

Alabama Board of Examiners of Assisted Living Administrators
Regular Board Meeting

Date: Thursday, July 12, 2012
Time: 10:00 a.m.

Place: 5921 Carmichael Road
Montgomery, AL

Members Present: Mr. Deloye Burrell
Ms. Vivian Readus
Ms. Dale Law
Mr. George Smith
Dr. Regina Harrell
Ms. Rita VanDyke
Ms. Sherry Stone
Ms. Cindy Lewis

Members Absent:

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

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

Agenda: Rita VanDyke motioned to approve the agenda as presented, 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, George Smith, Rita VanDyke and Regina Harrell.

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

Amy Findley gave the board a brief report.

MG put Administrative Assistant as her job title on her first application that expired. On her second application, MG put Administrator as her job title.

ADPH sent in a complaint against MG as having Administrator on her business cards she handed out when they were surveying her building. MG and her company have completed all requests by the Investigative Committee regarding her using Administrator as her job title.

Discussion was held.

George Smith motioned to allow MG to take the administrators exam again, 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, George Smith, Rita VanDyke and Regina Harrell.

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

Internship for Review- Amy Findley presented the board with an Internship for Carley Bailey, the preceptor to be approved will be Jan Yarbrough from Morningside of Auburn.

Regina Harrell motioned to approve the internship for Carley Bailey and Jan Yarbrough as her preceptor, 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, George Smith, Rita VanDyke and Regina Harrell.

Minutes- The April 12, 2012 and May 14, 2012 minutes were presented to the Board for review.

Regina Harrell's name needs to be removed from voting under the Applications for Review on the April 12 minutes.

Deloye Burrell motioned to approve the April 12, 2012 and May 14, 2012 minutes with the above 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, George Smith, Rita VanDyke and Regina Harrell.

Executive Director Job Review- Rita VanDyke, Dale Law and George Smith met at 9:30am this morning to do an ED job review.

Vivian Readus asked Amy Findley to leave the room for discussion.

Dale Law motioned to go into Executive Session at 10:22am for approximately 10 minutes, 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, George Smith, Rita VanDyke and Regina Harrell.

Dale Law motioned to exit Executive Session at 10:29am, 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, George Smith, Rita VanDyke and Regina Harrell.

The board would like to send a request to the Governor to give Amy Findley a pay raise. Bettie Carmack will draft the letter.

New Business: Downgrade License: Amy Findley presented the board with a letter from Vernetta Myers asking that her Cat. II license be downgraded to a Cat. I license.

Amy Findley did prepare a draft form for Vernetta to sign and get notarized if the Board approves her request.

Discussion was held.

Cindy Lewis motioned to approve the license downgrade for Vernetta Myers with the notarized form, 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, George Smith, Rita VanDyke and Regina Harrell.

Rules Changes/Updates: Licensees must notify the board within 15 days of an address change or employment change.

Failure to do so will result in a disciplinary fine. Address Change Fine - \$25 Employment Change Fine - \$75

Cindy Lewis motioned to approve the above disciplinary fines and allows the Investigative Committee to impose the fines, 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, George Smith, Rita VanDyke and Regina Harrell.

The Emergency Permit fee will be increased to \$350 from \$200.

Cindy Lewis motioned to approve the increase in the Emergency Permit fee, 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, George Smith, Rita VanDyke and Regina Harrell.

The application deadline is 30 days prior to the Section A exam.

Deloye Burrell motioned to give the ED discretion in approving apps past the 30 days deadline, the late application form will need to accompany the late apps, Regina Harrell seconded the motion. There was no discussion and the motion was unanimously approved by, Cindy Lewis, Sherry Stone, Deloye Burrell, Vivian Readus, Dale Law, George Smith, Rita VanDyke and Regina Harrell.

Bettie Carmack Conference Request: Amy Findley presented the board with a conference request from Bettie Carmack.

The board is being asked to pay for hotel, flight, conference registration, meals etc.

Discussion was held.

Regina Harrell motioned to approve a travel expense for Bettie Carmack up to \$2500.00, 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, George Smith, Rita VanDyke and Regina Harrell.

Education Committee Replacement: Amy Findley reported she needs someone to volunteer to approve CEUs that she sends out.

Sherry Stone volunteered to be on this committee.

Classroom Training Manual: ALAA is in the process of updating the Classroom Training Manual. They have asked that the BOE be responsible for the BOEALA section in the manual.

Dale Law and Rita VanDyke will help with the BOEALA portion.

Remote Express Deposit: Amy Findley reported she is now using a check depositing machine in her office and no longer has to go to the bank to deposit checks.

Update Section A Exam: Discussion was held regarding updating questions on the Section A Exam.

As of right now, the exams will remain "as is".

Old Business: Amy Findley reported the BOEALA is now using Background Bureau for the required background checks.

Immigration Law Affidavit: Amy Findley reported the BOEALA stopped using the immigration law affidavit in January 2012 after an email from Bettie Carmack.

Bettie Carmack stated the immigration affidavit needs to start being used again since the Examiners of Public Accounts is writing deficiencies on other boards for not using it.

Amy Findley presented the board with a new affidavit from Bettie Carmack.

Regina Harrell motioned to start using the new immigration law affidavit, 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, George Smith, Rita VanDyke and Regina Harrell.

The next scheduled BOEALA board meeting will be July 12, 2012 at 10:00am.

Regina Harrell motioned to adjourn the meeting at 12:19pm, 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, George Smith, Rita VanDyke and Regina Harrell.

Approved by: _____
Vivian Readus, Chair

Prepared by: _____
Amy Findley, Executive Director