



ALABAMA BOARD OF MASSAGE THERAPY

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MINUTES Emergency Board Meeting

November 7, 2023

The Alabama Board of Massage Therapy met on Tuesday, November 7, 2023, at the Board Office located at 2777 Zelda Road, Montgomery, Alabama. The following Board members were in attendance: Ms. Denise Dale (Board Chair attending virtually), Ms. Stefanie Herfurth (Board Vice Chair attending virtually), Ms. Stephanie Dobbins (member), Ms. Mary Rogers (member), and Mr. Foad Araiinejad (member). Two Board member vacancies existed on the Board. Others present onsite at the meeting were Mr. Keith Warren (Executive Director), Mr. Matt Bledsoe (Board Legal Counsel), Mr. Dennis Trammell (Investigator), Ms. Camby Garner (Licensing Specialist) and Ms. Renee' Reames (recording secretary) and guest. Ms. Dale, Board Chair, called the meeting to order at 1:07 p.m. Mr. Warren called Board roll and reported that a quorum was present to conduct Board business.

Public notice of this emergency meeting was submitted to the Secretary of State www.sos.alabama.gov in accordance with the requirements of the Alabama Open Meetings Act and published on the Board's web site at www.almtbd.alabama.gov.

Mr. Warren reported that the purpose of the emergency meeting was to approve an emergency contract for Administrative Services. Mr. Warren explained that the Administrative Contract approved by the Board at its November 2, 2023- meeting had not been approved by the Contract Review Committee. He indicated that the Committee had questions regarding the 5% adjustment allowed in the annual review of the contract. He explained that this percentage allowance had been a long-established term of the contract that allowed the Board to annually increase or decrease the contract amount. Mr. Warren commented on the 12% increase over the previous contract. The previous Administrative Services contract had ended in September 2021, and had been extended annually as an emergency contract, while the State created the new system to request contractual proposals.

Mr. Warren reported that he had emailed the Chief Procurement Officer (CPO) about the October 31, 2023 expiration date of the previous emergency contract and the lack of approval of the new contract by the Contract Review Committee. He read aloud the CPO's email response (copy available in official Book of Minutes). Mr. Warren further explained that the guidelines concerning the Contract Review Committee's decision would result in the new contract being held for 45 days before being submitted to the Governor's office for approval.

He presented the proposed emergency contract letter for the Board's approval (copy available in official Book of Minutes). He explained that the emergency contract would be effective through December 31, 2023, in hopes that the new contract would be finalized and approved. Mr. Warren reported that he had provided additional information to the Contract Review Committee, after receiving comments about the Committee's concerns, and had requested approval of the contract without further delays. He reported that the contract would become effective on the date that the Governor signed the contract.


MOTION: Ms. Dobbins made the motion to approve the emergency contract at the monthly rate of \$11,000 that would end December 31, 2023. The motion was seconded by Mr. Araiinejad and, following a roll call vote, the motion was unanimously approved by the Board, with no objections or abstentions, with the Board Chairperson voting on the motion.


Mr. Warren reported that he would notify the Board when the emergency contract letter had been signed by the Chief Procurement Officer.

Chairperson Dale reported that the next meeting of the Board was scheduled for January 5, 2024.

There being no further business, Ms. Dobbins made the motion to adjourn the meeting. The motion was seconded by Mr. Araiinejad and following a roll call vote, the motion was unanimously approved by the Board. Chairperson Dale adjourned the meeting at 1:18 p.m.

Respectfully Submitted,


Denise Dale
Board Chair


Keith E. Warren
Executive Director

Approved by the Board on January 5, 2024 /rr 