

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Thursday, February 11, 2021

Time: 10:00 am

Place: 60 Commerce St. Ste. 1440
Montgomery, AL 36104

Members Present: Ms. Sue Jackson
Ms. Sal. Lee Sasser-Williams
Ms. Coretha Slayton
Ms. Jimmie Ann Campbell
Ms. Jamie Wise

Via Electric Means: Ms. Jill Benefield
Mr. Roger Cooper joined at 10:18 am

Members Absent: Dr. Donald Marshall

Others Present: Ms. Claire H. Austin, Acting Executive Director
Ms. Claudia Smith, Atty
Mr. Will Parker, Staff
Ms. Brenda Holden, Staff - Via Electric Means
Ms. Amy Findley -- with the AL Assisted Living Association - Via Electric Means

Call to Order: The regular meeting of the Board was called to order at 10:04 a.m. by Chair Sue Jackson. A quorum was present.

Approval of Agenda: Sal. Lee Sasser-Williams motioned to approve the agenda as presented; Jill Benefield seconded the motion. There was no discussion, and the motion was unanimously approved.

Approval of Minutes: Jimmie Ann Campbell motioned to approve the December 4, 2020 minutes as presented, after discussion the motion was postponed for further clarification from the Board's Attorney.

Executive Directors Report: Claire Austin provided the Board with information pertaining to the number of applications processed and the number of people testing. Claire provided information on the Records Retention guidelines and reported that she Archived and disposed of more than 437 pounds of paper for the Board as required by State Records Retention Guidelines. Also provided was the financial information for the Board by Will Parker.

Claire reported she was contacted by a previous licensee that was unaware their license had expired in 2018. This person continued getting the CE and attended Association meetings and trainings but never renewed the license. After more information was supplied and discussion of the Board a motion was made by Sal. Lee Sasser-Williams and seconded by Jamie Wise to require this individual to repeat the licensing requirements because it is the licensee's responsibility to timely renew their license. All members present voted in the affirmative.

Will Parker reported that the office has been trying to get all the records up to date and papers properly filed. They have found some license numbers issued twice to different people and they are trying to correct these issues as they are found.

New Board Business: Because of the pandemic the Board allowed the continuing education to be acquired on-line, since the "Safer at Home" order from the Governor is still in effect a motion was made by Jill Benefield and seconded by Roger Cooper to continue this until June 30, 2021. The motion passed unanimously.

Jamie Wise voiced her concern about the contract with the Austin Group being for a full year when the Board approved it for only six months during their meeting. The Chair Sue Jackson, who signed the agreement with the Purchasing Division, explained the Emergency Contracts with the State are written as one year but that the Board could cancel the contract at any time. It was determined that the Board should vote to extend the contract for another six months. Jamie Wise made a motion to approve the existing contract for another six months which was seconded by Sal.Lee Sasser-Williams. The motion passed unanimously. Coretha Slayton questioned if after the one year if the Austin Group could continue, which was answered by Claire Austin in the affirmative, if the Board made that choice.

Claudia Smith, Board's Attorney, stated that she had received clarification from her office that since the last Board Meeting held on December 4, 2020 had only four of the current eight members present, the Board needed to go over the agenda from the December 4th meeting and reapprove all motions and actions taken and that only Board Members physically present were permitted to vote. That being said it was determined that all the motions for this meeting would also need to be corrected as well; therefore Sal.Lee Sasser-Williams made the motion to add the Agenda, Minutes of August 2, 2020, and the Executive Directors Report from the December 4th meeting to this meeting, which was seconded by Jimmie Ann Campbell. All voted in favor of the motion. Since the Board went into Executive Session during the last meeting it was motioned by Sal.Lee Sasser-Williams to go back into Executive Session for 5 minutes, this was seconded by Jimmie Ann Campbell. All members present voted to go into Executive Session, the Board went into Executive Session at 11:16 am. At 11:22 am Sal.Lee Sasser-Williams motioned to come out of Executive Session, this was seconded by Jimmie Ann Campbell. The vote was unanimous. Sal.Lee Sasser-Williams made a motion to accept the applicant which was discussed during the Executive Session which was seconded by Jimmie Ann Campbell. Motion passed unanimously. The moving of the Board's Office to the 60 Commerce Street Suite 1440, Montgomery AL was motioned by Sal.Lee Sasser-Williams and seconded by Jimmie Ann Campbell. All voted to approve unanimously. The dates for the upcoming Board meetings were reviewed. The motion was made by Jimmie Ann Campbell to approve the dates as previously stated which was seconded by Jamie Wise. Motion passed unanimously.

Going back over the motions made for today meeting: the motion for approving the agenda was made by Sal.Lee Sasser-Williams and seconded by Coretha Slayton and unanimously approved by the 5 members present. Before the motion to allow licensees to receive their continuing education on-line was repeated Jill Benefield, announced to the Board and the Board Attorney that during the Executive Session she contacted the Examiners of Public Accounts to get clarification on making motions and voting while participating in a Board meeting Via electrical means and she was informed that you have the same abilities and rights as those physically present to vote or make motions. Attorney Claudia Smith said she would further investigate this information with her office.

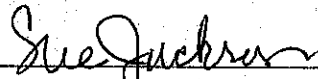
Old Board Business: Claire informed the Board that Rebecca Dennis provided an eight-hour dementia training without Board compensation. Jamie Wise made a motion to compensate Ms. Dennis at the rate of \$500 which was seconded by Coretha Slayton. All voted to approve unanimously.

A motion was made on the election of officers by Sal.Lee Sasser-Williams to be postponed due to the pandemic stating the ability of the current Chair Sue Jackson can easily be available should anything come up with the Board since she was local. It was seconded by Jamie Wise. All voted in favor of the postponement. It will be revisited at the next schedule Board Meeting in May.

The next scheduled Board meeting will be May 13, 2021, at 10:00 a.m.

There being no further business a motion was made by Jamie Wise to adjourn the meeting; seconded by Sal.Lee Sasser-Williams, which was unanimously approved. The February Board Meeting adjourned at 11:50 a.m.

Approved by: _____


Sue Jackson, Chair

Prepared by: _____



Brenda Holden, Recording Secretary