

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

Date: Thursday, October 11, 2012
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. Deloye Burrell
Ms. Vivian Readus
Ms. Dale Law
Ms. Bettye Bambarger
Ms. Ginger Fletcher
Ms. Rita VanDyke
Ms. Sherry Stone
Ms. Cindy Lewis

Members Absent: Dr. Regina Harrell

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

Public Hearing Call to Order: The public hearing on the proposed amendments to the Board of Examiners of Assisted Living Rules and Regulations was called to order at 10:10 a.m. by the chair, Vivian Readus. Eight of the nine Board members were present when the public hearing was called to order; therefore, a quorum was established.

The proposed amendments to the Board of Examiners Rules and Regulations were filed with the Administrative Procedure Division of the Legislative Reference Service July 24, 2012. Copies of the proposed amendments and notice of the public hearing were made available through the BOE website, mailed to all licensed administrators, and given out at the Assisted Living Association of Alabama's Fall Conference in September.

There were no written comments received from the public during the 35 day period. Six individuals arrived at 10:00 a.m.

Amy Findley read each proposed rule aloud and asked for comments.

Call to Order: The regular meeting of the Board was called to order at 10:22 a.m. by Chair, Vivian Readus.

Agenda: Amy Findley asked that the application for review be moved to the end of the agenda.

Rita VanDyke motioned to approve the agenda with changes, Cindy Lewis seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

Board Elections: Pursuant to the statute requirement of annually electing a chair and vice chair at the first meeting of the Board held after October 1, Rita VanDyke motioned to elect Sherry Stone as Chairman, Vivian Readus seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

Sherry Stone motioned to elect Dale Law as the Vice-Chair, Rita VanDyke seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

Sherry Stone asked to be removed from the CEU committee. Rita VanDyke volunteered and will now serve.

Board Member Oath: Amy Findley asked the new board members to introduce themselves. Ginger Fletcher and Bettye Bambarger have been appointed by the Governor with today being their first board meeting.

Bettye and Ginger both took the board member oath.

Application for Review/Complaint: The application of MT was presented to the board for review.

Amy Findley gave the board a brief report.

Rita VanDyke motioned to enter Executive Session at 10:30am for approximately 10 minutes, Bettye Bambarger seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

The public was asked to leave the meeting during Executive Session.

Cindy Lewis motioned to exit Executive Session at 10:50am, Sherry Stone seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

The public was told they could re-enter the meeting.

Rita VanDyke motioned to approve the application of MT with the condition that an annual background check be preformed every renewal cycle for the next 5 years at MT's expense, Cindy Lewis seconded the motion. There was no discussion and the motion was approved by, Cindy Lewis, Sherry Stone, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke, Deloye Burrell voted No.

Minutes- The July 12, 2012 minutes were presented to the Board for review.

The public hearing phrase at the bottom of the minutes needs to be removed.

Rita VanDyke motioned to approve the July 12 board minutes with changes, Dale Law seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

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

Fees: Pursuant to the rule 135-X-13.01 requirement of annually adopting the fee schedule Deloye Burrell motioned to set and adopt the fee schedule presented to the board, Ginger Fletcher seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

New Business: Terri Norwood CEU request – Amy Findley reported Terri needed one dementia credit to renew her license, the on-line course she took didn't specifically mention Alzheimer's or Dementia so therefore, I couldn't give her credit. Terri stated the course did indeed talk about Alzheimer's and Dementia. Terri got the company to issue her a letter that states the course does in fact deal with Alzheimer's and Dementia.

Discussion was held.

Cindy Lewis motioned to approve the one dementia credit based on the letter from EasyCEU.com, Deloye Burrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

Trease Kirk Dawson request – Trease Dawson wrote the board a letter requesting a new License with her new name since she has gotten married.

The letter mailed with the License states the license will only be issued "ONCE".

Discussion was held.

Sherry Stone motioned to deny the request from Trease Dawson due to the licenses only being issued one time, Bettye Bambarger seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

CEU Database – Amy Findley asked the board to consider a database that licensees could log into and see how many CEUs the BOEALA has on file for them. This seems to be 80% of the phone calls and a database would be helpful to the licensees.

Discussion was held.

Deloye Burrell motioned to approve the CEU database, Bettye Bambarger seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

Amy Findley is going to check and make sure there isn't a monthly fee, if it is, she will hold off until the board can approve that at the January 2013 board meeting.

Conference comments – Amy Findley reported there were positive comments from the ALAA Fall Conference. It seems as though the participants want this to be done at every conference ALAA puts on.

CEU Master Lists – Amy Findley reported she is having trouble with several providers sending her the master listing of attendees that attend seminars. The approval letter mailed to the providers clearly states that a master list of attendees should be sent to the BOEALA within 30 days if the program. This is to ensure the attendees get the proper credit for seminars they attend.

Discussion was held.

Amy Findley will add a sentence in the approval letters that states "Failure to submit the master sign in sheet within 30 days may result in your company no longer receiving CEU credit."

Old Business: Amy Findley raise – Bettie Carmack reported that State Personnel told her Amy Findley could not receive the raise the Board voted on at the July board meeting. All raises are on freeze according to state personnel.

Deloye Burrell motioned to adjourn the meeting at 11:30am, Dale Law seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, Ginger Fletcher, Bettye Bambarger, and Rita VanDyke.

Approved by: _____
Sherry Stone, Chair

Prepared by: _____
Amy Findley, Executive Director

All of the proposed rules changes passed.