



ALABAMA SICKLE CELL OVERSIGHT AND REGULATORY COMMISSION

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MINUTES July 26, 2022

Presiding: Dr. Felicia Wilson
Called to Order: 11:08 A.M.
Adjourned: 12:54 P.M.

Members Participating

Dr. Felicia Wilson, President (virtually at 10:05 a.m.)
Ms. Katherine Long, Vice President
Ms. Eleanor Barnes, Secretary (virtually)
Dr. Johnson Haynes, Jr.
Ms. Linda Garrett (virtually)
Dr. Julie Kanter
Mr. Larry Moorner (virtually)

Members Absent

Mr. James Belton
Dr. Thomas Howard
Ms. Janet Martin
Dr. Jacqueline Williams

Others Present

Mr. Keith Warren, Executive Director
Ms. Sara Rogan Assistant Attorney General and Commission's Legal Counsel (virtually at 11:54 a.m.)
Ms. Leigh Moorner, Warren & Company, Inc.
Ms. Renee' Reames, recording secretary (virtually)
Members of the Community-based Organizations

I. Call to Order and Roll Call

The meeting was called to order at 11:08 a.m. by Ms. Katherine Long, Commission Vice President. The meeting was held at the Commission's office located at 2777 Zelda Road in Montgomery, Alabama. Mr. Warren conducted the roll call of members and indicated that a quorum of the Commissioners was present to conduct business.

Dr. Wilson joined the meeting at 11:14 a.m.

II. Approval of Agenda

President Wilson presented the agenda for the July 26, 2022 meeting for the Commissioners' approval. The following additions to Old Business on the agenda were recommended: Site Visits and Board Member Training.

MOTION 2022-10: Dr. Kanter made a motion to accept the meeting agenda as amended. The motion was seconded by Dr. Haynes and, following a roll call vote, the motion was unanimously approved by the Commission.

III. Review and Approval of Meeting Minutes

President Wilson presented the minutes from the March 24, 2022, meeting for the Commissioners' approval. A copy of the minutes was provided to the Commissioners for their review prior to the meeting.

MOTION 2022-11: Dr. Kanter made the motion to approve the March minutes. The motion was seconded by Mr. Moorer and following a roll call vote, the motion was unanimously approved by the Commission.

IV. Executive Director Report

A. Update on Commissioners' Terms: Mr. Warren reported that all Commissioner terms had expired, and he had requested letters of appointment from the appointing authorities, e.g., chapters and centers, as well as for the two members who were Governor appointees. He explained that a letter from the individual appointees indicating their interest in continuing to serve on the Commission, along with a copy of their resumes would accompany the request for reappointment. Mr. Belton's appointment was already pending confirmation by the Senate. He explained that Commissioners would continue to serve until reappointed or replacement was confirmed by the Senate and Mr. Warren stated that he would work with each appointing authority on having the appointments confirmed by the Senate.

Ms. Barnes announced that she recommended a new appointee for her position and would continue to serve until replacement was confirmed by the Senate.

B. Benevolence Fund: Mr. Warren reported that he had received voluntary contributions from some Commissioners participating in the Benevolence Fund, which totaled \$145, and President Wilson urged the other Commissioners to participate.

C. Update on Budget: Mr. Warren reported on the new fiscal year 2023 allocation to the CBO's and Centers and indicated that the amount of funding would remain the same as the current year. He explained that administrative service allocation had increased and would allow for funding additional services, e.g., Commissioners' reimbursement for travel, establish a website for the Commission, etc. He reported that Senator Coleman-Madison had tried to assist in getting additional service funds, but it had not been increased to-date.

Mr. Warren also commented on the Legislature's discussions of modifying the Open Meetings Act to allow for virtual meetings and other changes. He explained that three Commissioners are required to physically attend meetings and other Commissioners, comprising a quorum, could participate virtually.

D. CBO Liability Insurance: Mr. Warren recommended that the CBOs provide, on an annual basis, confirmation of insurance coverage. He explained that the Commission does not set a minimum amount of insurance coverage, but the CBOs would submit a certificate of insurance as evidence of coverage.

The Commission discussed establishing guidelines, listing services to be provided, and the allocation of funds as a contract of services with the CBOs. Mr. Warren explained that the legislature's creation of source funds and allocation of funds did not require a contract. President Wilson reminded the members that the Performance Goals Committee would be reviewing performance and Mr. Warren reported that he would be more active in committee activities and encourage attendance.

MOTION 2022-12: Ms. Long made the motion that each CBO provide evidence of certificate of insurance for liability coverage on an annual basis. The motion was seconded by Dr. Kanter and following a roll call vote, the motion was unanimously approved by the Commission.

V. Legal Counsel Report

President Wilson deferred the Legal Counsel Report until later in the meeting to allow time for Ms. Rogan to join the meeting virtually.

VI. CBO Report

West Alabama Chapter: Mr. Warren reported that the West Alabama Chapter had a new Executive Director, Ms. LaMonica McCoy. There were no additional reports from the other CBOs at this time.

VII. Old Business

A. Acknowledgement of Service – Lynne Eskridge

Mr. Warren reported that he had not yet spoken with Dr. Howard about acknowledging Ms. Eskridge's service and he would continue to try to reach him.

