ALABAMA SICKLE CELL OVERSIGHT AND REGULATORY COMMISSION

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SPECIAL/CALLED MEETING
MINUTES
November 25, 2025

Presiding: Leah J. Wiggins
Called to Order: 11:05 A.M.
Adjourned: 11:34 P.M.

Members Participating
Ms. Leah J. Wiggins, President
Dr. Ardie Pack-Mabien, Vice Chair
Ms. Linda Garrett, Secretary-Treasurer
Mr. James Belton
Dr. Jacqueline Williams (virtual)
Ms. Tokie Dunn (virtual)
Ms. Janet Martin (virtual)
Dr. Katisha Vance (virtual)
Ms. Jennifer Harris (virtual)

Members Absent
Dr. Julie Kanter
Dr. Lee M. Hilliard

Others Present
Mr. Keith Warren, Executive Director
Ms. Renee' Reames, recording secretary
Ms. Sara Rogan, Assistant Attorney General/Board Counsel
Mr. James Arrington, Southeast Alabama Sickle Cell Chapter

I. Call to Order and Roll Call

The Sickle Cell Oversight and Regulatory Commission met on November 25, 2025 for a special/called meeting. The meeting was held at the Commission's office located at 2740 Zelda Road, third floor conference room, in Montgomery, AL. The meeting was called to order at 11:05 a.m. by Ms. Leah J. Wiggins, Commission President. Ms. Garrett conducted the roll call of members and indicated that a quorum of the Commissioners was present to conduct business. President Wiggins welcomed all in attendance at the special/called meeting to discuss the annual renewal of the Administrative Services Contract.

II. Approval of Agenda

President Wiggins presented the agenda for November 25, 2025 special meeting and with no objections, President Wiggins indicated that the agenda was adopted by common consent of the Commission.

III. Special Business

President Wiggins reported that the current Administrative Services contract was ending its first year and was renewable annually and scheduled to expire January 22, 2026. Mr. Warren and staff left the meeting at 11:09 a.m. for the Commission to discuss the contract. President Wiggins acknowledged the presence of CBO Director, Mr. Arrington.

Ms. Rogan explained that the Commission needed to vote on whether to renew the contract with Smith Warren Management Services. The Commission discussed the administrative management services.

Mr. Warren and Smith Warren staff returned to the meeting at 11:18 a.m.

MOTION: Dr. Pack-Mabien moved to renew the Administrative Management Services contract with Smith Warren for another year. The motion was seconded by Ms. Garrett and, following a roll call vote, the motion was unanimously approved, with Ms. Martin unresponsive in voting.

IV. Announcements

Mr. Warren reported that Dr. Hilliard was retiring from UAB and requested a replacement to serve on the Commission.

Mr. Warren also reported on Commission funds from prior unspent funds that were available to support Commission activities such as the Advocacy Committee awareness campaigns and other services. The Commission discussed dividing the funds among the CBOs based on needs presented by the individual Chapters. President Wiggins assigned the matter to the Advocacy Committee to present recommendations to the Commission about the expenditure of funds and she appointed Mr. Arrington to Advocacy Committee.

President Wiggins reminded the Commission about the ongoing plans to conduct site visits during 2026, to include the following:

- Site Visit Pre-questionnaires submitted to Commission office by January 1, 2026.
- Provide copies of prior site visit reports to Chapters and Centers.
- Poll conducted to establish site visit teams.

President Wiggins announced that the next Commission meeting was scheduled January 27, 2026 at 11:00 a.m. at the Commission's office in Montgomery.

V. Adjournment

There was no further business, and President Wiggins adjourned the meeting at 11:34 a.m.

Respectfully Submitted,

Leah J. Wiggins
President

Keith E. Warren
Executive Director

/rr *Minutes Approved by the Commission on* February 10, 2026