

The Alabama Private Investigation Board
Meeting Minutes
October 26, 2020

With proper and required notice having been provided to the Alabama Secretary of State's Office along with posting on the website of the Alabama Secretary of State, a meeting of the Alabama Private Investigation Board was held on October 26, 2020 online via Zoom and at 60 Commerce Street, Suite 1440, Montgomery, Alabama. The meeting was called to order at 10:15 a.m. by Chairman Charles Knight.

A quorum having been established; the following Board members participated at the meeting:

- Charles Knight in person
- Charles Hopkins, Jr. in person
- Jim Casteel on Zoom
- Eddie Cox on Zoom
- Sheriff Derrick Cunningham in person
- Scott Hawk in person

Also, in attendance was Ben Albrighton from the AG's Office, Claire Austin, Executive Director, Will Parker, PI Board Administrator, Brenda Holden, and Michael Knizel, representing the Alabama Private Investigator's Association. Honorable Roman Shaul join the meeting in progress at 10:20 a.m. for 10 minutes. Sherriff Cunningham left the meeting at 11:00 a.m. Board Member Tracy Crane was not in attendance.

For the Board members, all voting actions of the Board were by voice and clarified by the Chairman after each vote.

The meeting was opened with prayer offered by Sheriff Derrick Cunningham.

A motion to approve the agenda was made by Sheriff Cunningham and seconded by Charles Hopkins. Motion passed unanimously.

The minutes of the June 23, 2020 were previously distributed and reviewed. A motion was made by Sheriff Cunningham to accept the minutes as written and seconded by Jim Casteel. Motion passed unanimously.

Introductions were made by each person in attendance due to a new Board Member being present. Honorable Roman Shaul joined the meeting to swear in the new Board Member Scott Hawk. After being sworn in, Scott Hawk gave a brief introduction of his professional background and all Members welcomed him to the Board.

To familiarize the new Board Member Scott Hawk with the Board's current situation, Chairman Charles Knight gave a brief introduction of the transactions of the Board since the resignation of the last Director and what the Board had to do to keep up with the normal operations. He explained the Board entered an emergency contract with Claire Austin to handle the operations of the office.

Claire Austin provided the Executive Director report to update the Board where they are at this time. She provided the information of new applicants and renewed licenses. Claire also informed the Board that the Examiners of Public Accounts had completed their Compliance Audit for October 2017 through October 2019, but that the report has not yet been released.

Will Parker also provided information to the Board on the current procedures he is following to ensure the licensees and applicants are informed of what is needed to maintain or to become licensed. He also informed the Board that all invoices had been paid and all monies had been deposited with 24 hours of receipt. Will and Claire both took questions from the Board Members on the boards operations and procedures. Chairman Charles Knight shared with the Board that it was good to see the Pass/Fail rate was improving. Also mentioned was a new study guide being developed by Jim Casteel, which is not yet complete.

There was not any Old Board Business so the Board moved onto New Board Business and a discussion about the necessity of including license numbers on the itemized statements for the client ensuring the work is handled by a licensed investigator. The Board's attorney pointed out that licensees are not to enable non-licensees the ability to practice without a license. Jim Casteel was going to look into this subject further and get back to the Board.

Also, in New Board Business, a discussion about the continuing education certificates weather they should be turned into the Board as proof of completing the required education to renew a license. Claire shared information that Tennessee and Georgia are moving to a random audit procedure starting in 2021, only sampling a percentage of their licensees' renewals.

The following dates were suggested for the quarterly meetings; January 26, 2021; April 27, 2021; July 27, 2021; and October 26, 2021. Charles Hopkins made a motion to accept the dates as recommend and Jim Casteel second the motion. The motion passed unanimously.

Chairman Knight recognized the Board's visitor Michael Knizel, from the Alabama Private Investigator's Association. Mr. Knizel is the Lobbyist for the Association. Chairman Knight asked if there were any updates he wished to share with the Board on their upcoming legislation. Board Member Jim Casteel also recommended that they support the efforts of the Association.

Next Board meetings dates have been set for: January 26, 2021.

There being no further business, a motion to adjourn was made by Eddie Cox and seconded by Charles Hopkins. Motion passed unanimously. Meeting adjourned at 11:52 a.m.

Respectfully submitted:

Charles Knight
Chairman

Jim Casteel
Secretary