

Alabama Board of Genetic Counseling

Meeting Minutes

October 9, 2019 – AMENDED

- Meeting held at 10:00 a.m. at Volker Hall, 1670 University Boulevard, Room #VH-1L-108H in Birmingham, Alabama.
- Members introduced; members in attendance: A. Gomes, M. Sanders, K. Nelson, N. Robin, L. Dure, S. Jenkins, F. Brewer, N. Horsley, P. McCaleb.
- N. Horsley noted that he is an attorney but not attorney representing the board. We will receive independent legal counsel through the attorney general's office.
- N. Robin nominated Fallon Brewer as chair. L. Dure second, unanimously accepted.
- N. Robin nominated Meredith Sanders as vice chair. 2nd by A. Gomes. Unanimously accepted.
- A. Gomes nominated as secretary by K. Nelson. 2nd by F. Brewer. Unanimously accepted.
- Discussed general rules of how boards work
 - Reviewed Alabama open meetings act.
 - F. Brewer will ensure all meeting are posted on appropriate websites.
 - Reviewed AL state ethics law. It was mentioned that there is an ethics training in the spring; board members should receive an email with the link for it.
- A copy of the Alabama Genetic Counselor Act was distributed to each member
 - Powers are limited to the scope of what has been delegated in the report.
 - Discussed rules for administrative hearings: falls under administrative hearing.
 - Board will come together to draft rules. Rules will be published, public comments will be considered for up to 90 days, rules will then be confirmed.
 - AG office lawyer will be our lawyer.
- Heard from Paula McCaleb
 - Discussed what administrative services we would need and what their consulting service provides.
 - Gave examples of bid specifications.
 - Required to go with the lowest bidder if you go with a contractor so you must put in any job specifics into the contract.
- Board is 100% funded off licensure fees.
- 4 other administrative consulting firms.
- N. Horsley notes that he will need ~1 month to get proposed rules drafted. Administrative services will need to be worked out simultaneously with rules. Best resource is Jennifer Loretz: Jennifer.loretz@purchasing.alabama.gov. First point is contacting her to get contracting.
- Reviewed important points:
 - Right attorney key to getting set up.
 - Set up with knowledgeable admin consultant.
 - Board will need to go through admin specifications and bid on that.
 - Very important to specify everything you want in contract bid.
 - Board examiners training packet- audited every two years.
 - Don't overstep.
 - Stay within scope of legislation.
 - Everything in rules needs to go back to statutes.

- 20-30 GCs in state plus outside GCs (~30).
- Discussed looking at sample contracts from GA and LA. Will also reach out to Utah and Forum.
- Next ABGC meeting 11/13/19 at 1:30 p.m.
- Individuals who join by phone will not count towards quorum.

Prepared by and respectfully submitted:

Alicia R. Gomes, Board Secretary