



**BEXAR COUNTY BAIL BOND BOARD  
NOTICE OF PUBLIC MEETING**

**A Public Meeting of the Bexar County Bail Bond Board will be held:**

**DATE: Thursday, March 31, 2016**

**TIME: 2:00 P.M.**

**PLACE: Paul Elizondo Tower, 10th Floor, Rooms A & B, 101 W. Nueva,  
San Antonio, Texas 78205.**

**ITEMS ON THE AGENDA ARE:**

- A. Discussion and appropriate action regarding the Bail Bond Board minutes from the meeting held on February 25, 2016.
- B. Discussion and appropriate action regarding the request by International Fidelity Insurance Company, and their agent Shanette Mitchell d/b/a Mitchell Bail Bond Services, Lic. # 183, SID # 437799, for renewal of her license which expires April 30, 2016. License will be for two years.
- C. Discussion and appropriate action regarding the request by Roscoe Armstrong, Jr., d/b/a Armstrong Bail Bonds, Lic. # 125, SID # 414191, for renewal of his license which expires April 30, 2016. License will be for three years. This application includes a re-evaluation of current property in Trust.
- D. Discussion and appropriate action regarding the request by Seneca Insurance Company, and their agent John McRae d/b/a AA Aabel Bail Bonds, Lic. # 178, SID # 437638, for renewal of his license which expires April 30, 2016. License will be for two years.
- E. Discussion and appropriate action regarding the request by American Surety Company, and their agent David Garza d/b/a Freedom 1 Bail Bonds, Lic. # 166, SID # 415117, whose license expired on April 30, 2010 for a release of their CD issued by First Financial Bank in the amount of \$50,000.00. All liability has been cleared.
- F. Discussion and appropriate action regarding the request by Roland Rangel d/b/a Rangel's Bonding Service, Lic. # 116, SID # 413857, for an increase in property value of \$128,840.00 total on 6 properties.
- G. Discussion and appropriate action to revisit the rule regarding the closing of bonds that are past the statute of limitations and the responsibilities of the various parties in interest.
- H. Discussion and appropriate action regarding the acceptance of bonds from unlicensed sureties from other counties.
- I. Discussion of Audit. Prior to the Board meeting, please read attached draft of auditor's findings and recommendations along with Administrator's answers.

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- J. Discussion and appropriate action regarding auditor's findings of incompatible duties assigned to the Administrator without oversight:  
***“Incompatible duties assigned to the Administrator without Oversight***  
➤ The Board should establish oversight procedures for Board member(s) to complete that include, but are not limited to:
- Tracing receipts to deposit warrant
  - Verifying collateral on hand to the amount posted in the *System*
  - Require Administrator to complete and submit a monthly reconciliation of the collateral and application fee transactions with supporting documentation such as receipts, deposit warrants, screenshots of the *System*, and any other required documentation.
  - Review and approve the reconciliations of collateral and monies.” (III. B.)
- K. Discussion and appropriate action regarding Administrator storing application fees in an unsecured drawer until deposited. (VIII. F.)
- L. Discussion and appropriate action regarding Board approval for previously added property or property value increases in the system. (VIII. C.)
- M. Discussion and appropriate action regarding two currently inactive corporate bondsman depositing the same CD as collateral. (VIII. E.)
- N. Discussion and appropriate action regarding that the local rules not incorporating the policies and procedures from the *iNovah* manual. (VI. A.)
- O. Discussion and appropriate action regarding collateral in the bond tracking system:  
***“System does not properly account for collateral for corporate bondsmen***  
➤ *System* requires the Administrator to enter incremental adjustments for corporate bondsmen to establish and maintain their bonding capacity.  
➤ *System* does not have a separate page or form for corporate bondsmen collateral.” (IX. A.)
- P. Discussion and appropriate action regarding properties sold for delinquent taxes:  
***“Property remains in the System after it has been sold***  
➤ Collateral properties valued at \$260,600 which were sold for delinquent taxes, remain in the *System*.” (X. A.)
- Q. Discussion and appropriate action regarding the auditor's recommendation that the bail bond board rules be revised and updated:  
***“Rules do not incorporate all the policies and procedures for the management of bondsman***  
➤ The Board should review and update the *Rules* for the controls, duties, and responsibilities listed above.  
➤ The Board should continuously update the *Rules* to incorporate any changes, in order to maintain a current and valid manual.” (XI. A.)

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- R. Administrator on any complaints.
- S. Public comment.

If you have any questions regarding the meeting or the agenda, please contact the undersigned at (210) 335-2113 or Ethel Segura at (210) 335-3933.

**Donna Kay M<sup>c</sup>Kinney**



Presiding Officer,  
Bexar County Bail Bond Board

**PAUL ELIZONDO TOWER ACCESSIBILITY STATEMENT**

This meeting site is accessible to disabled persons as follows: Entrance to the Paul Elizondo Tower is accessible through the first floor street level entrance of the Paul Elizondo Tower located at the intersection of Nueva and South Flores streets. To access the tenth floor, individuals can use elevators located on the first floor of the Paul Elizondo Tower.