

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Wednesday, March 2, 2016
Time: 10:30 a.m.

Place: 2740 Zelda Road, Ste. 3B
Montgomery, AL

Members Present: Ms. Ginger Fletcher
Ms. Angie Smith
Ms. Tammy Bowman
Mr. Renee Barnard
Ms. Bettye Bambarger
Ms. Martha Stokes
Ms. Tara Odom
Ms. Gail McInnish

Via Conference Call: n/a

Members Absent: n/a

Others Present: Ms. Amy Findley, Executive Director
Mr. Todd Hughes

Call to Order: The regular meeting of the Board was called to order at 10:37 a.m. by Chair, Angie Smith.

Agenda: Martha Stokes motioned to approve the agenda as presented, Bettye Bambarger seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

Welcome New Board Members: Gail McInnish and Tara Odom have been recently appointed by the Governor to serve on the BOEALA Board. Gail McInnish and Tara Odom read the Board Member Oath.

Tara Odom is finishing the unexpired term of Leonard Gibson. Gail McInnish is finishing the unexpired term of Cindy Lewis.

Background Checks for Review: Amy Findley presented the board with two background checks for review.

1) 090572 – misdemeanor on background check, applicant was honest and checked “yes” to the question on the application. 090572 entered the meeting at 10:48am. Discussion was held. 090572 exited the meeting at 10:53am.

Martha Stokes motioned to approve the application of 090572, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

1) 020462 – misdemeanor/felony on background check, applicant checked “no” to the question on the application.

Renee Barnard motioned to deny the application of 020462 based on giving false information, Ginger Fletcher seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

Legal Counsel Report: TM surrendered her license effective 12/2/15.

2015-1104-03 agreed to the terms of the consent decree offered.

Martha Stokes motioned to approve the consent decree for 2015-1104-03, Ginger Fletcher seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

2015-1104-03 requested the board approve a \$250 per month payment plan. Discussion was held.

Ginger Fletcher motioned to allow a payment plan of \$500 per month for 2015-1104-03, Martha Stokes seconded the motion. There was no discussion and the motion was approved by, Ginger Fletcher, Angie Smith, Martha Stokes, Renee Barnard, Tara Odom and Gail McInnish. Bettye Bambarger and Tammy Bowman voted no.

2015-1104-01 agreed to the terms of the consent decree offered.

Ginger Fletcher motioned to approve the consent decree for 2015-1104-01 with immediate payment, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

2015-1104-02 agreed to the terms of the consent decree offered.

Martha Stokes motioned to approve the consent decree for 2015-1104-02, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

2015-1123-01 agreed to the terms of the consent decree offered.

Martha Stokes motioned to approve the consent decree for 2015-1123-01, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

Minutes for Approval: The board was submitted the minutes from December 1, 2015.

Bettye Bambarger motioned to accept and ratify the actions taken by the board on December 1, 2015, Tammy Bowman seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

Duties of the BOEALA Board: Amy Findley presented the board with the “Duties of the Board’ as per the statutes.

Discussion was held. The annual survey will start being included in the renewal packet.

Budget: Amy Findley presented the board with the Comptroller's budget reports.

CEU Audit: Amy Findley presented the board with the most current CEU Audit's performed.

Employment Verification: KF had two separate employment verifications sent in and they did not match. Discussion was held.

Tammy Bowman motioned to approve the employment verification of KF, Martha Stokes seconded the motion. The pay range will be \$8-\$12 per hour depending on experience and education. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

New Business: A)Background Checks: Amy Findley presented the board with a price list for another company to do the background checks. This company did our checks in the past.

Discussion was held. The board decided to stay with the current company.

B) NHA Admin Training: The board discussed having a quarterly training for NHA admins getting the reciprocal license. Discussion was held.

Ginger Fletcher motioned to implement the quarterly NHA admin training to get the reciprocal license, Martha Stokes seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

C) JSW letter to board: JSW wrote letter to board requesting that she be able to attend the May Admin classes due to her being sick for a couple of months. Discussion was held.

Martha Stokes motioned to allow JSW to attend the May 2016 admin classes, Renee Barnard seconded the motion. There was no discussion and the motion was unanimously approved by, Ginger Fletcher, Angie Smith, Tammy Bowman, Martha Stokes, Renee Barnard, Bettye Bambarger, Tara Odom and Gail McInnish.

Old Business: Assistant: Amy Findley reported the Finance Director did approve of the board hiring an assistant. There have been 4-5 people apply.

Tammy Bowman agreed to take over Leonard Gibson's position on the 240 Hour Internship Committee.

The March board meeting adjourned at 12:47pm.

Approved by: _____
Angie Smith, Chair

Prepared by: _____
Amy Findley, Executive Director