

Alabama Board of Examiners of Assisted Living Administrators
Called Board Meeting

Date: Thursday, September 20, 2007
Time: 12:00 p.m.

Place: The Wynfrey Hotel
Birmingham, AL

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

Members Absent: Ms. Merlinda Nettles
Mr. Tommy McKinnon

Others Present: Ms. Bettie Carmack, Attorney General Representative
Ms. Amy Findley, Executive Director
Eddie Cummings
Dale Law

Call to Order: The called meeting of the Board was called to order at 12:00 p.m. by chairperson, Mamie Mahone.

Agenda: Kathy Tankersley motioned to approve the agenda, George Smith seconded the motion. No opposition. Motion carried unanimously.

Minutes from the August 7, 2007 meeting: Rita VanDyke motioned to approve the minutes, George Smith seconded the motion. No opposition. Motion carried.

BOE Monthly Checklist: The August 2007 Monthly Checklist was presented to the Board.

Applications for Review: Kathy Tankersley motioned to enter Executive Session to discuss the Emergency Permit of DH's Emergency Permit Application and JS's Application, David Wilbanks seconded the motion. Motion carried unanimously.

Ms. Findley presented the Board with the additional documents for an Emergency Permit application. Discussion was held.

Ms. Findley presented the Board with an Application for Licensure to review. Kathy Tankersley recues herself from voting and discussion.

George Smith made a motion to end the executive session and return to open session, David Wilbanks seconded the motion. No opposition. Motion carried.

On a motion by Kathy Tankersley and a second by Rita VanDyke, the Emergency Permit application of DH is being denied due to her no longer working at the facility as of September 1, 2007. No opposition. Motion carried.

On a motion by David Wilbanks and a second by Jimmy Law, JS application was denied until full time status at a licensed health care facility can be verified. No opposition. Motion carried.

Office Space: Eddie Cummings briefly spoke to the Board. He stated the ALAA Board supports the efforts of the BOE Board.

Rita VanDyke stated she called Katrina Magdon at the Board of Examiners of Nursing Home Administrators about her dual role for the BOENHA and the Nursing Home Association.

Rita VanDyke would like to keep the BOE office in the Association's office. The Association has offered to add a wall in the existing conference room so the BOE would have a separate office but still in the same building with the Association.

Mamie Mahone stated what she understood from the Sunset Hearing was the following: the BOEALA is too intermingled to ALAAA, the BOEALA rent is too high, it's perceived that Frank Holden is too involved in the BOEALA, the BOEALA should have a separate employee and separate office space, the BOEALA should operate as an Independent Board.

The Board requested that Amy Findley ask Frank Holden could the BOEALA use ALAA's conference room for testing and Board meetings if they choose to move from the current office.

Dale Law (a visitor) stated ALAA has offered to support the BOEALA during staffing transitions and relocating in her opinion wouldn't be a good idea. How would they handle staffing transitions in the future? Mrs. Tankersley responded that the BOE has hired Interim staff and Board members have served.

On a motion by Kathy Tankersley and a second by George Smith, the BOEALA requests that ALAA make a proposal in writing to the BOEALA for sufficient office space including utilities and internet (computer and office furniture to be sold to BOE) at a reasonable rent. No opposition. Motion carried.

On a motion by George Smith and a second by David Wilbanks, the BOEALA Chair or designee will set up a meeting with the Chair of the Sunset Committee to look over the proposal ALAA will give the BOEALA to see if it meets the intent of the Sunset Committee. No opposition. Motion carried.

Background Checks: Background Check information was presented to the Board for the Alabama Bureau of Investigation to do all background checks for the BOEALA at a charge of \$25 per person.

On a motion by Rita VanDyke and a second by David Wilbanks, the BOEALA will use the Alabama Bureau of Investigation for all background checks at this time.

AG Opinion: Mamie Mahone reported to the Board she would like to submit a request to the Attorney General for an opinion regarding Rita VanDyke serving on the ALAA and BOEALA Board due to the Sunset Committee's view of intermingling between the two Boards, as well as clarification for the ALAA board being an advisory board to the BOEALA.

On a motion by David Wilbanks and a second by George Smith, the BOEALA will ask the Attorney General for an opinion regarding Rita VanDyke serving on the ALAA and BOEALA Board, as well as clarification for the ALAA board being an advisory board to the BOEALA. Rita VanDyke recused herself from voting. No opposition. Motion carried.

Executive Director: An Executive Director job description was presented to the Board.

A sample RFP was presented to the Board for review. Amy Findley will have the RFP ready for vote by the October 11 Board meeting.

Anyone interested in the Executive Director position must fill out the appropriate paperwork to become an approved vendor for the State of Alabama.

Montgomery Advertiser Article: An article dated September 12, 2007 was presented to the Board.

On a motion by George Smith and a second by Rita VanDyke, the BOEALA chairperson needs to handle all public relations issues regarding the Board.

New Business: None

Old Business: Board elections will be held October 11, 2007.

Kathy Tankersley reminded the Board that she and Mamie Mahone's term expires April 2008. ALAA should be submitting the names for their replacements.

David Wilbanks motioned to adjourn the meeting at 2:15 p.m., Rita VanDyke seconded the motion. No opposition. Motion carried.

Approved by: _____
Mamie Mahone, Chairwoman

Prepared by: _____
Amy Findley, Executive Director