

Keith E. Warren

Montgomery, Alabama

SUMMARY

Skilled administrator with 30 years' experience in successful executive administration in state government including policy development, program implementation and coordination, budget management, human resources management, and procurement. Excellent supervisory, organizational, communicative, and analytical skills, enabling me to manage multiple agencies while effectively maintaining each agency's goals and objectives.

PROFESSIONAL EXPERIENCE

1997 to Present President, SmithWarren Management Services (Formerly Warren & Company, Inc.)

Provide administrative management services to state regulatory Boards that do not maintain their own staff. These responsibilities include:

- Budget development and management – Responsible for budgets totaling over \$5 Million Dollars.
- Representing Board interests at legislative sessions, hearings, committee meetings, etc.
- Pursuing legislative changes to improve Board effectiveness
- Reviewing applicant's qualifications to determine eligibility for Board review and/or licensure. Responsible for more than 20,000 licensees.
- Acting as human resources director, responsible for recruitment, hiring, training and management of personnel to support these Boards
- Monitoring and maintain enforcement of each Board's enabling statutes, rules and regulations
- Drafting rules and regulations, proposed legislative changes and/or statute amendments
- Representing Board policies before various local, state and national organizations through lectures and/or presentations
- Conceptualizing and developing processes and procedures to maintain legally required documents
- Supervising day-to-day operations of each Board to ensure compliance with Board policy and regulatory statutes
- Conducting field liaison with municipal, county, and state officials

These services are currently being provided for the following Alabama Boards: Board of Electrical Contractors, Board of Licensure for Professional Geologists, Board of Massage Therapy, Board of Auctioneers, Drycleaning Environmental Trust Fund Board, Board of Podiatry, Security Regulatory Board, Sickle Cell Oversight and Regulatory Commission, Board of Examiners of Landscape Architects, Board of Interpreters and Transliterators, Board of Examiners of Marriage & Family Therapy, Board of Examiners in Counseling, Genetic Counseling Board, Board of Athletic Trainers and the Professional Bail Bonding Board. Also served as Executive Director for the Alabama Board of Cosmetology from 1999 to 2000, Executive Director for the Alabama Board of Dental Examiners from 2009 – 2011, Alabama Athletic Commission from 2009-2011 and 2019-2022, Board of Home Medical Equipment 2015-2020.

1991 to 1997 Administrator, Mike Week & Associates

Sole administrator providing administrative management services to state regulatory Boards.

These responsibilities included:

- Budget development and management
- Representing Board interests before the legislature
- Reviewing applicant's qualifications
- Monitoring and maintain enforcement of each Board's enabling statutes, rules and regulations
- Representing Board policies before various local and state organizations through lectures and/or presentations
- Establishing and maintaining all legally required documents
- Supervising day-to-day operations of each Board to ensure compliance with Board policy and regulatory statutes
- Conducting field liaison with municipal, county, and state officials
- Processing license applications, renewals, and reciprocal applications
- Successfully developed a file management system for computerized records
- Provided legislative tracking services for 15 additional clients

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Member, National Parliamentarian Association, 2019 - Present

Board Member, International Association of Security and Investigative Regulators

Member & Delegate, Federation of State Boards of Massage Therapy, 2008 – Present

Finance Committee, Federation State Boards of Massage Therapy

National Association of State Contractors Licensing Association – Treasurer, 2018/2020, Second Past President, 2016/2017, Past President, 2015/2016, President, 2014/2015, First Vice-President, 2013/2014, Second Vice-President/Executive Committee, 2012/2013, Immediate Past, 2010 President/Executive Committee, 2010-2011, First Vice-President, 2009-2010, Second Vice-President/Executive Committee, 2008-2009

National Association of State Contractors Licensing Association – Board of Directors, 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020

Central Alabama Easter Seals – Board of Directors, 2012-2018

Member, Federation of Association of Regulatory Boards

Alabama Association of Regulatory Boards – Past President, 2014-2015; President, 2013-2014; Past President, 2008; President, 2005-2007; Vice President, 2004-2005

Alabama Construction Regulatory Officials Association – President, 1998 – Vice President, 1997 – Treasurer, 1996

EDUCATION

Huntingdon College, Montgomery AL, Bachelor of Science Business Management, 2019

T. R. Miller High School, Brewton AL – 1991

OTHER

Member, Dalraida United Methodist Church, Montgomery, Alabama

Chair, Finance Committee, Dalraida United Methodist Church, Montgomery, Alabama

Member, Leadership Board, Dalraida United Methodist Church, Montgomery, Alabama

Board Member, Marina Bay Condo Association, Dadeville, Alabama