



Alabama Security Regulatory Board

2777 Zelda Road

Montgomery, AL 36106

(334) 420-7234

Fax (334) 263-6115

www.asrb.alabama.gov

MINUTES

Board Meeting

May 8, 2025

The Alabama Security Regulatory Board met on Thursday, May 8, 2025 at its office located at 2777 Zelda Road, Montgomery, Alabama, to conduct business. The following Board members were in attendance: Mr. Jacob Pugh (Board Chair), Ms. Debra Davis (Vice Chair), Mr. Harold Stamps (member), and Mr. Stephen McGavin (member). Board Member Sheriff Turner was absent. Others attending were Keith Warren (Executive Director), Ms. Neva Conway (Legal Counsel), Mr. Brannon Littleton (CFO), Ms. Karen Entriiken (Investigator attending virtually), Mr. Denny Merritt (Board Investigator), Ms. Karen Harlow (Legal Assistant) 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 Pugh called the meeting to order at 1:34 p.m. and welcomed everyone attending the meeting. Mr. Warren called the Board member roll and indicated that a quorum of the members was present to conduct business.

The Board accepted the travel expense forms submitted by the members for attending the meeting.

APPROVAL OF AGENDA

Chairman Pugh presented a copy of the agenda for the May 8, 2025 meeting for the Board's approval.

MOTION: Ms. Davis made the motion to approve the May meeting agenda as presented. The motion was seconded by Mr. Stamps and unanimously approved by the Board.

APPROVAL OF MINUTES

Chairman Pugh presented a copy of the minutes from the February 13, 2025 regular meeting for the Board's approval. The minutes were provided to the Board members prior to the meeting for their review.

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

EXECUTIVE DIRECTOR'S REPORT

Mr. Warren presented the Executive Director's Report and reported on the number of active licensees as of April 30, 2025 (report on file in the official Book of Minutes). He also reported on the administrative, financial and licensing activities performed by staff since the last Board meeting held in February. The Board discussed the high turnover in staffing at contract-security companies and individuals not renewing licenses. Mr. Warren commented on progress to facilitate online applications, which would expedite the licensing process and reduce the number of incomplete applications that were returned to the applicant and notifications to the employer. He presented a status report on complaints received in the current fiscal year (FY) through FY 2022. He indicated that applicants with outstanding disciplinary fines were not eligible to renew their license.

Update on Board Terms: Mr. Warren indicated that the Governor's office planned to send Ms. Davis's reappointment letter shortly.

Financial Report: Mr. Littleton presented the financial report for FY 2025 for the period of February 1, 2025 through April 30, 2025. He reviewed a cash flow analysis report that included revenue and expenses along with anticipated receipts and expenses for the remainder of the fiscal year. A positive cash balance was projected for the end of the fiscal year (report on file in the official Book of Minutes).

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

LEGAL COUNSEL REPORT

Ms. Conway reported that the Investigative Committee did not meet, and she had no report at this time.

OLD BUSINESS

Update on Proposed Legislative Changes to Board's Statute: Mr. Warren reported that discussion of proposed legislative changes would be placed on the August Board meeting agenda to prepare for the 2026 Legislative Session. The Board discussed expanding the Board's representation to include sectors of the security industry and increasing the number of members on the Board. Mr. Warren asked the members to submit to him and the Board's legal counsel any recommended changes to the statute so that a list could be prepared prior to the next Board meeting.

NEW BUSINESS

Annual IASIR Conference: Mr. Warren reported that the annual meeting of the International Association of Security and Investigative Regulators was scheduled in October 2025 in Kansas City, Missouri. He indicated that Board travel funds had been budgeted should members wish to attend the conference.

New Specifications Template for RFP for Administrative Management and Logistical Support Services: Ms. Conway reported that she received the new template for the Request for Proposal for Administrative Management and Logistical Support services and following

the Board's approval, the Office of Procurement would release the specifications for proposals. She reminded the Board that the emergency contract expires May 31, 2025.

The Board reviewed a copy of the specifications template and discussed the importance of the contractor having experience in accounting and the State's accounting processes and understanding audits and compliance procedures. Also discussed was requiring the contractor to have experience in managing large databases and communication experience with licensing of occupational boards.

Scope of Work: The members agreed that the word "proposed" should be removed in referencing the office facilities and a detailed description of equipment be included, and the Board should have the ability to inspect the office facility. The minimum amount of 12 seats and parking available during board meetings and a minimum of 300 square feet for document storage was discussed. The Board agreed that the contractor must be totally established and the services operational within 30 days of the contract award and inspection of the facility would be a requirement for submission of the proposal and award of the contract.

The Board agreed to the requirement of a fax line. The contractor must have the capacity for digitalization of the accounting department for tracking and record-keeping. The Board agreed that the online licensee search was sufficient for a directory of all licensees, and Board meetings were held four (4) times a year along with additional special/called meetings as required. The Board agreed that a minimum of \$1 million general liability insurance would be required, to include insurance for employees handling money. The Board also agreed that the contractor would assist with rules promulgation, development of continuing education and licensing requirements, etc. and investigate consumer complaints and conduct inspections in accordance with the Board's statute and rules.

Proposed Evaluation: The Board agreed that proposals would be evaluated based on the following criteria – 35% for qualifications and experience; 25% for proposed management system, 25% for facilities and 15% for cost.

MOTION: Mr. McGavin made the motion to approve the specifications for RFP for Administrative Management and Logistical Support services with the amended changes. The motion was seconded by Mr. Stamps and unanimously approved by the Board.

MOTION: Mr. McGavin made the motion to extend the emergency contract with Smith Warren for administrative management services through September 30, 2025, to allow time to receive and properly review and evaluate proposals. The motion was seconded by Mr. Stamps and unanimously approved by the Board.

MOTION: Ms. Davis made the motion to move the September Board to July 17, 2025, to consider responses to the RFP for administrative management services. The motion was seconded by Mr. McGavin and unanimously approved by the Board.

Ms. Conway reported that she would incorporate the changes approved by the Board and submit the specifications to the Office of Procurement to release for proposals.

ANNOUNCEMENTS AND OTHER BUSINESS

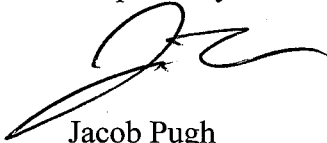
Next Board Meeting: Chairman Pugh reported that the next regularly scheduled meeting of the Board was July 17, 2025.

ADJOURNMENT:

There being no further business of the Board, Chairman Pugh called for a motion to adjourn.

MOTION: Mr. McGavin made a motion to adjourn the meeting. The motion was seconded by Mr. Stamps and unanimously approved by the Board. Chairman Pugh adjourned the meeting at 3:11 p.m.

Respectfully submitted,



Jacob Pugh
Board Chair

Keith E. Warren
Executive Director

/rr RR Approved on July 17, 2025