

Alabama Board of Examiners of Assisted Living Administrators  
Regular Board Meeting

Date: Thursday, February 16, 2017  
Time: 1:30 p.m.

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

Members Present: Ms. Angie Smith  
Mr. Roger Cooper  
Ms. Tammy Bowman  
Mr. Renee Barnard  
Ms. Sue Jackson  
Ms. Tara Odom  
Ms. Carol Knight

Via Conference Call: n/a

Members Absent: Ms. Jimmie Ann Campbell

Others Present: Ms. Amy Findley, Executive Director  
Mr. Bill Garrett

**Call to Order:** The regular meeting of the Board was called to order at 1:42 p.m. by Chair, Angie Smith. A quorum was present.

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

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

Amy Findley reported that she will be relying on help from the Board to do CEU audits.

**Legal Counsel Report:** ADPH sent Amy Findley two Emergency Facility Closures. Discussion was held.

Carol Knight motioned for an emergency suspension of the license of 2017-0213-01 based on the Emergency Closure notification from ADPD, Sue Jackson seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Angie Smith, Tara Odom and Sue Jackson.

Renee Barnard motioned for an emergency suspension of the license of 2017-0214-01 based on the Emergency Closure notification from ADPD, Roger Cooper seconded the motion. There was no discussion and the motion was unanimously approved by, Carol Knight, Tammy Bowman, Roger Cooper, Renee Barnard, Angie Smith, Tara Odom and Sue Jackson.

Tara Odom motioned for an emergency suspension of the license of 2017-0214-02 based on the Emergency Closure notification from ADPD, Roger Cooper seconded the motion. There was no discussion and the motion was approved by, Carol Knight, Tammy Bowman, Roger Cooper, Angie Smith, Tara Odom and Sue Jackson, Renee Barnard opposed.

**Budget:** Amy Findley presented the budget reports to the board for review.

**Minutes for Approval:** The board was submitted the minutes from January 31, 2017.

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

**New Business:** Amy Findley reported on the Employment Verification cover letter. Discussion was held.

Amy Findley asked to table the discussion regarding staffing for the BOE office.

**Old Business:** The CEU card/Renewal card will also be tabled until a later date.

The February board meeting adjourned at 2:33 p.m.

Approved by: \_\_\_\_\_  
Angie Smith, Chair

Prepared by: \_\_\_\_\_  
Amy Findley, Executive Director