

Alabama Board of Examiners of Assisted Living Administrators  
Called Board Meeting

Date: Tuesday, March 25, 2008  
Time: 10:00 a.m.

Place: 5921 Carmichael Road  
Montgomery, AL

Members Present: Mr. David Wilbanks  
Mr. Tommy McKinnon  
Ms. Rita VanDyke  
Ms. Mamie Mahone  
Mr. George Smith  
Mr. Jimmy Law

Members Absent: Ms. Kathy Tankersley  
Ms. Merlinda Nettles

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 10:08 a.m. by chairperson, Mamie Mahone.

**Agenda:** David Wilbanks motioned to approve the agenda as distributed, Jimmy Law seconded the motion. No opposition. Motion carried unanimously.

**Minutes from February 26, 2008:** Rita VanDyke motioned to approve the minutes with changes, Tommy McKinnon seconded the motion. No opposition. Motion carried.

**BOE Monthly Checklist:** The February 2008 Monthly Checklist was presented to the Board along with financial report SBCBC115.

**ALAA Response to BOE Proposal:** The BOE Proposal to ALAA was presented to the Board, the ALAA adjustments to the proposal was also presented.

A general discussion was held.

Amy Findley reported Jim Yoder with the Office of Space Management stated the BOE would have to issue an amendment to the current rental lease addressing the rent change.

Frank Holden entered the meeting at 10:27 am to answer any questions the Board might have about the changes ALAA made to the proposal.

Frank Holden stated the wall could be built in about 1 week after it is started.

Frank Holden exited the meeting at 10:38 am.

David Wilbanks motioned to approve the rent proposal, Tommy McKinnon seconded the motion. No Opposition. Motion carried.

George Smith motioned to establish an Executive Committee for further rent/contract discussions, Rita VanDyke seconded the motion. No opposition. Motion carried.

The Executive Committee will consist of: Mamie Mahone, David Wilbanks and Bettie Carmack

**Applications for Review:** Amy Findley presented the Board with 2 applications to review.

Mamie Mahone motioned to enter into Executive Session, David Wilbanks seconded the motion. No opposition. Motion carried.

An application for KH was presented to the Board. Amy Findley wanted to be sure her work experience qualified her to sit for the exams and become licensed.

Discussion was held.

Amy Findley spoke with Margaret Lovett, the Executive Director for the company KH works for about KH's experience. Margaret is faxing over information on KH's job duties.

David Wilbanks motioned to exit Executive Session, Rita VanDyke seconded the motion. No opposition. Motion carried.

David Wilbanks motioned to approve the application of KH, George Smith seconded the motion. Mamie Mahone opposed. Motion carried.

David Wilbanks motioned for the Rules Committee to amend the rule so Consortium employees can be considered for licensure. No opposition. Motion carried.

David Wilbanks motioned to enter into Executive Session, Tommy McKinnon seconded the motion. No opposition. Motion carried.

An application of RC was presented to the Board. There were issues on the background check that Amy Findley thought needed to be brought before the Board.

Discussion was held.

David Wilbanks motioned to exit Executive Session, George Smith seconded the motion. No opposition. Motion carried.

David Wilbanks motioned to table the application of RC until both character references can be reviewed by the Board, Rita VanDyke seconded the motion. No opposition. Motion carried.

**New Business:** Amy Findley gave a brief report on Cambridge Place. They did not have a licensed administrator. The person who was supposedly licensed forged the Governor's signature on a false license. An affidavit was written and sent to the DA in Opelika. Surveyors with ADPH have been in the facility surveying. Amy Findley has been contacted by the Opelika Police Department regarding this issue.

**Old Business:** David Wilbanks brought up the issue of unlicensed facilities and their employees applying or renewing licenses.

Discussion was held.

David Wilbanks motioned for the Rules Committee take up the issue of renewal applications for individuals who work in an unlicensed facility, George Smith seconded the motion. No opposition. Motion carried.

David Wilbanks motioned to adjourn the meeting at 12:07 p.m., Tommy McKinnon seconded the motion. No opposition. Motion carried.

Approved by: \_\_\_\_\_  
Mamie Mahone, Chairwoman

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