



Alabama Security Regulatory Board
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MINUTES
Board Meeting
February 13, 2025

The Alabama Security Regulatory Board met on Thursday, February 13, 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), Mr. Stephen McGavin (member) and Sheriff Turner (member attending virtually). 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 1:31 p.m. and welcomed new Board member, Sheriff Turner and thanked everyone for attending the meeting. Mr. Warren called the Board member roll and indicated that a quorum of the members was present to conduct business. Mr. Warren administered the oath of office to Sheriff Turner and he was introduced to the other members. The Board Chairman indicated that he would vote on actions of the Board as indicated in the minutes.

APPROVAL OF AGENDA

Chairman Pugh presented, for the Board's approval, a copy of the agenda for the February 13, 2025 meeting.

MOTION: Mr. Stamps made the motion to approve the February 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 Pugh presented, for the Board's approval, a copy of the minutes from the December 9, 2024, regular meeting and the January 3, 2025 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 December and January meeting minutes as presented. The motion was seconded by Mr. Stamps 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 December. He presented a status report on complaints received in the current fiscal year (FY) through FY 2022 and reported that Ms. Harlow, Legal Assistant, had returned to Smith Warren as a full-time employee. The Board noted that many of the complaints were regarding matters not in the Board's jurisdiction or did not have merit and were unfounded. Mr. Warren reported that the Board's Legal Counsel would have an update in the meeting.

He reported that he, Ms. Conway and Mr. Merritt would be participating in a IASIR conference call regarding licensure tracking activities. He also reported that he was having regular team meetings with staff and had not yet met with Procurement Department nor received an update on the status of Ms. Davis's reappointment.

Mr. Littleton (CFO) presented the financial report for FY 2025 ending January 31, 2025. He reviewed a cash flow analysis report that included revenue and expenses in the reported periods, along with anticipated receipts and expenses for the remainder of the fiscal year. A positive cash balance was projected (report on file in the official Book of Minutes). He reported on purchase orders that were processed but unpaid to-date, along with adjustments in expenditures that were anticipated, to include the 4th quarter invoice from ALEA submitted to the Board of Adjustment to be paid and he indicated that the FY 2021 invoice received late from ALEA was beyond the Board of Adjustment payment schedule.

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

Mr. Littleton discussed with the Board the use of Board funds to benefit the licensees and the public. Chairman Pugh tabled the matter to the May Board meeting to allow the members to consider the matter further.

LEGAL COUNSEL REPORT

Ms. Conway presented the following recommendations from the Investigative Committee (copy of report in official Book of Minutes). She reported that Mr. Stamps and Chairman Pugh had served on the Committee and were recused from voting on some cases.

- Cases 2023-011BR, 2023-014BR, 2024-024, 2024-025 and 2024-026BR be administratively closed based on respondent(s) no longer in the security industry business and/or were in compliance.

MOTION: Ms. Davis made the motion to approve the recommendations of the IC as presented. The motion was seconded by Mr. McGavin and unanimously approved by the Board with Chairman Pugh vote and Mr. Stamps recused from voting.

- Cases 2024-028, 2025-001 and 2025-003 be closed as no jurisdiction.

MOTION: Mr. McGavin made to approve the IC recommendations. The motion was seconded by Ms. Davis and approved by the Board with Mr. Stamps recused from

voting in case 2024-028 and Chairman Pugh recused in voting on cases 2025-001 and 2025-003.

Cases 2024-029 and 2025-002 be closed as unfounded.

MOTION: Mr. McGavin made the motion to approve the IC recommendation in case 2024-029. The motion was seconded by Ms. Davis and approved by the Board with Mr. Stamps recused from voting.

MOTION: Ms. Davis made the motion to approve the IC recommendation in case 2025-002. The motion was seconded by Mr. McGavin and approved by the Board with Chairman Pugh recused from voting.

Case 2025-004 and 2025-005 to be closed as founded with a \$500 fine for violations of having an expired license and/or unlicensed employees.

MOTION: Ms. Davis made the motion to approve the IC recommendation of a \$500 fine for violations. The motion was seconded by Mr. McGavin and approved by the Board with Chairman Pugh recused in voting.

