

Report on the

Board of Genetic Counseling

Birmingham, Alabama



Department of Examiners of Public Accounts

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Rachel Laurie Riddle, Chief Examiner



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August 19, 2020

Representative Howard Sanderford
Chairman, Sunset Committee
Alabama State House
Montgomery, AL 36130

Dear Representative Sanderford,

This report was prepared to provide information for use by the Sunset Committee in conducting its review and evaluation of the operations of the Board of Genetic Counseling in accordance with the *Code of Alabama 1975*, Section 41-20-9.

The report contains unaudited information obtained from the management, staff, and records of the Board of Genetic Counseling, in addition to information obtained from other sources.

Please contact me if you have any questions concerning this report.

Sincerely,

Rachel Laurie Riddle
Chief Examiner

Examiner
Christine Kilpatrick

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PROFILE

Purpose/Authority

The Board of Genetic Counseling was created by Act No. 224, Acts of Alabama 2019. The Board licenses and regulates the practice of genetic counseling. The Board operates under the authority of the *Code of Alabama 1975*, Section 34-13A-1 through 34-13A-11.

A genetic counselor provides services to include obtaining and evaluating medical histories to determine genetic risk for genetic or medical conditions and diseases; discussing the features, natural history, means of diagnosis, genetic and environmental factors, and management of risk for genetic or medical conditions and diseases; identifying, recommending, and coordinating genetic tests and other genetic related diagnostic studies; integrate genetic test results and other genetic related diagnostic studies with personal and family medical history to assess and communicate risk factors; and explain the clinical implications of genetic tests and other genetic related diagnostic studies and their results.

<u>Characteristics</u>	
Members and Selection	<p>Nine members are appointed as follows:</p> <ul style="list-style-type: none">• One individual appointed by the Department of Genetics at the University of Alabama at Birmingham.• Four practicing genetic counselors who hold a master's or doctoral degree appointed by the Governor.• One physician appointed by the Medical Association of the State of Alabama.• One physician appointed by the State Board of Medical Examiners.• One physician specializing in pediatric genetics appointed by the Lieutenant Governor• One physician appointed by the Speaker of the House of Representatives <p><i>Code of Alabama 1975</i>, Section 34-13A-3(b)</p>
Term	<p>Members appointed by the Governor serve two-year terms and, upon expiration of term, may continue to serve until replaced or reappointed. All others serve until replaced by their respective appointing authority.</p> <p><i>Code of Alabama 1975</i>, Section 34-13A-3(c)</p>

Qualifications	<p>The four members appointed by the Governor must hold a master’s or doctoral degree in genetic counseling from an Accreditation Council for Genetic Counseling (ACGC) or American Board of Medical Genetics and Genomics (AMBGG) accredited training program, or an equivalent program approved by either.</p> <p>The physician appointed by the Lieutenant Governor must specialize in pediatric genetics</p> <p><i>Code of Alabama 1975</i>, Section 34-13A-3(b)</p>
Consumer Representation	<p>No specific statutory requirement. No consumer member serving.</p>
Racial Representation	<p>No specific statutory requirement. One Black member serving. One Asian member serving.</p>
Geographical Representation	<p>No specific statutory requirement.</p>
Other Representation	<p>The appointing authorities shall coordinate their appointments so that diversity of gender, race, and geographical areas is reflective of the makeup of this state.</p> <p><i>Code of Alabama 1975</i>, Section 34-13A-3(e)</p>
Compensation	<p>Board members do not receive compensation. Members are reimbursed travel expenses in the same manner as state employees.</p> <p><i>Code of Alabama 1975</i>, Section 34-13A-3(g)</p>
Attended Board Member Training	<p>Four Board members</p>
<u>Operations</u>	
Administrator	<p>The Board contracts with Warren & Company, Inc. a private management firm, to provide administrative services. The contract is from June 1, 2020 through September 30, 2020 for \$1,000 per month.</p> <p><i>Code of Alabama 1975</i>, Section 34-13A-7(9)</p>

