



ALABAMA SICKLE CELL OVERSIGHT AND REGULATORY COMMISSION

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MINUTES September 24, 2024

Presiding: Dr. Felicia
Wilson Called to
Order: 12:21 P.M.
Adjourned: 1:25 P.M.

Members Participating

Dr. Felicia Wilson, President (virtual)
Mr. James Belton
Dr. Lee M. Hilliard
Dr. Ardie Pack-Mabien (virtual)
Ms. Leah J. Wiggins (virtual)
Dr. Jacqueline Williams (virtual)
Ms. Janet Martin (virtual)
Ms. Tokie Dunn (virtual)
Ms. Linda Garrett

Members Absent

Dr. Julie Kanter
Ms. Katherine Long

Others Present

Mr. Keith Warren, Executive Director
Ms. Sara Rogan, Assistant Attorney General and Commission's Legal Counsel
Mr. James Arrington, Southeast Alabama Sickle Cell Chapter
Ms. Pam Thompson, North Alabama Sickle Cell Chapter
Ms. Sophia Levenson, Central Alabama Sickle Cell Chapter
Ms. La'Quisha Moore Banks, ADPH Newborn Screening

I. Call to Order and Roll Call

The Sickle Cell Oversight and Regulatory Commission met on Tuesday, September 24, 2024. The meeting was held at the Commission's office located at 2777 Zelda Road in Montgomery, AL. A quorum for this meeting was delayed due to travel difficulties by a member.

The meeting was called to order at 12:21 p.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.

President Wilson indicated that there had been a delay in establishing a quorum for the meeting, and in the meantime, the Sickie Cell Chapter Directors had presented an activities report, which included activities in September for Sickie Cell Awareness month.

President Wilson indicated that the Commission was interested in the report by Ms. Thompson about letters sent to local churches and the positive results, through donations to the North Alabama Chapter, she had received. President Wilson reported that churches could be notified about assisting with blood donations as well and asked Dr. Pack-Mabien and Dr. Hilliard to develop information about blood needs for patient care, as part of the data collection for sickle cell advocacy, and asked Dr. Pack-Mabien to serve as chairperson.

President Wilson welcomed all present at the meeting and guest Ms. Banks with the Alabama Department of Public Health Newborn Screening program, and Ms. Levenson with the Central Alabama Chapter who had been on maternity leave, and reported that the Mobile Chapter had hired a new director.

II. Approval of Agenda

President Wilson presented the agenda for the September 24, 2024, meeting for the Commissioners' approval.

MOTION: Ms. Wiggins made the motion to approve the agenda for the September meeting. The motion was seconded by Dr. Pack-Mabien, 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 June 18, 2024 meeting for the Commission's approval.

MOTION: Ms. Martin made the motion to accept the June meeting minutes as present. The motion was seconded by Mr. Belton, and following a roll call vote, the motion was unanimously approved by the Commission.

President Wilson presented the minutes from the July 22, 2024 meeting for the Commission's approval.

MOTION: Dr. Hilliard made the motion to accept the July meeting minutes as present. The motion was seconded by Ms. Dunn, and following a roll call vote, the motion was unanimously approved by the Commission.

President Wilson commented on the letter to the State's Finance Director, as discussed in Old Business, and she indicated that the funding letter would be better sent, in the future, to the Legislature.

IV. Executive Director Report

Mr. Warren commented on financial activities since the last Commission meeting. He indicated Mr. Brannon Littleton, Smith Warren's new CFO, assisted in obtaining a duplicate check to replace one of the allocation checks that had been lost in the mail. Mr.

Warren recommended that the organizations receiving funds consider registering with the State to receive allocations funds through electronic transfers. Ms. Van Diver indicated that she had enrolled in the EFT system and Mr. Warren reported that Mr. Littleton would verify with the State Comptroller's office that the enrollment had been successful. Ms. Wiggins inquired about reimbursement for travel from the June meeting, and Mr. Warren indicated that he would follow up with Mr. Littleton on the matter and notify her after the meeting.

