



## ALABAMA PROFESSIONAL BAIL BONDING BOARD

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### MINUTES Board Meeting November 12, 2025

The Alabama Professional Bail Bonding Board met on Wednesday, November 12, 2025, at the Board's office located at 2777 Zelda Road, Montgomery, Alabama. The following Board members were in attendance: Mr. Jimmie Lay (Board Chair), Ms. Carla Woodall (Board Secretary), Mr. Chris McNeil (member), Mr. John Vaughn (member), Mr. Barry Johnson (member), Ms. Alexis Wooden (member), and Ms. Jennifer Collard (member). Mr. Gustavus Maxie (member) was absent. Others present at the meeting were Mr. Keith Warren (Executive Director), Ms. Tara Hetzel (Assistant Attorney General-Board Legal Counsel), Ms. Brenda Holden (Licensing Specialist), Ms. Karen Harlow (Legal Assistant), Mr. Denny Merritt (Investigator) and Ms. Renee' Reames (recording secretary) and guests.

#### I. CALL TO ORDER

Mr. Jimmie Lay, Board Chairman, called the meeting to order at 10:10 a.m. Mr. Warren called the Board member roll and reported that a quorum was present to conduct Board business. Chairman Lay reported that the meeting would be conducted under Roberts Rules of Order and was open to the public. Chairman Lay did not vote on matters before the Board except in cases of a tie. Chairman Lay called for a moment of prayer. 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](http://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](http://www.apbb.alabama.gov).

#### II. OATH OF OFFICE

Mr. Warren administered the oath of office to new board members, Judge Zack Moore and Judge Moore was welcomed by the other members of the Board.

#### III. APPROVAL OF AGENDA

Chairman Lay presented a copy of the November 12, 2025 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.

MOTION: Mr. McNeil made a motion to approve the November meeting agenda. The motion was seconded by Mr. Johnson and unanimously approved by the Board (agenda available for viewing in the Board's official Book of Minutes).

#### IV. APPROVAL OF MINUTES

Chairman Lay presented a copy of the August 15, 2025 regular meeting minutes for the Board's approval.

MOTION: Mr. McNeil made a motion to dispense with the reading of the minutes and approve the August meeting minutes as presented. The motion was seconded by Mr. Johnson and unanimously approved by the Board (minutes available for viewing in the Board's official Book of Minutes).

#### Agenda Amended

MOTION: Ms. Woodall made the motion to move agenda item, Election of Board Officers, for next business discussion under item IV.1. The motion was seconded by Mr. McNeil and unanimously approved by the Board.

### Election of Board Officers

Mr. McNeil nominated Mr. Lay as Board Chair, Ms. Collard as Board Vice Chair and Ms. Woodall as Board Secretary. The nomination was seconded by Mr. Johnson. There were no additional nominations from the members and Chairman Lay called for a vote. The nominations were approved by unanimous vote of the Board.

### V. REPORTS

#### Board Chairman Report:

Chairman Lay indicated that he had no report at this time.

#### Executive Director Report:

Mr. Warren reported on the current number of licenses (#610), along with business (#163) and apprentice licenses (#27), as of October 31, 2025. He presented a list of new licenses that had been issued as of August 1, 2025 through October 31, 2025, along with new company licenses and apprentice licenses issued during the same period (report available in the Board's official Book of Minutes). A list of expired licenses was reviewed by the Board and Mr. Warren indicated that the list of expired licenses would be sent to the Courts. It was the consensus of the Board that the list of expired licenses would be sent to the Courts on November 1<sup>st</sup> of each year.

MOTION: Mr. McNeil made the motion to ratify the approval of new licenses issued between August 1, 2025 through October 31, 2025 as presented. The motion was seconded by Ms. Woodall and unanimously approved by the Board.

MOTION: Mr. McNeil made the motion to ratify the approval of new company licenses issued between August 1, 2025 through October 31, 2025 as presented. The motion was seconded by Judge Moore and unanimously approved by the Board.

MOTION: Mr. McNeil made the motion to ratify the approval of apprentice license currently active as presented. The motion was seconded by Mr. Johnson and unanimously approved by the Board.

MOTION: Mr. McNeil made the motion to ratify the approval of reinstated licenses as presented. The motion was seconded by Judge Moore and unanimously approved by the Board.

MOTION: Mr. McNeil made the motion to accept the list of expired licenses and send a letter to the individuals notifying them that their license had expired.

Mr. Warren continued his report concerning complaints received during fiscal years 2023 through 2026 and reported on the status of assessed disciplinary fines. The Board discussed whether to hold a license renewal for non-compliance and Ms. Hetzel recommended that the statute be amended to enforce payment of fines and provide authority to hold a license. Also discussed was reconsider of payment of fines within the 30-days of effective date of settle agreement vs. effective date when respondent signs an agreement to a settlement.

