

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Thursday, January 11, 2007
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. Thomas E. Cummings
Ms. Susan Durden, Vice Chair
Ms. Bridget Hammett
Ms. Mamie Mahone, Chair
Dr. Gloria Walker
Mr. David Wilbanks

Others Present: Alice Maples, Legal Representative, Office of Attorney General;
Anetha Robinson, Executive Director

Call to Order: The quarterly meeting of the Board of Examiners of Assisted Living Administrators was called to order at 10:02 a.m. by the chair, Mamie Mahone.

Agenda: Mr. Cumming motioned to approve the agenda and Ms. Hammett seconded. Motion carried.

Minutes from the November 21, 2006 meeting: After discussion of the Board, it was decided to include only the pertinent discussion of matters in the Board minutes. Because of the Board's agreement to revise the minutes, Mr. Cummings motioned to table approval of the minutes until the next meeting and Ms. Hammett seconded. Motion carried.

Budget Approval: The Board discussed the changes in the budget with having to pay the salary and benefits for a 75% state employee. The amounts shown in the budget are not enough to cover the \$12,195.76 exceeding the \$86,400 budget request. Mr. Cummings motioned and Dr. Walker seconded the motion to include personnel costs to the total budget at \$98,600. Motion carried. It was also motioned by Ms. Hammett and seconded by Dr. Walker to table the budget item pending further information regarding the totals of the salary and benefits of the Executive Director. Motion carried.

Review of Ellis Weiss' Application for Emergency Permits: Since Ms. Schuetze was not in attendance of this meeting, the Board discussed Mr. Weiss' applications and qualifications of receiving the permit. Mr. Cummings motioned and Dr. Walker seconded the motion to table the application pending further information regarding the facility which he is seeking an emergency permit.

CEU Request form: The Criteria for Approval was found for CEU requests. In the criteria it states that all programs must be open to assisted living administrators. The statement "Open to the Public: [] Yes [] No" was added to the CEU Request

Form. Mr. Cummings motioned to approve the new form with the statement added. Ms. Hammett seconded the motion. Motion carried.

Review of Application Materials: An application checklist was created to assist in noting receipt of application materials. Ms. Hammett motioned and Dr. Walker seconded to approve the application checklist with amendment to add information for each character reference letter. Motion carried.

In the November 21, 2006 meeting, changes were discussed regarding item number 12 of the application. It was decided to add terminology from the Alabama Administrative Code regarding felony convictions. Changes were presented to the Board for the initial and renewal applications for licensure and the NHA initial license and renewal applications. The Reciprocity Questionnaire is part of the application packet and does not require any changes. Mr. Cummings motioned and Mr. Wilbanks seconded to accept changes to the applications with addition of misdemeanor text to the applications.

Ms. Hammett motioned and Mr. Wilbanks seconded to adjourn the meeting at 11:33 a.m. Motion carried.

Approved by: _____
Mamie Mahone, Chairwoman

Prepared by: _____
Anetha D. Robinson, Executive Director