B. Update on CBO Standardize Core Education Program: Mr. Arrington, Chairman of the Committee, reported that the Committee had met and identified seven (7) areas as core education topics. He indicated that the Committee would review the resources available through SDAA on sickle cell traits and would have additional information to report at the next Commission meeting.

C. Update on Performance Goals Committee: Dr. Kanter reported that the Committee had met with only two members attending and discussed current goals and needs for changes in the established goals for CBOs and Centers. Mr. Warren commented on the process of reporting performance goals quarterly to the State.

Ms. Rogan joined the meeting at 11:54 a.m.

D. Site Visits: President Wilson inquired about site visits not addressed in the operating Rules. The Commission discussed the interruption of the 2020 site visits due to the COVID pandemic. Mr. Warren reported that the Commission could resume site visits either onsite or virtually and would present at the next meeting the last available information on scheduling, team assignments and visits conducted.

E. Board Member Training: The members inquired about completing the online Board Member Training that had previously been offered and were concerned that the sessions had been blocked or removed before some members had an opportunity to complete the three individual online training sessions. Mr. Warren stated that the Department of Examiners of Public Accounts was notified of the completed training sessions, although certificates of completion were not provided to the Commissioner/Board member as part of the online process. He indicated that he would check on the availability of the training sessions and would update the members at the next Commission meeting.

VIII. New Business

A Proposed Rule Changes (Legal Counsel Report): Ms. Rogan presented proposed Rule changes for the Commission's approval. The Commissioners discussed the Rule changes, although a quorum of the Commission was not present onsite to vote on the matter.

1. Section 825-X-1-.04 Committees, revised.

She recommended that *standing committees* be added to the Rule's language. The Commissioners concurred.

2. **Section 825-X-1-.06 Other Provisions, revised.**

She recommended adding to 825-X-1-.04(1) that the *Commission has authority to hire persons to assist in handling date to day operations*. The Commissioners concurred and also recommended that reference to *most current edition* of the Robert's Rules of Order, Revised, be added in the Rule Section.

3. **Section 825-X-2-.04 Complaint Procedures, added as new Section.**

She reviewed the purpose of the new Rule and explained that it applied to an individual or entity that the Commission regulated. The Commissioners concurred with the recommended new Rule. Ms. Rogan also presented a complaint form. Mr. Warren explained the typical administrative process following the receipt of a complaint, i.e., assigning case numbers to the new complaint, the investigative process and he reported that the Commission could add any additional protocols, as needed, to the Complaint Procedure.

B. FY 2021 performance Goals Results: In consideration of time to discuss the results of the 2021 Performance Goals reports, President Wilson deferred discussion on this matter until the next meeting. Mr. Warren reported that he would be more proactive to keep committee meetings moving forward and increase communications. Dr. Wilson requested that the minutes be provided earlier to facilitate work on outstanding action items.

C. Sickle Cell Month – Statewide Campaign: President Wilson opened the floor for discussion about a statewide awareness campaign in September during Sickle Cell month. Ms. Garrett and Ms. Martin voiced support of a statewide effort. The following was discussed: Proclamation from the Governor, contacting Senator Coleman-Madison about support, Dr. Kanter inquiring about Senator Coleman-Madison's support of the Sickle Cell surveillance program, and future creation of the Commission's website to provide further awareness to Sickle Cell month.

D. Election of Commission Secretary: Ms. Barnes indicated that she was willing to continue to serve as Commission Secretary and remain on the Commission until a replacement was confirmed by the Senate.

E. FY 2023 Budget: Mr. Warren presented an overview of FY 2023 budget indicating \$1,620,640 had been allocated through the Education Fund for support sickle cell services and \$60,973.00 had been allocated for other sickle cell services. He recommended the following allocation of other funds: \$10,000 Travel; \$9,000 website development, \$1,000 for Risk Management coverage; \$24,000 for management services and over \$16,000 remained which could be used for video presentations, other needs and services to be determined. The Commission commented on the support by Senator Coleman-Madison and Mr. Warren reported that he would draft a letter of appreciation to the Senator.

MOTION 2022-13: Dr. Kanter made a motion to approve FY 2023 budget. The motion was seconded by Dr. Haynes, and following a roll call vote, the motion was unanimously approved by the Commission.

F. Act 2022-421 – Open Meetings Act Summary: Mr. Warren reported that he had commented earlier in the meeting about the Open Meetings Act changes that allowed 3 members attending onsite to compromise a quorum and reviewed the voting restrictions if a full quorum was not present onsite.

Ms. Rogan left the meeting at 12:50 p.m.

G. FY 2023 Meeting Calendar Discussion: The Commissioners discussed meeting again in September. President Wilson encouraged Commissioners to attend, and the majority recommended that the next meeting be held on September 13, 2022.

IX. Adjournment


There was no further business and President Wilson called for a motion to adjourn.

MOTION 2022-14: Ms. Long made the motion to adjourn the meeting. The motion was seconded by Dr. Haynes and following a roll call vote the motion was unanimously approved by the Commission. President Wilson adjourned the meeting at 12:54 p.m.

Respectfully Submitted,



Felicia L. Wilson, M.D.
Commission President



Keith E. Warren
Executive Director

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