

Board Meeting Minutes

August 19, 2016

The Alabama Board of Examiners in Marriage and Family Therapy met on Friday, August 19, 2016, at the Board office in Montgomery for the purpose of conducting Board business. Those present were as follows: Jeremy Blair, Chair; Susan Goertz, Vice-Chair; Belinda Mitchell, Board Member; and Scott Ketring, Member. Also present were: Paula McCaleb, Executive Director; Frank Mitchell, Investigator; Lisa-Ray Lemieux, Administrative Assistant; and Todd Hughes, Assistant Attorney General. Not present was Bobby Malone, Member.

The meeting was advertised on the Board's website as well as the Secretary of State's website in accordance with the Alabama Open Meetings Act. This was a specially scheduled meeting called for the purpose of reviewing Bid Specifications for Administrative Services and Board finances due to the notification from Leadership Alliance of their decision not to renew the current Administrative Services Contract expiring on September 30, 2016.

The meeting was called to order at approximately 10:05 a.m. with a quorum established in the following Members: Jeremy Blair, Belinda Mitchell, and Scott Ketring. Susan Goertz, participated in the meeting by telephone conference, but did not count towards the establishment of a quorum of the Board in accordance with Section 36-25A-5.1.

A motion was made by Belinda Mitchell to approve the meeting Minutes from May 20, 2016, as presented. The motion was seconded by Scott Ketring. Voting "aye" were: Jeremy Blair, Susan Goertz, Belinda Mitchell, and Scott Ketring. Voting "nay" were none. The motion was passed unanimously.

The Executive Director presented the Board with financial information including renewal income projections and both new reports in STAARS and previously provided financial reports in the old accounting system and financial information from the Examiners of Public Accounts (from both the Legal Compliance Audit in April of 2016, and the Sunset Review Audit in June of 2016).

After review and discussion of this financial information, the Executive Director ensured that all financial questions were addressed and that there were no unanswered questions from the Board in regard to finances.

After discussion in reference to the decision of Leadership Alliance not to renew the Administrative Services Bid, Leadership Alliance Staff voluntarily left the meeting in progress in order for the Board to review Bid Specifications for the new Administrative Services Contract. At approximately, 10:45 a.m., Paula McCaleb, President of Leadership Alliance; and Frank Mitchell, Investigator for Leadership Alliance excused themselves from the meeting. Lisa-Ray Lemieux, Administrative Assistant, remained in the meeting for the purpose of taking Minutes, but did not contribute to the following discussion regarding Bid Specifications.

A motion was made by Scott Ketring to approve the Administrative Services Bid Specifications as amended. The motion was seconded by Belinda Mitchell. Voting "aye" were: Jeremy Blair,

Susan Goertz, Belinda Mitchell, and Scott Ketring. Voting “nay” were none. The motion passed unanimously.

A motion was made by Scott Ketring to accept the resignation of Leadership Alliance. The motion was seconded by Belinda Mitchell. The Assistant Attorney General advised that this motion was not necessary. The Chair called for a vote from the Board. Voting “aye” were: Jeremy Blair, Susan Goertz, Belinda Mitchell, and Scott Ketring. Voting “nay” were none. The motion passed.

The Chair announced that the next scheduled meeting would be on September 23, 2016, at the Board office in Montgomery. There being no further business, the meeting adjourned at approximately 11:35 a.m.

Respectfully,

Jeremy Blair, Chair

Susan Goertz, Vice-Chair

Paula McCaleb, Executive Director