

Alabama Board of Examiners of Assisted Living Administrators
Called Board Meeting

Date: Thursday, February 7, 2013
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. Deloye Burrell
Ms. Vivian Readus
Ms. Ginger Fletcher
Ms. Rita VanDyke
Ms. Bettye Bambarger
Ms. Cindy Lewis
Dr. Regina Harrell
Ms. Dale Law

Members Absent: Ms. Sherry Stone

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

Call to Order: The called meeting of the Board was called to order at 10:08 a.m. by Vice-Chair, Dale Law.

Agenda: Amy Findley requested that two additional items be added to the agenda under CEU audit (Past Applicant and Statute Changes)

Deloye Burrell motioned to approve the agenda with the changes, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Dale Law, Bettye Bambarger, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

Record Board Meetings: The board discussed a policy on retaining and destroying recorded board minutes.

Discussion was held.

Cindy Lewis suggested the board keep the recordings until after those minutes have been audited.

The board wants to defer this until Bettie Carmack can check to see what state regulations require.

Renewal Letter from MM: MM mailed Amy Findley a letter stating she didn't agree with the way her administrator's license was placed on "inactive status".

Amy Findley presented the Board with letters and renewals as far back as 2007 for MM as well as the circumstances that has led to her license being placed on "inactive Status".

Discussion was held.

The board wants Amy Findley to write MM a letter detailing everything as well as quoting the rules for why her license is in "Inactive status".

CEU Audit: Discussion was held regarding CEU classes being audited.

The following language will be added to the CEU request form:

The sponsor will have to initial that they have read and understand the statement.

“YOUR CEU PROGRAM MAY BE SUBJECT TO AUDIT BY THE EXECUTIVE DIRECTOR OR DESIGNEE”

If Amy is not available to audit the CEU program, she will request that a board member (who is not registered to attend the program) go in her place. Amy Findley will also NOT audit any of the Assisted Living Association of Alabama’s CEU programs. Deloye Burrell, Bettye Bambarger or Regina Harrell will be asked to audit them.

After an audit is completed, a letter will be mailed to the sponsor of the program recapping any “findings” if any. The Board will also be made aware of all audits completed.

If there are problems with an audit, Amy Findley or the designee will report all findings to the board for their review.

Deloye Burrell motioned to audit every 15th CEU program approved, Ginger Fletcher seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Dale Law, Bettye Bambarger, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

Past Applicant: Amy Findley wanted to report on MT.

Rita VanDyke motioned to enter into Executive Session at 11:15am for approximately 15 minutes, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Dale Law, Bettye Bambarger, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

Dale Law motioned to exit Executive Session at 11:20am, Ginger Fletcher seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Dale Law, Bettye Bambarger, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

Statute Changes: The board was presented with a copy of the statute changes that the BOEALA has been trying to get changed for the last 3 years.

Rep. Alan Boothe has always helped us on the House side. Sen. Brian Taylor was the one who was helping on the Senate side.

The board reviewed the statutes to see if there was anything else that might need to be added.

The board discussed adding wording that the BOE must be notified with 15 days of employment or address changes. Discussion was held.

Regina Harrell motioned to authorize Amy Findley, Bettie Carmack and Dale Law to create the exact wording to be added in the statute regarding the address and employment change, Rita VanDyke seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Dale Law, Bettye Bambarger, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

Regina Harrell motioned to adjourn the meeting at 11:45am, Rita VanDyke seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Dale Law, Bettye Bambarger, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

Approved by: _____
Sherry Stone, Chair

Prepared by: _____
Amy Findley, Executive Director