Location	2777 Zelda Road Montgomery, AL Monday – Friday, 8:30 – 4:300
Employees	None <i>Code of Alabama 1975</i> , Section 34-13A-7(9)
Legal Counsel	Billington M. Garrett, Assistant Attorney General, employee of the Alabama Attorney General’s Office
Subpoena Power	None except as provided by the Administrative Procedures Act, <i>Code of Alabama 1975</i> , Section 41-22-12 for hearings and contested cases.
Internet Presence	None
<u>Financial</u>	
Source of Funds	Licensure fees and fines. The Board has not collected any fees. <i>Code of Alabama 1975</i> , Section 34-13A-4(a)(6), 34-13A-5(b), 34-13A-7(5), 34-13A-7(7)
State Treasury	Yes, Special Revenue Fund 1748 <i>Code of Alabama 1975</i> , Section 34-13A-10
Required Distributions	None
Unused Funds	Retains unused balances for subsequent years’ expenditures <i>Code of Alabama 1975</i> , Section 34-13A-10
<u>Licensee Information</u>	
Licensees	The Board has not issued any licenses.
Qualifications	<ul style="list-style-type: none"> • At least 21 years of age • Has not engaged in conduct or activities that would constitute grounds for discipline • Successfully completed either a master’s or doctoral degree • Completed an examination approved by the Board

	<ul style="list-style-type: none"> • Paid fees established by Board rule* • Has satisfied requirements for certification established by the ABGC or AMBGG if required by Board rule* • Has satisfied any additional requirements established by Board rule* <p><i>Code of Alabama 1975</i>, Section 34-13A-4</p> <p>*The Board has not established Administrative Rules</p>
Examinations	<p>The Accreditation Council for Genetic Counseling (ACGC) or American Board of Medical Genetics and Genomics (AMBGG) certification examination.</p> <p><i>Code of Alabama 1975</i>, Section 34-13A-4(a)(5)</p>
Reciprocity	No statutory requirement
Renewals	<p>Valid for no more than two years, shall be renewable on a renewal date established by board rule.*</p> <p><i>Code of Alabama 1975</i>, Section 34-13A-5</p> <p>*The Board has not established Administrative Rules</p>
Licensee Demographics	No data collected
Continuing Education	<p>Board may establish continuing education requirements.*</p> <p><i>Code of Alabama 1975</i>, Section 34-13A-7(6)</p> <p>*The Board has not established Administrative Rules</p>

SIGNIFICANT ISSUES

Significant Issue 2020-01 – The Board has not established Administrative Rules to carry out the following functions:

- Establish a fee schedule
- Determine, as required by law, if certification by the Accreditation Council for Genetic Counseling (ACGC) or American Board of Medical Genetics and Genomics (AMBGG) is required for licensure
- Determine any additional requirements for licensure
- Set the renewal date for licensees
- Establish continuing education requirements
- Establish complaint procedures
- Create application forms or license certificates

Board's Response – The Board has drafted Administrative Rules that are currently being reviewed by their Legal Counsel of the Attorney General's Office. Due to the COVID-19 State of Emergency, the approval of these rules has been delayed but the Board is prepared to promulgate these rules once the SOE is lifted.

Significant Issue 2020-02 – The Board has not issued any licenses or generated any revenues since the Act creating the Board became effective May 2019. Due to a lack of funding, the Board has not established an office or a telephone number; hired staff; adopted administrative rules; created license forms or agency letterhead; and developed a website.

Board's Response – The Board is waiting until their Administrative Rules are promulgated and in effect prior to issuing any licenses. The Board approved at their March 12, 2020 meeting a quote for administrative services to be provided by Warren & Company, Inc. The Board now has a location and contact information with Mr. Warren. The Board will not have a website until funds are available to contract for these services.

Significant Issue 2020-03 –The Board held four board meetings. Two of the board minutes did not state the time of the meeting or the location of the meetings as required by the Open Meetings Act.

