

Alabama Board of Examiners of Assisted Living Administrators  
Regular Board Meeting & Public Hearing

Date: Thursday, October 9, 2008  
Time: 10:00 a.m.

Place: 5921 Carmichael Road  
Montgomery, AL

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

Members Absent: Mr. Jimmy Law

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 10:05 a.m. by chairperson, David Wilbanks.

**Agenda:** Tommy McKinnon motioned to approve the agenda as distributed, Rita VanDyke seconded the motion. There was no discussion and the motion was unanimously approved by George Smith, David Wilbanks and Mamie Mahone.

**Board Elections:** Pursuant to the statute requirement of annually electing a chair and vice chair at the first meeting of the Board held after October 1, Tommy McKinnon motioned to elect David Wilbanks to serve as Chair for a second term, George Smith seconded the motion. There was no discussion and the motion was unanimously approved by David Wilbanks, Mamie Mahone and Rita VanDyke.

Rita VanDyke motioned to elect Tommy McKinnon to serve as Vice Chair, David Wilbanks seconded the motion. There was no discussion and the motion was unanimously approved by Mamie Mahone, George Smith, and Rita VanDyke.

**Minutes from September 17, 2008:** Rita VanDyke motioned to approve the minutes as distributed, David Wilbanks seconded the motion. There was no discussion and the motion was unanimously approved by George Smith, Tommy McKinnon, and Mamie Mahone.

**BOE Monthly Checklist:** The September 2008 Monthly Checklist was presented to the Board.

**Internship for Review:** The Board was presented an internship from Fran Smith. She will be interning at McAuley Place under the supervision of Patricia James.

Discussion was held. The BOEALA Board would like for ALAA to make suggestions regarding the internship and the hours to be worked for each category. There needs to be a form for Category I and Category II administrators.

Tommy McKinnon motioned to approve the 240 hour internship for Fran Smith with the following changes, Mamie Mahone seconded the motion. There was no further discussion and the motion was unanimously approved by George Smith, Rita VanDyke and David Wilbanks.

Changes to the Intership are as follows:

- (1) Change "Resident Care and Quality of Life" to 105 hours by deleting "Medical/Allied Health".
- (2) Change "Physical Environment and Atmosphere" to "Life Safety and Disaster Preparedness"
- (3) Take the 10 hours that was deleted from "Medical/Allied Health" and place it under the "Life Safety and Disaster Preparedness" for a total of 37 hours.

The Board is going to require Fran Smith to submit a monthly progress report to include the hours worked in each category and a brief description of duties completed. The report needs to be signed by Fran Smith and Patricia James.

### **New Business:**

Survey Results – The 2007-2008 BOEALA Licensee Survey results were presented to the Board for review. For all concerns that do not pertain to the BOE, Amy will forward those issues to the appropriate people.

The board discussed the responses from the survey and answered all concerns regarding the BOE. The responses will be put in the October Newsletter.

One of the concerns listed was to waive the minimum online CEU requirement.

Discussion was held.

David Wilbanks motioned to keep the online CEU requirement as is stands now with Category I Licensees may obtain 6 hours online and Category II Licensees may obtain 9 hours online, Tommy McKinnon seconded the motion. There was no further discussion and the motion was unanimously approved by George Smith, Rita VanDyke and Mamie Mahone.

**Old Business:** None

### **PUBLIC HEARING:**

No one from the public attended the public hearing. The only people in attendance were the board members present, Bettie Carmack and Amy Findley.

The following rules were approved and will be effective November 18, 2008. Below is the rule number and a brief description of the rule.

135-X-7-.02 (1, 4, 5)

- (1) changing the language to read: Is addicted to or dependent upon any drug, legal or illegal (prescription or street), that impairs such licensee's ability to function as an assisted living administrator
- (4) deleting language about consumer board members not being able to vote
- (5) deleted language about hearing committee

George Smith motioned to adjourn the meeting at 11:26 a.m., Tommy McKinnon seconded the motion. There was no discussion and the motion was unanimously approved by David Wilbanks, Mamie Mahone and Rita VanDyke.

Approved by: \_\_\_\_\_  
David Wilbanks, Chair

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