



Alabama Security Regulatory Board

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MINUTES

Special Board Meeting

January 3, 2025

The Alabama Security Regulatory Board met on Friday, January 3, 2025 at its office located at 2777 Zelda Road, Montgomery, Alabama, to conduct special business. The following Board members were in attendance: Mr. Jacob Pugh (Board Chair), Mr. Harold Stamps (member), Ms. Debra Davis (Board Vice Chair), and Mr. Stephen McGavin (member). Others attending were Mr. Keith Warren (Executive Director), Ms. Neva Conway (Legal Counsel), Mr. Denny Merritt (Investigator), and Ms. Renee' Reames (recording secretary). Chairman Pugh called the meeting to order at 10:08 a.m. Mr. Warren called the Board member roll and indicated a quorum was presented to conduct business, with one vacancy on the Board.

The special/called 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.

Ms. Conway reported that Request for Proposals for Administrative Services had been released and responses received for the Board's further review and consideration and the purpose for the special Board meeting.

MOTION: Ms. Davis made the motion for the Board to move into Executive Session for approximately one (1) hour. The motion was seconded by Mr. Stamps and Ms. Conway certified the reason for the Executive Session as sufficient concerning the State Finance Department opening of contract proposals. The following roll call vote was recorded on the motion: Mr. Pugh, aye, Ms. Davis, aye, Mr. Stamps, aye, and Mr. McGavin, aye. The Board adjourned into Executive Session at 10:10 a.m.

MOTION: Mr. Stamps made the motion to adjourn the Executive Session and resume the regular meeting. The motion was seconded by Ms. Davis, and the motion was unanimously approved by the Board. Chairman Pugh reconvened the regular business session at 11:38 a.m.

Chairman Pugh reported that the Board had reviewed the proposals received for Administrative Services.

MOTION: Mr. Stamps made the motion to award the contract to Smith Warren Management Services. The motion was seconded by Ms. Davis and unanimously approved by the Board.

Mr. Warren thanked the Board for the award of the contract. Chairman Pugh indicated that the State Procurement representative at the Board's December meeting had commented about

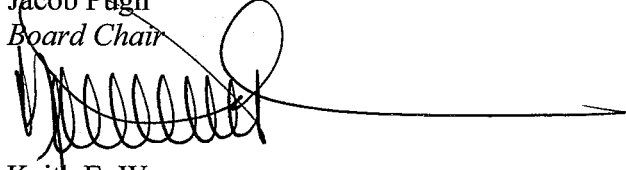
concerns for improvements in financial processes and procedures, and Mr. Warren presented a goals action plan for the Board's review. The Board discussed tactical procedures in achieving the goals and inquired about the number of staff performing the duties, type of duties of the staff, training, target dates, etc. for measurable results, along with the Board receiving quarterly updates on progress. Chairman Pugh also requested information about various reporting deadlines and date(s) accomplished, etc. Mr. Warren commented on upcoming Ethics training, additional STAARS and Alabama Buys financial training, etc. for staff, and tracking the completion.

There being no further business, Ms. Davis 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 11:50 a.m.

Respectfully submitted,



Jacob Pugh
Board Chair



Keith E. Warren
Executive Director

Minutes approved on

February 13, 2025

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