

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

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## **MINUTES Board Meeting December 11, 2024**

The Alabama Board of Genetic Counseling met on Wednesday, December 11, 2024 at 12:00 Noon. The meeting was held at the UAB Women and Infants Center in room #10281 located at 1700 6<sup>th</sup> Avenue South in Birmingham, AL. The following Board members were in attendance: Ms. Fallon Brewer (Board Chairperson), Ms. Kelly East (Board Vice Chair attending virtually), Ms. Alicia Gomes (Board Secretary), Dr. Sheri Jenkins (member), Dr. Leon Dure (member attending virtually), and Ms. Jessa Blount (member attending virtually). The Board had two vacancies and the Board member absent was Dr. Warner Huh (member). Others in attendance were Mr. Keith Warren (Executive Director), Mr. Barrett Bowdre (Assistant Attorney General attending virtually), Mr. Brannon Littleton (CFO attending virtually), and Ms. Renee' Reames (recording secretary).

Mr. Warren called the Board roll and indicated a quorum was present to conduct business. Ms. Brewer, Board Chairperson, called the meeting to order at 12:07 p.m. She 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.

Chairperson Brewer presented the agenda for the meeting.

MOTION: Ms. Gomes made the motion to approve the December 11, 2024 meeting agenda as presented. The motion was seconded by Dr. Jenkins and, following a roll call vote, unanimously approved by the Board.

### **APPROVAL OF MINUTES**

Chairperson Brewer presented for the Board's approval of the minutes from June 12, 2024, Board meeting. A copy of the minutes was provided to the members prior to the meeting for their review.

MOTION: Ms. Gomes made a motion to approve the June meeting minutes as presented. The motion was seconded by Dr. Jenkins and, following a roll call vote, unanimously approved by the Board.

### **REPORTS**

Board Chair: Chairperson Brewer indicated that her report would fall under New Business.

Executive Director: Mr. Warren reported on the number of active licenses (368) and temporary licenses (1) and he presented a list of new licenses issued since the last meeting in June, along with a complete list of active licenses (report available in official Book of Minutes). Chairperson Brewer reported that of the 368 active licenses, 42 licensees resided in Alabama.

MOTION: Dr. Jenkins made the motion to ratify the approval of the new licenses issued. The motion was seconded by Ms. Gomes and, following a roll call vote, was unanimously approved by the Board.

Mr. Littleton reviewed the financial activities of the Board for fiscal year 2024 ending September 30, 2024, along with October and November of fiscal year 2025. A cash flow report for these periods was presented, to include a summary of actual expenditures vs. budget. A comparative analysis of revenue and expenses for FY 2022 through FY 204 was presented, and FY 2025 projections. A detailed report on collected revenue and expenses was included in the report (report available in the Board's official Book of Minutes). Mr. Warren commented on the 2-year licensure period initiated by the Board that affected revenue in 2024.

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

Legal Counsel Report: Mr. Bowdre commented, as a matter of Old Business, on the Board pursuing an Attorney General's opinion on allowing all Board members to attend meetings virtually. He explained that dual or multiple locations posted for a Board meeting as public notice was not allowed. Mr. Warren indicated that he felt the Board had support by the Legislature to pursue changes in the Board's statute rather than pursuing an AG's opinion. Chairperson Brewer commented on the support by some members of the Sunset Committee to allow all members of the Board to meet virtually.

## OLD BUSINESS

Update on Sunset Committee Meeting: Chairperson Brewer reported that she, Ms. East and Ms. Gomes attended the Sunset Committee meeting in September. She reported that the Committee members had encouraged geographical representation on the Board, although not required in the Board's statute, and the Board reported to the Committee that the location was based on the employers' geographical location that was currently clustered in three areas of the state. Also noted were the two vacancies on the Board, to be filled by different appointing authorities, with no requirement to appointment members by Congressional Districts. Chairperson Brewer reported on the Committee inquiring about the national licensure examination fail rate and that the Board be mindful to not be barrier to licensure.

Update on Board Terms: Mr. Warren reported that he had notified the Governor's office about Dr. Ananth's interest to serve on the Board and the Governor's office was looking at additional candidates, some from south Alabama, to fill the position held by Dr. Robin. He stated that he would continue to follow-up with the Governor's office on this matter.

## NEW BUSINESS

Board-Sponsored CE Program: Chairperson Brewer commented on the Board sponsoring a continuing education program, at no cost to the licensees, which was mentioned to the Sunset Committee members. Mr. Warren reported on the allowable expenditures in sponsoring events, such as renting the facility and equipment, etc.

Ms. Gomes reported on the UAB canvas core shell digital learning platform that offering virtual courses to students and instructors, and the Board discussed an interagency agreement with UAB to utilize the service for individuals not enrolled at UAB. The Board indicated support of an interagency agreement to benefit the licensees and reviewing the Board's continuing education rules.

The Board continued to discuss the use of Board funds to benefit licensees and considered assisting with the cost of continuing education credits through NSGC.

Mr. Bowdre left the meeting at 12:47 p.m.

Chairperson Brewer commented on advertisements that offered genetic counseling services vs. a person holding themselves out as a genetic counselor. The Board reviewed §34-13A-8 of the Board's statute concerning licensure exemptions, and the Board's complaint process when violations occur.

Proposed 2025 Board Meeting Calendar: Chairperson Brewer presented a list of dates in 2025 for the Board to meet.

MOTION: Dr. Jenkins made the motion to approve February 5, June 11, and October 8, 2025 as dates for the Board to meet. The motion was seconded by Ms. Gomes, and following a roll call vote, was unanimously approved by the Board.

Annual Election of Board Officers: Chairperson Brewer recommended that the election of officers be deferred to the February Board meeting to allow time for new members to be appointed.

Annual Renewal of Administrative Services Contract: Mr. Warren reported that the current Administrative Services contract would expire mid-January 2025.

MOTION: Dr. Jenkins made the motion that the Administrative Services contract with Smith Warren Management Services be renewed for one year, with no changes in the contract. The motion was seconded by Ms. Gomes and, following a roll call vote, was unanimously approved by the Board.

## ANNOUNCEMENTS

Next Meeting: Chairperson Brewer reminded the members that the next meeting of the Board was scheduled for February 5, 2025.

ADJOURNMENT

There being no further business of the Board, Chairperson Brewer called for a motion to adjourn. MOTION: Ms. Gomes made the motion to adjourn the meeting. The motion was seconded by Dr. Jenkins and, following a roll call vote, unanimously approved by the Board. Chairperson Brewer adjourned the meeting at 1:03 p.m.

Respectfully Submitted,

Fallon Brewer  
*Board Chair*

Keith E. Warren  
*Executive Director*

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*Date Approved by the Board*