

Alabama Board of Examiners of Assisted Living Administrators

Executive Board Meeting Minutes

Date: August 20, 2020

Time: 1:43 p.m.

Emergency BOE Zoom Meeting

Members on Zoom Call:

Dr. Donald Marshall
Ms. Sue Jackson
Ms. Beth Hurley
Ms. Jill Benefield
Mr. Roger Cooper
Ms. Coretha Slayton
Ms. Jamie Wise
Ms. Sal Lee Sasser-Williams
Ms. Jimmie Ann Campbell

Others Present: Madeline Lewis

- I. **Call to Order:** The Executive Session was called to order by Sue Jackson at 1:43 pm. A quorum was present. Ms. Jackson asked the general public to leave the meeting.
- II. **Report of Chairman:**
 - A. Ms. Jackson informed the group that she had gone to the BOE on Wednesday, August 12th to follow up on the July testing that Ms. Singleton had indicated in the August 11th Board Meeting were re-taken by the candidates.
 - B. Ms. Jackson indicated during her BOE visit she found that only one candidate had returned to retake the test and all other candidates had not returned.
 - C. Ms. Jackson also indicated that there were test scores on test indicating they had been retaken.
 - D. Ms. Jackson promptly called all candidates and found they had not returned to retake the test and the test scoring was carried over from previous exam.
 - E. Ms. Jackson indicated that she informed Ms. Singleton and asked that she be prepared for exam on Friday, August 14, 2020.
 - F. Ms. Jackson asked candidates to return to Montgomery at no fee and retake the exam.
 - G. Ms. Jackson indicated that Ms. Singleton had falsely informed the Board of her actions.
 - H. Ms. Jackson indicated that she had been at the BOE for three days that week and indicated that she had asked Jamie Wise to come to the BOE on Friday, August 14th to observe Ms. Singleton give the candidates the correct exam.
 - I. Ms. Jackson also asked that current administrators form a committee to rewrite all versions of the exams.
 - a. Jamie Wise, Jill Benefield and Beth Hurley agreed to be on the committee
 - b. Sue Jackson asked Jamie Wise to Chair the committee
- III. **Report of Exam:**
 - A. Jamie Wise reported her observations of disorganization in the BOE Office and that two versions of the exams were not present.
 - B. Jamie Wise made a motion to dismiss Ms. Singleton as the Executive Director of the BOE based on the findings of falsification and job performance.
 - a. The motion was second by

- b. Roll call was taken:
 - Dr. Don Marshall – yes
 - Ms. Beth Hurley – yes
 - Ms. Jill Benefield – yes
 - Mr. Roger Cooper – yes
 - Ms. Coretha Slayton – yes
 - Ms. Jamie Wise – yes
 - Ms. Sal Lee Sasser- Williams – yes
 - Ms. Jimmie Ann Campbell - yes

IV. Staffing of BOE Office

- A. Roger Cooper asked if a motion was needed in order to have a Part-Time person work in the BOE.
- B. Madeline Lewis indicated that the Chair needs the Board approval to dismiss an employee but has authority to act to contract.
- C. Mr. Cooper made a motion to contact a PT person to fulfill the duties of the Executive Director at the BOE.
 - a. Beth Hurley second the motion
 - b. Roll call was taken:
 - Dr. Don Marshall – yes
 - Ms. Beth Hurley – yes
 - Ms. Jill Benefield – yes
 - Mr. Roger Cooper – yes
 - Ms. Coretha Slayton – yes
 - Ms. Jamie Wise – yes
 - Ms. Sal Lee Sasser- Williams – yes
 - Ms. Jimmie Ann Campbell - yes
- D. Sue Jackson informed that after the session she would go to the BOE and dismiss Ms. Singleton, gather passwords and keys.
- E. Ms. Jackson also indicated she would contact the Board individually about working in the BOE office until a replacement for Ms. Singleton could be secured.

V. Insurance of Board

- A. Jimmie Ann Campbell asked what coverage does the BOE have for Errors & Omissions for Board members
 - a. Madeline Lewis indicated that she would need to investigate but that since candidates were not charged for re-taking the exam there was little basis for a claim.

VI. Adjournment

- A. Roger Cooper moved to adjournment the Executive Session
- B. Dr. Donald Marshall second the motion
- C. Meeting adjourned at 2:18 pm

*Sue Jackson 8/27/20
Chairman*