

Alabama Board of Examiners of Assisted Living Administrators
Called Board Meeting

Date: Tuesday, August 7, 2007
Time: 10:00 a.m.

Place: 5921 Carmichael Rd.
Montgomery, AL

Members Present: Mr. Jimmy Law
Mr. Tommy McKinnon
Ms. Mamie Mahone
Ms. Kathy Tankersley
Mr. George Smith

Members Absent: Mr. David Wilbanks
Ms. Merlinda Nettles
Ms. Rita VanDyke

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 10:04 a.m. by chairperson, Mamie Mahone.

Agenda: After one addition: Emergency Permit, Ms. Tankersley motioned to approve the agenda with amendments. Mr. Law seconded the motion. No opposition. Motion carried unanimously.

Minutes from the July 12, 2007 meeting: Mr. Law motioned to approve the minutes after deleting the names of individuals listed while in Executive Session. Mr. Smith seconded the motion. No opposition. Motion carried.

Audit: Ms. Mahone and Ms. Tankersley met and prepared responses to the Sunset Audit Report. The Board reviewed all audit responses and edited where necessary.

Mr. Smith made a motion to accept audit responses with amendments. Mr. Law seconded the motion. No opposition. Motion carried.

BOE Checklist: The Board was presented a BOE Monthly Checklist and Yearly Checklist.

Background Checks: Discussion was held regarding background checks for all applicants.

Ms. Findley will report back to the Board about vendors the State already uses.

Ms. Tankersley made a motion to accept amending rules for criminal background checks to 135x5.03(3). Mr. Smith seconded the motion. No opposition. Motion carried.

Rules Committee: The Rules Committee minutes from August 2, 2007. Items discussed were Exigent Circumstances, Collecting money for CEUs, and Background checks.

Exigent Circumstances- a policy on CEUs needs to be submitted to the Legislative/reference Service so it can be added to the rules. The Rules Committee will meet and bring a recommendation for a rule change to the October Board Meeting.

Collecting money for CEUs- discussion was held regarding this issue.

Ms. Tankersley made a motion to charge \$10 per CEU hour requested by the Sponsors. This rule will go into effect after approved by the Legislative/Reference Service. Mr. Law seconded the motion. No opposition. Motion carried.

Background Checks- Ms. Tankersley made a motion to accept a background check fee of \$40 using a state approved vendor. Mr. Law seconded the motion. No opposition. Motion carried.

The Board was presented a survey that was being sent out with renewals in 2006. The surveys will begin being sent out again with October renewals. The questions on the survey were deleted and a generic question was added.

Mr. Law made a motion to delete all questions on the survey and leave it as one open ended question that states "Please list any comments or suggestions you would like the Board of Examiners for Assisted Living Administrators to address". Mr. McKinnon seconded the motion. No opposition. Motion carried.

Ms. Findley is going to write a letter to the ALAA Education Committee stating that in the survey results 31 out of 51 people stated they feel that an extensive 20/30 hour classroom training program on assisted living administration would have benefited them in their role as an administrator.

Emergency Permit: Ms. Tankersley motioned to enter Executive Session to discuss an Emergency Permit application. Mr. McKinnon seconded the motion. No opposition. Motion carried.

Discussion was held regarding the Emergency Permit Application.

Mr. McKinnon made a motion to end the executive session and return to open session. Mr. Law seconded the motion. No opposition. Motion carried.

Ms. Findley will call ADPH to verify ownership dates as well as previous administrators.

Ms. Tankersley made a motion that the BOEALA can not approve the Emergency Permit due to not having a diploma, failure to report administrator changes within 15 days and discrepancies on the application and additional documents sent to the BOE. Mr. McKinnon seconded the motion. No opposition. Motion carried.

New Business: Ms. Carmack reported to the Board on an Investigator. Don Hiltz would charge \$30 hour if chosen as an investigator for the Board's complaints. Discussion was held.

Ms. Tankersley motioned to adjourn the meeting at 1:55 p.m. Mr. McKinnon seconded the motion. No opposition. Motion carried.

Approved by: _____
Mamie Mahone, Chairwoman

Prepared by: _____
Amy Findley, Executive Director