

Alabama Board of Genetic Counseling

Meeting Minutes

January 9, 2020

Meeting held at 10:00 a.m. at Volker Hall, 1670 University Boulevard, Room #VH-1L-108H in Birmingham, Alabama.

Attendees: Brewer, Nelson, East, Sanders, Jenkins in person; Gomes via phone

Other Attendees: Garrett, Conway

- Quorum established.
- Reviewed that we received an administrator bid from purchasing that met our specifications.
- Reviewed the costs outlined in the bid.
- Concerns were raised regarding the itemized costs, most notably the website.
- The question was raised whether the website could be created/hosted by UAB since so many of the board members were employed here and if this could reduce costs and maintain a .gov address.
- Gomes and Brewer were going to reach out to their contacts in web-communications to see if this would be an option.
- The question was raised how the administrator fees would be garnished, especially before we have funds received. Garret explained that he could collect these quarterly. He also noted he was willing to reduce his bid amount given our expected size. This would require documentation to go through the AG/Purchasing department for signatures.
- Motion to approve bid pending the approval of the reduced bid amount was made; 2nd. Roll Call vote unanimously approved.
- Next meeting set for 1/29/20 in Montgomery to accompany the Ethics Board Training.
- Meeting adjourned.

Prepared by and respectfully submitted:

Alicia R. Gomes, Board Secretary