

Alabama Board of Examiners of Assisted Living Administrators  
Regular Board Meeting

Date: Wednesday, December 13, 2017  
Time: 1:00 p.m.

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

Members Present: Ms. Tammy Bowman  
Ms. Renee Barnard  
Ms. Sue Jackson  
Ms. Tara Odom  
Ms. Jimmie Ann Campbell  
Mr. Roger Cooper  
Dr. Donald Marshall

Via Conference Call: n/a

Members Absent: Ms. Angie Smith  
Ms. Carol Knight

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

**Call to Order:** The regular meeting of the Board was called to order at 1:03 p.m. by ViceChair, Renee Barnard. A quorum was present.

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

**Minutes for Approval:** The board was submitted the minutes from August 24, 2017.

Dr. Donald Marshall motioned to approve the August 24, 2017 minutes as presented, Sue Jackson seconded the motion. There was no discussion and the motion was unanimously approved by, Tammy Bowman, Dr. Donald Marshall, Renee Barnard, Roger Cooper, Tara Odom, Jimmie Ann Campbell and Sue Jackson.

Update on Rules Revision Committee Meeting: Renee Barnard presented the board with a proposed rules change for the Education requirement / Employment requirements.

Discussion was held.

The board will review and bring back information to next meeting on Feb. 15, 2018.

**CEU Audit:** Amy Findley reported that Administrators are calling to complain about the way USA gives out CEU certificates. They require that an online survey be filled out before they will give a Certificate of Attendance. Discussion was held.

**Executive Director Job Review:** will be tabled until the February meeting.

**AG Report:** 2017-0726-01 – Roger Cooper motioned to approve the consent form for 2017-0726-01, Sue Jackson seconded the motion. There was no discussion and the motion was approved by,

Tammy Bowman, Dr. Donald Marshall, Roger Cooper, Tara Odom, Jimmie Ann Campbell and Sue Jackson, Renee Barnard abstained.

2017-0719-01 – surrendered license.

**Budget:** Amy Findley presented the budget reports to the board for review. Amy Findley reported the 2019 budget request has been submitted to the Budget Office.

**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, Sue Jackson made a motion to elect Tammy Bowman chair of the Board. This motion was seconded by Tara Odom. There was no discussion and the motion was unanimously approved by Tammy Bowman, Dr. Donald Marshall, Renee Barnard, Roger Cooper, Tara Odom, Jimmie Ann Campbell and Sue Jackson.

Tammy Bowman made a motion to elect Tara Odom vice-chair of the Board. This motion was seconded by Sue Jackson. There was no discussion and the motion was unanimously approved by Tammy Bowman, Dr. Donald Marshall, Renee Barnard, Roger Cooper, Tara Odom, Jimmie Ann Campbell and Sue Jackson.

**New Business:** Amy Findley reported that a Legal Compliance audit was done Nov 7-28, 2017.

The next scheduled board meeting will be February 15, 2018 at 1:30pm.

**Old Business:** n/a

The August board meeting adjourned at 2:23 p.m.

Approved by: \_\_\_\_\_  
Tammy Bowman, Chair

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