



Alabama State Board of Podiatry
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MINUTES
Board Meeting
Friday, February 21, 2025

The Alabama State Board of Podiatry held its regular business meeting on Friday, February 21, 2025. The following Board members attended the meeting: Dr. Tomeko McPhillips (Board Chair), Dr. Aiesha Hill (Vice Chair), Dr. Rosemarie Caillier (member), Dr. Tameka Lee (member attending virtually), Dr. Johnnie Alston (member), Dr. Theresa Brown (member), and Dr. Michael Hames (member). 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), Ms. Hope Childers (Administrator), Mr. Brannon Littleton (Chief Financial Officer), and Ms. Renee' Reames (recording secretary). The meeting was called to order by Chairperson McPhillips at 2:04 p.m. Mr. Warren called the member roll and indicated that a quorum of the members was present to conduct business. Chairperson McPhillips welcomed 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, in accordance with the Alabama Open Meetings Act, and posted on the Board's website at www.podiatryboard.alabama.gov.

APPROVAL OF AGENDA

Chairperson McPhillips presented the proposed agenda for the February 21, 2025 meeting for the Board's approval.

MOTION: Dr. Hames made a motion to approve the meeting agenda as presented. The motion was seconded by Dr. Brown 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 October 24, 2024 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.

MOTION: Dr. Hill made a motion to approve the October meeting minutes as presented. 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

Mr. Warren presented the Executive Director Report, which included a report on the current number of active licenses (#157). He reminded the members that licenses expire on October 1, 2024, and late renewals would be processed through October 31, 2024. He presented a list of licenses that had been issued since the last Board meeting, along with a list of licenses that had expired as of January 1, 2025 (lists available in the Board's official Book of Minutes).

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

Mr. Warren also reported that no complaints had been received in FY 2025 and five (5) complaints had been received in FY 2024. A summary of resolved cases for FY 2021 to-date was presented to the Board indicating all cases had been closed from the preceding fiscal years and 2 cases were open from FY 2024. Disciplinary fees for the same reporting period were also reported. He also reviewed a list of activities completed by the staff since the last Board meeting held in October (report filed in the Board's official Book of Minutes).

Mr. Warren reported that congressional district representation would be added to the next Sunset legislation of the Board. He reported that a licensee from the Birmingham area had notified the Governor's office about their interest in serving on the Board, and he requested recommendations of licensees residing in south Alabama as potential Board members and several names were mentioned. Mr. Warren reported that a Board members could continue to serve on the Board until a new appointment had been made by the Governor.

Mr. Warren reported on proposed SB193 to consolidate 19 occupational licensing boards in the state and commented on several professional organizations that were in opposition of the legislative bill.

Mr. Warren recommended that the Board consider establishing and procuring services for a wellness program that offered treatment and monitoring for licensees. He indicated that problems are sometimes self-reported and others become known through complaints received by the Board. He reported that the Medical Association of the State of Alabama had a program that some Boards have utilized, and he explained that the Board would be responsible for a set-up fee and the licensee would be responsible for the cost of treatment, etc. The Board asked Mr. Warren to inquire about the cost to be paid based on case-by-case utilization rather than monthly payments. The Board continued to discuss use of Board funds to benefit licensees, e.g., Board-sponsored continuing education programs or similar Board-sponsored assistance.

Mr. Littleton, CFO, presented the financial report to the Board for FY 2025. He reported that the Board had transitioned from a checkbook state agency and account at Regions Bank had been closed, and the financial transactions were being processed through the State's accounting system, STAARS. Mr. Littleton presented a cash flow analysis and reported a positive cash balance as of January 31, 2025. He reported on outstanding OIT invoices that had not been corrected by the vendor and were unable to pay in FY 2024 and funds totaling \$24,809.94 had been reverted back to the State as a result of FY 2024 funds over \$100,000. He reviewed projected revenue and expenses for FY 2025 based on the Board's annual budget totaling \$120,000.

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'S REPORT

Mr. Seiss reported on two open complaint cases received in FY 2024 that was reviewed by the Board's Investigative Committee:

Case 2024-004 – IC recommended follow-up and monitoring. The complaint involved wellness follow-up.

Case 2024-005 – IC recommended that the case be closed as unfounded. The complaint involved patient care and prescribed medications.

MOTION: Dr. Caillier made the motion to approve the IC recommendations in the two cases. The motion was seconded by Dr. Alston and, following a roll call vote, the motion was approved with Dr. Hames and Dr. McPhillips recused from voting and Dr. Lee abstained.

OTHER BUSINESS

Interstate Podiatric Medical Licensure Compact: Mr. Warren reported on the Federation of Podiatric Medical Boards' surveying members about interest in a Podiatry Compact. He reported on other Boards participation in licensure compacts that were created for licensure portability for licensees from one state applying for licensure through a compact. It was the consensus of the Board to consider the matter at a future date.

Examination Committee Report: Mr. Warren reported that the Examination Committee had met to review the Board's licensure examination. He indicated that the exam had been updated based on the Board's rules and removed antiquated language.

MOTION: Dr. Hames made the motion to approve the changes to the licensure examination as recommended by the Examination Committee. The motion was seconded by Dr. Brown and, following a roll call vote, the motion was unanimously approved by the Board.

Board of Adjustment Claim: Mr. Warren presented an invoice for Administrative Services performed beginning October 1, 2024 through November 24, 2024 by Smith Warren Management Services. Mr. Warren reminded the Board that Dr. Brown had met with the Contract Review Committee in October on behalf of the Board, and the Committee held the contract for 45 days, and signed by the Governor on November 25, 2024. The invoice covered the gap between the two contract periods.

MOTION: Dr. Hames made the motion to approve the claim for payment for Administrative Services to be presented to the Board of Adjustment for the period of October 1, 2024 through November 24, 2024. The motion was seconded by Dr. Caillier and, following a roll call vote, the motion was unanimously approved by the Board.

Proposed 2025 Board Meeting Calendar: Chairperson McPhillips presented a list of dates in calendar year 2025 for the Board to meet.

MOTION: Dr. Caillier made the motion to approve April 11, July 25, and October 14 for the Board to meet in calendar year 2025. The motion was seconded by Dr. Lee and, following a roll call vote, the motion was unanimously approved by the Board.

W-2s for 2024 on State's eMAP Website: Mr. Warren reported that the W-2s for 2024 were available on the State's website, www.eMAP.alabama.gov. He reminded the members that previously W-2s were mailed through checkbook agency accounting. He reported that more information about the eMAP website would be provided in an email to the members.

ANNOUNCEMENT

Chairperson McPhillips reminded the members that the next meeting of the Board would be held on April 11, 2025 at 2:00 p.m. at the Board's office in Montgomery.

ADJOURNMENT

Chairperson McPhillips called for any new business and there was none. Dr. Caillier made the motion to adjourn the meeting. The motion was seconded by Dr. Lee and unanimously approved by the Board. Chairperson McPhillips adjourned the meeting at 3:15 p.m.

Respectfully Submitted,

Tomeko McPhillips, DPM
Board Chair

Keith E. Warren
Executive Director

Approved by the Board on _____ / _____ /rr