

Alabama Board of Examiners of Assisted Living Administrators  
Regular Board Meeting

Date: Tuesday, September 21, 2010  
Time: 9:00 a.m.

Place: 5921 Carmichael Road  
Montgomery, AL

Members Present: Mr. Tommy McKinnon  
Ms. Vivian Readus  
Ms. Dale Law  
Mr. George Smith  
Mr. Andy Clements  
Ms. Sherry Stone  
Dr. Regina Harrell

Members Absent: Ms. Cindy Lewis  
Ms. Rita VanDyke

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

**Call to Order:** The called meeting of the Board was called to order at 9:00 a.m. by Chair, Tommy McKinnon.

**Agenda:** Amy Findley asked that two items be added to the agenda: 1) Audit and 2) ADPH response to letter

George Smith motioned to approve the agenda as presented, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

**Minutes from July 8, 2010:** Andy Clements motioned to approve the July 8, 2010 board meeting minutes as presented, George Smith seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

**Complaint:** Amy Findley presented the board with changes that need to be made to the current complaint form.

George Smith motioned to approve the changes to the complaint form, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

Tommy McKinnon motioned to enter into Executive Session at 9:05am to discuss the complaint against LH for approximately 10 minutes, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

Discussion was held.

Tommy McKinnon motioned to exit Executive Session at 9:08am, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

The Investigative Committee's recommendation regarding the complaint against LH is that since she is willing to surrender her license we will give her until September 27, 2010 to receive it. If the surrender letter is not received by September 27, 2010, the committee will proceed with revocation.

Rita VanDyke motioned to accept the Investigative Committee's recommendation, Dale Law seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

**Bad Checks:** Amy Findley presented the board with letters written to TF requesting money for her bad check. One letter was written on July 22, 2010 and the second letter was written August 11, 2010. The August letter stated that monies were not received by August 31; the board would initiate proceedings to revoke her provisional license.

George Smith motioned to start proceedings to revoke TF's provisional license but give her an option to request a public hearing, Andy Clements seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

**CEUs for Website:** Earl Logan with Approved CEAs.com has requested that his website be added to the BOEALA's website for licensees to get online ceus.

Amy Findley presented the board with Mr. Logan's letter and a sample of two ceu certificates.

Tommy McKinnon requested that the board table the discussion until we could all go downstairs to look at his website online.

Regina Harrell motioned to not approve the CEU listing on the BOEALA website after researching the website online, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

**New Business:** AF Personal Leave Day: Amy Findley reported that Calvin Cooper, Auditor brought to her attention that she did not use her personal leave of 4 hours for 2009. Since Ms. Findley has been told contradicting things regarding the personal leave day, she did not take it in 2009. She will however take the day for 2010 as well as the coming years. Discussion was held.

**Form to give out Licensee Info:** Amy Findley presented the board with a form that would allow licensee's to fill out the proposed form and allow information to be given out to certain individuals.

Discussion was held.

Tommy McKinnon motioned to approve the form but add a relationship line and combine the last two paragraphs, George Smith seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

**ADPH Response to Letter:** Tommy McKinnon motioned to enter into Executive Session at 9:37am for approximately 15 minutes to discuss the complaints, George Smith seconded the motion. There

was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

Discussion was held.

Tommy McKinnon motioned to exit Executive Session at 9:45am, Sherry Stone seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

**Old Business:** Audit: Amy Findley reported to the Board that the audit is still going on. Her initial letter was from Daniel Dupree in April. The second letter from Calvin Cooper dated July 22, stated the estimated completion would be August 20.

Discussion was held.

Tommy McKinnon motioned to adjourn the meeting at 10:00am., George Smith seconded the motion. There was no discussion and the motion was unanimously approved by, Vivian Readus, Andy Clements, Tommy McKinnon, Sherry Stone, Dale Law, Regina Harrell and George Smith.

Approved by: \_\_\_\_\_  
Tommy McKinnon, Chair

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