



Alabama Security Regulatory Board

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MINUTES

Board Meeting

May 14, 2026

The Alabama Security Regulatory Board met on Thursday, May 14, 2026 at its office located at 603 Interstate Park Drive in 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 Kevin Turner was absent. Others in attendance were Keith Warren (Executive Director), Ms. Neva Conway (Legal Counsel), Mr. Denny Merritt (Board Investigator), Ms. Karen Harlow (Legal Assistant) 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.

CALL TO ORDER

Chairman Pugh called the meeting to order at 1:40 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.

APPROVAL OF AGENDA

Chairman Pugh presented a copy of the agenda for the May 14, 2026 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 12, 2026 regular meeting for the Board's approval. The minutes were provided to the 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 that included the number of active licenses as April 30, 2026 and the number of complaints received during FY 2023 through FY 2026 (report on file in the Board's official Book of Minutes). He indicated that the number of complaints received in FY 26 was significantly lower than previous years.

Financial Report: Mr. Warren presented the financial report for FY 2026 ending April 30, 2026. He reviewed the cash flow analysis report that included revenue and expenses. He reviewed the FY 2026 budget compared to actual expenditures and reported a positive cash balance projected for the end of the fiscal year (report on file in the Board's official Book of Minutes).

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

Electronic Fingerprint: Mr. Warren reported that one proposal had been received to provide electronic fingerprints. He reported that ALEA was also working with the same vendor to transition into electronic fingerprinting. He explained that the Board was currently collecting the fee for processing fingerprints and paying ALEA for the service, and the pass-through funds were affecting the Board's budget. He commented on the benefits of electronic fingerprint service allowing quicker turn-around time to receive criminal background reports and the cost of fingerprint processing would be paid by the licensee, therefore, eliminating the pass-through of funds. He reminded the members that the Board's budget was based on licensing fee revenue.

Board Transitioning to State Government: Mr. Warren reported that the transition of all Smith Warren personnel to State government was pending, along with the Executive Director position pending approval by State Personnel Department, which may finalize by May 31, 2026. He reported that the lease contract had been submitted to the Governor for approval, new printers had been leased and installed, new email addresses created for the transition and he presented a list of Smith Warren equipment to be utilized by the staff serving the transitioning boards under an Inter-Agency Agreement with the Board. He indicated that BSC Filebound services comprised of scanned licensee files would continue on the network.

MOTION: Ms. Davis made the motion for Mr. Warren to work with the Procurement Office to seek purchase orders for telephone, security cameras and controlled access systems. The motion was seconded by Mr. McGavin and unanimously approved by the Board.

MOTION: Mr. Stamps made the motion that effective June 1, 2026 Keith Warren & Company, Inc./Smith Warren Management Services would no longer provide administrative services to any state board or agency, and that Keith Warren & Company would continue to operate providing consulting and management services to non-government agencies and any organization that would not have a conflict with the Security Regulatory Board or any other board under an Inter-Agency Agreement. The motion was seconded by Mr. McGavin and unanimously approved by the Board.

LEGAL COUNSEL REPORT

Ms. Conway presented recommendations from the Investigative Committee on the following cases:

- Administratively Close cases 2022-009, 20022-015, 2022-016, and 2024-008.
- Close case 2025-004 with a signed Consent Agreement and disciplinary fees paid in full.

MOTION: Ms. Davis made the motion to accept the recommendations of the Investigative Committee as presented. The motion was seconded by Mr. McGavin and unanimously approved by the Board.

Inter-Agency Agreement – Alabama Drycleaning Board: Mr. Warren presented a copy of the Inter-Agency Agreement approved by the Alabama Drycleaning Environmental Response Trust Fund Board with the Security Regulatory Board effective June 1, 2026.

MOTION: Mr. Stamps made the motion to approve the Inter-Agency Agreement between the Board and the Alabama Drycleaning Environmental Response Trust Fund Advisory Board. The motion was seconded by Ms. Davis and unanimously approved by the Board.

OLD BUSINESS

Firearm Qualifications – Committee Report: Ms. Davis reported that the committee reviewing the firearm qualifications recommended that the Board's qualifications remain unchanged.

MOTION: Mr. Stamps made the motion to accept the recommendations of the committee concerning firearm qualifications. The motion was seconded by Mr. McGavin and unanimously approved by the Board.

NEW BUSINESS

Review and Approval of Contract with FieldPrint, Inc.: Mr. Warren reported that the Board received one response to the RFP for electronic fingerprinting and he presented a copy of the contract with FieldPrint, Inc. He explained that there was a slight increase in cost for the fingerprinting service. The contract had no direct cost to the Board and accounts would be created between the individual contract-security companies and FieldPrint and the criminal background reports would be uploaded to a portal for the Board's designated staff to access and screen criminal histories. He reported that the FieldPrint contract with the Board would also go before the Contract Review Committee.

MOTION: Mr. McGavin made the motion to accept the contract with FieldPrint, Inc. The motion was seconded by Mr. Stamps and unanimously approved by the Board.

Renewal of Legal Services Agreement: Mr. Warren presented a copy of the Agreement between the Board and the Alabama Real Estate Appraisers Board for continued legal services. He reported that the agreement was for a two-year period effective April 14, 2026 through April 14, 2028, with no changes from the prior legal services agreement.

MOTION: Mr. Stamps made the motion to approve the Agreement for legal services as presented. The motion was seconded by Ms. Davis and unanimously approved by the Board.

ANNOUNCEMENTS AND OTHER BUSINESS

Next Board Meeting: Chairman Pugh reported that the next regularly scheduled meeting of the Board was scheduled August 20, 2026.

The members submitted travel expense forms for attendance at the meeting and reimbursement of travel expenses were approved by the Board.

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 unanimously approved by the Board. Chairman Pugh adjourned the meeting at 2:15 p.m.

Respectfully submitted,

Jacob Pugh
Board Chair

Keith E. Warren
Executive Director

/rr  Approved on August 20, 2026.