Cases 2024-008 and 2024-009BR be set for a hearing if unable to locate. Ms. Conway reported that the respondent in Case 2024-008 had refused to cooperate with the investigation and failed to comply with the Board's rules, holding an active license at the time of the investigation and fined \$3,000 and one-year probation. In Case 2024-009BR, the respondent had provided contract-security services without a license. The Board concurred with the course of action to set for a hearing if unable to locate and/or refusal of service for a consent offer.

OLD BUSINESS

Update on Administrative Services Contract: Ms. Conway reported that the Board had awarded the Administrative Services Contract to Smith Warren and the award was submitted to the Procurement Department. A protest to the award had been filed and the contract was still pending with the Procurement Department.

She explained that the matter had been pulled from the Contract Review Committee agenda and the Board's emergency contract with Smith Warren had been extended by Procurement, with an undetermined emergency contract expiration date and the Chief Procurement Officer (CPO) would submit information to the Board. Ms. Conway reported that it was her understanding that the contract protest cited outstanding issues on the Sunset audit based on the RFP specifications, although reports had been submitted to the Sunset Committee regarding resolution of audit findings.

She indicated that the CPO would provide the Board with a new RFP template to seek proposals. Ms. Conway responded that she did not have guidance from the CPO about whether the Board would have an opportunity to comment on the new RFP specifications process. The Board discussed ranking being relevant to the outcome and questioned the proprietary and protection of the proposals.

NEW BUSINESS

Public Hearing regarding adoption of Final Rule 832-X-1-.10 Fees: Mr. Warren reported that proposed Rule 832-X-1-.10 had been published and no public comments had been received concerning fees charged by the Board. He indicated that the amended rule would become effective in April and recommended that the new fees be implemented on July 1, 2025.

MOTION: Ms. Davis made the motion to approve Final Rule 832-X-1-.10 and amended fees commence on July 1, 2025. The motion was seconded by Mr. McGavin and unanimously approved by the Board.

Mr. Warren reported that the increase in fees was not included in the budget projections provided to the Board earlier in the meeting and the adjustment would be made to the budget.

Update on Proposed Legislation: Mr. Warren reported that he had not received an update from the Legislative Service Agency (LSA) about drafting the proposed legislative changes to the Board's statute.

Board of Adjustment Invoice for Administrative Services: Mr. Warren reported that the claim for payment of administrative services for the period of October 1, 2024 through October 27, 2024 had been submitted to the Board of Adjustment and receipt acknowledged (copy available in official Book of Minutes). Mr. Warren reminded the Board that the matter had been presented at the last Board meeting and approved by the Board, and with the recent acknowledgement by BOA in having received the claim, the Board had 30 days to respond to the claim.

MOTION: Mr. Stamps made the motion to approve the claim for payment of services as presented, with an approval letter signed by the Board Chairman or Board Legal Counsel on behalf of the Board. The motion was seconded by Mr. McGavin and unanimously approved by the Board with Chairman Pugh included in the vote.

ANNOUNCEMENTS AND OTHER BUSINESS

Chairman Pugh called for other business and guest Mr. Donohue, inquired about the eligibility for licensure for individuals receiving partial pardons and indicated that he would submit a written inquiry to the Board on the matter. Ms. Conway reported that an Attorney General Opinion could be issued on the matter and she would report further at a future meeting.

Next Board Meeting: Chairman Pugh reminded the Board about the next regularly scheduled meeting on May 8, 2025.

ADJOURNMENT:

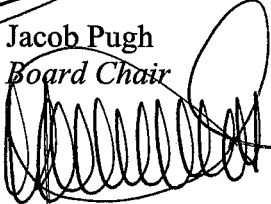
There being no further business of the Board, Chairman Pugh called for a motion to adjourn.

MOTION: Mr. Stamps made a motion to adjourn the meeting. The motion was seconded by Mr. McGavin and, following a roll call vote, the motion was unanimously approved by the Board. Chairman Pugh adjourned the meeting at 2:30 p.m.


Respectfully submitted,



Jacob Pugh
Board Chair



Keith E. Warren
Executive Director

/rr  Approved on May 8, 2025