



ALABAMA PROFESSIONAL BAIL BONDING BOARD

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MINUTES Special/Called Board Meeting September 20, 2024

The Alabama Professional Bail Bonding Board met on Friday, September 20, 2024, for a special/called Board meeting. The meeting was held at the Board's office located at 2777 Zelda Road, Montgomery, Alabama. The following Board members were in attendance: Mr. Jimmie Lay (Board Chair), Judge Spiro Cheriogotis (Board Vice Chair), Ms. Carla Woodall (Board Secretary), Mr. Chris McNeil (member), Mr. Barry Johnson (member), Ms. Alexis Wooden (member), Ms. Jennifer Collard (member), and Mr. John Vaughn (member). Board member absent was Mr. Gustavius Maxie. Others present at the meeting were Mr. Keith Warren (Executive Director), Ms. Tara Hetzel (Assistant Attorney General-Board Legal Counsel), Mr. Brannon Littleton (Chief Financial Officer), and Ms. Renee' Reames (recording secretary) and guests.

Mr. Jimmie Lay, Board Chairman, called the meeting to order at 11:15 a.m. Mr. Warren called Board-member roll and reported that a quorum was present to conduct Board business. An opening prayer was given at the beginning of the meeting. Chairman Lay reported that the meeting was open to the public and the meeting would be conducted under Roberts Rules of Order. Chairman Lay welcomed everyone attending the meeting.

Public notice of this regularly scheduled meeting was submitted to the Secretary of State www.sos.alabama.gov in accordance with the requirements of the Alabama Open Meetings Act and published on the Board's web site at www.apbb.alabama.gov.

APPROVAL OF AGENDA

Chairman Lay presented a copy of the meeting agenda for the Board's approval. A copy of the agenda was provided to the Board members prior to the meeting for their review. Ms. Woodall recommended the agenda be amended to include an update on audit activities as New Business.

MOTION: Mr. McNeil made a motion to approve the September 20, 2024, meeting agenda as amended. The motion was seconded by Mr. Johnson and unanimously approved by the Board (amended agenda available for viewing in the Board's Official Book of Minutes).

SPECIAL BUSINESS

Update on Past Due Invoices: Mr. Warren reported that all outstanding invoices had been submitted. The Alabama Interactive invoices that were delayed due to incorrect address have been corrected by the vendor and were pending for the start of the 13th accounting period for FY 2024, which would be covered in more detail in the financial review.

Review of Board Finances: Mr. Littleton reported that no additional invoices were anticipated from FY 2023 affecting the current budget. He indicated that the vendor agency, ALEA, had not billed for services in FY 2024, and had recently sent an invoice totaling over \$11,000. He indicated that Alabama Interactive's May invoice was pending purchase order approval for final processing in the 13th accounting period. He reviewed the list of expenditures for the remaining FY 2024 period.

The Board reviewed the comparative financial data for 2022 through September 17, 2024, and discussed the drop in revenue in the two years following 2022. One factor may have been due to late renewals in 2022 may have resulted in higher than typical income when compared to the other two years (2023 and 2024). Also reviewed were the expenses anticipated in current year through September 17, 2024 which exceed revenue and the Board considered the amount of old debt for Alabama Interactive invoices and the recent invoice from ALEA included in the current expenditures.

Mr. Warren reported that revenue from the Board's CE Provider was anticipated and depending on the date it would be received, the revenue may be received for FY 2024 revenue.

Discussion of Board Investigator: Mr. Warren reported that Mr. Flanagan had reconsidered accepting the investigator position and had declined the position. The Board agreed to keep the investigative service within Smith Warren contract and not acquire a new expense by separating out investigative services.

Mr. Warren reported on the annual renewal of licenses, and he indicated that letters would be sent to the courts and jails notifying them of expired licenses effective October 31, 2024. These individuals with an expired license would not be eligible to provide bail bonding services, until their license was renewed and issued. It was the consensus of the Board to reconsider at a later time the matter of the CE Provider eliminating exam fees paid to the Board and the Board would continue to receive fees in FY 2025. The Board asked that the budget be updated to reflect changes in revenue affecting budget forecast.

Review of Executive Director Contract: Ms. Hetzel reported that the state's Contract Review Committee would not allow the contract to be renewed in advance of the expiration date and the current deadline was missed in submitting the contract for approval. She indicated that an RFP would need to be released for administrative services since the contract would expire at the end of October.

She reported that an emergency contract would be needed to bridge the contract service dates.

MOTION: Mr. Johnson made the motion to reconstitute the Board's contract review committee, comprised of Judge Cheriogotis, Ms. Woodall, Mr. Lay, and to authorize the committee to review and execute an emergency contract and to develop RFP specifications for administrative services, release the RFP to solicit responses and submit proposals to the Board for final approval.

The Board discussed an anticipated timeline for the state Procurement Office to release the RFP for 21 days and proposals submitted for Board approval.

Audit Activities: Mr. Warren reported that he had spoken with the auditors about the previous significant findings concerning Alabama Interactive and he reported that the matter had been resolved and would not be a continued finding on the current audit.

The Board discussed the unresolved issue of employee definition cited from the last audit.

Review of Licensure Disqualifying Convictions: Mr. Warren indicated that applicants with disqualifying convictions found in their background histories are submitted to the Board for licensure approval. The applications are sent to the Board's Legal Counsel and Investigative Committee for review.

Other procedures were discussed by the Board to include manual Apprentice applications that had to be mailed to the Board's office and consideration of another website vendor such as OIT, which may result in new costs incurred in creation design fees through a new vendor.

Sunset Committee Meeting: Mr. Warren reported that the Sunset Committee was scheduled to meet on October 24, 2024, at 9:30 a.m. at the Alabama State House in downtown Montgomery.

At 12:52 p.m., all employees of Smith Warren Management Services, Inc., as well as Chairman Lay left the room and Vice Chairman Cheriogotis presided over the meeting. Additional discussions were held of the options available to the Board regarding the contract with Smith-Warren set to expire October 31, 2024, to include a Request for Proposal (RFP) and/or emergency contracts and/or shared agency services. It was clarified that the sub-committee shall have the authority to enter into the necessary emergency contracts and/or agreements for shared agency services to ensure the needs of the Board are met after October 31, 2024, as well as issue an RFP.

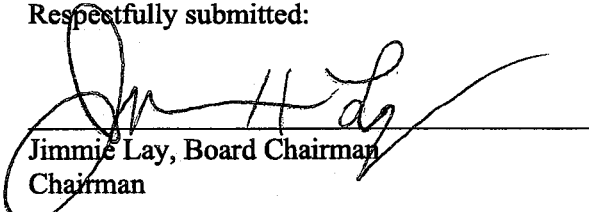
A discussion was held of what to expect at the Sunset Review hearing and that a "prep meeting" was scheduled for Wednesday, October 23, 2024, at 1:30 p.m. at the State House, followed by the Sunset Review meeting on Thursday, October 24, 2024, at 9:30 a.m., wherein the Board was #3 on the current agenda.

The Board discussed and clarified that a professional bail bondsman was not eligible to hold a business license if they had not held an individual license for 3 years; however, under current law, a professional surety was eligible to hold a business license without the 3-year individual requirement.


ADJOURNMENT

There was no further business of the Board, and Mr. McNeil made the motion to adjourn the meeting. The motion was seconded by Mr. Johnson and passed unanimously. Vice Chairman Cheriogotis adjourned the meeting at 1:23 p.m.

Respectfully submitted:


Jimmie Lay, Board Chairman
Chairman


Carla H. Woodall, Board Secretary

Date Approved: November 1, 2024  rr