

Alabama Board of Examiners of Assisted Living Administrators
Hearing & Called Board Meeting

Date: Thursday, May 29, 2008
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

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

Members Absent:

Others Present: Ms. Bettie Carmack, Attorney General Representative
Ms. Amy Findley, Executive Director
Christine & Daniel, Examiners of Public Accounts

Call to Order: The called meeting of the Board was called to order at 10:01 a.m. by chairperson, David Wilbanks.

Agenda: Rita VanDyke motioned to approve the agenda as distributed, Mamie Mahone seconded the motion. No opposition. Motion carried unanimously.

Questions/Answers for RC: The application of RC was reviewed again by the Board before any questions were asked. Discussion was held.

RC entered the meeting at 10:11 a.m. for the Board to ask questions regarding his background check results.

RC's employer does random drug testing. Amy Findley is going to request a copy of RC's latest drug screening.

RC exited the meeting at 10:25 a.m.

Discussion was held.

George Smith motioned to approve the application of RC after receiving results from the latest drug test from RC's employer, Rita VanDyke seconded the motion. No opposition. Motion carried.

DW Hearing: Tommy McKinnon motioned to enter executive session for the purpose of discussing the character of a current licensee, Mamie Mahone seconded the motion. No opposition. Motion carried.

The hearing began at 10:30 a.m.

DW did not attend the hearing. The entire hearing was recorded.

George Smith motioned to exit executive session, Tommy McKinnon seconded the motion. No opposition. Motion carried.

Mamie Mahone motioned to revoke the license of DW, Jimmy Law seconded the motion. No opposition. Motion carried.

Amy Findley will send a certified letter to DW regarding the revocation of her license. Amy Findley will also write a letter to ADPH regarding the license of DW.

Amy Findley is going to contact ISD about adding a "Disciplinary Action" page on the BOEALA website.

Christine and Daniel from the Examiner's of Public Accounts entered the meeting at 10:53 a.m.

Minutes from April 10, 2008: Rita VanDyke motioned to approve the minutes as distributed, Mamie Mahone seconded the motion. No opposition. Motion carried.

BOE Monthly Checklist: The April 2008 Monthly Checklist was presented to the Board along with financial report SBCBC115 ending April 30, 2008.

Amy Findley has asked the State Payroll department for a report that shows payroll, payroll taxes etc.

Applications for Review: Amy Findley presented the Board with 1 application to review.

George Smith motioned to enter into executive session for the purpose of discussing a person's character, Tommy McKinnon seconded the motion. No opposition. Motion carried.

An Emergency Permit application of MT was presented to the Board.

Tommy McKinnon motioned to exit Executive Session, David Wilbanks seconded the motion. No opposition. Motion carried.

Tommy McKinnon motioned to deny the Emergency Permit of MT based on insufficient evidence to prove a legitimate GED in the state of Texas. Mamie Mahone seconded the motion. No opposition. Motion carried.

Amy Findley will write a letter ADPH letting them know Turner's Magnolia Manor does not have a licensed administrator and that the Emergency Application of MT was denied.

New Business: Amy Findley presented the Board with information from Bradley Screening in Montgomery. The company does state and national background check for \$20 and they are already a state approved vendor.

Rita VanDyke motioned to use Bradley Screening for BOEALA background checks, Jimmy Law seconded the motion. No opposition. Motion carried.

Amy Findley reported to the Board that Kathy Tankersley and Merlinda Nettles resigned from the Board in April. The vacancies were posted on the SOS website.

Due to Merlinda Nettles resigning from the Board, the BOEALA needs to appoint someone for the CEU Approval Education Committee.

Rita VanDyke motioned to appoint Mamie Mahone to the CEU Approval Education Committee, Jimmy Law seconded the motion. No opposition. Motion carried.

Amy Findley reported that a licensee (CH) who sent in his renewal application failed to secure the appropriate amount of CEU's for his license. He requested a refund of \$150.00.

George Smith motioned to deny the renewal refund of CH, Tommy McKinnon seconded the motion. No opposition. Motion carried.

Rita VanDyke motioned that any fees sent to the BOEALA are non-refundable, Mamie Mahone seconded the motion. No opposition. Motion carried.

Amy Findley will add that "All fees made payable to the BOEALA are non-refundable" to the website.

Amy Findley presented the Board with the current lease that is in effect.

Bettie Carmack presented the Board with a contract for Amy Findley. A few changes are to be made before it is signed.

Tommy McKinnon motioned for Mamie Mahone to draft a performance review for the Executive Director, Rita VanDyke seconded the motion. No opposition. Motion carried.

Amy Findley presented the Board with the Annual Licensee Survey results to date. Any comments pertaining to ALAA will be sent to them for review.

Old Business: None

George Smith motioned to adjourn the meeting at 12:04 p.m., Tommy McKinnon seconded the motion. No opposition. Motion carried.

Approved by: _____
David Wilbanks, Chair

Prepared by: _____
Amy Findley, Executive Director