



Alabama State Board of Podiatry  
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**MINUTES**  
**Board Meeting**  
**October 24, 2024**

The Alabama State Board of Podiatry held its regular business meeting on Friday, October 24, 2024. The following Board members attended the meeting: Dr. Johnnie Alston (Board Chair), Dr. Rosemarie Caillier (member), Dr. Tomeko McPhillips (member), and Dr. Aiesha Hill (member). Members absent were Dr. Tameka Lee Sanders (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 Chairman Alston at 11:06 a.m. Mr. Warren called the member roll and indicated that a quorum of the members was present to conduct business. Chairman Alston 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](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**

Chairman Alston presented the proposed agenda for the October 24, 2024 meeting for the Board's approval. Dr. Caillier made a motion to approve the meeting agenda as presented. The motion was seconded by Dr. McPhillips and unanimously approved by the Board. Chairman Alston would not be voting on matters before the Board unless to break a tie vote.

**APPROVAL OF MINUTES**

Chairman Alston presented the July 26, 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. Dr. McPhillips made a motion to approve the July meeting minutes with the correction to the date of the Sunset Committee meeting reported under Announcements. The motion to correct the July meeting minutes was seconded by Dr. Caillier and 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 (#161). 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 expired, along with a list of inactive and retired licensees. He reported on the reduction in the number of licensing fee checks received through the mail to the Board since online renewals were available on the Board's website.

Mr. Warren also reported on the number of complaints received in FY 2024, along with a list of activities completed by the staff since the last Board meeting held in July (reports filed in official Book of Minutes). 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 reported also. He reported that he would review the complaints discussed at Sunset Committee meeting and respond to the Sunset Committee after consulting with the Board's legal counsel.

Mr. Warren presented a list of new licensees.

MOTION: Dr. McPhillips made the motion to ratify the Executive Director's approval of the new applications for licensure as presented. The motion was seconded by Dr. Caillier and unanimously approved by the Board.

Mr. Littleton, CFO, presented the financial report to the Board for FY 2024. He reported that the Board financial transactions were being processed through the State's accounting system, STAARS and the Board was transitioning from a checkbook state agency. Mr. Warren reported that the checkbook account at Regions Bank would be closed by the end of October. Mr. Littleton presented a summary of expense transactions by object code for FY 2024 (copy available in the Board's official Book of Minutes). He reported on anticipated expenditures during the 13<sup>th</sup> accounting period, closing out FY 2024, and a positive cash balance was projected for the end of FY 2024. He explained that funds were reverted back to the General Fund when Board funds exceed \$100,000. The Board discussed consideration about the use of the Board's funds to be spent toward in-state scholarships, Board-sponsored continuing education for licensees, and/or reduction in licensing fees. Chairman Alston tabled further discussion on the matter to allow time to consider the matter further and review of license fees in other states.

Mr. Littleton reviewed projected revenue and expenses for FY 2025 based on the Board's annual budget totaling \$120,000.

MOTION: Dr. Brown made the motion to accept the financial report as presented. The motion was seconded by Dr. Caillier and unanimously approved by the Board.

## LEGAL COUNSEL'S REPORT

Mr. Seiss reported that of the five complaint cases received in FY 2024, one consumer complaint remained open, along with one Board-initiated complaint, which the Investigative Committee would consider at their next meeting.

He also presented an email inquiry about scope of practice and performing soft tissue procedures on the leg. The Board discussed that such procedures should only be performed on the foot and ankle and agreed that the Board's legal counsel would respond to the inquiry as it related to the definition in the Board's statute.

#### OTHER BUSINESS

Public Hearing on Final Rule 730-X-5-.01 Definitions: Mr. Warren presented published Rule 730-X-5-.01 Definitions for the Board's approval as a final rule. He reported that no public comments had been received.

MOTION: Dr. Caillier made the motion to approve final Rule 730-X-5-.01 as previously published. The motion was seconded by Dr. McPhillips and unanimously approved by the Board.

Rules Committee: Mr. Seiss reported that the Rules Committee had no report at this time, and he encouraged the members to forward to the Executive Director any recommendations for change to the Board's rules, specifically regarding licensure, with the ankle being added to the scope of practice. He reported that the Rules Committee would meet and report at the next Board meeting.

Proposed 2025 Board Meeting Calendar: Chairman Alston presented a list of dates for the Board to meet in 2025. The Board discuss deferring adoption of the 2025 Board meeting calendar pending appointment of new board members.

MOTION: Dr. Caillier made the motion to approve February 21, 2025 for the Board to meet. The motion was seconded by Dr. Hill and unanimously approved by the Board.

Annual Election of Board Officers: Mr. Warren reported that the annual election of Board officers was due. Dr. McPhillips nominated Dr. Brown to re-elect as Board Secretary-Treasurer. There were no other nominations from the floor and Dr. Brown was approved by acclamation.

Dr. McPhillips nominated Dr. Hill to serve as Board Vice Chair. There were no other nominations from the floor, and Dr. Hill was approved by acclamation.

Dr. Caillier nominated Dr. McPhillips to serve as Board Chair. There were no other nominations from the floor and Dr. McPhillips was approved by acclamation.

It was the consensus of the Board to accept Mr. Warren's recommendation that the Board Chair serve on the Investigative Committee, noting that the Board Chair does not usually vote on business during Board meetings.

Chairman Alston appointed Dr. Caillier to serve on the new Examination Committee, along with Mr. Warren and Mr. Seiss to consider any changes to the licensure examination since the addition of the ankle to the scope of practice.

ANNOUNCEMENT

Chairman Alston reported that the next regularly scheduled business meeting of the Board was scheduled for February 21, 2025 at 2:00 p.m. at the Board's office in Montgomery, and the other meeting dates in 2025 would be presented at the February meeting for Board approval.

ADJOURNMENT

Chairman Alston called for any new business and there was none. Dr. Caillier made the motion to adjourn the meeting. The motion was seconded by Dr. McPhillips and unanimously approved by the Board. Chairman Alston adjourned the meeting at 12:05 p.m.

Respectfully Submitted,

Tomeko McPhillips, DPM  
*Board Chair*

Keith E. Warren  
*Executive Director*

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