

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting & Public Hearing

Date: Thursday, October 13, 2011
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. Deloye Burrell
Ms. Vivian Readus
Ms. Dale Law
Ms. Cindy Lewis
Mr. George Smith
Mr. Andy Clements
Dr. Regina Harrell

Members Absent: Ms. Rita VanDyke
Ms. Sherry Stone

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

Call to Order: The regular meeting of the Board was called to order at 10:05 a.m. by Chair, Vivian Readus.

Agenda: George Smith motioned to approve the agenda as presented, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

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, George Smith motioned to re-elect Vivian Readus as Chair for a second term as well as Rita VanDyke continuing to serve as Vice-Chair for a second term, Deloye Burrell seconded the motion. There was no discussion and the motion was unanimously approved by Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Background Check for Review: Amy Findley presented the board with an application from CM. Due to the background check results, the board must approve the application.

CM entered the meeting at 10:15am

Andy Clements motioned to go into Executive Session for approximately 15 minutes beginning at 10:18am, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Discussion was held.

CM exited meeting at 10:24am

George Smith motioned to exit Executive Session at 10:26am, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Regina Harrell motioned to approve CM's application, Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Mr. Skaggs, co-owner of the facility where CM is employed entered the meeting to give the Board a statement regarding CM.

Application for Review: MT entered the meeting at 10:36am

MT brought the board documents for the Board to review.

Andy Clements motioned to go into Executive Session for approximately 30 minutes beginning at 10:37am, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Discussion was held.

MT left the meeting at 10:49am while the board was in executive session.

Andy Clements motioned to exit Executive Session at 11:12am, Deloye Burrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

MT did not bring the correct documents with her for the board to review. The BOEALA rules and regs are specific as to the documents needed.

Bettie Carmack will write MT a letter spelling out each document needed.

Andy Clements motioned to deny the application of MT at this time until the board can get specific documents needed, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Board Member Absences: Regina Harrell and Cindy Lewis were mailed letters from Bettie Carmack regarding the 3 consecutive board meeting absences.

Regina Harrell sent in her excuses. Cindy Lewis gave her excuses at the meeting.

Discussion was held.

Deloye Burrell motioned to take no action regarding the absences of Regina Harrell and Cindy Lewis, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Minutes from August 25, 2011: Regina Harrell motioned to approve the August 25, 2011 board meeting minutes as distributed, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

BOE Budget: A copy of the current budget was presented to the board for review.

Internships for Review: Amy Findley asked the board to possibly develop a training tool that administrators would have to go through before they would be able to oversee a 240 hour internship.

Discussion was held.

Cindy Lewis will get Amy the information from the Nursing Home Association since they do something similar.

Regina Harrell motioned to approve the internship of Mitchell Strange, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Regina Harrell motioned to approve the internship of Catherine Soutullo, Deloye Burrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Andy Clements motioned to approve the internship of Katherine Baker, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Regina Harrell motioned to approve the internship of Jennifer Dorris, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

New Business: Hearing Officer- Amy Findley presented the board with two proposals for the hearing officer; Mark Wilkerson and Walter Turner.

Discussion was held.

Deloye Burrell motioned to approve the proposal of Mark Wilkerson at the rate of \$120 per hour for the BOEALA hearing officer, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Andy Clements and Regina Harrell.

Amy Findley will get his proposal submitted to contract review.

Frank Holden- Frank Holden entered the meeting at 11:38am. He presented the board with proposed rule changes regarding administrators.

Discussion was held regarding getting someone licensed before a test date and in emergency situations. There will be 5 meetings throughout the state that go over this. The board agreed someone from the Emergency Permit committee needs to be at every meeting. Amy Findley will go to the meetings if one of the committee members can not attend. The dates of the meetings are: November 1, 3, 10, 21 and 22.

Andy Clements stated that is what the Emergency Permit is designed to do.

Frank Holden also stated he would submit the names to the Governor regarding the expired terms of board members.

Frank Holden exited the meeting at 12:26pm.

Old Business: Immigration Law- Amy Findley presented the board with a copy of the Immigration Law Affidavit that is currently being used for all new applications and renewals effective October 1, 2011.

The next scheduled BOEALA board meeting will be January 12, 2012 at 10:00am.

Regina Harell motioned to adjourn the meeting at 12:30pm, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, George Smith, Andy Clements and Rita VanDyke.

Approved by: _____
Vivian Readus, Chair

Prepared by: _____
Amy Findley, Executive Director

No one attended the public hearing.