

Alabama Board of Athletic Trainers

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MINUTES Board Meeting June 4, 2022

Members Present

Chris King, Board Chair
Ciara Taylor, Vice Chair
Lyndia Thurston, Secretary
Stephen Guthrie
Clarke Jackson
Eric Law, MD
James Robinson, MD
Kyle Southall

Members Absent

Robert Agee, MD
Wes Richardson

Others Present

Keith Warren, Executive Director
Matt Bledsoe, Legal Counsel (virtual)
Renee' Reames, recording secretary

The Alabama Board of Athletic Trainers met on Saturday, June 4, 2022, at the Bruno Conference Center in Room C located at 806 Saint Vincents Drive in Birmingham, Alabama. Mr. Chris King, Board Chair, called the meeting to order at 8:34 a.m. Mr. Warren called Board roll and reported that a quorum of the members was present to conduct business.

The meeting was advertised on the Board's web site, www.athletictrainers.alabama.gov, and the Secretary of State's website, www.sos.alabama.gov, in accordance with the Alabama Open Meetings Act. Chairman King welcomed everyone attending the meeting.

Approval of Minutes: Chairman King reported that a copy of the minutes from February 15, 2022 Board meeting was distributed to the members prior to the meeting for their review.

MOTION: Dr. Robinson made a motion to dispense with the reading of the February meeting minutes and approve the minutes as presented. The motion was seconded by Dr. Law, and unanimously approved by the Board.

Legal Council Report: Chairman King reported that Mr. Bledsoe was participating virtually in the meeting, and he would be presenting information about the administrative services contract for Board discussion. Mr. Bledsoe explained about the request for proposal (RFP) process that would begin October, 2022 that entailed developing and approving specifications for proposals.

He explained the current process that allowed for emergency contracts and recommended the Board prepare for the RFP process during the Fall meetings (September – December). He indicated that the Board could consider an emergency contract with Warren & Company through February 28, 2022 to allow time for the RFP specification and selection process be completed.

Executive Director Report: Mr. Warren reported that administrative files had been obtained from Ms. Leah Taylor's former office and he was working with Mr. Bledsoe in obtaining the licensing files moved to Warren & Company. He reported that various State agencies had been notified of the change in Executive Director.

Mr. Warren presented the Executive Director's Report (report available in the Board's official Book of Minutes). The report included the financial activities of the Board for the period ending May 31, 2022, along with the current number of licensees (893). He indicated that he would prepare of list of new licensees for the Board to ratify approval.

MOTION: Dr. Law made a motion to accept the financial report as presented. The motion was seconded by Mr. Southall and unanimously approved by the Board.

Mr. Warren reported on the recent law changes allowing Boards to meet with a minimum of three members physically present at meetings in establishing a quorum and reviewed the other limitations that would require a full quorum of the Board being present, e.g., voting on rules, personnel matters and licensee disciplinary action.

Advisory Council Report: Chairman King reported that he was resigning from the Advisory Council effective June 30, 2022, and recommended Matthew Daniel Lindsey as a replacement to serve on the Council.

MOTION: Mr. Southall made the motion to approve Matthew Daniel Lindsey to serve on the Advisory Council effective July 1, 2022 to serve the remainder of the term expiring June 30, 2023. The motion was seconded by Ms. Thurston and unanimously approved by the Board.

Chairman King reported that Mr. Southall's term was expiring effective June 30, 2022, and he recommended that Mr. Southall serve for another term which would expire June 30, 2025. Mr. Southall reported that he was interested in continuing to serve on the Advisory Council.

MOTION: Dr. Robinson made the motion that Mr. Southall be appointed for another term on the Advisory Council. The motion was seconded by Ms. Taylor and unanimously approved by the Board.

Rule Change Notification to Supervising Physicians: Chairman King led discussions about steps necessary to provide notification to supervising physicians about the new rule concerning maximum number of supervisees (15 ATs), in advance of the upcoming license renewal period. He reported that the Rule became effective April 16, 2022, and the Board agreed that notification of this rule change should be sent to current supervising physicians and to all physicians. Lengthy discussion continued by the Board about the approval process when supervision requests exceed fifteen (15) athletic trainers and creating targeted notifications within the electronic licensing process when approaching and exceeding the maximum number of supervisees.

Mr. Warren reported that he would work with Alabama Interactive (AI) on creating targeted notifications in the electronic registration process and would send an email to the supervising physicians and all physicians, in advance of the renewal period.

ALATA Educational Grant Update on Use and Benefits: Mr. Southall reported on the Associations use of the \$12,000 grant from the Board, e.g., scholarships, student registration, annual meeting, etc. He indicated that a complete report of expenditures would be provided at the next Board meeting.

Ethics Commission – Filing of Statement of Economic Interest: Chairman King reported that a Statement of Economic Interest (SEI) should be filed annually, in arrears, with the Ethic Commission and the deadline to complete the filing was April 30, 2022, for the previous 2021 year. He encouraged the members to complete their 2021 SEI on the Ethics Commission’s website. Ms. Reames reported that she would review the website and notify the individual members if their SEI filing was incomplete.

Emergency Contract – Warren & Company, Inc.: Chairman King presented to the members a copy of an emergency contract administrative services letter for approval. He recommended that the Board approve an emergency contract with Warren & Company, Inc. effective March 1, 2022 through February 28, 2023. MOTION: Dr. Law made the motion to approve the emergency services contract as presented. The motion was seconded by Mr. Jackson and unanimously approved by the Board.

Mr. Warren reported that staff would be assigned to assist with licensure, in addition staff performing financial and board administration support.

Website Update: Mr. Warren reported to the Board about plans to update the Board’s website to include changing the platform of the website to Word Press that would allow staff to add content to the website managed by OIT, along with adding FAQ, new graphics, Board disciplinary action and improving licensee search capabilities, etc. He reported that the cost of these improvements in FY 2023 was estimated at \$8,000. Mr. Warren indicated that he would communicate with the members about soliciting new graphics and developing FAQs.

MOTION: Mr. Guthrie made the motion to approve the estimated \$8,000 expenditure to update the Board’s website. The motion was seconded by Dr. Robinson and unanimously approved by the Board.


ALATA Update: Mr. Southall reported that the annual meeting of the Association was underway and approximately 180 individuals had registered. He announced a joint meeting with the Georgia ATA was being planned in December as a continuing education opportunity.

Next Board Meetings: The Board discussed setting several dates for the Board to meeting centered around the licensure renewal period. It was the consensus of the Board to meet at 6:30 p.m., tentatively at Briarwood Christian School, on September 6, October 4 and December 6, 2022.

Adjournment: Chairman King called for any announcements and other business of the Board and there were none.

MOTION: Mr. Southall made a motion that the meeting be adjourned. The motion was seconded by Dr. Law and unanimously approved by the Board. Chairman King adjourned the meeting at 10:13 a.m.

Respectfully Submitted,


Chris King
Board Chair

Keith E. Warren
Executive Director

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