

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Thursday, July 10, 2014
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Ms. Angelia Smith
Ms. Ginger Fletcher
Ms. Tammy Bowman
Ms. Bettye Bambarger
Ms. Martha Stokes
Ms. Vivian Readus
Ms. Cindy Lewis
Mr. Renee Barnard

Members Absent:

Others Present: Ms. Amy Findley, Executive Director
Mr. Bill Garrett

Call to Order: The called meeting of the Board was called to order at 10:01 a.m. by Chair, Ginger Fletcher.

Welcome New Board Member: Ginger Fletcher welcomed new Board Members Angelia Smith and Tammy Bowman.

Angelia and Tammy read the board member oath.

Agenda: Bettye Bambarger motioned to approve the agenda as distributed, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Angelia Smith, Ginger Fletcher, Tammy Bowman, Bettye Bambarger, Martha Stokes, Vivian Readus and Renee Barnard.

Cindy Lewis entered the meeting at 10:09am.

Executive Director Job Review: Bettye Bambarger, Renee Barnard, Ginger Fletcher and Vivian Readus met before the board meeting for the Executive Director's job review. All board members filled out evaluation forms to be placed in Amy Findley's file.

Ginger Fletcher gave the board a brief report.

Bill Garrett with the Alabama Attorney General's office entered the meeting at 10:11am.

Legal Counsel – LH case is over.

Hendon Coody's termination letter was presented to the board for review. A copy of all invoices from Hendon Coody were presented to the board as well. All invoices have been paid.

Amy Findley reported the board has spent roughly \$15,000-\$16,000 in legal fees this year that have not been budgeted for.

Amy Findley reported she mailed a letter to Bill Garrett at the AG's office requesting legal counsel from their office. Amy Findley also requested that the AG's office waive the fees for legal counsel until October 1, 2014.

Bill Garrett answered the board questions regarding hearings, consent agreements etc.

Discussion was held.

Bill Garrett exited the meeting at 11:14am.

Amy Findley asked the board what they wanted to do in regards to legal counsel since an additional \$20,000 has been added to the FY15 Budget. Hendon Coody was open to representing the board again once funds were available.

Discussion was held.

Renee Barnard motioned to ask the Attorney General's office to appoint the board legal counsel, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Angelia Smith, Ginger Fletcher, Tammy Bowman, Bettye Bambarger, Martha Stokes, Vivian Readus, Cindy Lewis and Renee Barnard.

The current Investigative Committee is Sherry Stone (term expired), Amy Findley, Renee Barnard, Legal Counsel and Alternate – Ginger Fletcher.

The New Investigative Committee is – Angelia Smith, Amy Findley, Renee Barnard, Legal Counsel and Alternate – Tammy Bowman.

The board talked about the SP case. Once Legal Counsel is appointed by the AG's office, Amy Findley will go over case details and get a hearing scheduled.

BOE Budget: Amy Findley presented the board with budget documents from the Finance Departments website. Since the board is undergoing an audit by the Examiners of Public Accounts, Amy Findley will email the board the detailed budget reports.

CEU Audit Report – Amy Findley presented the board with a list of CEU audits that have been done since the last board meeting.

Applications for Review: The Application of KS was presented to the board for review. KS checked no to the felony or misdemeanor question on the application. The background results came back with a guilty plea to a misdemeanor.

Cindy Lewis motioned to deny the application of KS but will allow KS to reapply with truthful information and by submitting the board a copy of the certificate of good conduct, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Angelia Smith, Ginger Fletcher, Tammy Bowman, Bettye Bambarger, Martha Stokes, Vivian Readus, Cindy Lewis and Renee Barnard.

Martha Stokes and Bettye Bambarger exited the meeting at 11:50am.

New Business:

- A) Oral Exams – the statutes state the exams may consist of oral or written questions or both. The Board has an Accommodation Request Form that a Doctor can fill out for an applicant stating they need one of several options for the exam. Amy Findley asked is this something that must continue as an option for legal reasons.

Discussion was held.

Amy Findley will consult with Legal Counsel regarding oral examinations.

Old Business –

- A) Consent Form for Employment Verification – Sherry Stone mentioned in a previous board meeting that the board may need to be getting the applicants permission before employment checks are done. Discussion was held.

I _____ authorize the Board of Examiners of Assisted Living Administrators to verify my current and past employment. (With a Signature Line and Date Line.)

Cindy Lewis motioned to add the above statement on the application so the applicant can consent to the employment verification, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Angelia Smith, Ginger Fletcher, Tammy Bowman, Bettye Bambarger, Martha Stokes, Vivian Readus, Cindy Lewis and Renee Barnard.

- B) Test Scores Update – Amy Findley gave a brief report on the test scores since January 1, 2014.
- C) Administrator Oath – The BOEALA had the first round of Admin Oaths on May 22, 2014. The upcoming dates are August 28, 2014 and November 20, 2014.
- D) Private Investigator – The Board has a contract for a Private Investigator but we do not have funds to pay for it.
- E) 240 Hour Internship - the internship hours were discussed.

Based on the applicant's background, the hours may need to be distributed differently. Discussion was held.

Renee Barnard motioned to add a statement on the internship application that states "these internship hours are subject to change based on your employment background", Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by, Angelia Smith, Ginger Fletcher, Tammy Bowman, Vivian Readus, Cindy Lewis and Renee Barnard.

The October board meeting has been changed from October 9, 2014 to October 2, 2014 at 10:00am.

The BOEALA meeting was adjourned at 12:26pm

Approved by: _____
Ginger Fletcher, Chair

Prepared by: _____
Amy Findley, Executive Director