Board's Response – The minutes of the Board will be amended and approved to include their meeting times and location as required by the Open Meetings Act. These amended minutes will be adopted at their next scheduled meeting to resolve this issue.

ORGANIZATION



Board

PERSONNEL

The Board contracts with Keith Warren, Warren & Company Inc., for administrative services. The contract is from June 1, 2020 through September 30, 2020 for \$1,000 per month.

Legal Counsel

Billington M. Garrett, Assistant Attorney General of the Attorney General's office, provides legal counsel to the Board.

PERFORMANCE CHARACTERISTICS

Number of Persons per Permit in Alabama and Surrounding States

Georgia and Alabama are in the process of licensing Genetic Counselors, and Mississippi and Florida do not license. Tennessee is the only surrounding state that licenses Genetic Counselors, and has 256 licensees.

Currently, twenty-six states license Genetic Counselors and three are in the process of implementing rules (including Alabama). The other twenty-one states do not license at this time.

FINANCIAL INFORMATION

Source of Funds - Licensure fees and fines

Fund - The Board has established Special Revenue Fund 1738 in the State Treasury.

QUESTIONNAIRES

Board Member Questionnaire

A letter was sent to all nine members of the Alabama Board of Genetic Counseling requesting participation in our survey. Seven participated in the survey. The percentages, where shown, are based on the number who responded to the question.

1. What are the most significant issues currently facing the Board and how is the Board addressing these issues?

Board Member #1 – “The most significant issue is to get to a place that we can start issuing licenses to genetic counselors providing services to Alabama patients.”

Board Member #2 – “As more and more commercial entities appreciate the need for genetic counselors and genetic counseling services, many are looking at alternatives to certified counselors provide this service, which provides a disservice to the greater community. The board provides an avenue to ensure that the individual providing you with genetic counseling services is indeed certified and trained to provide this service.”

Board Member #3 – “1) clinical reimbursement 2) workforce in the state of Alabama 3) scope of work.”

Board Member #4 – “Developing a plan for startup of the Board.”

Board Member #5 – “This early on, it's primarily estimating a reasonable operating budget prior to collecting any licensing fees and procuring an acceptable bid for support of operations.”

Board Member #6 – “Getting the infrastructure in place to be a viable board. Currently we are struggling to set up shop. If it wasn't for Fallon I can't imagine where we'd be.”

Board Member #7 – “1) Organization of the Board - it is a new board and it has been challenging to learn the rules and regulations and implement appropriate protocols. 2) Financing - there has been no funding collected to date to pay expenses that we are incurring to get the Board started.”

2. What, if any, changes to the Board's laws are needed?

Board Member #1 – “I am unaware of any changes to the Board's laws that are needed at this time. We have spent a great deal of time reviewing our proposed regulations for licensure so that they can be submitted for legal review and approval.”

Board Member #2 – “As the Board is still gaining its foundation, it is difficult to know what changes are needed.”

Board Member #3 – “None at this time.”

Board Member #4 – “none.”

Board Member #5 – “N/A.”

Board Member #6 – “Not sure.”

Board Member #7 – “None that I know of. The initial set was just written.”

Board Member Questionnaire

3. What, if any, changes does the Board plan to make to its operations?

Board Member #1 – “Given that we have just started out, I am unaware of any major changes to our operations.”

Board Member #2 – “I believe the Board is too new to have a good understanding of this at this time.”

Board Member #3 – “hopefully, have a clear presence on the internet.”

Board Member #4 – “The Board is currently implementing a process to activate certification procedures. “

Board Member #5 – “N/A.”

Board Member #6 – “None as far as I know.”

Board Member #7 – “None at this time. We are just beginning to plan our initial operations as it is a new board.”

4. Do you think the regulation of genetic counselors is necessary to protect public welfare?

Yes	7	100%
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Board Member #3 – “absolutely!! particularly as it relates to cancer care.”

Board Member #5 – “Additionally, regulation is seen as a necessary step in gaining recognition as independent health care providers by CMS, which will increase access to genetic counselors.”

