

Alabama Board of Examiners of Assisted Living Administrators
Called Board Meeting

Date: Wednesday, June 1, 2011
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. Deloye Burrell
Ms. Vivian Readus
Ms. Dale Law
Ms. Sherry Stone
Mr. Andy Clements
Ms. Rita VanDyke

Members Absent: Ms. Cindy Lewis
Dr. Regina Harrell
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 10:07 a.m. by Chair, Vivian Readus.

Agenda: Rita VanDyke motioned to approve the agenda as presented, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

Executive Director Job Description/Annual Review: Dale Law, Andy Clements and Rita VanDyke were on the committee to review the Executive Director's job performance.

They met at 9:30am this morning.

Rita VanDyke reported to the Board that the committee is happy with the job Amy Findley is doing. The performance review paperwork will be put in Amy Findley's employee file.

Andy Clements motioned to approve the committee's job performance report, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

Renewal Application for Review: Amy Findley presented the board with a renewal application from Doris Faulkner. Her license expired 04/30/11. Due to the tornadoes on April 27, she was late in getting her renewal postmarked. She is requesting that the board waive her late fee.

Discussion was held.

Deloye Burrell motioned to accept Doris Faulkner's renewal without her paying a late fee, Rita VanDyke seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

Application for Review: Amy Findley presented the board with the application of Marla Tyree. Her application was approved and she was set to take the Dementia Training on April 28, 2011 and the Section A Exam on April 29, 2011. Her application will expire June 29, 2011, the next Dementia Training and Section A exam is July 6-7, 2011.

She was not able to attend the Dementia Training and Section A exam due to the tornadoes on April 28, 2011. She is requesting that the board allow her to come to the classes and testing in July without having to resubmit all of her paperwork.

Discussion was held.

Rita VanDyke motioned to approve Marla Tyree's request not to have to resubmit her paperwork for licensure, Dale Law seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

BOE Budget: Amy Findley presented the Board with budget documents from the Finance Department.

CEUs: Amy Findley reported to the Board that it is the licensees responsibility to make sure that CEUs obtained online for dementia credit are suitable to be applied to the required dementia hours. A notice has been put on the website as well as the renewal letter that states: **If you are obtaining dementia specific hours online, it is your responsibility to make sure the course outline specifically mentions Alzheimer's and/or Dementia.**

Amy Findley reported to the board that the fees to update the website are roughly \$54.50 per hour, with there being a 30 minute minimum charge. Since CEUs are the majority of our website updating, should there be a minimal charge to cover our costs?

After much discussion, the website will be updated every Friday instead of every time there is an update. The CEU letters that are mailed out when a program is approved will note this change.

Minutes from April 14, 2011: Deloye Burrell motioned to approve the April 14, 2011 board meeting minutes as distributed, Rita VanDyke seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

New Business: **Office Hours:** Amy Findley asked the Board to consider changing the BOEALA office hours from Monday-Friday – 8am until noon to Tuesday-Friday – 8am until 1pm. The change would occur in August as to give the licensees a fairly lengthy notice.

Discussion was held.

Sherry Stone motioned to change the office hours as Amy Findley requested, Dale Law seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

FH Letter: The board asked Bettie Carmack to write a letter to FH which all board members read and signed. Vivian Readus stated that feelings were not meant to be hurt, but the BOEALA wanted a paper trail to show that we are on top of things.

Rita VanDyke asked to table this discussion until the complaint is discussed. During the discussion of the A.G. complaint, the concern of F.H. was resolved.

Board Member Expiration Dates: Amy Findley reported she got an email from the Examiners of Public Accounts stating that 4 of the current board members terms have expired. The four board members are: Sherry Stone, Dale Law, George Smith and Dr. Regina Harrell.

All members are continuing to serve until replacements are picked by the Governor.

Amy Findley will write a letter to ALAA (Advisory Council) asking for them to submit names to the Governor for recommendation. Dale and Sherry have agreed to serve another term if re-appointed.

Reactivation of License: Amy Findley asked the board about the reactivation of a license. Since she has been the ED, no one has reactivated a license that has been put on "Inactive Status". The concern is the expiration date of the license once it is reactivated.

Discussion was held.

Rita VanDyke motioned that when a license is reactivated; the original expiration is used, Deloye Burrell seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

Old Business: Statute Changes: The statute changes have been submitted in the House by Rep. Alan Boothe and Senator Bryan Taylor will be submitting them to the Senate.

Audit: The audit findings were presented to the Board for review. These were also presented to the Board at the April meeting. Amy Findley is still waiting on the Sunset Review date.

Attorney General Fees: Amy Findley wrote a letter to the Attorney General requesting that the AG fees be waived for our board representative. To date, Amy has not received anything approving or denying the fee request.

Amy Findley will follow up with the Attorney General's office to see where they are in the process.

AG Complaint: Sherry Stone motioned to go into Executive Session for approximately 30 minutes beginning at 10:45am, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

F.H. entered the meeting at 11:25am while in Executive Session.

F.H. exited the meeting at 11:40am while in Executive Session.

Rita VanDyke motioned to exit Executive Session at 11:41am, Sherry Stone seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke

Deloye Burrell motioned to approve the recommendation from the Investigative Committee regarding AG's complaint, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Andy Clements and Rita VanDyke. Dale Law and Sherry Stone did not vote due to being on the Investigative Committee.

The regular scheduled board meeting on July 14, 2011 will be cancelled and the board will meet the day of the Sunset Hearing.

Deloye Burrell motioned to adjourn the meeting at 12:00pm, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Deloye Burrell, Dale Law, Sherry Stone, Andy Clements and Rita VanDyke.

Approved by: _____
Vivian Readus, Chair

Prepared by: _____
Amy Findley, Executive Director