

Alabama Board of Examiners of Assisted Living Administrators  
Regular Board Meeting

Date: Tuesday, December 1, 2015  
Time: 10:30 p.m.

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

Members Present: Ms. Ginger Fletcher  
Ms. Angie Smith  
Ms. Tammy Bowman

Via Conference Call: Ms. Martha Stokes  
Mr. Leonard Gibson

Members Absent: Mr. Renee Barnard  
Ms. Bettye Bambarger

Others Present: Ms. Amy Findley, Executive Director  
Mr. Bill Garrett  
Mr. Bobby Mosca

**Call to Order:** The regular meeting of the Board was called to order at 10:40 p.m. by Chair, Ginger Fletcher.

**Agenda:** Amy Findley requested that item 8 be moved up to #2.

Angie Smith motioned to approve the agenda with Amy's requested changes, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes and Leonard Gibson.

**Minutes for Approval:** The board was submitted the minutes from September 24, 2015.

Tammy Bowman motioned to approve the September 24, 2015 minutes as distributed, Leonard Gibson seconded the motion. There was no discussion and the motion was approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes and Leonard Gibson.

Amy Findley also presented the Board with the July 10, 2014 minutes. These minutes inadvertently fail to show that the April 10, 2014 minutes were approved as distributed.

Leonard Gibson motioned to amend the July 10, 2014 minutes to show that the April 10, 2014 minutes were approved as distributed, Angie Smith seconded the motion. There was no discussion and the motion was approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes and Leonard Gibson.

**CEU Audit:** Amy Findley reported the Leading Age Alabama CEU seminar that she audited on October 9, 2015 was not in compliance. A speaker had changed and Leading Age Alabama did not notify the BOEALA.

Discussion was held.

Bobby Mosca stated that Bob Mosca did not relay the speaker change information to him. There were no Assisted Living Administrator's in attendance. Discussion was held.

The BOEALA will audit the next 2 (two) CEU events that Leading Age Alabama sponsors. Bobby Mosca exited the meeting at 10:55am.

**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, Tammy Bowman made a motion to elect Angie Smith to serve as chair of the Board for a first term. This motion was seconded by Leonard Gibson. There was no discussion and the motion was unanimously approved by Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes and Leonard Gibson.

Tammy Bowman made a motion, seconded by Leonard Gibson, to elect Ginger Fletcher vice chair of the Board for a first term. There was no discussion and the motion was unanimously approved by Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes and Leonard Gibson.

**Part Time Assistant:** Amy Findley discussed the need to hire a part time assistant. Amy gave the board the options as told to her by State Personnel.

Clerical aides, ASA, and exempt positions were discussed with the board.

Angie Smith motioned to give Amy Findley the authority to find and hire an exempt employee as long as the Finance Director approves, Tammy Bowman seconded the motion. The pay range will be \$8-\$12 per hour depending on experience and education. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes and Leonard Gibson.

Martha Stokes left the conference call at 11:18am.

**Legal Counsel Report:** DN surrendered her license.

TM verbally told Amy Findley she would surrender, but has not yet.

**Employment Verification:** PO had two separate employment verifications sent in and they did not match. Discussion was held.

Tammy Bowman motioned to approve the employment verification of PO, Angie Smith seconded the motion. The pay range will be \$8-\$12 per hour depending on experience and education. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, and Leonard Gibson.

**New Business:** A)AG Contract: The Board has received a revised Attorney General Contract for legal services. Bill Garrett stated there is a new Chief Deputy, all contracts have been revised.

Discussion was held.

Angie Smith motioned to sign the AG contract, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, and Leonard Gibson.

B) Audit: Amy Findley reported the audit is still going on.

C) 2017 Budget Request: Amy Findley reported that the 2017 budget request has been submitted using the new accounting system STAARS.

D) Board Member Resignation: Cindy Lewis emailed Amy Findley resigning from the Board effective November 10, 2015. Amy Findley contacted the Nursing Home Association requesting they send names to the Governor for a replacement.

E) Committee Replacements: Emergency Permit Committee:

Angie Smith motioned to appoint Tammy Bowman to the Emergency Permit Committee to replace Cindy Lewis, Leonard Gibson seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, and Leonard Gibson.

Internship Committee:

Angie Smith motioned to appoint Leonard Gibson to the Internship Committee to replace Cindy Lewis, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, and Leonard Gibson.

F) Alabama Ethics Law Policy: Potential Employees cannot be a licensee of the Board.

**Old Business:** License Card Scanner: Amy Findley presented the board with a proposal for the license card scanner that was talked about at a previous meeting.

Discussion was held.

The Board will table this until a later date.

The December board meeting adjourned at 12:02pm.

Approved by: \_\_\_\_\_  
Angie Smith, Chair

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