

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Thursday, July 11, 2013
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Ms. Sherry Stone
Ms. Martha Stokes
Ms. Vivian Readus
Ms. Ginger Fletcher
Ms. Dale Law
Ms. Bettye Bambarger
Ms. Rita VanDyke
Ms. Cindy Lewis

Members Absent: N/A

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

Call to Order: The called meeting of the Board was called to order at 10:04 a.m. by Chair, Sherry Stone.

Welcome New Board Member: Sherry Stone welcomed new Board Member Martha Stokes.

Martha read the board member oath.

Agenda: Rita VanDyke motioned to approve the agenda as distributed, Ginger Fletcher seconded the motion. There was no discussion and the motion was unanimously approved by, Sherry Stone, Martha Stokes, Vivian Readus, Ginger Fletcher, Dale Law, Rita VanDyke and Cindy Lewis.

CEU Audit: Deloye Burrell audited a CEU seminar on June 20, 2013 that was sponsored by the Alabama Institute for the Deaf and Blind.

Deloye's audit notes were presented to the board for review. Due to the seminar having a few issues, the Sponsor of the event was asked to be presented at the board meeting.

Trudy Lowe and Brandy Scott with Preferred Health Services entered the meeting at 10:21am.

PHS was a sponsor of the event which is why they requested the CEUs for the AIDB.

Discussion was held.

Bettye Bambarger entered the board meeting at 10:25am.

Trudy Lowe and Brandy Scott exited the meeting at 10:27am.

Rita VanDyke motioned to offer CEUs for Preferred Health Services, Bettye Bambarger seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Rita VanDyke, Cindy Lewis and Bettye Bambarger. Martha Stokes abstained from voting.

Amy Findley reported PHS has submitted another CEU request for July 17, 2013. After the seminar was approved, they sent in changes. They seem to be doing this with every CEU seminar lately.

Amy Findley will go audit the PHS seminar on July 17, 2013.

Complaint Consent Agreements:

LH: forged a character reference form. She signed GP's name, GP sent in a statement that the signature on the character reference form was not his.

LH and attorney John Stamps entered the meeting at 10:44am.

Sherry Stone stated to LH and attorney that the board could enter into Executive Session and the information would not be included in the minutes if her attorney leaves the room, or he could stay and the information would be included in the minutes.

LH stated her lawyer would stay in the meeting.

The consent agreement offered to LH was a \$500 fine, 6 months' probation and she could not apply for a Cat. II license for 1 year.

LH stated she is unemployed due to this misunderstanding, she is afraid of the 6 months' probation following her.

LH did admit that she signed GP's name to the character reference form because she was in a rush.

Mr. Stamps asked that the board have mercy on LH and to consider her past record.

LH and John Stamps counter offer to the board is:
No probation, \$1000 fine and could reapply for a Cat II license in 18 months.

LH and John Stamps left the meeting at 11:08am.

Sherry Stone motioned to enter into Executive Session at 11:09am for approximately 15 minutes, Rita VanDyke seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

Ginger Fletcher motioned to exit Executive Session at 11:17am, Sherry Stone seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

Cindy Lewis motioned to maintain the consent agreement as originally offered to LH, Ginger Fletcher seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

SW: Amy Findley gave a brief report regarding SW.

SW entered the meeting at 11:27am, her attorney did not attend.

The consent agreement offered to SW was a \$500 fine, 6 months' probation.

The character reference from was dated March 20, 2013, SW stated she gave her son permission to sign the form since her and LH could never meet up.

Discussion was held.

SW counter offer to the Board is:
\$1500 fine

SW exited the meeting at 11:45am.

Cindy Lewis motioned to maintain the consent agreement as originally offered to SW, Rita VanDyke seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

KW: KW emailed Amy Findley stating she wanted to surrender her license.

Discussion was held.

Ginger Fletcher motioned to enter into Executive Session at 12:00pm for approximately 15 minutes, Bettye Bambarger seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

Sherry Stone motioned to exit Executive Session at 12:10pm, Ginger Fletcher seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

Rita VanDyke motioned that KW cannot reapply for a license for 5 years, she will have to take the steps as a new applicant and will be subject to a probationary period, Vivian Readus seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

TF Request: TF wrote a bad check to the BOEALA July 2010. She wants to reapply for a license. She sent a letter to Amy Findley asking that is she paid everything owed, could she reapply.

