

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

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## **MINUTES Board Meeting February 5, 2025**

The Alabama Board of Genetic Counseling met on Wednesday, February 5, 2025 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, Alabama. 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. Warner Huh (member attending virtually), Dr. Sheri Jenkins (member), Dr. Leon Dure (member attending virtually), and Ms. Jessa Blount (member attending virtually), Dr. Marla Daves (new member attending virtually), and Ms. Catherine Allen (new member attending virtually). Others in attendance were Mr. Keith Warren (Executive Director), Mr. Barrett Bowdre (Assistant Attorney General attending virtually), Ms. Hope Childers (Board Administrator attending virtually), Mr. Brannon Littleton (CFO attending virtually), and Ms. Renee' Reames (recording secretary).

Ms. Brewer, Board Chairperson, called the meeting to order at 12:17 p.m.

Mr. Warren administered the oath of office to new Board members, Dr. Daves and Ms. Allen. He called the Board roll and indicated a quorum was present to conduct business. Chairperson Brewer 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 February 5, 2025 meeting agenda as presented. The motion was seconded by Dr. Jenkins and, following a roll call vote, the motion was unanimously approved by the Board.

### **APPROVAL OF MINUTES**

Chairperson Brewer presented for the Board's approval of the minutes from December 11, 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 December meeting minutes as presented. The motion was seconded by Dr. Huh and, following a roll call vote, the motion was unanimously approved by the Board, with Dr. Daves and Ms. Allen abstaining from voting.

## REPORTS

Board Chair: Chairperson Brewer welcomed new Board members and reported that Dr. Daves was appointed to serve the term held by Dr. Robin and Ms. Allen's appointment filled the unexpired term held by Ms. Nelson. Dr. Daves gave a brief overview of her medical background.

Executive Director: Mr. Warren reported on the number of active licenses (#382) and temporary licenses (#1) and he presented a list of new licenses issued since the last meeting that was held in December (report available in official Book of Minutes). He reported that no complaints had been received in FY 2025.

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 2025 for the period of October 1, 2024 through January 31, 2025. A cash flow report for this period was presented indicating a positive balance. He provided a summary of expenditures compared to the budget and reported an estimate positive year-end balance. A comparison of expenses for FY 2022 through FY 2024 was provided in the report, along with a detailed list of expenditures and revenue (financial report available in the Board's official Book of Minutes).

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

Legal Counsel Report: Mr. Bowdre indicated that he had no report at this time and his report would fall under Old Business for the Board to consider new RFP specifications for Administrative Services.

## OLD BUSINESS

Review and Approval of Administrative Services Request for Proposals: Chairperson Brewer reported that the Board had voted to approve the renewal of the Administrative Services contract with Smith Warren, but there were communications problem regarding a representative of the Board attending the Contract Review Committee meeting held in Janury and the renewal contract was deferred by the Committee and the contract expired, which required the Board to go through the RFP process again.

Mr. Bowdre presented a copy of the specifications from the current Administrative Services contract for the Board's consideration in releasing a new request for proposals (RFP). The Board discussed the description of the office space listed in the scope of work, along with the evaluation system for the proposals.

MOTION: Ms. Gomes made the motion to approve the RFP specifications for Administrative Services Contract. The motion was seconded by Dr. Jenkins and, following a roll call vote, the motion was unanimously approved by the Board.

Mr. Bowdre commented on the RFP process and suggested the Board consider a special meeting in March to review proposals for Administrative Services. Chairperson Brewer recommended that a doodle poll be conducted to determine the special meeting date.

Update on Proposed Legislation: Mr. Warren presented a copy of the proposed legislation exempting the Board from the Open Meetings Act attendance requirements. He explained that this would allow all Board members to attend the meetings virtually. It was the consensus of the Board to proceed with obtaining sponsorship of the proposed legislation.

Annual Election of Board Officers: Chairperson Brewer reminded the members that the election of officers was deferred at the December Board meeting. She opened for the floor for nominations for the offices of Board Chair, Vice Chair and Secretary.

NOMINATIONS: Dr. Jenkins nominated Ms. Brewer as Board Chair. There were no other nominations presented.

Dr. Jenkins nominated Ms. Gomes as Board Vice Chair. There were no other nominations presented

Ms. Gomes nominated Ms. Blount as Board Secretary. There were no other nominations presented.

MOTION: Dr. Jenkins made the motion to approve the nominations for Board officers. The motion was seconded by Ms. Gomes and, following a roll call vote, the motion was unanimously approved by the Board.

Update on Board-sponsored Continuing Education: Chairperson Brewer commented on discussions at the last Sunset Committee meeting about the Board aiding in licensee training and Ms. Gomes comments at the December Board meeting about establishing a training platform. Ms. Gomes reported that she had spoken with UAB representatives, and they are on board with the Board's licensees utilizing the UAB canvas core shell digital learning platform. She explained that online registration by the individuals would be required to access the training classes and an end-survey completed to obtain continuing education credits.

Ms. East left the meeting at 12:40 p.m.

The Board discussed criteria to establish the program, which included a fee to build the program, a host fee and speaker fees, along with prioritizing the initial target audience to structure the training, training fees paid by the Board for the licensees annually or per topic or cost to the individual, payment of guest speaker fees.

Dr. Huh left the meeting at 12:54 p.m.

Dr. Dure left the meeting at 12:55 p.m.

Dr. Daves left the meeting at 1:00 p.m.

The Board also discussed examples of training topics to consider, e.g., case examples, new technology, update to prenatal screening, etc. It was the consensus of the Board to pursue a spectrum of topics in one training class and obtain feedback from the attendees to determine further training class topics.

MOTION: Ms. Gomes made the motion to enter into an interagency agreement with UAB to build an online continuing education opportunity for Alabama licensed genetic counselors. The motion was seconded by Dr. Jenkins and, following a roll call vote, the motion was unanimously approved by the Board.

#### NEW BUSINESS

Chairperson Brewer called for new business and there was none.

#### ANNOUNCEMENTS AND OTHER BUSINESS

Sunset Committee: The Board discussed the Board statute concerning Sunset legislation and meetings with the Sunset Committee of the Legislature. Mr. Warren commented on the Board adhering to the Board's statute, State laws and regulations, and not creating barriers to licensure. Chairperson Brewer explained to the new Board members that the Board recently met with the Sunset Committee and discussed increasing geographical diversity on the Board and preparing licensees to pass the licensure examination. She reported that legislation had been approved for the Board to continue through September 30, 2027.

Next Meeting: Chairperson Brewer reminded the members that the next regularly scheduled meeting of the Board was on June 11, 2025, and a doodle poll would be conducted to set the date for the special meeting of the Board tentatively in March.

#### 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 Ms. Gomes and, following a roll call vote, unanimously approved by the Board. Chairperson Brewer adjourned the meeting at 1:09 p.m.

Respectfully Submitted,

Fallon Brewer  
*Board Chair*

Keith E. Warren  
*Executive Director*

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*Date Approved by the Board*