



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**  
**Special/Called Board Meeting**  
**Friday, November 14, 2025**

The Alabama State Board of Podiatry held a special/called meeting on Friday, November 14, 2025, for the purpose of annual renewal of the Administrative Management Services contract. The following Board members attended the meeting: Dr. Tomeko McPhillips (Board Chair), Dr. Aiesha Hill (Vice Chair), Dr. Rosemarie Caillier (member attending virtually), Dr. Johnnie Alston (member), and Dr. Tameka Lee (member attending virtually). Members absent were Dr. Theresa Brown (member) and Dr. Michael Hames (member). The meeting was held at the Board's office located at 2740 Zelda Road, Third Floor, in Montgomery, Alabama, and others in attendance were Keith Warren (Executive Director), Mr. Ben Seiss (Assistant Attorney General/Board Counsel), and Ms. Renee' Reames (recording secretary). The meeting was called to order by Chairperson McPhillips at 2:09 p.m. Mr. Warren called the member roll and indicated that a quorum of the members was present to conduct business. Chairperson McPhillips welcomed everyone and indicated the purpose of the meeting of the special/called meeting.

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 November 11, 2025 special meeting.

**MOTION:** Dr. Hill made a motion to approve the November meeting agenda as presented. The motion was seconded by Dr. Alston and unanimously approved by the Board. Chairperson McPhillips would not be voting on matters before the Board unless to break a tie vote.

**RENEWAL OF ADMINISTRATIVE MANAGEMENT SERVICES CONTRACT**

Chairperson McPhillips reported that the Board would consider a Request for Proposal specifications for Administrative Management and Logistical Services. She reported that the contract would expire in November and the timely submission for renewal of the services would not be feasible.

**MOTION:** Dr. Lee made the motion to approve the specifications to start the process to request proposals for Administrative Management services. The motion was seconded by Dr. Caillier and unanimously approved by the Board.

Chairperson McPhillips reported that Smith Warren would continue to provide services in the interim of a new contract and billing of services would be submitted after the services were provided.

Mr. Seiss explained that the RFP would be released by the State Procurement Office to professional services vendors, with a stated deadline for proposals, and he would receive the proposals from the Procurement office after the deadline and present the proposals to the Board.

#### ANNOUNCEMENT

Chairperson McPhillips reminded the members that the next meeting of the Board would be held on January 23, 2026 at 2:00 p.m. at the Board's office in Montgomery.

The members submitted travel expense forms for attending the meeting and the expense forms were approved by the Board.

#### ADJOURNMENT

Chairperson McPhillips called for a motion to adjourn the special meeting.

MOTION: Dr. Hill made the motion to adjourn the meeting. The motion was seconded by Dr. Alston and unanimously approved by the Board. Chairperson McPhillips adjourned the meeting at 2:16 p.m.

Respectfully Submitted,

Tomeko McPhillips, DPM  
*Board Chair*

Keith E. Warren  
*Executive Director*

*Approved by the Board on January 23, 2026 \_\_\_\_\_/rr*