

Alabama Board of Examiners of Assisted Living Administrators  
Regular Board Meeting

Date: Wednesday, March 7, 2018  
Time: 10:00 a.m.

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

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

Via Conference Call: n/a

Members Absent: Dr. Donald Marshall  
Ms. Sue Jackson

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

**Call to Order:** The regular meeting of the Board was called to order at 10:03 a.m. by Chair, Tammy Bowman. A quorum was present.

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

**Application for Review:** 11241973-01 – marked “NO” on misdemeanor/felony question. Background check showed the applicant did have 2 misdemeanors.

Carol Knight recused herself. Discussion was held.

Angie Smith motioned to deny the application of 11241973-01 based on the applicant bot being honest, Roger Cooper seconded the motion. There was no discussion and the motion was approved by, Tammy Bowman, Renee Barnard, Roger Cooper, Tara Odom, Jimmie Ann Campbell and Angie Smith.

09121973-01 – Did disclose that there were misdemeanor/felonies on the application.

Has 3 felonies on record.

Roger Cooper motioned to deny the application of 09121973-01 based on the felonies, Tara Odom seconded the motion. There was no discussion and the motion was unanimously approved by, Tammy Bowman, Renee Barnard, Roger Cooper, Tara Odom, Carol Knight, Jimmie Ann Campbell and Angie Smith.

**Minutes for Approval:** The board was submitted the minutes from December 13, 2017.

Tammy Bowman asked for the board opinion regarding the current qualifications. Amy Findley presented the board with the current qualifications to become licensed.

Renee Barnard stated a licensed LPN doesn't meet the current education requirements.

Amy Findley presented the board with Renee Barnard's proposal. Discussion was held.

The standard 240 hour internship was presented to the board. Discussion was held.

Renee Barnard motioned to remove the 10hour minimum requirement per week in Administrative and Resident/Patient Care experience, Carol Knight seconded the motion. Discussion was held and the motion was unanimously approved by individual votes, Tammy Bowman, Renee Barnard, Roger Cooper, Tara Odom, Carol Knight, Jimmie Ann Campbell and Angie Smith.

Tammy Bowman appointed the following people to review the BOEALA rules for possible changes that need to be made: Amy Findley, Tara Odom, Angie Smith and Renee Barnard.

**AG Report:** 2017-1102-02 and 2018-0207-02 – surrendered licenses

Amy Findley presented the board with an AG contract for review. The term is 2/2018-1/2020.

Angie Smith motioned to accept AG contract as presented, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Tammy Bowman, Renee Barnard, Roger Cooper, Tara Odom, Carol Knight, Jimmie Ann Campbell and Angie Smith.

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

**Executive Director Job Review:** Tammy Bowman reported on the performance of the ED, Amy Findley. Tammy Bowman recommended a 3% annual increase.

Tammy Bowman motioned to approve a 3% salary increase for Amy Findley, Roger Cooper seconded the motion. There was no discussion and the motion was unanimously approved by, Tammy Bowman, Renee Barnard, Roger Cooper, Tara Odom, Carol Knight, Jimmie Ann Campbell and Angie Smith.

**Lease Renewal:** The current lease expires 4/30/18. \$653 for rent, .10 cents oer copy, and postage billed on consumption.

Angie Smith motioned to extend the BOEALA lease with ALAA, Tara Odom seconded the motion. There was no discussion and the motion was unanimously approved by, Tammy Bowman, Renee Barnard, Roger Cooper, Tara Odom, Carol Knight, Jimmie Ann Campbell and Angie Smith.

**New Business:** Amy Findley reported on the proposed rules from ADPH. There will be 6 tests that have to be re-written. Tammy Bowman appointed the following people to help with re-writing the exams: Tammy Bowman, Kathy Tankersley, Amy Findley, Kelley Mitchell, Beth Hurley and Jeanna Robinson.

Amy Findley reminded the board that the Statement of Economic Interests is due by 4/30/2018.

The next scheduled board meeting will be May 24, 2018 at 1:30pm.

**Old Business:** n/a

The March board meeting adjourned at 12:05 p.m.

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

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