

Alabama Board of Genetic Counseling

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MINUTES Board Meeting September 10, 2023

The Alabama Board of Genetic Counseling met on Wednesday, September 20, 2023 at 12:00 Noon. The meeting was held at the Board's office located at 2777 Zelda Road in Montgomery, AL. The following Board members were present and attended virtually: Ms. Fallon Brewer (Board Chair), Ms. Kelly East (Board Vice Chair), Dr. Sheri Jenkins (member), Dr. Leon Dure (member), Ms. Jessa Blount (member), Ms. Katie Nelson (member), and Dr. Nathaniel Robin (member attending at 12:20 p.m.). The Board members absent were Ms. Alicia Gomes (member) and Dr. Warner Huh (member). Others in attendance onsite were Mr. Keith Warren (Executive Director), Ms. Renee' Reames (Recording Secretary), and Ms. Hope Childers (Board Administrator) and Mr. Brenton Smith (Assistant Attorney General attending virtually).

Mr. Warren called the Board roll and indicated a quorum was present to conduct business. Chairperson Brewer called the meeting to order at 12:05 p.m. and welcomed everyone in attendance.

Public Notice of this regularly scheduled virtual meeting was submitted and published on the Board's website at www.agcb.alabama.gov, and the Secretary of State's website at www.sos.alabama.gov, in accordance with the Alabama Open Meetings Act.

Chairperson Brewer presented the agenda for the meeting.

MOTION: Ms. East made the motion to approve the September 20, 2023 meeting agenda as presented. The motion was seconded by Dr. Jenkins and unanimously approved by the Board.

APPROVAL OF MINUTES

Chairperson Brewer presented for the Board's approval of the minutes from March 22, 2023, Board meeting. A copy of the minutes was distributed to the members prior to the meeting for their review.

MOTION: Ms. Blount made a motion to approve the March meeting minutes as presented. The motion was seconded by Ms. East and was unanimously approved by the Board.

REPORTS

Board Chair: Chairperson Brewer indicated that she had no report at this time.

Executive Director: Mr. Warren reviewed the financial activities of the Board for the period ending August 31, 2023. A detailed line-item report of expenses was provided for the same reporting period. He reported on the number of active licenses (369) and presented a list of active licenses for the Board's review. Mr. Warren reported the report would include in the future a breakout on the number of in-state and out-of-state licensees.

MOTION: Ms. East made the motion to accept the financial report as presented. The motion was seconded by Dr. Jenkins and unanimously approved by the Board.

Legal Counsel Report: Mr. Brenton Smith, Assistant Attorney General, was introduced, who was attending the meeting virtually in the absence of Mr. Bowdre, the Board's legal counsel. Mr. Smith reported that he had no legal services report at this time.

OLD BUSINESS

Update on Board Terms: Mr. Warren reported that he had emailed the candidate recommended to fill Dr. Robin's term and had not heard back from her. He explained the new appointment process requiring individuals to submit an application online to the Governor indicating an interest in serving on the Board.

Proposed Rule Change 405-X-1-.03 Renewal of License: Mr. Warren presented proposed changes to the Board's Rule 405-X-1-.01 from a one (1) year licensing period to two (2) years.

MOTION: Ms. Blount made the motion to approve the proposed change to Rule 405-X-1-.03 for licensure from one to two years. The motion was seconded by Ms. Nelson and unanimously approved by the Board.

Proposed Rule Change 405-X-3-.01 Continuing Education Requirements: Mr. Warren presented proposed changes to the Board's Rule 405-X-3-.01. The Board discussed modifying the proposed CE units from 1.5 to 2.5 and 12.5 contact hours to 25 contact hours.

MOTION: Ms. Blount made the motion to approve the proposed changes to Rule 405-X-3-.01 for continuing education requirements for renewal of licenses to 2.5 CE units and 25 contact hours. The motion was seconded by Ms. Nelson and unanimously approved by the Board.

Dr. Robin joined the meeting at 12:20 p.m.

Proposed Rule Regarding Grant Awards: The Board discussed use of Board funds for genetic counseling continuing education programs to benefit licensees. Mr. Warren explained the limitations in using Board funds to sponsor events, such as educational events for licensees. The Board discussed developing a rule for clarification and agreed to defer the matter to a future date to allow time to evaluate the two-year renewal cycle. Ms. Childers also commented on the inactive license requests and one-time fee for inactive license.

NEW BUSINESS

Ratification of Emergency Contract Letter for Administrative Services: Mr. Warren presented to the Board, for ratification, an emergency contract letter for administrative services, extending the contract with Smith Warren Management Services to December 30, 2023.

MOTION: Dr. Dure made the motion to approve the Emergency Contract Letter for Administrative Services as presented. The motion was seconded by Dr. Jenkins and unanimously approved by the Board.

Administrative Services Proposal and Contract: Chairperson Brewer reported that the Specifications for Request for Proposal had been released and one proposal was received.

Mr. Warren left the meeting at 12:40 p.m.

She presented the proposal from Smith Warren Management Services. Mr. Smith commented that the specifications were similar to the previous contract specifications regarding services and vendor requirements. The Board referred to a typographical error in the proposal title.

MOTION: Dr. Jenkins made the motion to approve the proposal from Smith Warren Management Services with the correction to the title typographical error. The motion was seconded by Dr. Dure and unanimously approved by the Board.

Mr. Warren joined the meeting at 12: 45 p.m.

ANNOUNCEMENTS

Next Meeting: Chairperson Brewer reminded the members that the next meeting of the Board was scheduled for October 13, 2023. The Board discussed meeting in November and proposed a poll be conducted about which date was best to meeting, either on November 8 or November 15, 2023.

ADJOURNMENT

There being no further business of the Board, Chairperson Brewer called for a motion to adjourn.

MOTION: Ms. Blount made the motion to adjourn the meeting. The motion was seconded by Dr. Dure and approved unanimously by the Board. Chairperson Brewer adjourned the meeting at 12:47 p.m.

Respectfully Submitted,

Fallon Brewer
Board Chair

Keith E. Warren
Executive Director

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Date Approved by the Board