



# ALABAMA SICKLE CELL OVERSIGHT AND REGULATORY COMMISSION

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## MINUTES August 29, 2023

Presiding: Dr. Felicia Wilson  
Called to Order: 11:12 A.M.  
Adjourned: 12:15 P.M.

### **Members Participating**

Dr. Felicia Wilson, President  
Ms. Katherine Long  
Mr. James Belton  
Dr. Julie Kanter  
Dr. Jacqueline Williams  
Dr. Ardie Pack-Mabien  
Ms. Leah Wiggins  
Ms. Janet Martin (joined virtually at 11:30 a.m.)

### **Members Absent**

Ms. Linda Garrett  
Mr. Larry Moorer  
Dr. Lee M. Hilliard

### **Others Present**

Mr. Keith Warren, Executive Director  
Ms. Sara Rogan Assistant Attorney General and Commission's Legal Counsel  
Ms. Renee' Reames, Recorder  
Ms. Monica Van Diver, Great Montgomery Sickle Cell Chapter  
Mr. James Arrington, Southeast Alabama Sickle Cell Chapter  
Ms. Pam Thompson, North Alabama Sickle Cell Chapter  
Dr. LaMonica Herron-McCoy, West Alabama Sickle Cell Chapter  
Ms. Aleida Johnson, Mobile Sickle Cell Chapter (virtual)  
Ms. Sonya Smith, UAB Comprehensive Sickle Cell Center (virtual)

### **I. Call to Order and Roll Call**

The Sickle Cell Oversight and Regulatory Commission met on Tuesday, August 29, 2023. The meeting was held at the Commission's office located at 2777 Zelda Road in Montgomery. The meeting was called to order at 11:12 a.m. by Dr. Felicia Wilson, Commission President. Mr. Warren conducted the roll call of members and indicated that a quorum of the Commissioners was present to conduct business.

### **II. Approval of Agenda**

President Wilson presented the agenda for August 29, 2023, meeting for the Commissioners' approval. **MOTION 2023-14:** Dr. Kanter made a motion to accept the meeting agenda as presented. The motion was seconded by Dr. Mabien and unanimously approved by the Commission.

### **III. Review and Approval of Meeting Minutes**

President Wilson presented the minutes from the July 18, 2023, meeting for the Commissioners' approval. A copy of the minutes was provided to the Commissioners for their review prior to the meeting.

MOTION 2023-15: Dr. Williams made the motion to approve the July minutes as presented. The motion was seconded by Dr. Kanter and unanimously approved by the Commission.

### **IV. Executive Director Report**

**A. Commission Appointments and Confirmation:** Mr. Warren reported that Senate confirmation of the Commission-member appointment by the Mobile Chapter remained outstanding for Ms. Tokie Dunn, and that further action would be delayed until the Legislature was back in session in February 2024.

**B. Update on Commission's Website:** Mr. Warren reported that work was continuing in launching the Board's website and the Commissioners would be provided with a link when the web design was complete. He encouraged the Chapters and Centers to submit content for the new website.

### **IV. Legal Counsel Report**

Mr. Warren reported that Ms. Rogan was unable to attend the meeting and there was no new business to report. He indicated that the final rules had been certified and would be effective in October.

### **VI. CBO Reports**

**Central Alabama Chapter:** The site visit was recently conducted at the Central Alabama Chapter.

**North Alabama Chapter:** Ms. Thompson reported that activities were being prepared for Sickle Cell month awareness in September.

The Commissioners commented on the public services announcements recently aired and Mr. Belton reported on contacting the Broadcasters Association seeking their support by airing PSAs for Sickle Cell awareness.

**Southeast Alabama Chapter:** Mr. Arrington commented on preparing for the upcoming Sickle Cell Symposium to be held in Dothan, along with a walk-a-thon and other activities.

**West Alabama Chapter:** Dr. McCoy commented on having no support staff currently employed at the Chapter and preparing for her first walk-a-thon since becoming Executive Director.

**Greater Montgomery Chapter: North Alabama Chapter:** Ms. Van Diver reported on recent activities by the Chapter, e.g., working with the State Wellness Coalition and health fairs participation, along with partnering with UAB bookstore and preparing activities for Sickle Cell awareness month.

