

Alabama
Board of Examiners of Assisted Living Administrators

Regular Board Meeting

Date: Thursday, July 8, 2004
Time: 10:05 a.m.

Place: 400 South Union St.
Montgomery, AL

Members Present: Kathy Tankersley, presiding
Jimmy Davis
Susan DePaola
Susan Durden
Bridget Cox Hammett
Mamie Mahone
Gloria Walker

Others Present: Elizabeth R. Nolen, attorney, Office of Attorney General ; Christy Baynes, Executive Director; Frank Holden, ALAA President; Keith Ferguson, Sage Management Business Development Director

Members Absent: Mark Manning
Eddie Cummings

Call to Order: The regular Board Meeting of the Board of Examiners of Assisted Living Administrators was called to order by the vice chair, Kathy Tankersley, at 10:05 a.m. It was noted that seven of the nine board members were in attendance. Also present was Frank Holden, president of ALAA, Christy Baynes, Executive Director of BOEALA, and Keith Ferguson, Sage Management Business Development Director. 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, Gloria Walker made a motion to adopt the agenda as written for this meeting. The motion was seconded by Susan DePaola and unanimously approved by Susan Durden, Susan DePaola, Mamie Mahone, Jimmy Davis, Kathy Tankersley, Bridget Hammett and Gloria Walker by a show of hands.

Board Minutes: The Board reviewed the minutes from the April 8, 2004 called board meeting. A motion was made by Jimmy Davis and seconded by Gloria Walker to approve the minutes as written. No discussion was held and there was unanimous approval of this motion by Susan Durden, Susan DePaola, Mamie Mahone, Jimmy Davis, Kathy Tankersley, Bridget Hammett and Gloria Walker by a show of hands.

Contract with ALAA, Contract Review Report: Theresa Jordan reported on the Contract Review Committee meeting held on April 8, 2004 at 9:00 a.m. This Committee was presented the professional contract with ALAA to pay Christy Baynes for the part-time BOE Executive Secretary position. The Committee accepted the professional contract and is now waiting for the Governor's signature. This contract is effective May 1, 2004. A copy of the contract will be sent to the Board of Examiners of Public Accounts. Eddie Cummings stated that no vote is required by the Board for this agenda item.

Classroom Training and Testing Update: Christy Baynes presented the new "Classroom Training and Test Dates for Assisted Living". Christy Baynes and Theresa Jordan also presented the proposed changes to the 20-30 hour classroom training agenda and material. The most significant change is the scheduling of Section B. This new schedule allows participants to take the exam immediately following the completion of the training program. Eddie Cummings asked if the new testing structure would take into consideration the required three month participation in an assisted living for applicants with two-year college coursework and no prior assisted living experience. Christy Baynes stated that all BOE rules and regulations still applied under the proposed testing changes. Jimmy Davis asked, if an applicant failed exam, when he/she would be able to retake the exam? Theresa Jordan stated the participant could take the exam at the next scheduled test date and could only take the exam a total of three (3) times. Alice Maples, attorney, Office of Attorney General, stated that requiring participants to only take the exam at scheduled location and times is acceptable on a legal stand point, because participants are exposed to the same testing environment. Christy Baynes discussed the possibility of licensed administrators auditing the classroom training and purchasing sections of the manual from ALAA, as well as licensed administrators receiving certification as an ALA Facilitator. Licensed ALA Facilitators would be allowed to conduct the classroom training requirements for applicants.

Jimmy Davis made a motion to accept the proposed classroom training and test dates as well as the classroom and testing changes. This motion was seconded by Mamie Mahone. There was no further discussion and the motion was unanimously approved by Susan Durden, Mamie Mahone, Jimmy Davis, Eddie Cummings, Bridget Hammett and Gloria Walker by a show of hands.

Policy on Changing From Category II to Category I License: Theresa Jordan explained that this proposed policy change does not meet the current BOE Rules and Regulations. This type of change would have to be submitted to the Legislative Reference Service and amended in the Rules and Regulations. Theresa Jordan suggested that the BOE table this decision to a further date. This policy change will be added to the other recommended changes needed for this type review. Eddie Cummings agreed with tabling the issue until it becomes a widespread issue amongst the administrators.

Mamie Mahone made a motion to table this issue until further notice. This motion was seconded by Bridgett Hammett. There was no further discussion and the motion was unanimously approved by Susan Durden, Mamie Mahone, Jimmy Davis, Eddie Cummings, Bridget Hammett and Gloria Walker by a show of hands.

Other Business: Theresa Jordan reviewed the Senate Bill submitted from the Sunset Review Committee on December 9, 2003. Noted changes in the Bill, include: title change of the Executive Secretary to Executive Director; board member terms- five members appointed for two-year terms and four members appointed for three-year terms; and terms are staggered. Theresa Jordan stated that board members interested in continuing their service on the BOE need to inform the BOE before October. Also, all existing board members are eligible to serve another term. Frank Holden stated that the ALAA Board, through its consultative agreement, will supply a list for possible board members to the BOE before October. Eddie Cummings stated that this topic will be placed on the October Agenda. The board member recommendations are due to the Governor by January, 2005.

Eddie Cummings and all board members present recognized Theresa Jordan for her service as Executive Secretary to the Board of Examiners and the entire assisted living industry of Alabama for the past two years. Her endless dedication to assisted living administrators is represented in the success of the BOE and the licensure process.

There was no other business before the board.

Adjournment: Bridgett Hammett made a motion, seconded by Gloria Walker to adjourn the regular board meeting of the Alabama Board of Examiners of Assisted Living Administrators at 1:05 p.m. This motion was unanimously approved by the Board.

Submitted by: _____
Date

Signature: _____
Executive Director

Approved by Board: _____
Date

Signature: _____
Chair