

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

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

Place: 5921 Carmichael Road  
Montgomery, AL

Members Present: Mr. Deloye Burrell  
Ms. Vivian Readus  
Ms. Ginger Fletcher  
Ms. Rita VanDyke  
Ms. Sherry Stone  
Ms. Cindy Lewis  
Dr. Regina Harrell

Members Absent: Ms. Dale Law  
Ms. Bettye Bambarger

Others Present: Ms. Amy Findley, Executive Director

**Call to Order:** The regular meeting of the Board was called to order at 10:00 a.m. by Chair, Sherry Stone.

**Agenda:** Rita VanDyke motioned to approve the agenda as distributed, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

**Record Board Meetings:** Amy Findley asked the board their opinion on recording board meetings as a backup for minutes.

Discussion was held.

Every board member present was ok with recording the board minutes.

**Minutes-** The October 11, 2012 minutes were presented to the Board for review.

Deloye Burrell motioned to approve the October 11, 2012 minutes, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

**BOE Budget-** Amy Findley presented the board with budget numbers from the Comptroller's website.

**CC Complaint:** Amy Findley reported to the board about a complaint against CC. The initial complaint was received in 2011. In 2011 she stated that she was a licensed administrator, when technically her license expired in 2006. CC signed a statement that she would take the information off of her website.

Amy Findley was sent a CEU request where CC was the speaker, and the bio was sent in with the request stated she was a licensed assisted living admin.

The CEU request was approved, Amy Findley notified the sponsor that CC was NOT a licensed administrator.

Amy Findley mailed CC a letter asking her to attend the board meeting today and to send in information where she has updated her website and how she notified the public she is not a licensed administrator.

CC has not contacted Amy Findley or sent in any information.

CC has taken the licensed administrator information off of her website as of 12/2/12.

Amy Findley went and audited the CEU seminar on 12/4/12, CC did not state she was a licensed administrator at this seminar.

Discussion was held.

Rita VanDyke motioned to let the issue go with CC since she has corrected her website and she is not currently working in a facility, Deloye Burrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

**CEU Request Form Change:** As stated above, Amy Findley went to Huntsville to audit the 12/4/12 seminar where CC was the speaker.

When Amy got to the location where the seminar was advertised, she was informed that the seminar was at a different location. After researching all of the seminars that this specific sponsor host, there is usually only one licensed admin that ever signs in. This was suspicious to the Inc Committee since all of this sponsors seminars are free.

Due to this issue, CEU request form needs to be updated to show how the sponsor of the seminar is going to advertise. With this change, if any CEU seminar gets audited, the sponsor should be able to send a copy of the way they are advertising their seminars.

Discussion was held.

Vivian Readus motioned to add "Method of Advertising" on the CEU Request form, Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

**Alzheimer's Task Force:** Amy Findley received an email from Mark Fowler with The Jones Group asking that the Board appoint someone to the Alzheimer's Task Force Bill HJR433.

Discussion was held.

Cindy Lewis motioned to appoint Frank Holden to the Alzheimer's Task Force, Sherry Stone seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

**Internship for Review:** Amy Findley presented the board with an internship for EB.

SP will be the preceptor.

Ginger Fletcher motioned to approve the internship for EB, Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

**Renewal Letters:** Amy Findley reported that the renewal letters that is sent out to licensees states what all must be returned with renewals. The renewal application also has a checklist of things to return with the renewal application.

Amy Findley has been mailing out letters to licensees who aren't sending in all of the required documents. At 45 cents each, it is getting expensive.

Discussion was held.

Ginger Fletcher motioned to:

- 1) add a line on the renewal application where licensees can fill out their email address
- 2) add "This is your ONLY reminder" to the renewal application letter
- 3) send out an email to the license database explaining the change via the newsletter
- 4) update the website

Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

**New Business:** Bettie Carmack Letter – Bettie wrote Amy Findley a letter, in it she talked about not making today for the board meeting. It also included information about CC and the address information rule change.

She also states in the letter that we should start asking the examiners of public accounts before we vote on a rule change.

Bettie Carmack sent an email to Amy Findley stating that John Segrest said the Immigration Affidavit should only be done on initial application and on the first renewal.

Amy Findley sent John Segrest an email asking if she could get everyone to do it each renewal to have to keep from having to research each renewal before they are sent out. John Segrest sent an email back from John Norris that states the law only requires it once.

Discussion was held.

Deloye Burrell motioned to implement the Immigration Law Affidavit only upon initial application, Amy Findley will make sure that each licensee has at least one affidavit on file, Ginger Fletcher seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

DW – Amy Findley gave a brief report on DW. He is a licensed nursing home administrator wanting an assisted living admin license. He was honest and checked yes to a "misdemeanor" on his application.

Amy Findley overlooked this and gave him a license.

Once Amy realized he had checked "yes", she called the Nursing Home Examiners board to see if they do background checks upon application. After several emails back and forth and a phone call to Katrina Magdon, she stated that the board could refer this to the BOENHA. After reviewing DWs

info, she did not see where he checked "yes" on any of his renewal applications. Amy did get him to fill out a background check from.

Discussion was held.

The board wants Amy Findley to refer this to the BOENHA, but let them know that he is in good standing with the BOEALA.

**Old Business:** The address change rule that became effective 11/21/12 was discussed with the board. After Amy Findley emailed the examiners of public accounts, they stated we do not have the statutory authority to charge the fines.

Discussion was held.

Deloye Burrell motioned to repeal the address change rule, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

Sherry Stone motioned to adjourn the meeting at 11:00am, Deloye Burrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Ginger Fletcher, Regina Harrell, and Rita VanDyke.

Approved by: \_\_\_\_\_  
Sherry Stone, Chair

Prepared by: \_\_\_\_\_  
Amy Findley, Executive Director

No one attended the public hearing.