

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Thursday, November 17, 2016
Time: 1:30 p.m.

Place: 2740 Zelda Road, Ste. 3B
Montgomery, AL

Members Present: Mr. Roger Cooper
Ms. Tammy Bowman
Mr. Renee Barnard
Ms. Sue Jackson
Ms. Tara Odom
Ms. Carol Knight
Ms. Jimmie Ann Campbell

Via Conference Call: n/a

Members Absent: Ms. Angie Smith

Others Present: Ms. Amy Findley, Executive Director
Mr. Todd Hughes

Call to Order: The regular meeting of the Board was called to order at 1:31 p.m. by Vice-Chair, Renee Barnard. A quorum was present.

Agenda: Sue Jackson motioned to approve the agenda as presented, Carol Knight seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

Employment Verifications: Amy Findley reported the issues she is having with employment verifications. The board reviewed the employment verification forms being used along with the wording on each form. The rules state the applicant MUST have full time experience in Administrative and Resident/Patient Care. Employers are sending in forms that don't match job descriptions etc as well as sending in multiple forms until it shows the applicant has the required experience. Discussion was held.

Amy Findley presented the board with 2 conflicting employment verifications and job descriptions for AW. Amy Findley reported that based on all of the information provided, AW did not meet the qualifications. According to an email from her employer, she has worked roughly 160 hours in Resident/Patient care in the last 2 years. That comes out to roughly 1.5 hours per week.

Discussion was held.

Amy Findley will add the wording BOTH on the Endorsement from Employer form in front of Administrative and Resident/Patient Care.

Carol Knight motioned to approve the application of AW, Roger Cooper seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

SF entered the meeting at 2:11pm. SF believes she has the required work experience, but based on her application and job descriptions, Amy Findley states she does not. SF requested to come before the board.

The board talked with SF regarding her job description from her employer.

Discussion was held.

SF exited the meeting at 2:16pm

Roger Cooper motioned to deny the application of SF due to insufficient work experience, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

More discussion was held regarding the number of hours the applicants need to work in each category.

Roger Cooper motioned that applicants should work a minimum of 12 hours per week in both the Resident/Patient Care and Administrative categories, Jimmie Ann Campbell seconded the motion. Discussion was held.

Roger Cooper amended his motion that applicants should work a minimum of 10 hours per week in both the Resident/Patient Care and Administrative categories, Jimmie Ann Campbell seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

Amy Findley asked the board about AW's application since they had just made the above rule about having to have at least 10 hours in each category. Discussion was held.

The board stated they approved AW's application before that rule was made.

Board Elections: Pursuant to the statute requirement of annually electing a chair and vice chair at the first meeting of the Board held after October 1, Carol Knight motioned to re-elect Angie Smith as Chair for a second term, Tammy Bowman seconded the motion There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

Sue Jackson motioned to re-elect Renee Barnard as Vice-Chair for a second term, Tara Odom seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

CEU Audit: Amy Findley presented the board with the most current CEU Audit's preformed.

9/14/16- Covenant Hospice was in compliance

10/26/16- University of North Alabama had a speaker change and they failed to notify the board

Amy Findley told the sponsor that in that case their next two classes would be audited by the board.

Legal Counsel Report: 2016-0817-02 agreed to the terms of the consent decree offered.
2016-0817-03 agreed to the terms of the consent decree offered

Carol Knight motioned to approve the consent decrees for both 2016-0817-02 and 2016-0817-03, Tara Odom seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

Budget: Amy Findley presented the budget reports to the board. Amy Findley reported the 2018 budget requests have been submitted.

The accounting system STAARS was down more than it worked.

BOEALA Fees: Pursuant to the rule 135-X-13.01 requirement of annually adopting the fee schedule Sue Jackson motioned to set and adopt the fee schedule presented to the board, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

Minutes for Approval: The board was submitted the minutes from September 7, 2016.

Sue Jackson motioned to approve the minutes as distributed, Roger Cooper seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Jimmie Ann Campbell, Tara Odom and Sue Jackson.

New Business: The 2017 board meeting dates are as follows: February 16, May 25, August 24 and November 16 all will begin at 1:30pm.

Old Business: The scan renewal/CEU card was discussed. Amy Findley will bring back information at the next board meeting.

The November board meeting adjourned at 3:16 p.m.

Approved by: _____
Angie Smith, Chair

Prepared by: _____
Amy Findley, Executive Director