



## ALABAMA PROFESSIONAL BAIL BONDING BOARD

2777 Zelda Road  
Montgomery, AL 36106  
334-420-7225  
334-263-6115 fax

### MINUTES Board Meeting

July 21, 2022

The Alabama Professional Bail Bonding Board met on Thursday, July 21, 2022, at the Board's new office located at 2777 Zelda Road, Montgomery, Alabama. The following Board members were in attendance: Mr. Chris McNeil (Board Chair), Mr. Jimmie Lay (Board Vice Chair), Ms. Carla Woodall (Board Secretary), Judge Spiro Cheriogotis (member), Ms. Alesia Kyser (member) Mr. Victor Howard (member), Mr. Barry Johnson (member) and Mr. Gustavius Maxie (member). Member absent was Ms. Jennifer Collard. Others present at the meeting were Mr. Keith Warren (Executive Director), Ms. Tara Hetzel (Assistant Attorney General-Board Legal Counsel), Mr. Mike James (Investigator), Ms. Brenda Holden (Licensing Specialist), and Ms. Renee' Reames (recording secretary). Mr. McNeil, Board Chairman, called the meeting to order at 1:15 p.m. Mr. Warren called Board roll and reported that a quorum was present to conduct Board business. An opening prayer was given at the beginning of the meeting. Mr. Warren read the opening statement concerning Roberts Rules of Order and the Alabama Open Meetings Act. Chairman McNeil 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).

#### APPROVAL OF AGENDA

Chairman McNeil presented a copy of the July 21, 2022, 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: Judge Cheriogotis made a motion to approve the July agenda as presented. The motion was seconded by Mr. Howard and unanimously approved by the Board (agenda available for viewing in the Board's Official Book of Minutes).

#### APPROVAL OF MINUTES

Chairman McNeil presented a copy of the June 21, 2022 Board meeting minutes for the Board's approval. A copy of the minutes was provided to the Board members prior to the meeting for their review.

MOTION: Mr. Lay made a motion to dispense with the reading of the minutes and approve the March minutes as presented. The motion was seconded by Mr. Howard and unanimously approved by the Board (minutes available for viewing in the Board's Official Book of Minutes).

#### BOARD CHAIRMAN REPORT

Chairman McNeil commented on the Sunset Committee meeting held prior to the Board meeting and thanked Mr. Warren and Ms. Hetzel for their assistance during the review process with the Committee.

#### EXECUTIVE DIRECTOR REPORT

Mr. Warren presented the Executive Director Report to include the financial activities for the period ending June 30, 2022. He reviewed a line-item budget of expenses and fund balance and reported that the Board's budget had been increased for FY 2023. Mr. Warren also reported on the current number of licenses by categories which totaled 708 licensees.

MOTION: Mr. Maxie made the motion to accept the Financial Report as presented by Mr. Warren. The motion was seconded by Ms. Woodall and unanimously approved by the Board.

Mr. Warren reviewed a list of activities regarding licensure, finance and compliance/complaint activities performed by the staff since the last Board meeting held in June (report available for viewing in the Board's Official Book of Minutes). Chairman McNeil commented on the scheduling of continuing education classes.

The Board discussed creating a form to report change in supervision of apprentices and discussed notification to the Board of any changes and allowing a period of time for the apprentice to acquire a new supervisor.

MOTION: Judge Cheriogotis made the motion to amend the Board's rule to include a notice of change in employment and supervision and the apprentice notify the Board within 10 days of change. The motion was seconded by Mr. Lay and unanimously approved by the Board.

#### LEGAL COUNSEL REPORT

Mr. Warren reported that the Board's Investigative Committee did not meet prior to the Board meeting and a report would be provided at the next Board meeting.

Ms. Hetzel reported on Case 2022-021, reminding the Board that a Cease and Desist letter had been authorized by the Board and that the complainant had obtained an order of limited relief before the C&D letter was issued and the case has been administratively closed since the complainant is now in compliance.

Ms. Hetzel reported that two other applicants had obtained an Order of Limited Relief and since received their license.

The Board discussed the process for requesting an Order of Limited Relief and were in favor of the District Attorney in the jurisdiction being served with the Order and the Board receive a copy for licensure considerations. Mr. Warren commented that the Alabama Association of Regulatory Boards may be of assistance should legislation be pursued to effect this change in procedures.

#### OLD BUSINESS

Sunset Committee Meeting and Audit Findings: Mr. Warren explained the Sunset Committee continuance process.

Mr. Warren reported that the audit exit meeting was scheduled immediately following the Board meeting. He explained that any audit findings would be presented and a written response would be prepared to the Department of Examiners of Public Accounts.

#### NEW BUSINESS

Emergency Administrative Services Contract:

MOTION: Mr. Lay made the motion that the Emergency Administrative Services Contract be added to the agenda. The motion was seconded by Ms. Woodall and unanimously approved by the Board. Chairman McNeil reported that the current contract expires at the end of September. A copy of the proposed emergency contract was distributed to the members for their review. Mr. Warren explained about the Request for Proposal process that would become effective October 1, 2022. Following discussion of the new proposal process and review of the proposed emergency contract, Chairman McNeil called for a motion.

MOTION: Judge Cheriogotis made the motion to approve the emergency management services contract with Warren and Company, at a rate of \$5500 per month, not to exceed \$66,000. The motion was seconded by Mr. Maxie and unanimously approved by the Board.

Mr. Warren reported that a licensing specialist had been assigned to assist with licensing renewals.

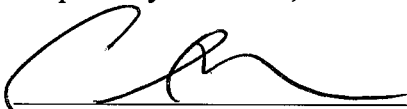
**OTHER BUSINESS AND ANNOUNCEMENTS**

Chairman McNeil called for any other new business and there were none.

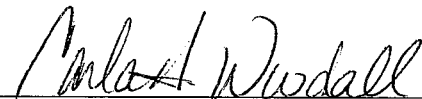
Chairman McNeil lead discussion about scheduling the next meeting of the Board. It was the consensus of the Board to meet on September 16, 2022 at 10:00 a.m. at the Board's office in Montgomery.

There being no further business, Judge Cheriogotis made the motion to adjourn the meeting. The motion was seconded by Mr. Howard and unanimously approved by the Board. Chairman McNeil adjourned the meeting at 2:21 p.m.

Respectfully Submitted,



Chris McNeil, Board Chairman



Carla H. Woodall, Board Secretary

/rr