APPENDICES

Applicable Statutes

Section 34-13A-1 Short title.

This chapter shall be known and may be cited as the Alabama Genetic Counselor Act.
(Act 2019-224, §1.)

Section 34-13A-2 Definitions.

For the purposes of this chapter, the following terms shall have the following meanings:

- (1) ABGC. The American Board of Genetic Counseling, or its successor or equivalent.
- (2) ABMGG. The American Board of Medical Genetics and Genomics, or its successor or equivalent.
- (3) ACGC. The Accreditation Council for Genetic Counseling, or its successor or equivalent.
- (4) BOARD. The Alabama Board of Genetic Counseling.
- (5) EXAMINATION FOR LICENSURE. The ABGC or ABMGG certification examination, or the examination provided by a successor entity to the ABGC or ABMGG, to test the competence and qualifications of applicants to practice genetic counseling.
- (6) GENETIC COUNSELING. The provision of services by a genetic counselor to do any of the following:
 - a. Obtain and evaluate individual, family, and medical histories to determine genetic risk for genetic or medical conditions and diseases in a patient, his or her offspring, or other family members.
 - b. Discuss the features, natural history, means of diagnosis, genetic and environmental factors, and management of risk for genetic or medical conditions and diseases.
 - c. Identify, recommend, and coordinate genetic tests and other genetic related diagnostic studies as appropriate for the genetic assessment consistent with practice-based competencies provided by the ACGC.
 - d. Integrate genetic test results and other genetic-related diagnostic studies with personal and family medical history to assess and communicate risk factors for genetic or medical conditions and diseases.
 - e. Explain the clinical implications of genetic tests and other genetic-related diagnostic studies and their results.
 - f. Evaluate the responses of the client or family to the condition or risk of recurrence and provide client-centered counseling and anticipatory guidance.
 - g. Identify and utilize community resources that provide medical, educational, financial, and psychosocial support and advocacy.
 - h. Provide written documentation of medical, genetic, and counseling information for families and health care professionals.
- (7) GENETIC COUNSELING INTERN. A student enrolled in a genetic counseling program accredited by the ACGC or ABMGG.
- (8) GENETIC COUNSELOR. An individual licensed by the board to engage in the practice of genetic counseling.
- (9) GENETIC TEST or GENOMIC TEST.

- a. A test or analysis of human genes, gene products, Deoxyribonucleic acid, Ribonucleic acid, chromosomes, proteins, or metabolites that does any of the following:
 1. Detects genotypes, mutations, chromosomal changes, abnormalities, or deficiencies, including carrier status, that are linked to physical or mental disorders or impairments.
 2. Indicates a susceptibility to illness, disease, impairment, or other disorders, whether physical or mental.
 3. Demonstrates genetic or chromosomal damage due to environmental factors.
 - b. The terms genetic test and genomic test do not include any of the following:
 1. Routine physical measurements.
 2. Chemical, blood, and urine analyses that are widely accepted and in use in clinical practice.
 3. Tests for the use of drugs.
 4. Tests for the presence of a pathogen.
 5. Analyses of proteins or metabolites that do not detect genotypes, mutations, chromosomal changes, abnormalities, or deficiencies.
 6. Analyses of proteins or metabolites that are directly related to a manifested disease, disorder, or pathological condition that could reasonably be detected by a health care professional with appropriate training and expertise in the field of medicine involved.
- (10) NSGC. The National Society of Genetic Counselors, or its successor or equivalent.
- (11) QUALIFIED SUPERVISOR. Any individual licensed as a genetic counselor, a physician licensed to practice medicine or osteopathy in this state, or an individual certified in molecular genetic pathology by the American Board of Pathology and the ABMGG.
- (12) SUPERVISION. The overall responsibility of a qualified supervisor to assess the work of a genetic counselor with a temporary license, including regular meetings and chart review, if an annual supervision contract signed by the supervisor and the temporarily licensed genetic counselor is on file with both parties. The presence of a qualified supervisor is not required during the performance of the genetic counseling service.
- (Act 2019-224, §2.)*

Section 34-13A-3 State Board of Genetic Counseling.

