

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Tuesday, November 21, 2006
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

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

Others Present: Ms. Cheryl Schuetze, Legal Representative, Office of Attorney General; Anetha Robinson, Executive Director; Frank Holden, President of the Assisted Living Association of Alabama

Call to Order: The quarterly meeting of the Board of Examiners of Assisted Living Administrators was called to order at 10:00 by the chair, Mamie Mahone.

Agenda Revisions: After reviewing and discussing the agenda, Bridget Hammett motioned and Susan Durden seconded to move items five, eight and nine to the top of the agenda. Motion carried.

Minutes from the October 19, 2006 meeting: Dr. Gloria Walker motioned and Ms. Tankersley seconded to accept the minutes as noted, with corrections on page 1 (last word in paragraph three is shown as “h ands” instead of hand) and page 2 (fourth word in paragraph five shows “giver” instead of give). Motion carried.

Establish Fee for Replacement License: Currently, there is no fee for a replacement license. If added to the rules and regulations, this item would need to go through the rule change process. The Board would have to adopt any changes. If this amendment is made, it would take effect next October, at the beginning of the next fiscal year. Mr. Cummings motioned that the fees are accepted as they are. Ms. Hammett seconded the motion. Motion carried unanimously.

CEU Approval for Closed Sessions: It is the understanding of Ms. Mahone that some closed sessions continuing education courses may have been approved in the past. There has been discussion in the past that CEUs were only offered for courses open to the public. It was suggested that we include a statement: “Open to the Public Yes No”. Any amendments to the current request form should be approved by the Board. Dr. Walker motioned and Ms. Tankersley seconded to have the form amended.

Release of Study Guide: The Board is obligated to licensed administrators. Persons requesting the study guide to educate staff and other caregivers should contact the

Association. It is responsible for the testing materials and fees. We are only responsible for testing.

Subpoena: The Board of Examiners received a subpoena from the Department of Public Health regarding the hearing for Ellis Weiss operating an unlicensed facility. There is a consent agreement between Ellis Weiss and the Department. The Department wants information regarding any administrator licensing for Ellis Weiss. All of his applications will be flagged pending further notification. No action is required on the subpoena.

Executive Director Salary: The Board can only have one person employed. There is an overlap of employee service. Ms. Schuetze stated that statute allows for one employee. Ms. Hammett motioned to terminate Ms. Findley's position as Interim Executive Director. Dr. Walker seconded the motion. Motion carried.

Mr. Cummings motioned and Ms. Hammett seconded to remove the 20 hour cap on the position. Mr. Wilbanks abstained from vote. Motion carried.

All state employees are paid semi-monthly. The position is considered a 75% salaried position. The Board will need to set the annual salary in that range. The salary was discussed by the Board. Ms. Hammett motioned and Ms. Durden seconded the motion to set the salary at \$35,798.40. Motion carried. Ms. Tankersley motioned and Mr. Cummings seconded the motion to install Ms. Robinson as the Executive Director. Ms. Hammett abstained.

Complaint from Alabama Department of Public Health: A license has been approved for someone who has noted a felony conviction on her application. Mr. Cummings suggested that the Board amend the application. Ms. Hammett motioned to revise all applications to include Ala. Admin. Code 135-X-5-.03(3). Ms. Tankersley suggested that the Executive Director draft an application and the Board meets on the changes to approve the application in January.

TEST REMEDIATION: There are three individuals who need remediation before taking the exam again. Mr. Cummings suggested that the Executive Director instruct persons to seek remediation through the Association.

Ms. Hammett motioned to adjourn the meeting at 12:00 p.m. and Dr. Walker seconded the motion. Motion carried.

Approved by: _____
Mamie Mahone, Chairwoman

Prepared by: _____
Anetha D. Robinson, Executive Director