V. Legal Counsel Report

Review and Approval of RFP Proposal Responses for Administrative Services: Ms. Rogan reported that the Request for Proposal (RFP) for Administrative Services had been released and one proposal response had been received. She indicated that the current Administrative Services contract with Smith Warren was scheduled to expire on September 30, 2024, and an emergency contract may be a consideration to bridge the gap between contract periods and in considering the RFP proposal response. Mr. Warren and staff left the meeting at 12:38 p.m. Ms. Rogan explained the RFP proposal process and the Commission discussed the new proposal.

MOTION: Ms. Wiggins made the motion to accept the proposal submitted by Smith Warren Management Services, Inc. in response to the August 28, 2024 RFP and to accept the proposed rate. The motion was seconded by Mr. Belton and, following a roll call vote, the motion was unanimously approved.

MOTION: Ms. Martin made the motion to enter into an emergency contract with Smith Warren Management Services and the terms of the contract would be until January 31, 2025. The motion was seconded by Ms. Garrett and, following a roll call vote, the motion was unanimously approved.

Mr. Warren and staff returned to the meeting at 1:00 p.m. and Mr. Warren thanked the Commission and indicated that he was in the process of improving operations and making changes due to staff turnover and assignment of duties.

VI. CBO Reports

President Wilson reported that the CBO reports were provided earlier, while awaiting a quorum of the Commission members for this meeting. Mr. Warren requested information from the Chapters and Center directors about announcements to be posted on the Commission's website, to include events, and sponsors, and a copy of the Governor's proclamation about Sickle Cell Awareness month. He suggested that this information be updated quarterly when submitting quarterly performance reports to the Commission office.

VII. Committee Reports

CBO Standardized Core Education Committee: Mr. Arrington reported that he had received information from the CBO directors about Chapters' educational programs. He indicated that the committee planned to meet to work on condensing the information to present to the Commission.

Performance Goals Committee: Mr. Arrington reported that Dr. Kanter was not available, and the committee had not met to provide a report at this time.

Advocacy Committee: President Wilson reported that the Advocacy Committee was recently created, and she appointed Ms. Wiggins as the chairperson.

VIII. Old Business

Proclamations Honoring Ms. Eleanor Barnes and Ms. Lynne Eskridge: Mr. Warren reported that he would follow up with the Governor's office concerning the Proclamations honoring Ms. Barnes and Ms. Eskridge and would request the information and photograph concerning the signing of the Proclamation for Sickle Cell Awareness month. President Wilson reminded the Commissioners about having the Commission meeting at Dr. Kanter's office when coordination is finalized to present the Proclamation to Ms. Barnes.

IX. New Business

President Wilson called for new business and there was none.

X. Announcements

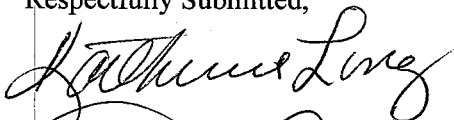
Proposed 2025 Commission Meeting Schedule: President Wilson inquired about the Commissioners preferences of a weekday and months to hold meetings, and the Commission discussed having a meeting in November and/or January. It was the consensus of the Commission to conduct a Doodle Poll meeting on November 20, 2024, with some other available dates.

XI. Adjournment

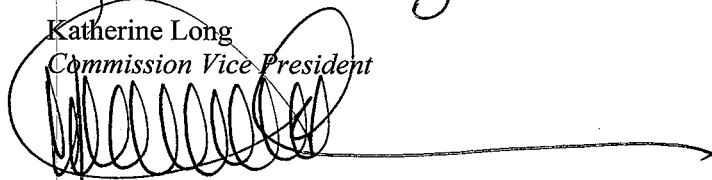
There was no further business and President Wilson called for a motion to adjourn.

MOTION: Mr. Belton made the motion to adjourn the meeting. The motion was seconded by Dr. Hilliard and, following a roll call vote, the motion was unanimously approved by the Commission. President Wilson adjourned the meeting at 1:25 p.m.

Respectfully Submitted,



Katherine Long
Commission Vice President



Keith E. Warren
Executive Director

Minutes Approved by the Commission on December 17, 2024 /rr 