

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

Date: Thursday, January 12, 2012
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
Dr. Regina Harrell
Ms. Sherry Stone
Ms. Rita VanDyke

Members Absent: Mr. Andy Clements

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 10:00 a.m. by Chair, Vivian Readus.

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

Minutes from October 13, 2011: Regina Harrell motioned to approve the October 13, 2011 board meeting minutes as distributed, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

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

Applications for Review:

1) DB – emailed Amy Findley requesting a special meeting with the Board to discuss the results of her background check.

Discussion was held.

Deloye Burrell motioned not to grant a special meeting for DB, she will need to come to the next scheduled meeting which is April 12, 2012, Sherry Stone seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Sherry Stone, and Rita VanDyke. Regina Harrell abstained from voting due to being the Medical Director at the facility in which DB works.

2) BB – Checked no to felony and misdemeanor questions, but background check shows something different.

Deloye Burrell motioned to go into Executive Session for approximately 15 minutes beginning at 10:09am, George Smith seconded the motion. There was no discussion and the motion was

unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Sherry Stone, Rita VanDyke and Regina Harrell.

Vivian Readus motioned to exit Executive Session at 10:16am, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

Regina Harrell motioned to deny the application of BB at this time, Sherry Stone seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Sherry Stone, Rita VanDyke and Regina Harrell.

3) Notifying ADPH of background checks – The board discussed notifying ADPH if felonies or misdemeanors show up on applicant's background checks.

Discussion was held.

The BOEALA will notify ADPH of applicant's background checks following the current policy. All felonies will be reported to ADPH and misdemeanors within the last 10 years will be reported. The BOEALA will not be able to give ADPH a copy of the background check.

4) BF – Amy Findley presented BF's application to the Board for review.

Rita Vandyke motioned to go into Executive Session for approximately 15 minutes beginning at 10:19am, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

George Smith motioned to exit Executive Session at 10:26am, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

Rita VanDyke motioned to put the application of BF on hold until he can attend the next scheduled board meeting on April 12, 2012, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

Background Check for Review: Amy Findley presented the board with a background check of LG. Due to the background check results, the board must approve the application.

Vivian Readus motioned to go into Executive Session for approximately 15 minutes beginning at 10:28am, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

Rita VanDyke motioned to exit Executive Session at 10:40am, George Smith seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Sherry Stone, Rita VanDyke and Regina Harrell.

Preceptor for Internships: Amy Findley presented the Board with Preceptor information that Cindy Lewis got from the Nursing Home Association.

The BOEALA statutes currently allows for a Preceptor/Training fee.

Discussion was held.

Cindy Lewis gave a brief report on how the program works.

Effective today, the BOEALA will use the Preceptor application from the Nursing Home Association with changes. It will be posted on the BOEALA website today.

Deloye Burrell motioned that anyone wanting to be a Preceptor of a 240 hour internship must fill out the new application as well as have 3 years full time experience as a licensed assisted living administrator, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

Internships for Review:

Cindy Lewis motioned to approve the internship of Taneshia Brown, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Sherry Stone, Rita VanDyke and Regina Harrell.

New Business: DETA Trainer- Amy Findley reported that the current DETA trainer (Ruth Padgett) will not be able to teach the April 2012 required class. Since the rules and regs don't specifically it has to be a certified DETA trainer, Kathy Tankersley has offered one of her employees to teach the April 2012 class for the BOEALA.

Discussion was held

Exam Grades – Amy Findley reported that the Board had once talked about raising the passing score on exams. The current passing score is 80.

Discussion was held.

George Smith motioned to keep the passing score at 80, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Deloye Burrell, Vivian Readus, Dale Law, Cindy Lewis, George Smith, Sherry Stone, Rita VanDyke and Regina Harrell.

Andy Clements – Andy Clements emailed Amy Findley his resignation letter from the Board. He is no longer working in Alabama.

Amy Findley reported that Andy served on the Emergency Permit approval committee. There will need to be a replacement named today.

Discussion was held.

Vivian Readus motioned to appoint Rita VanDyke to the emergency permit approval committee, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

Character Reference Form- Based on today's previous discussions during the background checks for review, Regina Harrell mentioned that we may need to update the "Character Reference Form".

Amy Findley gave each board member the current form being used.

Discussion was held.

Changes to be made to the "Character Reference Form" are:

- 1) The person filling out the form will have to state their relationship to the applicant
- 2) The person filling out the form will have to initial that they are not in a subordinate position to the applicant
- 3) The person filling out the form will have to list their job title at their place of employment

Rita VanDyke motioned to make the 3 above changes to the "Character Reference Form", 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, Sherry Stone, Rita VanDyke and Regina Harrell.

Old Business: Immigration Law- Amy Findley reported that the form approved at the last board meeting is not currently being used per an email from Bettie Carmack.

Legal Services contract – Amy Findley reported that the Legal Services Contract (Hearing Officer) has been approved per a phone conversation yesterday with Stacie from Contract Review.

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

Deloye Burrell motioned to adjourn the meeting at 11:21am, 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, Sherry Stone, Rita VanDyke and Regina Harrell.

Approved by: _____
Vivian Readus, Chair

Prepared by: _____
Amy Findley, Executive Director

No one attended the public hearing.