



State of Alabama  
**The Alabama Board of Electrical Contractors**  
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**MINUTES**  
**Board Meeting**  
**November 2, 2015**

The Alabama Board of Electrical Contractors met on Monday, November 2, 2015, at the Board's Office located at 2777 Zelda Road, Montgomery, Alabama, in order to conduct business. Those members in attendance were as follows: Mr. Mark Lamborne (Vice Chair), Mr. Chuck Turner, Mr. Richard Meadows, Mr. Bruce Taylor, and Mr. Mike Custred. Members not in attendance were Mr. Jay Stutts, Mr. Ron Weaver, Mr. Gary Reaves and Mr. Jeremy Vinson. Also in attendance were Mr. Keith Warren (Executive Director), Ms. Hendon Coody (General Counsel), Mr. Randy Barrows (Administrator), Mike James (Investigator) and Ms. Renee' Reames (Executive Secretary to Mr. Warren, Executive Director and recording secretary).

The meeting was called to order at 10:02 a.m. by Mr. Lamborne, Board Vice Chair, and a quorum was present to conduct business. The regularly scheduled meeting was advertised on the Board's web site, [www.aecb.alabama.gov](http://www.aecb.alabama.gov), and 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.

The minutes from the September 14, 2015 regularly scheduled meeting were presented for approval. The Board members were provided a copy of the minutes prior to the meeting for their review. Mr. Turner made a motion to approve the September minutes as presented. The motion was seconded by Mr. Custred and unanimously approved by the Board.

Mr. Warren presented the Executive Director's Report that included a detailed financial report of expenditures and revenue as of September 30, 2015. Mr. Warren reported on the number of active and inactive licensees, along with the number of complaints received in FY 2015 and to-date during FY 2016 (report filed for viewing in the Board's official Book of Minutes). Mr. Turner made a motion to accept the financial report as presented. The motion was seconded by Mr. Custred and unanimously approved by the Board.

Mr. Warren reported on the status of administrative activities and projects:

- (1) Prepare audio-visual presentation of the Board's new website at the next Board meeting;
- (2) scanning of licensee files for paperless records may begin as early as November;
- (3) prepare proposed legislation regarding Provisional licensee category;
- (4) create a Board committee to create residential electrical license category;
- (5) create online application process;
- (6) finalize point of sale (POS) system for licensees;
- (7) develop more comprehensive licensee database online;
- (8) develop Board brochure;
- (9) develop Elderly Abuse section on the Board's website;
- (10) create Board Facebook account and other social media sites;
- (11)

pursue additional Reciprocity agreements with other states; (12) establish CE programs resources through NASCLA; and (13) procure through ISD ability to distribute newsletters to licensees by email.

It was further recommended by the Board that the (1) CE credits be visible on the Board's website (accomplished when password-based licensee accounts are implemented); (2) CE Providers effective date posted on the Board's website; and (3) Board members notified when direct pay deposits are made.

Ms. Coody presented the General Counsel Report. She reported that since the last meeting, 2 cases were determined as no jurisdiction of the Board and one letter of concern was issued.

Mr. Warren reported on the NERA conference that he attended and the Board indicated that they were interested in pursuing reciprocity with Texas and membership with NERA.

Mr. Lamborne presented the one bid received, from Warren and Company, Inc., for Administrative Services. Mr. Warren and staff left the meeting while the Board discussed the Administrative Services specifications and the bid received. In accordance with bid procedures, the bid was not available for review by the Board members prior to the meeting and the Board determined that more time was needed to consider the bid. Mr. Warren reported that a full-time staff member would be hired to serve the Board. Upon Mr. Warren's return to the meeting, the Board ask for a description and timeline expected to receive the Board brochure, an update at each board meeting regarding project status and additions; and timely review annually, preferably in July, of the Administrative Services contract to allow the Board 60 days prior to the renewal to consider the matter. Mr. Meadows made a motion to accept the Administrative Services Contract bid from Warren and Company, Inc. as presented. The motion was seconded by Mr. Turner and unanimously approved by the Board.

Mr. Warren reported that he and the Board Counsel would develop proposed legislation concerning Provisional licensees and a draft presented to the Board by the end of the year.

The Board considered dates in 2016 to meet, and Mr. Custred made a motion to approve the following dates: January 11, March 7, May 9, July 11, September 12 and November 7, 2016. The motion was seconded by Mr. Taylor and unanimously approved by the Board.

Mr. Barrows submitted one new CE Provider application for the Board's approval. Mr. Taylor made a motion to approve JCR Productions' application as submitted. The motion was seconded by Mr. Turner and unanimously approved by the Board.

Mr. Turner made the motion to approve the Reciprocity applications as presented (a list available for viewing in the Board's official Book of Minutes). The motion was seconded by Mr. Meadows and unanimously approved by the Board.

Mr. Turner made a motion to approve the Journeyman applications for examination as presented (a list available for viewing in the Board's official Book of Minutes). The motion was seconded by Mr. Taylor and unanimously approved by the Board.

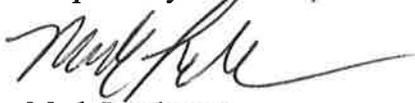
Mr. Turner made a motion to approve the Electrical Contractor applications for examination as presented (a list available in the Board's official Book of Minutes). The motion was seconded by Mr. Taylor and unanimously approved by the Board.

Mr. Turner made a motion to allow action to approve or deny an Electrical Contractor application based upon the review of one Board member. The motion was seconded by Mr. Custred and unanimously approved by the Board.

The next regularly scheduled meeting of the Board is scheduled January 11, 2016 at 10:00 a.m.

There was no further business of the Board and Mr. Lamborne adjourned the meeting at 12:24 p.m.

Respectfully submitted,



Mark Lamborne  
*Vice Chair*



Keith H. Warren  
*Executive Director*

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