#### Financial Report

Mr. Warren presented the financial activities of the Board for FY 2025 covering October 1, 2024 through September 30, 2025 (report available in the Board's official Book of Minutes). He reviewed the cash flow analysis indicating cash receipts and expenditures for the reported period. He presented the total amount of expenditures compared to budget and reported a positive cash balance at fiscal year-end.

MOTION: Mr. Johnson made the motion to accept the financial statement as presented. The motion was seconded by Mr. McNeil and unanimously approved by the Board.

Legal Counsel Report:

Ms. Hetzel presented the Investigative Committee (IC) report to include the Committee's recommendations concerning complaint cases.

MOTION: Ms. Wooden made the motion to accept the IC recommendation to close cases 2025-026, 2025-032, 2025-034, 2025-036, 2025-039, 2025-040, 2025-041, and 2025-046 as unfounded. The motion was seconded by Mr. Vaughn and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the committee.

MOTION: Ms. Wooden made the motion to accept the IC recommendation to administratively close cases 2023-042, 2024-022BR and 2025-028, to include withdrawing the consent agreement offer in case 2025-023BR. The motion was seconded by Mr. Vaughn and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the committee. Mr. Warren indicated that respondent in the case 2025-028 would be flagged in the complaint and licensee databases. The Board further discussed Board authority concerning unlicensed individuals and further legal action.

MOTION: Ms. Collard made the motion to accept the IC recommendation to accept the voluntary surrender of license and close case 2025-022BR. The motion was seconded by Judge Moore and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the committee.

MOTION: Mr. Johnson made the motion to accept the IC recommendation to set an administrative hearing in case 2024-053/2025-016. The motion was seconded by Judge Moore and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the committee.

Ms. Hetzel reported that applicant CW had answered yes to criminal background on apprentice application issued on October 24, 2024 and had applied for new bondsman license and answered no to background questions. The applicant appeared before the Board to answer questions and indicated that he had made a mistake in answering the question on the Bondsman application. Chairman Lay tabled further discussion for Executive Session and thanked CW for appearing before the Board.

Ms. Hetzel reported that applicant CS had answered no to criminal background questions on his renewal application and on previous applications had indicated yes to questions. Applicant indicated that he rushed to submit renewal application and another person helped complete the application. Chairman Lay tabled further discussion for Executive Session and he thanked CS for appearing before the Board.

Ms. Hetzel indicated that the two applicants, CW and CS, would be notified in writing about the Board's decision. Mr. Warren reported that the updated version of the applications that contained the modified criminal background questions had been posted on the Board's website.

MOTION: Mr. McNeil made the motion to deny the renewal application from DM and FL. The motion was seconded by Judge Moore and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the committee.

MOTION: Mr. McNeil made the motion to decline the counter-offers in cases 2025-010, 2025-011, and 2025-012. The motion was seconded by Judge Moore and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the committee and Ms. Woodall recused from voting.

Ms. Hetzel presented conditions of settlement agreements in cases 2025-029, 2025-030, 2025-031, 2025-035, 2025-037 and 2025-038 for ratification by the Board.

MOTION: Ms. Woodall made the motion to ratify the settlement agreements signed by the respondents as presented. The motion was seconded by Mr. Johnson and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the Investigative Committee, and Ms. Collard was recused from voting.

## VI. NEW BUSINESS

### Public Hearing and Adoption of Final Rule 153-X-3-.05 Apprentice License

Mr. Warren presented the proposed Rule 153-X-3-.05 that had been published for public comments. He reported that no comments were received.

MOTION: Mr. McNeil made the motion to approve Final Rule 153-X-3-.05 Apprentice License as presented. The motion was seconded by Mr. Johnson and unanimously approved by the Board.

### Certification of Rules for 5-year Review

MOTION: Mr. Johnson made the motion to table the discussion of 5-year review and certification of Board rules. The motion was seconded by Judge Moore and unanimously approved by the Board. Chairman Lay requested that the Executive Director and Legal Counsel present a recommendation at a future Board meeting concerning the certification of Board rules.

### Annual Approval of Continuing Education Provider, Coursework and Exam

Ms. Collard presented a report on the licensure examination results to include statistical data regarding responses to exam questions. She reported that the examination contained 25 random questions and the members discussed the type questions on the exam and recommended changes to two questions. Also discussed were the retake procedures allowing a 30-minute refresher before retaking the exam.

Ms. Wooden commented on surety bond company requirements and recommended having a separate training specific to surety professional license and she offer to provide the training. The Board discussed the certification she held through the Alabama Insurance Department as separate from the bail bond training the Board licensees received.

MOTION: Mr. Johnson made the motion to approve the Alabama Bail Bonding Association as an approved educational provider and approve the instructional course and final examination with modifications as discussed. The motion was seconded by Judge Moore and unanimously approved by the Board.

