

Alabama Board of Genetic Counseling

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MINUTES

Board Meeting

June 11, 2025

The Alabama Board of Genetic Counseling met on Wednesday, June 11, 2025 at 12:00 Noon. The meeting was held at the UAB Women and Infants Center in room #10373 located at 1700 6th Avenue South in Birmingham, Alabama. The following Board members were in attendance: Ms. Fallon Brewer (Board Chairperson), Ms. Alicia Gomes (Board Secretary), Dr. Leon Dure (member), and Ms. Jessa Blount (member attending virtually), Dr. Marla Daves (new member attending virtually), and Ms. Catherine Allen (member). Members absent were Dr. Warner Huh (member) and Dr. Sheri Jenkins (member), and the Board had one member vacancy. Others in attendance were Mr. Keith Warren (Executive Director), Mr. Barrett Bowdre (Assistant Attorney General attending virtually), Ms. Hope Childers (Board Administrator attending virtually), and Ms. Renee' Reames (recording secretary) and guest Ms. Lynn Holt, Assistant Professor at UAB Genetic Counseling Program.

Ms. Brewer, Board Chairperson, called the meeting to order at 12:21 p.m. and Mr. Warren called Board member roll and indicated that a quorum was present to conduct business.

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: Dr. Dure made the motion to approve the June 11, 2025 meeting agenda as presented. The motion was seconded by Ms. Gomes 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 February 5, 2025 Board meeting. A copy of the minutes was provided to the members prior to the meeting for their review.

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

REPORTS

Board Chair: Chairperson Brewer welcomed new Board members and reported that Ms. Kelly East had resigned from the Board and Ms. Meagan Cochran, from the Huntsville area, had been recommended for appointment.

MOTION: Ms. Gomes made the motion to recommend to Governor Ivey the appointment of Ms. Cochran to the Board. The motion was seconded by Dr. Dure and, following a roll call vote, the motion was unanimously approved.

Chairperson Brewer indicated that based on the previous roll call votes, the roll call had been established should there be no objection of future motions.

Chairperson Brewer reported that services provided by Smith Warren Management Services in February, March and April were unpaid and later in the meeting the Board would consider the payment request.

Executive Director: Mr. Warren reported on the number of active licenses (#387), and he presented a list of new licenses issued since the last meeting that was held in February (report available in the Board's official Book of Minutes). He reported that no complaints had been received in FY 2025.

MOTION: Ms. Allen made the motion to ratify the approval of the seven new licenses issued. The motion was seconded by Dr. Dure and, with no objects, the motion was unanimously approved based on the previously established roll call.

Mr. Warren reviewed the financial activities of the Board for fiscal year 2025 for the period of October 1, 2024 through May 31 2025. The 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 and a detailed list of expenditures and revenue were included in the report (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 Ms. Allen, and, with no objects, the motion was unanimously approved based on the previously established roll call.

Legal Counsel Report: Mr. Bowdre reported that the Board had previously approved Smith Warren Management Services for Administrative Management Services contract, and the State Office of Procurement was in the process of creating a new RFP template. He explained that services by Smith Warren continued for February, March and April prior to the emergency contract, which took effect in May, 2025. He indicated that Smith Warren would be submitting a claim to the Board of Adjustment (BOA) to request payment for services.

MOTION: Ms. Blount made the motion to approve the payment to Smith Warren for February, March and April services. The motion was seconded by Dr. Dure and, with no objects, the motion was unanimously approved based on the previously established roll call.

Mr. Warren explained the motion approved by the Board would avoid a BOA hearing on the payment claim.

Mr. Bowdre presented the new RFP specifications for Administrative Management and Logistical Support for the Board's approval. The Board considered sections of the specifications that would be specific to the Board's operations.

MOTION: Dr. Dure made the motion to approve the RFP specifications as presented. The motion was seconded by Ms. Gomes and, with no objects, the motion was unanimously approved based on the previously established roll call.

OLD BUSINESS

Update on Proposed Legislation – All Virtual Attendance: Mr. Warren reported that the proposed legislation for the Board to have all virtual meetings did not pass during the 2025 Legislative Session and the Board was still required to adhere to the current Open Meeting Act concerning attendance.

Update on Board-sponsored Continuing Education: Ms. Gomes commented on the Board seeking an interagency agreement with UAB about establishing a training platform through the UAB canvas core shell digital learning platform. The Board discussed the upfront cost of creating the platform for licensees' access and the annual cost of maintaining the program. Ms. Gomes introduced Ms. Holt, Assistant Professor with the AUM Genetic Counseling Program, to assist with questions from the Board. A cost sheet was provided to the Board summarizing the cost considerations with example of cost projections for 50% of licensees taking at least one (1) course and additional considerations of non-licensee participation and who to assume the administrative role (summary in the Board's official Book of Minutes). Ms. Gomes commented on four (4) module training sessions, NSGC cost for each module, UAB course shell base cost for each module, a single design fee at \$70 per hour and speaker fees for each module. She indicated an estimated cost for one module of \$1,465 and a total of \$3,760 for 4 modules.

The Board discussed approving a maximum expense for developing the program and determining if the cost of the administrative role could be included in the interagency agreement, with UAB staff fulfilling the role.

Dr. Dure left the meeting at 1:00 p.m. due to a conflict in scheduling.

MOTION: Ms. Allen made the motion to enter into an interagency agreement with UAB School of Health Professions, Department of Clinical and Diagnostic Sciences, for the development of the Board's CE program at maximum cost of \$5,000 for four (4) modules. The motion was seconded by Ms. Blount and, with no objects, the motion was unanimously approved based on the previously established roll call. It was noted that Dr. Dure had left the meeting.

Mr. Warren indicated that he would report the Board's actions and progress in the quarterly Sunset legislation report.

NEW BUSINESS

Chairperson Brewer called for new business and there were none.

ANNOUNCEMENTS AND OTHER BUSINESS

Next Meeting: Chairperson Brewer reminded the members that a special meeting would be called, prior to the regular meeting scheduled October 8, 2025, to consider RFP responses.

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 Ms. Allen and, with no objects, the motion was unanimously approved based on the previously established roll call. Chairperson Brewer adjourned the meeting at 1:13 p.m.

Respectfully Submitted,



Fallon Brewer
Board Chair

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Date Approved by the Board