- (a) The State Board of Genetic Counseling is created to implement and administer this chapter.
- (b) The membership of the board shall consist of all of the following:
 - (1) One individual appointed by the Department of Genetics at the University of Alabama at Birmingham.
 - (2) Four individuals who practice genetic counseling in Alabama and who hold a master's degree or doctoral degree in genetic counseling from an ACGC or ABMGG accredited training program, or an equivalent program approved by the ACGC or the ABMGG, appointed by the Governor.
 - (3) One physician appointed by the Medical Association of the State of Alabama.
 - (4) One physician appointed by the State Board of Medical Examiners.
 - (5) One physician who specializes in pediatric genetics appointed by the Lieutenant Governor.
 - (6) One physician appointed by the Speaker of the House of Representatives.

(c) Board members appointed by the Governor shall serve for terms of two years and, upon the expiration of a term, may continue to serve until replaced or reappointed. All other board members shall serve until they are replaced by their respective appointing authority.

(d) The board shall annually elect from its membership a chair, a vice chair, and a secretary.

(e) The appointing authorities shall coordinate their appointments so that diversity of gender, race, and geographical areas is reflective of the makeup of this state.

(f) Unless acting unreasonably or in bad faith, no member of the board shall be civilly liable for acting within the scope of his or her duties as a board member.

(g) Members of the board shall serve without compensation but, to the extent funds are available, may receive the same per diem and travel allowance as state employees.

(Act 2019-224, §3.)

Section 34-13A-4 License - Qualifications and issuance; temporary license.

(a) The board may issue a license to practice genetic counseling to any individual who satisfies all of the following qualifications:

(1) Is at least 21 years of age.

(2) Has applied in writing to the board in a form and substance that is satisfactory to the board.

(3) Has not engaged in conduct or activities that would constitute grounds for discipline under this chapter.

(4) Has successfully completed either of the following:

a. A master's degree in genetic counseling from an ACGC or ABMGG accredited training program, or an equivalent program approved by the ACGC or the ABMGG.

b. A doctoral degree and an ABMGG accredited medical genetics training program, or an equivalent program approved by the ABMGG.

(5) Has successfully completed an examination for licensure, as approved by the board.

(6) Has paid fees established by board rule.

(7) Has satisfied the requirements for certification established by the ABGC or its successor, or the ABMGG or its successor, if required by board rule.

(8) Has satisfied any additional requirements for licensure established by board rule.

(b) The board may issue a temporary license to practice genetic counseling to any individual who has made application to the board, has submitted evidence to the board of admission to examination for licensure, and has satisfied all other requirements or conditions for licensure as provided in this section and by board rule, except for the examination requirement. A temporary license shall be valid for no more than one year.

The holder of a temporary license shall practice only under the supervision of a qualified supervisor. Nothing in this subsection shall prohibit an applicant from reapplying for a temporary license if he or she otherwise satisfies the qualifications of this subsection.

(Act 2019-224, §4.)

Section 34-13A-5 License - Duration and renewal; restoration of license; inactive status.

(a) A license issued by the board pursuant to this chapter shall be valid for no more than two years, unless otherwise specified by this chapter or board rule, and shall be renewable on a renewal date established by board rule.

(b) An individual who holds an expired license, or a license on inactive status, may have the license restored by doing all of the following:

(1) Making application to the board.

(2) Submitting proof acceptable to the board of his or her fitness to have the license restored including, but not limited to, sworn evidence certifying his or her active practice in another jurisdiction that is satisfactory to the board.

(3) Paying the required restoration fees as established by board rule.

(c) If an individual has not maintained an active practice in another jurisdiction that is satisfactory to the board pursuant to subdivision (2) of subsection (b), the board, pursuant to an evaluation program established by rule, shall determine the fitness of an individual to resume active status and may require the individual to complete a period of evaluated clinical experience and successful completion of an examination for licensure.

