

Alabama  
Board of Examiners of Assisted Living Administrators

Regular Board Meeting

Date: Thursday, April 28, 2005  
Time: 10:01 a.m.

Place: 400 South Union St.  
Montgomery, AL

Members Present: Kathy Tankersley, presiding  
Mamie Mahone  
Eddie Cummings  
Bridget Cox Hammett  
Susan Durden

Others Present: Elizabeth R. Nolen, attorney, Office of Attorney General ; Christy Baynes,  
Executive Director

Members Absent: Susan DePaola  
Jimmy Davis  
Gloria Walker  
Mark Manning

**Call to Order:** The regular Board Meeting of the Board of Examiners of Assisted Living Administrators was called to order by the chair, Kathy Tankersley, at 10:01 a.m. It was noted that five of the nine board members were in attendance. Also present was Christy Baynes, Executive Director of Board of Examiners of Assisted Living Administrators. Elizabeth R. Nolen, the board's representative from the Office of Attorney General was also in attendance.

**Agenda:** After reviewing the agenda for today's meeting, Eddie Cummings made a motion to adopt the agenda as written for this meeting. The motion was seconded by Bridget Hammett and unanimously approved by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden and Bridget Hammett by a show of hands.

**Board Minutes:** The Board reviewed the minutes from the February 10, 2005 regular board meeting. A motion was made by Eddie Cummings and seconded by Susan Durden to approve the minutes as written. No discussion was held and there was unanimous approval of this motion by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden and Bridget Hammett by a show of hands.

**Board Appointments and Terms:** Christy Baynes reviewed the Board Appointments and Terms that were submitted to the Governor's office by the Assisted Living Association of Alabama.

**Quarterly Licensee Report:** Christy Baynes presented the Quarterly Licensee Report of Category I and Category II licensees that are listed as Administrator of Record by the Alabama Department of Public Health. This report lists the licensee's status along with facility name, county and any additional notes needed. This report will be submitted to the Alabama Department of Public Health every quarter following the regularly scheduled BOE board meeting.

**Section A Exam Review and Update:** Christy Baynes reported that the Section A Exam had been reviewed by the Executive Director and the Chairman and updated to reflect the changes in the newly amended rules and regulations for Assisted Living Facilities and Specialty Care Assisted Living Facilities (amended January 21, 2005).

**Licensee Survey with Renewal Applications:** Christy Baynes presented that the original Act No. 2001-1057 requires that the Board of Examiners “conduct a continuing study and investigation of assisted living facilities and administrators of assisted living facilities within the state with a view to the improvement of the standards imposed for the licensing of these administrators and of procedures and methods for the enforcement of these standards with respect to administrators of assisted living facilities who have been licensed as such.” Kathy Tankersley suggested that a committee be appointed by the Board to investigate this issue and develop a one page study/survey for administrators and the survey be distributed with their licensure renewal applications. For those administrators who wanted to remain anonymous, they could submit the survey separate from the application submittal otherwise they could return the survey with their licensure renewal. Kathy Tankersley also suggested that the Alabama Department of Public Health assisted living facility surveyors be given an opportunity to complete and submit a survey as well. Elizabeth Nolen reported that this method of distribution met the guidelines under the Board of Examiners current rules and regulations and it would not require any change to submit the surveys as such.

Eddie Cummings made a motion, seconded by Mamie Mahone, to establish a BOE Survey Committee to review the requirements in the Act No. 2001-1057 and develop the survey. No discussion was held and there was unanimous approval of this motion by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden and Bridget Hammett by a show of hands. Mamie Mahone made a motion, seconded by Eddie Cummings, to accept Christy Baynes, Susan Durden and Bridget Hammett as the BOE Survey Committee members. There was no further discussion and the motion was unanimously approved by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden and Bridget Hammett by a show of hands.

The Survey Committee will meet and develop the survey and submit it for review at the next regular Board meeting.

There was also a suggestion to research a “Complaint Hotline for Administrators”.

**Other Business:** Christy Baynes reported that at the next regular Board meeting she would present information regarding on-line renewal services and credit card payments for licensees.

Kathy Tankersley suggested that the Board reexamine in the future the degree of difficulty (i.e., 8<sup>th</sup> grade level → 12<sup>th</sup> grade level) of the Section A Exam and the Section B Exam.

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**Adjournment:** Bridget Hammett made a motion, seconded by Susan Durden to adjourn the regular board meeting of the Alabama Board of Examiners of Assisted Living Administrators at 11:05 a.m. This motion was unanimously approved by the Board.

Submitted by: \_\_\_\_\_  
Date

Signature: \_\_\_\_\_  
Executive Director

Approved by Board: \_\_\_\_\_  
Date

Signature: \_\_\_\_\_  
Chair