

Alabama Board of Genetic Counseling

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MINUTES Special/Called Board Meeting August 6, 2025

The Alabama Board of Genetic Counseling met on Wednesday, August 6, 2025 at 12:00 Noon for a special/called meeting. The meeting was held at the UAB Women and Infants Center in room #10281 located at 1700 6th Avenue South in Birmingham, AL. The following Board members were in attendance: Ms. Fallon Brewer (Board Chairperson), Ms. Alicia Gomes (Board Secretary), Dr. Leon Dure (member), Dr. Marla Daves (member attending virtually), Ms. Catherine Allen (member attending virtually) and Ms. Jessa Blount (member attending virtually at 12:48 p.m.). The Board had one member vacancy, and the following Board members were absent: Dr. Sheri Jenkins (member) and Dr. Warner Huh (member). Others in attendance were Mr. Keith Warren (Executive Director attending virtually), Mr. Barrett Bowdre (Deputy Attorney General attending virtually), and Ms. Renee' Reames (recording secretary attending virtually), and guest Mr. Pat McWhorter with Arete Impact Management, LLC. attending virtually.

Mr. Warren called the Board member roll and indicated a quorum was present to conduct business. Ms. Brewer, Board Chairperson, called the meeting to order at 12:21 p.m. She thanked everyone for attending the special/called meeting.

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.

BUSINESS

Chairperson Brewer reported that the purpose of the meeting was to consider responses to the RFP specifications for Administrative Management and Logical Support Services.

Chairperson Brewer called for a motion to accept the agenda for the August 6, 2025 meeting.

MOTION: Ms. Gomes made the motion to amend the meeting agenda with the addition of a CE accommodation request to be considered under other business. The motion was seconded by Dr. Dure and, following a roll call vote, the motion was unanimously approved by the Board.

Mr. Bowdre indicated that he would be recording the minutes for the Board meeting.

Chairperson Brewer informed the Board that it had received one proposal for administrative services in response to its Request For Proposals (RFP). That proposal was from Arete Impact Management, LLC. Chairperson Brewer explained that the main difference in the proposal as compared to the Board's current contract was that the proposal was \$6,000 cheaper per year.

Ms. Allen asked whether Mr. McWhorter had represented any medical-related boards before; he said he had not, but has represented SmithWarren as a lobbyist, and has other individuals in his company that have experience managing boards.

Dr. Dure asked what the transition would look like and whether genetic counselors would notice any change; Mr. McWhorter said he would hope the transition would be seamless.

Ms. Gomes stated that a goal of the Board is to create continuing education events and asked whether Mr. McWhorter could help with that; he said that he could and has worked with UAB before on similar events.

Mr. Bowdre explained the timeline for approving a proposal and the potential need for extending the emergency contract with Smith Warren until a new administrative contract could be finalized. an administrative contract. He also explained the factors and score sheet for evaluating the proposals.

Discussion was had on the emergency contract and the need to move forward with a permanent contract.

MOTION: Ms. Gomes moved to approve the extension of the emergency contract with Smith Warren for 90 days, or until the Board has a new contract in place, whichever comes first. Dr. Dure seconded the motion. Following a roll-call vote, the motion was unanimously approved by the Board.

Ms. Blount joined meeting at 12:48 p.m.

MOTION: Ms. Gomes moved to accept the Arete proposal after considering the factors on the score sheet. The motion was seconded by Ms. Blount and, following a roll call vote, the motion was unanimously approved by the Board.

MOTION: Dr. Dure moved to extend the legal services contract with the Attorney General's Office under the existing terms. Ms. Gomes seconded the motion and, following a roll call vote, the motion was unanimously approved by the Board.

Chairperson Brewer informed the Board of a request by a licensee who obtained licensure in 2025, has 1.3 CEUs, and will not be able to get 2.5 CEUs by October 1. The Board discussed pro-rating the CEU requirement for the new licensee and amending the rule in the future to make it clear for everyone.

MOTION: Ms. Gomes moved to approve waiving the 2.5 CEU requirement to 1.25 hours for those in their first year of licensure. Ms. Blount seconded the motion and, following a roll call vote, the motion was unanimously approved by the Board.

The Board discussed the RFP rating score sheet.

MOTION: Dr. Dure moved to accept the range of 1-5 for evaluating the RFP, with 5 as the highest score, and to award "5" points for each category for the Arete Proposal. Ms. Allen seconded the motion and, following a roll call vote, the motion was unanimously approved by the Board.

Ms. Allen left the meeting at 1:16 p.m. due to a conflict in scheduling.

ANNOUNCEMENTS

- Next Meeting: Chairperson Brewer reminded the members that the next regular meeting of the Board was scheduled October 8, 2025. The Board discussing meeting after September 4, 2025 contract review meeting, tentatively on September 8, 2025, and Chairperson Brewer would poll the members.

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. Dure and, following a roll call vote, unanimously approved by the Board. Chairperson Brewer adjourned the meeting at 1:18 p.m.

Respectfully Submitted,



Fallon Brewer
Board Chair

_____/_____
Date Approved by the Board