

# ***Alabama Board of Genetic Counseling***

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## **MINUTES**

### **Board Meeting**

**November 15, 2023**

The Alabama Board of Genetic Counseling met on Wednesday, November 15, 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. 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). The Board members absent were Ms. Fallon Brewer (Board Chair), Ms. Alicia Gomes (member) and Dr. Warner Huh (member). Others in attendance onsite were Ms. Hope Childers (Board Administrator), Mr. Barrett Bowdre (Board Legal Counsel attending virtually), Ms. Angela Warr (Executive Assistant), and Ms. Renee' Reames (recording secretary),

Ms. Childers reported that Mr. Warren was attending a conference and unable to attend the meeting. She called the Board member roll and indicated a quorum was present to conduct business. Vice Chairperson East reported that Ms. Brewer, Board Chair, was unable to attend the meeting and Vice Chairperson East 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](http://www.agcb.alabama.gov), and the Secretary of State's website at [www.sos.alabama.gov](http://www.sos.alabama.gov), in accordance with the Alabama Open Meetings Act.

Vice Chairperson East presented the agenda for the meeting for the Board's review and approval. MOTION: Ms. Nelson made the motion to approve the November 15, 2023, meeting agenda as presented. The motion was seconded by Dr. Dure and, following a roll call vote, the motion was unanimously approved by the Board.

### **APPROVAL OF MINUTES**

Vice Chairperson East presented for the Board's approval the minutes from September 20, 2023, Board meeting. A copy of the minutes was distributed to the members prior to the meeting for their review.

MOTION: Dr. Dure made a motion to approve the September meeting minutes as presented. The motion was seconded by Dr. Robin and, following a roll call vote, the motion was unanimously approved by the Board.

### **REPORTS**

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

Executive Director: Ms. Childers reviewed the financial activities of the Board for the period ending September 30, 2023. She reported on the total number of active licenses (321) by categories and presented a list of active licensees for the Board's review.

MOTION: Dr. Dure made the motion to accept the financial report as presented by Ms. Childers. The motion was seconded by Ms. Nelson and, following a roll call vote, the motion was unanimously approved by the Board.

Legal Counsel Report: Mr. Barrett Bowdre, Assistant Attorney General, reported that the Administrative Services contract with Smith Warren Management Services was scheduled to be reviewed by the Contract Review Committee on December 7, 2023, and he indicated that he had no further report at this time.

#### OLD BUSINESS

Update on Board Terms: Ms. Reames reminded the members about the new appointment process to apply online through the Governor's office website to indicate interest in serving on the Board.

#### NEW BUSINESS

Public Hearing and Final Rule Adoption: Ms. Childers indicated that the proposed Rules approved at the September meeting had been published for public comment. Ms. Reames reported that no public comments were received, and Vice Chairperson East called for comments at the meeting and there were none.

Vice Chairperson East presented Rule 405-X-1-.03 Renewal of License for adoption as a Final Rule.

MOTION: Dr. Robin made the motion to approve Final Rule 405-X-1-.03 as presented. The motion was seconded by Dr. Dure and, following a roll call vote, the motion was unanimously approved by the Board.

Vice Chairperson East presented Rule 405-X-3-.01 Continuing Education Requirements for adoption as a Final Rule.

MOTION: Dr. Dure made the motion to approve Final Rule 405-X-3-.01 Continuing Education Requirements as presented. The motion was seconded by Dr. Robin and, following a roll call vote, the motion was unanimously approved by the Board.

Proposed 2024 Board Meeting Calendar: Vice Chairperson East presented a list of dates for the Board to meet in 2024.

MOTION: Dr. Jenkins made the motion to approve February 14<sup>th</sup>, June 12<sup>th</sup> and October 23, 2024, as dates for the Board to conduct meetings in 2024. The motion was seconded by Dr. Robin, and following a roll call vote, the motion was unanimously approved by the Board.

Annual Election of Board Officers: Vice Chairperson East reported that the annual election of Board officers was due. The Board discussed having the current slate of officers remain the same and deferring the election of officers until after an inquiry was made to determine current officers' interest in continuing to serve. It was the consensus of the Board to schedule a meeting in December for the purpose of electing Board officers.

ANNOUNCEMENTS

Next Meeting: Vice Chairperson East reminded the members that the next meeting of the Board was scheduled for February 14, 2024, and the members would be contacted about meeting in December to elect Board officers.

ADJOURNMENT

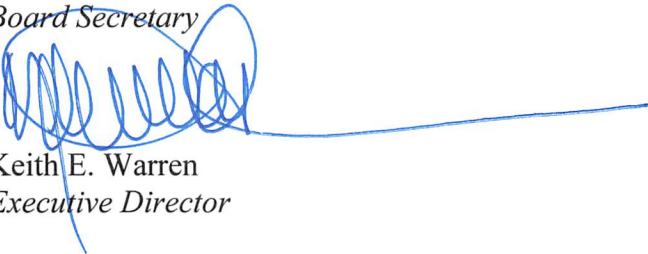
There being no further business of the Board, Vice Chairperson East called for a motion to adjourn the meeting.

MOTION: Ms. Blount made the motion to adjourn the meeting. The motion was seconded by Dr. Jenkins and, following a roll call vote, the motion was unanimously approved by the Board. Vice Chairperson East adjourned the meeting at 12:43 p.m.

Respectfully Submitted,



Alicia R. Gomes  
*Board Secretary*



Keith E. Warren  
*Executive Director*

/rr

February 29, 2024 / RR/rr  
Date Approved by the Board