(d) A licensee may elect to place his or her license on inactive status by notifying the board, in writing, on a form prescribed by board rule. An inactive licensee may not practice genetic counseling in this state and shall be excused from the payment of renewal fees until he or she notifies the board of his or her desire to resume active status. An individual requesting restoration to active status shall pay the current renewal fee and shall satisfy the requirements of subsection (b).

(Act 2019-224, §5.)

Section 34-13A-6 Prohibited activities; violations.

(a) After the board establishes the genetic counseling licensing program as provided in this chapter, an individual who does not hold a valid license issued by the board may not do any of the following:

(1) Engage in the practice of genetic counseling in this state.

(2) Hold himself or herself out as a genetic counselor.

(3) Use, in connection with his or her name or place of business, any of the following terms:

a. Genetic counselor.

b. Licensed genetic counselor.

c. Gene counselor.

d. Genetic consultant.

e. Genetic associate.

f. Any words, letters, abbreviations, or insignia indicating or implying the individual holds a genetic counseling license.

(b) Any individual who violates this section shall be guilty of a Class A misdemeanor.

(Act 2019-224, §6.)

Section 34-13A-7 Powers and duties of board.

The board may do all of the following:

- (1) Determine the qualifications and fitness of applicants for licensure and renewal of licensure.
 - (2) Consistent with the laws of this state, adopt and revise rules as necessary to conduct its business, carry out its duties, and administer this chapter.
 - (3) Examine for, approve, issue, deny, revoke, suspend, sanction, and renew the license of any applicant or genetic counselor, as applicable, pursuant to this chapter and conduct hearings in connection with those actions.
 - (4) Conduct hearings on complaints concerning violations of this chapter, and any rule adopted pursuant to this chapter, and cause the prosecution and enjoinder of any violation.
 - (5) Establish licensure, application, examination, certification, and other administrative fees as necessary.
 - (6) Establish continuing education requirements.
 - (7) Impose administrative fines, not to exceed one thousand dollars (\$1,000) per violation, for a violation of this chapter, a board rule, or a condition of a license.
 - (8) Accept grants from foundations, individuals, and institutions to further the purposes of the board.
 - (9) To the extent funding is available, employ a director and additional staff as necessary for the proper performance of the duties of the board.
- (Act 2019-224, §7.)*

Section 34-13A-8 Exemptions.

This chapter does not apply to any of the following:

- (1) Any individual licensed by the state to practice in a profession other than that of a genetic counselor, when acting within the scope of his or her profession and doing work of a nature consistent with his or her training. The individual may not hold himself or herself out to the public as a genetic counselor.
- (2) Any physician licensed to practice medicine or osteopathy in this state.
- (3) Any individual who is certified by ABMGG as a doctor of philosophy medical geneticist before December 31, 2018.
- (4) Any individual employed as a genetic counselor by the federal government or an agency thereof, if the individual provides genetic counseling services solely under the direction and control of the organization through which he or she is employed.
- (5) A genetic counseling intern enrolled in an ACGC or ABMGG accredited genetic counseling educational program, if genetic counseling services performed by the genetic counseling intern are an integral part of his or her course of study and are performed under the direct instruction of a genetic counselor or licensed physician who is assigned to the genetic counseling intern and is on duty and available in the assigned patient care area.
- (6) Any company providing services available directly to consumers without seeing a physician or genetic counselor which is approved by the United States Food and Drug Administration to assess, and not diagnose, risks for certain genetic diseases or conditions.

(Act 2019-224, §8.)

Section 34-13A-9 Genetic counselors not authorized to practice medicine.

Nothing in this chapter may be construed as authorizing a genetic counselor to practice medicine.

(Act 2019-224, §9.)

Section 34-13A-10 Genetic Counseling Fund.

