy of report in official Book of Minutes). She reported that Chairman Stamps served on the Committee and was recused from voting on these matters.

- Cases 2022-010BR, 2024-021, and 2024-023BR to ratify approval of the Consent Agreement with the Respondents in these cases. A copy of the Consent Agreement in the three cases were provided to the Board to review (copy in official Book of Minutes), and Ms. Conway reported that the agreements became effective when the Board approved the agreement(s)

MOTION: Ms. Davis made the motion to ratify approval of consent agreement presented in cases 2022-010BR, 2024-021, and 2024-023BR. The motion was seconded by Mr. McGavin and unanimously approved by the Board.

- Cases 2024-027 and 2024-028 be closed as no jurisdiction.

MOTION: Ms. Davis made the motion to dismiss and close cases 2024-027 and 2024-028 as no jurisdiction. The motion was seconded by Mr. Pugh and unanimously approved by the Board.

OLD BUSINESS

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

NEW BUSINESS

Proposed 2025 Board Meeting Calendar: Chairman Stamps presented a list of dates in calendar year 2025 for the Board to conduct meetings.

MOTION: Mr. Pugh made the motion to approve February 13, May 8, August 21, and November 8, 2025 as dates the Board would meet. The motion was seconded by Ms. Davis and, following a roll call vote, the motion was unanimously approved by the Board.

Proposed Legislation Recommendations: Ms. Conway reported that the Board did not have statutory authority to issue cease and desist orders, and she commented on cases where injunctions were filed by the Board, awaiting action by the Judge and serving the injunction to the Respondent in the case.

MOTION: Mr. Pugh made the motion to pursue legislative changes to seek statutory cease and desist authority. The motion was seconded by Ms. Davis and, following a roll call vote, the motion was unanimously approved by the Board.

Approval of Administrative Law Judge Agreement: Mr. Warren reported that the agreement with the State Personnel Department for services of an Administrative Law Judge had expired.

MOTION: Mr. Pugh made the motion to approve the Interagency Agreement for services of an Administrative Law Judge to preside at Board hearings. The motion was seconded by Ms. Davis and, following a roll call vote, the motion was unanimously approved by the Board, with Chairman Stamps voting on the motion.

t

Review and Approval of RFP Responses for Administrative Services Contract: Ms. Conway reported that proposals had been received concerning the RFP for Administrative Services Contract. Chairman Stamps called the Board into Executive Session and end to the Zoom call.

MOTION: Mr. Pugh made the motion for the Board to move into Executive Session for approximately one (1) hour to comply with the Department of Finance requirements for the opening of proposals. The motion was seconded by Ms. Davis and Ms. Conway certified the reason for the Executive Session. The following roll call vote was recorded on the motion: Mr. Pugh, aye, Ms. Davis, aye, and Mr. McGavin, aye. Chairman Stamps adjourned the business meeting into Executive Session at 2:22 p.m., following a 5-minute break. Chairman Stamps asked Ms. Brittany Peterson, Senior Buyer with the Division of Procurement, to attend the Executive Session.

MOTION: Ms. Davis made the motion to end the Executive Session and resume the regular meeting. The motion was seconded by Mr. Pugh and unanimously approved by the Board. Chairman Stamps reconvened the regular business meeting at 4:00 p.m.

Chairman Stamps called a break at 4:01 for approximately 10 minutes and reconvened the business meeting at 4:10 p.m. The Zoom call resumed with Mr. McGavin in attendance virtually.

Annual Election of Board Officers: Mr. Warren reported that the annual election of Board officers was due, and the following nominations were made:

Chairman Stamps nominated Mr. Pugh as Board Chair and Ms. Davis as Board Vice Chair. There were no other nominations from the floor, and following a roll call vote, the motion was unanimously approved, with Chairman Stamps voting on the motion.

ANNOUNCEMENTS AND OTHER BUSINESS

Next Board Meeting:

MOTION: Mr. Pugh made the motion that the Board have a special meeting on January 3, 2025 at 10:00 a.m. at the Board's office to further evaluate and discuss the RFP for Administrative Services and proposals received. The motion was seconded by Ms. Davis, and, following a roll call vote, the motion was unanimously approved by the Board.

The Board asked Mr. Warren to submit a specific action plan to remedy concerns expressed by the Department of Finance about everyday paperwork and timely submissions, and the Board would consider further at the January special Board meeting. Mr. Warren commented on new staff at Smith Warren and recent improvements in STAARS activities by staff.

Chairman Stamps also reminded the Board about the 2025 regular business meeting calendar, indicating that the next regularly scheduled meeting was February 13, 2025.

ADJOURNMENT:

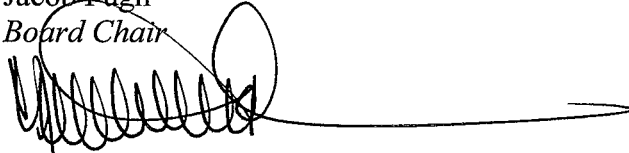
Chairman Stamps called for other business, and there being none, he called for a motion to adjourn.

MOTION: Mr. Pugh made a motion to adjourn the meeting. The motion was seconded by Ms. Davis and, following a roll call vote, the motion was unanimously approved by the Board. Chairman Stamps adjourned the meeting at 4:27 p.m.

Respectfully submitted,



Jacob Pugh
Board Chair



Keith E. Warren
Executive Director

Approved on February 13, 2025 /rr 