

Alabama  
Board of Examiners of Assisted Living Administrators

Called Board Meeting

Date: Thursday, September 7 2006  
Time: 10:02 a.m.

Place: 5921 Carmichael Road  
Montgomery, AL

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

Others Present: Cheryl Schuetze, attorney, Office of Attorney General; Christy Baynes, Executive Director; O'Neal Green, Chairman Assisted Living Association of Alabama

Members Absent: Gloria Walker

**Call to Order:** The called Board Meeting of the Board of Examiners of Assisted Living Administrators was called to order by the chair, Kathy Tankersley, at 10:02 a.m. It was noted that six of the seven board members were in attendance. Also present was Christy Baynes, Executive Director of Board of Examiners of Assisted Living Administrators and O'Neal Green, Chairman of the Assisted Living Association of Alabama (ALAA). Cheryl Schuetze, 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, David Wilbanks and Bridget Hammett by a show of hands.

**Executive Director Search:** O'Neal Green, representing ALAA, presented the recommendations of ALAA to work out a solution about replacing the Executive Director. He proposed a recommendation to split the time between the BOEALA Executive Director and the ALAA Office Manager, under a professional contract. Mamie Mahone then stated that she misunderstood the task force duties (set forth in the July, 2006 board meeting). The duty was to not come up with a solution, but rather debrief Christy Baynes about the position's job description. Ms. Mahone was excited about the Renee Barnard's suggestion for splitting the position between the Office Manager and Executive Director, because she new the person in the current position; however, this was not the request of the BOE and she apologized. Mr. Green stated he understood the conflict of interest issue between the current set-up with the Director of Education and the Executive Director, because of consulting issues, but not the conflict between the Office Manager and the Executive Director Position.

Bridgett Hammett asked what the current proposal was. Mamie Mahone presented the above and the possibility of splitting a receptionist. Ms. Tankersley stated that this would be actually splitting two positions under this proposal. She also stated that it didn't make sense to share two people, not logical. Ms. Hammett stated that she still could see a conflict of interest, because the Office Manager deals directly with the Administrators. Eddie Cummings requested a draft of the July board minutes

and expressed his concern of the conflict of interest between the position splitting between the BOE and ALAA.

Cheryl Schuetze reviewed her meeting with Alice Maples concerning the July Board meeting and stated that there is an actual conflict of interest if someone is educating, advising and disciplining. There is also an apparent conflict of interest if an employee handles material regarding advising and disciplining administrators. She recommended separation of the entities.

Mr. Green stated that the Office Manager will not do Director of Education duties.

Ms. Schuetze asked if there was a firewall between the two entities and how special documents were handled.

Mr. Green stated that he could not tell the BOE that the Office Manager would be protected from special situations regarding administrators.

Mr. Cummings stated that the position needs to be clearly separated because of the Probable Cause Committee position.

Ms. Schuetze stated that the position needs to be explicit and that anyone acting as Executive Director for the BOE could not deal with the reporting, billing or details of consultation from the ALAA side.

Mr. Green stated that he could not tell you if the position would be protected.

Ms. Schuetze stated that the board has no complaints at this time, then the BOE could appoint someone temporarily while they do an active search.

Mr. Green then thanked everyone for listening to him and that he hoped there could be a dual role so that an advantageous relationship could be maintained.

Ms. Tankersley then asked all board members to express their recommendations. Ms. Tankersley stated that the BOE needed a dedicated person so there was no possibility of conflict. "We do this a public service and we need to maintain that standard."

Ms. Hammett stated that even though is a minor conflict in this recommendation there still is a problem and she wants a dedicated person.

Eddie Cummings stated that his number one concern was the Probable Cause Committee and that the decisions the board makes now makes a long-term effect.

David Wilbanks stated that the surveys were going to be harder and he seems to think that the board should separate the position.

Ms. Mahone apologized again for getting off track on the task force and stated she wanted a dedicated person.

Bridget Hammett then made a motion to move to a Closed Board Meeting for reasons to discuss job performance and that the meeting would take approximately 45 minutes and then resume the open board meeting. Susan Durden seconded the motion and it was unanimously approved by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden, David Wilbanks and Bridget Hammett by a show of hands.

Closed Meeting- 10:30 a.m.

Adjournment of Closed Meeting- 11:13 a.m.

Open Board Meeting called to order at 11:14 a.m.

Ms. Schuetze stated that the board needed to decide on temporary Executive Director Position and permanent Executive Director Position, a selection task force, pay and dedication of employee.

Bridget Hammett made a motion that the board appoint a Temporary Executive Director with the following qualifiers:

- Refer to the job description in the Rules and Regulations under General Powers
- An hourly rate of \$28.84/ not to exceed twenty hours in a week
- Duration of the position is until the next board meeting
- Temp. position submit time sheets to the Chair weekly

Mamie Mahone seconded the position and the motion was unanimously approved by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden, David Wilbanks and Bridget Hammett by a show of hands.

Bridget Hammett made a motion to appoint Eddie Cummings, Mamie Mahone and Kathy Tankersley to serve as the selection task force for Executive Director. Susan Durden seconded the motion and it was unanimously approved by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden, David Wilbanks and Bridget Hammett by a show of hands.

Bridget Hammett made a motion to remove Mamie Mahone from the joint task selection task force with ALAA. Susan Durden seconded the motion and it was unanimously approved by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden, David Wilbanks and Bridget Hammett by a show of hands.

Bridget Hammett made a motion to have a separate Executive Director, whose duties are exclusive to the BOE. Susan Durden seconded the motion and it was unanimously approved by Kathy Tankersley, Mamie Mahone, Eddie Cummings, Susan Durden, David Wilbanks and Bridget Hammett by a show of hands.

**Other Business:** Remember to approve job description and submit Rules and Regulations amendments concerning alternative CEUs and exigent circumstances.

**Adjournment:** At 12:30 a.m., Eddie Cummings made a motion, seconded by Susan Durden, and unanimously agreed by the Board to adjourn the meeting of the Board of Examiners of Assisted Living Administrators.

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

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

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

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