### Scam Aware Committee Update

Ms. Wooden presented flyers and educational pamphlet for the Board's review for public awareness of bail bond scams. Modifications were recommended in adding the Board contact information and other bullet points, e.g., ask for licensee's ID card, include Attorney General Office consumer information contact information, verification of license through accessing the licensee search on the Board's website and list Board's office number. Also discussed was distribution of the flyers and pamphlet to the District Attorney offices, Sheriff offices and City Mayor offices. The Board discussed expanding the public awareness campaign through purchase of media ads to include public service announcements (PSA), and assistance of OIT in producing video content, which could be posted on the Board's website.

MOTION: Mr. McNeil made the motion to allocate \$12,500 for promotional and educational content concerning bail bond scams. The motion was seconded by Judge Moore and unanimously approved by the Board. Mr. Warren indicated that he would contact State OIT about services. Chairman Lay deferred the adoption of the flyers and educational pamphlets to later in the meeting.

### Proposed Legislative Changes

Mr. McNeil reported that the 2026 legislative session would begin January 13, 2026 and Chairman Lay indicated that Mr. McNeil, Ms. Woodall, Ms. Wooden and Board Chair had been appointed to the Legislative Committee.

### Proposed 2026 Board Meeting Calendar

Chairman Lay presented a list of dates in 2026 for the Board to meeting.

MOTION: Mr. McNeil made the motion to approve January 9<sup>th</sup> for a special meeting on legislation, and regular business meetings held on February 20<sup>th</sup>, May 22<sup>nd</sup>, August 21<sup>st</sup>, and November 9<sup>th</sup>. The motion was seconded by Judge Moore and unanimously approved by the Board.

### Renewal of Administrative Services Contract

Mr. Warren reported that the annual renewal of the Administrative Services Contract was due. Mr. Warren reported that the occupational licensing board considered for an interagency agreement had not moved into State government and may not occur in the current year.

MOTION: Ms. Woodall made the motion to renew the Administrative Services Contract with Smith Warren Management Services for another year at the same rate of service. The motion was seconded by Mr. McNeil and unanimously approved by the Board.

### Executive Session:

MOTION: Ms. Woodall made the motion that the Board adjourn into Executive Session for approximately 15 minutes to discuss the good name and character concerning application requests and consent settlements presented earlier in the meeting. The motion was seconded by Mr. Johnson. Ms. Hetzel certified the reason for the Executive Session and Mr. Warren called for a roll call vote: Ms. Woodall, aye, Mr. Chris McNeil, aye, Mr. John Vaughn, aye, Ms. Alexis Wooden, aye, Ms. Jennifer Collard, aye, Mr. Barry Johnson, aye, and Judge Moore, aye. Chairman Lay called the Board into Executive Session at 12:25 a.m.

MOTION: Mr. McNeil made the motion to adjourn from Executive Session to the regular business meeting. The motion was seconded by Ms. Woodall and unanimously approved by the Board. Chairman Lay resume the regular business meeting at 12:54 p.m.

MOTION: Ms. Woodall made the motion to deny the initial application received from CW due to discrepancies and notify the applicant that a new corrected application may be submitted for reconsideration along with submission of licensing fee and late fees. The motion was seconded by Mr. Vaughn and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the Investigative Committee and Ms. Wooden recused from voting.

MOTION: Ms. Woodall made the motion to deny the renewal applications received from CS, DM, FL, LM, NM, RG, and YH due to discrepancies and notify the applicant that a corrected renewal application may be submitted for reconsideration along with submission of licensing and late fees. The motion was seconded by Mr. Wooden and approved by the Board with Chairman Lay and Mr. McNeil recused from voting as members of the Investigative Committee.

## VII. ANNOUNCEMENTS AND OTHER BUSINESS

Submission of Board Travel: The Board accepted the travel expense forms submitted by the members for attending the Board meeting.

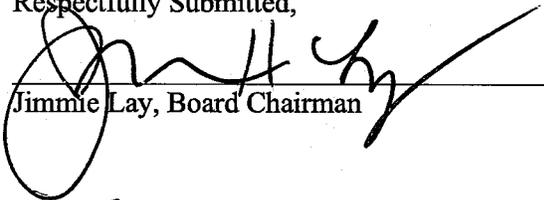
Next Board Meeting: Chairman Lay reminded the members that the next regularly scheduled meeting of the Board was February 20, 2026 and the members would be notified of a called/special meeting scheduled on January 9, 2026.

VIII. ADJOURNMENT

There was no further business of the Board, and Chairman Lay called for a motion to adjourn.

MOTION: Mr. McNeil made the motion to adjourn the meeting. The motion was seconded by Ms. Collard and unanimously approved by the Board. Chairman Lay adjourned the meeting at 1:06 p.m.

Respectfully Submitted,

  
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Jimmie Lay, Board Chairman

  
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Carla H. Woodall, Board Secretary

rr/  Date Approved: February 27, 2026