

**Private Investigation Board Meeting**  
**August 24, 2023 - Minutes**

With proper notice the meeting was called to order at 11:34 am with a quorum of six Board members of the Board members Knights, Casteel, Hammock, Cox, Tatum, Hawk. Also including staff C. Austin, W. Parker, and attorney Ben Albritton. The meeting was held at the board office 60 Commerce Street – Suite 1440 - Montgomery, AL.

The first order of business was to Administrator the Oath of Office to Charles Knight who was re-appointed by the Attorney General.

Charles Knight – Changing the order of the agenda to start reviewing the RFP first due to time constraints.

Eddie Cox expressed concern over the fact that only one proposal had been submitted for the RFP and had a question regarding reviewing the proposal.

Charles Knight began reviewing the State of Alabama Private Investigation Board 2023 Request for Proposal. Part VIII Evaluation Criteria.

Charles Knight read and reviewed all six of the questions included in the 1.1 Facilities questions one through Six.

After reading each of the questions the Board members were given an opportunity to present any questions or concerns that they may have. Eddie Cox had several questions regarding the Part VIII Evaluation Criteria.

Final discussion was made regarding Part VIII Evaluation Criteria 1.1 Facilities.

After that discussion, The Board Chairman asked for Jeff Hammock to continue the review of the RFP section 1.2 Experience.

Board Member Jeff Hammock read each of the criteria in section 1.2 Experience. The Board reviewed the minimum years, number of Licensure program under management, STAARS Experience and all insurance including General Liability, Dishonesty bond and cyber threat insurance. The Board discussed the various requirements in section 1.2 and reviewed insurance documents.

Board Member Hammock continued to read all the 1.3 Administrative Services requirements. During the reading Board members commented and discussed different points after finishing the last requirement contained in part 12 the Board continued make comments regarding the requirements.

Board Member Hammock continued to read aloud to the Board sections 1.4 Security.

Eddie Cox motioned that the Board go into Executive session to review the ALEA report. Jim Casteel second the motion to go into Executive Session 11:55 am. There was no opponent to go into executive

Session. The Board attorney said that the executive Session would take approximately 15 minutes for executive session. The board attorney certification that discussion the grade name and character of the individual was a valid reason for executive Session.

After the Board returned to regular order 12:05 pm out of executive Session, Cox discussed the ALE A report.

Board member Jeff Hammock continues reading sections 1.5 Implementation of HB75, 1.6 Value and 1.7 enclosures. As Board member Jeffrey Hammock continued to read the request for proposals, the Board discussed various topics included in each section. Hammock continued to read the other sections 9, 10.11. 12.

The Board only received one submission for the RFP request from The Austin Group.

Board Member Eddie Cox asked about the month and yearly cost of the contract and the length of the contract with the Board.

Chairman Charles Knight discussed with the Board that the Board needed to score the contract today to get this completed and to Contract Review and Governor's office. Each board member needed to review the contract and total up the score.

Time was given for each Board Member to review the RFP and score the RFP with a numeric value based on the instruction given in the RFP. The six Board members completed the forms. Hammock added up the total scores 5 members voted in Favor of awarding the contract to the Austin Group with a high score, 1 member abstained.

Board Member Scott Hawk had to leave the Board meeting @ 12:40 pm

We had to continue the board regular order of business. Charles Knight took the Oath of Office as a newly appointed term by Attorney General Steve Marshall.

We held officer elections due to the advice of the board lawyer, Ben Albritton. The floor was open for nominations. Mr. Hammock nominated Charles Knight to be the Chairman, Jim Casteel seconded this motion. Eddie Cox nominated Scott Hawk.

Jim Casteel asked that the nominations be closed. Knight was voted by the 5 members of the board as the Chairman. Then, the nominations were opened for the Vice Chairman of the Board. Jim Casteel was nominated by Darrell Tatum and seconded by Jeff Hammock.

Nominations were closed and Castell was elected by the embers by a vote of four to one.

Chairman Knight returned to old business of the board. Jim began to address concerns of Mr. Cox regarding the March 16th Board minutes. There were several corrections and typos were made to the minutes.

Board attorney Albritton approved the contract as written and voted on by the Board.

Mr. Hammock made the motion for the board to approve the contract. Mr. Cox seconded that motion. The Board voted unanimously to approve the Austin RFP response and contract for the APIB Board.

There was discussion of the potential clarification of the August 1st meeting; therefore, the board out of caution voted again to ratify all action by the Board at the August 1st meeting that was acted up on the August 1st meeting.

Attorney Albritton stated with proper notice of the meeting at the last meeting to ratify all the business of the June 1st meeting which included the codifying of the Rules.

Mr. Hammock made a motion to codify the board minutes and to include that of the rules as well. Mr. Darrell Tatum seconded the motion. Upon counsel advice, the Board voted on all matters that were before the board on August 1st. The Board voted unanimously to approve all actions from the August 1st meeting that dealt with matters from the August 1st meeting.

With no further business, Mr. Hammock made the motion to adjourn, and Mr. Casteel seconded the motion. The meeting was adjourned at 2:15 pm

The next Board meeting will be held Tuesday, October 24 @ 1030 am CST.

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Jim Casteel – Vice - Chairman



Claire Austin – Executive Director