

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

Date: Wednesday, September 17, 2008
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. David Wilbanks
Ms. Rita VanDyke
Mr. Jimmy Law
Mr. George Smith

Members Absent: Ms. Mamie Mahone
Mr. Tommy McKinnon

Others Present: Ms. Bettie Carmack, Attorney General Representative
Ms. Amy Findley, Executive Director

Call to Order: The called meeting of the Board was called to order at 10:05 a.m. by chairperson, David Wilbanks.

Agenda: Rita VanDyke motioned to approve the agenda as distributed, David Wilbanks seconded the motion. There was no discussion and the motion was unanimously approved by Jimmy Law and George Smith.

Minutes from July 10, 2008: David Wilbanks motioned to approve the minutes as distributed, George Smith seconded the motion. There was no discussion and the motion was unanimously approved by Jimmy Law and Rita VanDyke.

BOE Monthly Checklist: The July & August 2008 Monthly Checklist was presented to the Board as well as a new form that Amy will begin using starting with the 09 fiscal year.

Cottage Senior Living: The Board reviewed the current guidelines for CEU approval as well as the Cottage Senior Living CEU Request. Cottage submitted a CEU request that was sent to the CEU Education Committee. After the CEU Education Committee reviewed the request, they denied it due to company specific information as well as the past 2 programs did not have anyone in attendance from the public. Discussion was held.

David Wilbanks motioned to form a committee to review and update the guidelines for CEU approval with the idea of being more specific. The guidelines once changed and approved will be implemented in the BOEALA Rules and Regulations, Jimmy Law seconded the motion. There was no discussion and the motion was unanimously approved by George Smith and Rita VanDyke.

The Committee that will review the CEU Guidelines will consist of David Wilbanks, Tommy McKinnon and Amy Findley.

Dawn Pumpelly, Executive Vice President entered the Board Meeting at 10:10am to present the appeal for their CEU Request.

Dawn gave a brief history of their company. Cottage Senior Living has around 14 licensed administrators and 3 years ago Cottage decided to develop their own training programs for their administrators so they could advance their staff. Dawn Pumpelly told the Board she was willing to relocate the CEU program to a more central location.

David Wilbanks suggested to Dawn Pumpelly that Cottage Senior Living move their CEU program to a more central location, have more generic sessions and advertise their program to licensed administrators.

Dawn Pumpelly exited the meeting at 10:55am.

Application for Review: Amy Findley presented the Board with an application to review on FW. After the Board reviewed the application, discussion was held.

Rita VanDyke motioned to deny the application of FW due to insufficient experience, David Wilbanks seconded the motion. There was no discussion and the motion was unanimously approved by Jimmy Law and George Smith.

New Business:

General Liability Insurance- Based on Sen. Ted Little's recommendation at our Sunset Hearing Amy Findley contacted Carl Walter about General Liability Insurance. The quote was for 6 board members at a rate of \$1,131.90 annually for \$1,000,000 per occurrence.

Sunset Minutes- Minutes from the August 21, 2008 Sunset Hearing was presented to the Board for review. Discussion was held. David Wilbanks reported on the phone conversation he had with Rep. John McLendon.

Old Business: None

PUBLIC HEARING:

No one from the public attended the public hearing. The only people in attendance were the board members present, Bettie Carmack and Amy Findley.

The following rules were approved and will be effective November 3, 2008. Below is the rule number and a brief description of the rule.

135-x-2-.01 (p) – Added a definition for Residential Care Settings.

135-x-3-.01 – The Board will be required to meet quarterly each year and replacing Executive Secretary language with Executive Director.

135-x-4-.01 - Replacing Executive Secretary language with Executive Director.

135-x-5-.02 – GED's will be accepted if it is from a school approved and recognized by the education authorities of the state in which it is located.

135-x-5-.03 – Character reference forms must be completed from individuals employed in health care or patient care industry.

135-X-5-.05 (4) – Cat. I licensees who wish to obtain their Cat. II license may do so after filling out another application and passing the Section A exam as long as they have taken the Section B exam within the last 12 months.

135-x-6-.01 (6) – Replacing Executive Secretary language with Executive Director.

135-x-7-.01 (4)(a) – Licensee's employed at unlicensed facilities will not be able to renew their ALA license.

135-X-8-01 (1) – Complaints do not have to be on forms provided by the BOEALA.

Rita VanDyke motioned to adjourn the meeting at 12:36 p.m., George Smith seconded the motion. There was no discussion and the motion was unanimously approved by Jimmy Law and David Wilbanks.

Approved by: _____
David Wilbanks, Chair

Prepared by: _____
Amy Findley, Executive Director