

Alabama
Board of Examiners of Assisted Living Administrators

Regular Board Meeting

Date: Thursday, February 10, 2005
Time: 9:59 a.m.

Place: 400 South Union St.
Montgomery, AL

Members Present: Kathy Tankersley, presiding
Mamie Mahone
Mark Manning
Eddie Cummings
Susan DePaola
Gloria Walker

Others Present: Elizabeth R. Nolen, attorney, Office of Attorney General ; Christy Baynes,
Executive Director

Members Absent: Susan Durden
Jimmy Davis
Bridget Cox Hammett

Call to Order: The regular Board Meeting of the Board of Examiners of Assisted Living Administrators was called to order by the chair, Kathy Tankersley, at 9:59 a.m. It was noted that six of the nine board members were in attendance. Also present was Christy Baynes, Executive Director of Board of Examiners of Assisted Living Administrators. Elizabeth R. Nolen, the board's representative from the Office of Attorney General was also in attendance.

Agenda: After reviewing the agenda for today's meeting, Eddie Cummings made a motion to adopt the agenda as written for this meeting. The motion was seconded by Mark Manning and unanimously approved by Kathy Tankersley, Mamie Mahone, Mark Manning, Eddie Cummings, Susan DePaola and Gloria Walker by a show of hands.

Board Minutes: The Board reviewed the minutes from the October 28, 2004 regular board meeting. A motion was made by Susan DePaola and seconded by Eddie Cummings to approve the minutes as written. No discussion was held and there was unanimous approval of this motion by Kathy Tankersley, Mamie Mahone, Mark Manning, Eddie Cummings, Susan DePaola and Gloria Walker by a show of hands.

Board Appointments and Terms: Christy Baynes reviewed the Board Appointments and Terms: two-year vs. three-year term requirements. Frank Holden, President of the Assisted Living Association of Alabama, was currently working on submitting physician names to the Medical Association of the State of Alabama (MASA).

Expired Licenses: Christy Baynes reported on the number of active licensees and expired licensees for the previous year. Kathy Tankersley stated that a licensee report should be submitted to the BOE and the Alabama Department of Public Health on a quarterly basis. This report should include a list of the licensed facilities, the named administrator of record and the administrator's license status. Christy Baynes will bring this report to the next board meeting.

Internal Audit: Christy Baynes reported to the board that she is conducting an internal audit of the records for the previous year. She will report the findings of this audit at the July board meeting.

Notary Public Requirement: At the October board meeting the board requested an investigation of the notary public requirement for renewal applications. Elizabeth Nolen reported that this was not a requirement listed in the BOE's rules and regulations; therefore, the removal of the notary public from the renewal applications would not require a change in the rules and regulations. Gloria Walker made a motion, seconded by Mark Manning, to remove the notary public requirement from the renewal applications. There was no further discussion and the motion was unanimously approved by Kathy Tankersley, Mamie Mahone, Mark Manning, Eddie Cummings, Susan DePaola and Gloria Walker by a show of hands.

Computer System Upgrade & On-Line Services: Christy Baynes reported on the status of the computer system upgrade and on-line services investigation. Ms. Baynes is currently researching computer systems and other regulatory agencies on-line services.

Validation of Exams: Discussion was held regarding the need to further examine the validity of the Section A Exams. Eddie Cummings made a motion, seconded by Mamie Mahone, to table this discussion until the July board meeting after the new board members are selected and then refer this topic to the Education Committee. There was no further discussion and the motion was unanimously approved by Kathy Tankersley, Mamie Mahone, Mark Manning, Eddie Cummings, Susan DePaola and Gloria Walker by a show of hands.

Other Business: Christy Baynes reported that several board members had scheduling conflicts with the April 14th board meeting. Eddie Cummings made a motion, seconded by Mamie Mahone, to change the April board meeting to April 21st. There was no further discussion and the motion was unanimously approved by Kathy Tankersley, Mamie Mahone, Mark Manning, Eddie Cummings, Susan DePaola and Gloria Walker by a show of hands.

Note- Due to additional scheduling conflicts the board approved via fax to reschedule the board meeting to April 28, 2005. The rescheduled board meeting was posted on the website on March 30, 2005.

Kathy Tankersley discussed the need to review the current Section A Exams and update the questions to the newly amended Alabama Department of Public Health's Rules and Regulations for Assisted Living Facilities and Specialty Care Assisted Living Facilities- January 21, 2005. Gloria Walker made a motion, seconded by Mark Manning, for the Executive Director to review the current Section A Exams and remove any questions that contraindicate the current Alabama Department of Public Health's rules and regulations. There was no further discussion and the motion was unanimously approved by Kathy Tankersley, Mamie Mahone, Mark Manning, Eddie Cummings, Susan DePaola and Gloria Walker by a show of hands.

BOE
February 10, 2005
Page 3 of 3

Adjournment: Eddie Cummings made a motion, seconded by Mark Manning to adjourn the regular board meeting of the Alabama Board of Examiners of Assisted Living Administrators at 11:05 a.m. This motion was unanimously approved by the Board.

Submitted by: _____
Date

Signature: _____
Executive Director

Approved by Board: _____
Date

Signature: _____
Chair