

# ALABAMA PRIVATE INVESTIGATION BOARD

## MINUTES Board Meeting August 19, 2013

The Alabama Private Investigation Board met on Monday, August 19, 2013, at 2777 Zelda Road, Montgomery, Alabama, in order to conduct business. Those members in attendance were as follows: Mr. Charlie Hopkins, Mr. Al Thompson, Mr. Eddie Cox, Mr. Bill Posey, Mr. Tracy Crane, Ms. Dollye Edmondson, and Mr. Charles Knight. Also in attendance were Mr. Bill Garrett, Assistant Attorney General, Ms. Olivia Martin, Board Counsel, and Renee' Reames (Recording Secretary). A quorum was present to conduct business.

The meeting was called to order at 10:35 a.m. The regularly scheduled meeting was advertised on the Secretary of State's website, [www.sos.state.al.us](http://www.sos.state.al.us), in accordance with requirements of the Alabama Open Meetings Act.

### Election of Officers:

The Board discussed election of officers and the requirement to elect officers each time a new member is appointed. Mr. Crane made a motion to elect Mr. Hopkins as Board Chair. The motion was seconded by Mr. Knight. There were no additional recommendations and the Board unanimously approved Mr. Hopkins as Board Chair. Mr. Crane made a motion to elect Mr. Posey as Vice Chair. The motion was seconded by Ms. Edmondson. There were no additional recommendations and the Board unanimously approved Mr. Posey as Vice Chair.

### Approval of Agenda:

A copy of the agenda was provided to the Board members. Mr. Posey made a motion to approve the agenda. The motion was seconded by Mr. Thompson and unanimously approved by the Board.

### Budget and Financial Information:

Mr. Warren, President of Warren & Company, Inc., commented on financial operations for new Boards. He reported no amount had been identified in the 2014 State Budget which begins October 1, 2013. He reported that the Board would need to submit a request for funds and the new Administrative Service Executive Director would assist in this process.

### Discuss Law, Licenses, Applications, and Fees:

Mike James presented an outline of the rules and regulations, based on the statute, for the Board's consideration. Mr. Posey commented on licensing fees in other states concerning in-state and out-of-state applicants, as well as company licensing fees. Mr. Warren reported that the statute referenced a two-year licensing period for companies (firms), individuals and trainers. The Board considered recommendations from Board member regarding the fee amount for these categories. Also discussed was allowing the principals of firms to fall under the firm license and principals were not required to obtain individual license. The Board discussed Section 19 of the Board's statute that no longer requires licensees to obtain licenses in other political subdivisions of the state, with exception to occupation tax or business license fees.

Mr. Crane made a motion to require a \$350 fee for firm licenses. The Board discussed an initial licensing fee of \$300 for individuals and collecting fees from individuals for background checks.

Also discussed was initial licensing fees of \$150 for trainers. Mr. Crane amended his motion to require \$150 licensing fee for firm. There was no second and the motion died.

Mr. Posey made a motion to require a \$400 fee for an individual private investigator license, for a two-year licensing period. The motion was seconded by Mr. Cox and unanimously approved by the Board.

Mr. Knight made a motion to require a \$500 fee for a certified trainer license, for an annual licensing period. The motion was seconded by Mr. Crane and unanimously approved by the Board.

Mr. Posey made a motion to require a \$250 fee for an assistant trainer license, for an annual licensing period. The motion was seconded by Mr. Crane and unanimously approved by the Board.

Examinations:

The Board discussed test requirements for new licensees and CE requirements. Mr. Warren commented on his experience with other Boards regarding the initial licensing, which would be without examination. He recommended that the Board consider a time period for initial licensing. The Board discussed an initial licensing period through December 31, 2013, for private investigators and firms. Applications received after a certain date would require an examination. Mr. Knight made a motion to approve an initial licensing period, without examination, up until March 31, 2014. The motion was seconded by Mr. Posey and unanimously approved by the Board.

Mr. Hopkins asked Mr. Crane to review examination requirements by other states and report at the next Board meeting. Mr. Hopkins deferred discussion of this matter until the next Board meeting.

Reciprocity:

Mr. Garrett suggested that the matter of reciprocity agreements and licensing be delegated to the new Executive Director and they would present recommendations to the Board. Mr. Hopkins tabled further discussions on this matter.

Board Investigator and Regulatory Matters:

Mr. Warren explained that the Board could request investigative services as part of the Administrative Services Contract or contract separately for individual investigative services. Mr. Hopkins indicated that the Board would take this under advisement in reviewing the specifications for the Administrative Management Services Contract.

Specifications for Invitation to Bid for Administrative Management Services:

Mr. Garrett reported that the Attorney General's office would submit to the State Purchasing Department the bid specifications to release for bid for administrative management services. The Board discussed a bid-opening date and scheduling the next meeting date of the Board to consider bids for the administrative management services contract, which would become effective October 1, 2013. The Board discussed minimum bond requirements and assisting the Board with the annual budget requirements in the specifications.

The Board recessed at 12:06 p.m. for lunch and agreed to reconvene at 1:30 p.m.  
The Board reconvened at 1:30 p.m.

Specification of Invitation to Bid for Administrative Management Services (continued): The Board discussed conducting future meetings in a conference room at the State House and discussed room usage fees could be an issue. Website development and start-up costs were also discussed. These services are at cost to the Board outside the Administrative Management Services (AMS) contract. Investigator services and complaint process was discussed. Mr. Hopkins indicated that the rules for filing a complaint and the complaint process would be discussed at a future meeting as rules are developed by the Board. The Board reviewed proposed specifications for AMS contract, based on the Alabama Security Regulatory Board specifications, and the following modifications were proposed:

- Mr. Knight moved to omit reference to conducting periodic inspection of licensees and companies. The motion was seconded by Mr. Posey and unanimously approved by the Board.
- Mr. Knight moved to required management company to have 5 years experience in providing administrative services to licensing and regulatory boards. The motion was seconded by Mr. Posey and unanimously approved by the Board.
- Mr. Posey moved to omit reference to the staff investigator having APOST training. The motion was seconded by Mr. Crane and unanimously approved by the Board.
- Mr. Posey moved to omit reference to the investigator having experience as a law enforcement officer. The motion was seconded by Mr. Crane and unanimously approved by the Board.

Mr. Crane made a motion to accept the specifications of invitation to bid for administrative management services contract as modified. The motion was seconded by Mr. Cox and unanimously approved by the Board.

The Board discussed having identification badges or cards printed for Board members. They also discussed badges for investigators associated with the licensure process and these badges being returned as property of the Board. Mr. Hopkins tabled further discussion of this matter.

The Board agreed that the next meeting of the Board is scheduled September 17, 2013 at 10:00 a.m.

Mr. Posey made a motion to adjourn the meeting at 2:40 p.m. The motion was seconded by Mr. Crane and unanimously approved by the Board.

Respectfully submitted,

Charlie Hopkins  
*Chair*

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