Vivian Readus motioned to accept TF's request; ALL monies from TF must be via certified check, Bettye Bambarger seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

Board Meeting Minutes from 05/24/2013: Cindy Lewis motioned to approve the 05/24/13 minutes as presented, Sherry Stone seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Rita VanDyke, Cindy Lewis and Bettye Bambarger. Martha Stokes abstained from voting.

Executive Director Job Review: Dale Law motioned to request a 3% raise for its Executive Director from Alabama Personnel in January of 2014 after the freeze on state raises has been lifted, Rita VanDyke seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, Cindy Lewis and Bettye Bambarger.

BOE Budget: Amy Findley reported the finance website has been down; she will email the board the budget once she can log in.

Care and Compliance Request: Care and Compliance an online CEU provider requested that their website be added to the BOEALA Course Approval page. They are NAB approved.

Cindy Lewis motioned to add Careandcompliance.com to the BOEALA website, Sherry Stone seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Rita VanDyke, Cindy Lewis and Bettye Bambarger. Martha Stokes abstained from voting.

Applications for Review: The Application of AF was presented to the board for review. AF states she has been working at an ALF since 05/07/13, her employment verification states around the same date. However, her regional director states she has already been there 3 months. Her regional director is signed up to take the upcoming Section A Exam.

Discussion was held.

Cindy Lewis left the meeting at 12:30pm

Rita VanDyke motioned to authorize Amy Findley to return incomplete applications via certified mail with a checklist that shows what is missing, Vivian Readus seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, and Bettye Bambarger.

New Business:

The Rules committee (Amy Findley, Bettie Carmack, Cindy Lewis, Deloye Burrell and Ginger Fletcher) met after the 05/24/13 board meeting and proposes the following rules changes.

The committee proposed to remove the word administrative. Discussion was held.

135-X-5-.02 (1) (a) (5) (i)

Change one year experience to 2 years, the word AND will replace the word OR where it talks about working fulltime in an administrative ~~OR~~ AND resident or patient care position.....

135-X-5-.02 (1) (a) (5) (ii)

Change one year experience to 2 years, the word AND will replace the word OR where it talks about working fulltime in an administrative ~~OR~~ AND resident or patient care position.....

135-X-5-.02 (1) (a) (6)

the word AND will replace the word OR where it talks about working fulltime in an administrative ~~OR~~ AND resident or patient care position.....

135-X-5-.02 (1) (b) (5) (i)

Change one year experience to 2 years, the word AND will replace the word OR where it talks about working fulltime in an administrative ~~OR~~ AND resident or patient care position.....

135-X-5-.02 (1) (b) (5) (ii)

Change one year experience to 2 years, the word AND will replace the word OR where it talks about working fulltime in an administrative ~~OR~~ AND resident or patient care position.....

135-X-5-.02 (1) (b) (6)

the word AND will replace the word OR where it talks about working fulltime in an administrative ~~OR~~
AND resident or patient care position.....

135-X-7-.02 (a)

Remove the words willfully or repeatedly

135-X-7-.02 (b)

Remove the words willfully or repeatedly

135-X-7-.02 (i)

Remove the words willfully or repeatedly

135-X-7-.02 (p)

Remove the word willfully

Ginger Fletcher motioned to approve all of the rules changes as amended, Vivian Readus seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, and Bettye Bambarger.

RS: RS marked yes to being convicted as a misdemeanor. Her background check is not back yet, but RS came to the meeting.

RS entered the meeting at 12:52

RS was hunting without wearing orange and hunting over bait was her misdemeanors.

Amy Findley requested that the board approve RS as long as nothing else shows up on the background check except what she has stated.

RS left the meeting at 1:00pm

Rita VanDyke motioned to approve the application of RS as long as nothing else shows up on the background check, Bettye Bambarger seconded the motion. There was no discussion and the motion was approved by, Sherry Stone, Vivian Readus, Ginger Fletcher, Dale Law, Martha Stokes, Rita VanDyke, and Bettye Bambarger.

The BOEALA meeting was adjourned at 1:00pm

Approved by: _____
Sherry Stone, Chair

Prepared by: _____
Amy Findley, Executive Director