



**ALABAMA BOARD OF EXAMINERS IN MARRIAGE
AND FAMILY THERAPY**

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**Minutes
Board Meeting
July 14, 2023**

The Alabama Board of Examiners in Marriage and Family Therapy met on Friday, July 14, 2023, at the Alabama Attorney General's Office located at 501 Washington Avenue in Montgomery. Members present were Mr. Douglas Cooke (Board Chair), Dr. Karly Downs (Board Vice Chair), Dr. Samuel Jones (member), and Mrs. Raven Pyle Livingston (member). Also attending was Ms. Laura Howell (Legal Counsel). Ms. Claire Austin attended as a Guest.

This special called meeting was advertised on the Secretary of State's Open Meetings website, <https://www.openmeetings.alabama.gov/>, in accordance with the Alabama Open Meetings Act.

CALL TO ORDER

The meeting was called to order at 11:11 a.m. by Chairman Cooke.

Chairman Cooke called roll, reported that a quorum of the members was present to conduct business, and welcomed everyone in attendance.

NEW BUSINESS

The Board discussed responses received to its Request for Proposals for an Administrative Services Contract. Chairman Cooke stated that two responses had been received: one from The Austin Group, LLC, and one from SmithWarren, LLC. The Board members then reviewed the responses and discussed each of the three evaluation criteria listed in the Board's Request for Proposals: (1) Experience, (2) Facilities, and (3) Value.

Award of Administrative Services Contract

Upon full review and discussion of each of the proposals, and after conducting a detailed review of each vendor's ability to satisfy each of the evaluation criteria, the Board collectively agreed to a vote. Dr. Downs made a motion to award the contract for administrative services to the Austin Group for the next 12 months, which Mrs. Livingston seconded. A roll call vote was taken, with Dr. Downs, Mrs. Livingston, and Chairman Cooke in favor, and Dr. Jones opposed. The motion carried, and the contract was awarded to the Austin Group.

ANNOUNCEMENTS

Chairman Cooke called for any announcements, and there were none at this time.

Next Board Meeting

Chairman Cooke reported that the next Board meeting is scheduled for August 18, 2023 at 10:00a.m., with the location of the meeting to be determined based on the status of the new administrative services contract.

Adjournment

With no further business to conduct, Chairman Cooke entertained a motion to dismiss by Vice Chairman Downs that was seconded by Dr. Jones. The meeting was adjourned at 1:04p.m.

Douglas M. Cooke