She reported that Ms. Eleanor Barnes, former Commissioner who attended the Greater Montgomery Chapter site visit, had agreed to submit the summary of the site visit conducted at her Chapter. She thanked Ms. Barnes for the insightfulness and time she spent assisting with the report.

Ms. Van Diver also commented on the increase in crime and safety concerns in traveling to service areas. Mr. Warren recommended that the Chapter representatives contact the local law enforcement and the police could be present to ensure safety before representatives arrived at the designation.

The Commission also cautioned the Chapter Directors to review and maintain the Chapter's liability coverage. Mr. Warren commented on the installation of cameras at the Commission's office. The Commissioners requested that Ms. Rogan assist in a risk assessment by recommending typical areas of coverage.

## **VII. Committee Reports**

**A. CBO Standardized Core Educational Committee:** Dr. Kanter reported that she had no additional report since the July meeting.

**B. Performance Goals Committee:** Mr. Arrington reported that the Committee planned to meet soon, and Mr. Warren offered to facilitate a Zoom meeting, if needed.

## **VIII. Old Business**

**A. Proclamation honoring Lynne Eskridge:** Mr. Warren reported that he had not been able to contact Dr. Townes, who may be of assistance in the writing of the Proclamation. Dr. Kanter reported that Ms. Eskridge daughter had indicated that she would contact the Commission's office to offer assistance. Mr. Warren asked for her contact information if known to the Commissioners.

**B. Site Visits and Reports:** President Wilson called for any written report summaries and there were none at this time. She asked that reports be provided at the next meeting of the Commission. The Commission discussed the 5-year site visit cycle and agreed that it would be determined at a later time about whether to repeat the site visits in 2025.

## **IX. New Business**

**A. Annual Renewal of Administrative Services.** President Wilson reported that the annual renewal of Administrative Services Contract was due. Mr. Warren reported that the contract would expire in September and would begin the 5<sup>th</sup> and final contract year ending September 30, 2024. Ms. Rogan reported that she would be working with the Commission to create specifications to request proposals for Administrative Services. Mr. Warren distributed a copy of the renewal letter and gave a brief report on the administrative support provided by Smith Warren Management Services.

Mr. Warren and staff left the meeting at 12:01 while the matter was discussed by the Commission and returned to the meeting at 12:10 p.m.

Motion 2023-16: Dr. Kanter made the motion to approve the renewal of the Administrative Services contract for one year at a rate of \$2,000 per month. The motion was seconded by Dr. Williams and unanimously approved by the Commission.

**B. Update on September – Sickle Cell Awareness Month:** President Wilson reported that activities had been previously reported in the CBO Report. Ms. Wiggins reported on attending a proclamation signing at the Birmingham Mayor's office for Sickle Cell Awareness month. Mr. Warren indicated that he would inquire with the Governor's office about coordinating a proclamation assigned by Governor Ivey.

## X. Other Business and Announcements

**Next Meeting:** President Wilson reported that the next regularly scheduled meeting of the Commission was on October 24, 2023, as the first meeting in FY 2024. The Commissioners discussed preferences for meeting on the 3<sup>rd</sup> Tuesday in February, June and August. She encouraged the members to attend this meeting.

**Other Announcements:** Mr. Warren reported on plans at Smith Warren to relocate to a larger building, with more offices, larger conference room and more parking, etc.

The Commissioners agreed to present a proclamation to Ms. Eleanor Barnes for her years of service on the Commission. Mr. Warren indicated that he would notify President Wilson when the proclamation was prepared by the Governor's office, and President Wilson would coordinate with Ms. Barnes about attend a future meeting.

## IX. Adjournment

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

MOTION 2023-17: Mr. Belton made the motion to adjourn the meeting. The motion was seconded by Dr. Mabien and unanimously approved by the Commission. President Wilson adjourned the meeting at 12:15 p.m.

Respectfully Submitted,



Felicia L. Wilson, M.D.  
*Commission President*



Keith E. Warren  
*Executive Director*

Minutes Approved by the Commission on October 24, 2023 1992