There is established in the State Treasury a separate special revenue trust fund known as the Genetic Counseling Fund. All receipts collected by the board pursuant to this chapter shall be deposited into the fund and shall be used only to implement this chapter. The receipts shall be disbursed only by warrant of the Comptroller upon the State Treasury, upon itemized vouchers approved by the executive director, or the board if no executive director is employed. No funds may be withdrawn or expended except as budgeted and allotted according to Sections 41-4-80 to 41-4-96, inclusive, and Sections 41-19-1 to 41-19-12, inclusive, and only in amounts as stipulated in the general appropriations bill or other appropriations bills.

(Act 2019-224, §10.)

Section 34-13A-11 Sunset provision.

The Alabama Board of Genetic Counseling shall be subject to the Alabama Sunset Law, Chapter 20 of Title 41, as an enumerated agency as provided in Section 41-20-3, and shall have a termination date of October 1, 2021, and every four years thereafter, unless continued pursuant to the Alabama Sunset Law.

(Act 2019-224, §11.)

Board Members

March 9, 2020

Re: Alabama Board of Genetic Counseling (ABGC)

To Whom It May Concern:

This letter is being written to provide the requested information for each board member of the Alabama Board of Genetic Counseling (ABGC). The information requested includes the name, residential city, expiration of term (in that order) of each current Board member.

- Fallon Brewer (Chair)
Hoover, AL
August 6, 2021
- Merideth Sanders (Vice Chair)
Chelsea, AL
August 6, 2021
- Alicia Gomes (Secretary)
Trussville, AL
Indefinite
- Kelly East
Owens Cross Roads, AL
August 6, 2021
- Katherine Nelson
Birmingham, AL
August 6, 2021
- Sheri Jenkins
Birmingham, AL
Indefinite
- Leon Dure
Birmingham, AL 35222
Indefinite

- Nathaniel Robin
Vestavia Hills, AL
Indefinite
- Warner Huh
Birmingham, AL
Indefinite

Please let me know if you have any questions or need any additional information.

Sincerely,



Fallon Brewer

Board's Response to Significant Issues

Alabama Board of Genetic Counseling
2777 Zelda Road
Montgomery, AL 36106
Phone: 334-269-9990
Fax: 334-263-6115

May 27, 2020

Maria L. Catledge
Director, Operational Division
Examiners of Public Accounts
State of Alabama
Post Office Box 302251
Montgomery, Alabama 36130-2251

Dear Ms. Catledge,

Please find below the Board's responses to the significant issues outlined in your letter on May 20, 2020.

Significant Issue 2020-01

The Board has drafted Administrative Rules that are currently being reviewed by their Legal Counsel of the Attorney General's Office. Due to the COVID-19 State of Emergency, the approval of these rules has been delayed but the Board is prepared to promulgate these rules once the SOE is lifted.

Significant Issue 2020-02

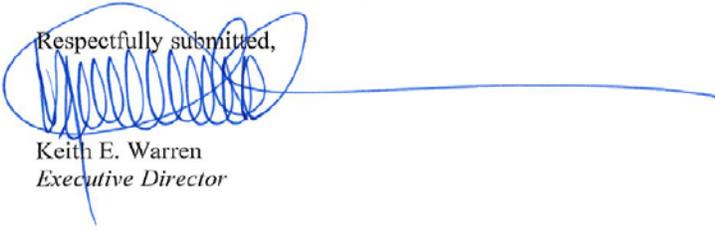
The Board is waiting until their Administrative Rules are promulgated and in effect prior to issuing any licenses. The Board approved at their March 12, 2020 meeting, a quote for administrative services to be provided by Warren & Company, Inc. The Board's location and contact information is listed above. The Board will not have a website until funds are available to contract for these services.

Significant Issue 2020-03

The minutes of the Board will be amended and approved to include their meeting times and locations as required by the Open Meetings Act. These amended minutes will be adopted at their next scheduled meeting to resolve this issue.

Please do not hesitate to contact me should you have any questions pertaining to the responses outlined above. Thank you for your assistance and cooperation in this matter.

Respectfully submitted,



Keith E. Warren
Executive Director