

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Thursday, January 14, 2010
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. Tommy McKinnon
Ms. Rita VanDyke
Ms. Cindy Lewis
Ms. Vivian Readus
Ms. Dale Law
Ms. Sherry Stone
Dr. Regina Harrell
Mr. Andy Clements

Members Absent: Mr. George Smith

Others Present: Ms. Bettie Carmack, Attorney General Representative
Ms. Amy Findley, Executive Director

Call to Order: The called meeting of the Board was called to order at 10:00 a.m. by Chair, Tommy McKinnon.

Agenda: Regina Harrell motioned to approve the agenda as distributed, Rita VanDyke seconded the motion. There was no discussion and the motion was unanimously approved by, Regina Harrell, Dale Law, Tommy McKinnon, Rita VanDyke, Cindy Lewis, Vivian Readus, Andy Clements and Sherry Stone.

Applications for Review: The Application of BS was reviewed by the Board due to a misdemeanor on his background check. The misdemeanor was hunting after dark.

Regina Harrell motioned to approve BS's application, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Regina Harrell, Dale Law, Tommy McKinnon, Rita VanDyke, Cindy Lewis, Vivian Readus, Andy Clements and Sherry Stone.

The application of AH was presented to the board for review. AH was invited to attend the letter but never returned any phone calls to state if she would be in attendance. Her background check has a misdemeanor that the Board must approve before she can be approved. AH also stated she had never been convicted of a misdemeanor on her application.

Before the board can make a decision on the application of AH, they have requested her presence at the April board meeting. Amy will mail another certified letter.

License Renewals for Review: The license renewal for ND was presented to the Board. ND Was planning to attend the 1/7/10 meeting that was canceled due to the bad weather. He had a family emergency this week and is unable to attend this meeting.

Regina Harrell motioned to invite ND to the April board meeting, Rita VanDyke seconded the motion. There was no discussion and the motion was unanimously approved by, Regina Harrell, Dale Law, Tommy McKinnon, Rita VanDyke, Cindy Lewis, Vivian Readus, Andy Clements and Sherry Stone.

The license renewal for JT and LP was presented to the board for review. Both of their licenses expired 8/31/09. They both had all of the ceus required to renew but failed to send in a copy of their business and facility license. A letter was written to both of them on 9/14/09 and 10/7/09 requesting the information no later than 11/29/09. Since they failed to send in the two licenses, the board has to approve their renewal. JT entered the meeting at 10:18am. JT brought a letter from the City of Attalla stating he has a business license.

The Board asked JT questions concerning his failure to send the board copies of the two licenses.

Discussion was held.

Bettie Carmack will write a letter to JT and LP requesting a copy of the two licenses stating that it is a misdemeanor to operate without a license. The licenses will have to be submitted with 10 days from 1/12/10 or the license of JT and LP will expire.

Minutes from October 8, 2009: Regina Harrell, MD motioned to approve the minutes as distributed; Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by Regina Harrell, Dale Law, Tommy McKinnon, Rita VanDyke, Cindy Lewis, Vivian Readus, Andy Clements and Sherry Stone.

New Business:

A. Mold- Amy Findley gave the board a report on the mold found in her office. There was a water leak this summer in Amy's office, the owner of the building was notified and he came in and put a fan in her office to dry the water. In December mold was found on the carpet, boxes and reams of paper and on the baseboards. The owner of the building was notified and sent All Safe Inspections at the request of Amy to come and test for mold. The mold report showed there were high levels of Stachybotrys (thought to be a factor in the development of sick building syndrome). Amy is concerned that the mold will not be treated and removed correctly based on him stating he is hiring a general contractor to fix the problem. Amy has been sick with upper respiratory infections, pneumonia and bronchitis since October 2009, so this is a very important issue to her.

Discussion was held.

Andy Clements motioned to allow Tommy McKinnon and Rita VanDyke to meet with Frank Holden after the board meeting today to discuss the proper clean up of the mold; Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by Regina Harrell, Dale Law, Tommy McKinnon, Rita VanDyke, Cindy Lewis, Vivian Readus, Andy Clements and Sherry Stone.

B. Section B Exam- Amy Findley reported that the Education Committee (Deanna Auner and Vivian Readus) will meet next week to review the Section B Exam and make necessary changes due to the AIT Manual being recently updated.

C. Incomplete Renewals- Amy Findley reported on the renewal process for licenses. A letter is mailed out to the licensees 45 days prior to their license expiring. The letter states everything they need to send in with their renewal application as well as the timeline. There have been a few licensees who have not mailed in all the required documentation by the expiration date of their license.

Discussion was held.

The board decided that if ALL documents are not received by the expiration date of the license, the renewal is considered late and a late fee will have to be paid.

D. Emergency Permits- Amy Findley asked the Board about people applying for multiple emergency permits.

Discussion was held. A Committee was formed for the purpose of reviewing Emergency Permit Applications based on the language of the BOEALA Rules and Regs.

The Committee for Emergency Permits is: Andy Clements, Sherry Stone and Cindy Lewis.

Old Business:

A. Statute Changes- Dale Law wrote a letter to Rep. Alan Boothe requesting he look into our statute changes to see if he would sponsor them. A copy of the letter was presented to the Board.

Regina Harrell motioned to adjourn the meeting at 11:10 am., Sherry Stone seconded the motion. There was no discussion and the motion was unanimously approved by Regina Harrell, Dale Law, Tommy McKinnon, Rita VanDyke, Cindy Lewis, Vivian Readus, Andy Clements and Sherry Stone.

Approved by: _____
Tommy McKinnon, Chair

Prepared by: _____
Amy Findley, Executive Director

No one attended the public hearing.