



Alabama State Board of Podiatry  
2740 Zelda Rd, Box #5  
Montgomery, AL 36106  
Phone: 334/420-7205 Fax: 334/263-6115  
[www.podiatryboard.alabama.gov](http://www.podiatryboard.alabama.gov)

**MINUTES**  
**Board Meeting**  
**Friday, April 11, 2025**

The Alabama State Board of Podiatry held its regular business meeting on Friday, April 11, 2025. The following Board members attended the meeting: Dr. Tomeko McPhillips (Board Chair), Dr. Aiesha Hill (Vice Chair attending virtually), Dr. Theresa Brown (member), Dr. Rosemarie Caillier (member), Dr. Tameka Lee (member), and Dr. Johnnie Alston (member). Board member absent was Dr. Michael Hames. The meeting was held at the Board's office located at 2777 Zelda Road in Montgomery, Alabama, and others in attendance were Mr. Keith Warren (Executive Director), Mr. Ben Seiss (Assistant Attorney General/Board Counsel), Mr. Brannon Littleton (CFO) and Ms. Renee' Reames (recording secretary). The meeting was called to order by Chairperson McPhillips at 2:05 p.m. Mr. Warren called the Board member roll and indicated that a quorum of the members was present to conduct business. Chairperson McPhillips welcomed the members and staff.

Public Notice of this regularly scheduled meeting was submitted and published on the Secretary of State website at [www.sos.alabama.gov](http://www.sos.alabama.gov), in accordance with the Alabama Open Meetings Act, and posted on the Board's website at [www.podiatryboard.alabama.gov](http://www.podiatryboard.alabama.gov).

**APPROVAL OF AGENDA**

Chairperson McPhillips presented the proposed agenda for the April 11, 2025 meeting for the Board's approval.

**MOTION:** Dr. Caillier made a motion to approve the April meeting agenda as presented. The motion was seconded by Dr. Lee and, following a roll call vote, the motion was unanimously approved by the Board. Chairperson McPhillips would not be voting on matters before the Board unless to break a tie vote.

**APPROVAL OF MINUTES**

Chairperson McPhillips presented the February 21, 2025 Board meeting minutes for the Board's approval. A copy of the minutes was provided to the members prior to the meeting for their review. The typographical error on page 4 indicating Chairman Alston was corrected. **MOTION:** Dr. Brown made a motion to approve the February meeting minutes as corrected. The motion was seconded by Dr. Caillier and, following a roll call vote, the motion was unanimously approved by the Board.

## EXECUTIVE DIRECTOR'S REPORT

Licensure Activities: Mr. Warren presented the Executive Director Report, which included a report on the current number of active licenses (#157). The current number of Controlled Substance licenses would be added to future reports. Mr. Warren presented a list of new licenses issued since the last Board meeting (reports available in the Board's official Book of Minutes).

MOTION: Dr. Brown made the motion to ratify the Executive Director's approval and issuance of new licenses. The motion was seconded by Dr. Alston and, following a roll call vote, the motion was unanimously approved by the Board.

Complaints: Mr. Warren also reported that no complaints had been received in FY 2025 and five (5) complaints had been received in FY 2024. Disciplinary fees and status of resolved cases for FY 2021 through current date were also presented (report filed in the Board's official Book of Minutes). He indicated that a fillable, electronic complaint form was on the Board's website.

Board Terms: The Board discussed the expired Board terms currently filled by Dr. Hames and Dr. Alston. Mr. Warren reminded the Board about the current 5-year licensing requirement to serve on the Board and the change in the next Sunset legislation to require congressional district representation. The Board discussed candidates for the two positions on the Board. Dr. Caillier indicated that she would make the announcement at the next Podiatric Association meeting about the expired Board terms and solicit interest to serve on the Board.

Wellness Program: Mr. Warren commented on the Board establishing a wellness program and reported that the Board had few complaints for referral to a wellness program and that it was not financially feasible to establish a contractual agreement on a case-by-case basis, as previously discussed by the Board.

The Board agreed to continue to consider ways the Board funds could be used to benefit the licensees.

Financial Review: Mr. Littleton presented the financial report for the period covering February 2025 through March 2025. He reviewed the cash flow analysis on revenue and expenditures during February and March and reported a positive ending cash balance. He also reviewed the actual expenses compared to budget, with projected expenditures for the remainder of the fiscal year with a projected negative balance compared to budget expenditures (report available in the Board's official Book of Minutes). Mr. Littleton explained that the outstanding OIT invoices from FY 2024 and current FY 2025 resulted in the projected negative cash balance, and he had asked OIT to correct the coding error that resulted in these invoices remaining outstanding.

MOTION: Dr. Caillier made the motion to accept the financial report as presented. The motion was seconded by Dr. Alston and, following a roll call vote, the motion was unanimously approved by the Board.

## LEGAL COUNSEL REPORT

Mr. Seiss reported on Case 2024-004 and indicated that mental health concerns were reported by the complainant, a non-patient. He reported that no issues had been reported by patients concerning care and he recommended the case be closed as no probable cause.

MOTION: Dr. Caillier made the motion to close Case 2024-004 as no probable cause. The motion was seconded by Dr. Brown and, following a roll call vote, the motion was unanimously approved by the Board.

**OTHER BUSINESS**

Rules Committee: Mr. Seiss reported that the Board’s Rules Committee met prior to the Board meeting and the Committee recommended a few changes to the Rules to include creating a complaint process and correcting some typographical errors to include the Board’s address. He indicated that he would present additional information of these recommendations at the next Board meeting. Mr. Warren reported that the rules on the Board’s website could be linked to the Legislative Service Agency to reference current rules.

**ANNOUNCEMENT**

Chairperson McPhillips reminded the members that the next meeting of the Board would be held on July 25, 2025 at 2:00 p.m. at the Board’s office in Montgomery.

**ADJOURNMENT**

Chairperson McPhillips called for any other business and there was none. Dr. Brown made the motion to adjourn the meeting. The motion was seconded by Dr. Lee and, following a roll call vote, the motion was unanimously approved by the Board. Chairperson McPhillips adjourned the meeting at 2:45 p.m.

Respectfully Submitted,

Tomeko McPhillips, DPM  
*Board Chair*

Keith E. Warren  
*Executive Director*

*Approved by the Board on* \_\_\_\_\_ / \_\_\_\_\_ /rr