

**Alabama Board of Examiners of Assisted Living Administrators (BOEALA)  
Board Meeting**

**Date: Friday, November 19, 2021**

**Time: 2:00 a.m.**

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

**Members Present:** Ms. Sue Jackson  
Ms. Sal.Lee Sasser-Williams  
Ms. Jimmie Ann Campbell  
Ms. Rebecca Dennis  
Ms. Michelle Kelly

**Members Absent:** Ms. Coretha Slayton  
Ms. Jill Benefield – listened in to meeting on a cell phone

**Others Present:** Ms. Claire H. Austin, Acting Executive Director  
Mr. Jim Sasser, Board Attorney  
Mr. Will Parker, Staff  
Ms. Brenda Holden, Staff  
Ms. Kelly Mitchell, Director - Assisted Living Association  
Ms. Laura Howell, Attorney General's Office  
Ms. Lah Rountree, 24 Communications  
Ms. Callie Hincy, 24 Communications  
Ms. Marsha Johnson, USDA Rural Development, U.S. Dept of Agriculture (came in after the meeting started)

**Call to Order:** The meeting of the Board was called to order at 2:02 p.m. by Chair Sue Jackson.

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

**Approval of Minutes:** The Minutes were presented to the Board in advance for review, to fulfil the reading of the minutes; Sal.Lee Sasser-Williams stated a correction was needed to reflect her absents at the last meeting. Jimmie Ann Campbell motioned to approve the September 17, 2021, minutes with the amendment, which was seconded by Rebecca Dennis. No objections were made, the motion passed unanimously.

**Executive Directors Report:** Claire thanked the Board Members for agreeing to move the meeting to 2:00 due to the testing that was being conducted that morning. She stated the office had been busy with the renewals and testing. She said there are 85 renewals due and they have processed at least 40 at this time. Clare then invited Callie Hincy to present to the Board the information she brought on the new website.

**Guest Speaker:** Callie Hincy of 24 Communication show the Board a few of the web pages developed and said they would be ready to push the website live as soon as they payment for services was made. She also said they could have the database developed in about 60-90 days. Jimmie Ann Campbell asked

what was the situation with the payment? Will explained it was affecting Mr. Sasser as well, he has been working with varies Finance Departments trying to get it rectified.

**Financial Update:** Will Parker provided information to the Board Members on the financial condition of the Board. He stated they have collected almost twice as much as they did the previous year and that they were in good financial shape. Other than the Attorney, Mr. Sasser and 24 Communications all the Board's expenses have been met.

Claire Austin spoke about the numbers of candidates tested and pass/fail rates for the exams. Jimmie Ann Campbell asked how many Administrators do they now have statewide? Will stated he would get that information out to all Board Members after the meeting to provide an accurate count.

**New Board Business:** Since the next guest speaker was not available yet Claire presented to the Board the dates for Classroom Training / Test dates for 2022 for Board approval. The Board approved the supplied dates. This list is attached at the end of these minutes.

**Guest Speaker:** Marsha Johnson from the USDA Rural Development of the U. S. Agriculture Department presented information to the Board about low-risk guaranteed loans for rural areas to begin or to expand services offered to the rural communities. Ms. Johnson parted at 2:35 p.m. at the conclusion of her presentation.

**Old Board Business:** Since this is the first meeting of the new fiscal year the Board elected officers:  
**Board Chair:** Sue Jackson was nominated by Jimmie Ann Campbell and seconded by Rebecca Dennis. No other nominations were made. Motion passed unanimously.  
**Board Vice Chair:** Jimmie Ann Campbell nominated Jill Benefield which was seconded Sue Jackson. No other nominations were made. Motion passed unanimously.

**General Counsel:** Atty. Sasser stated that what he needed to speak to the Board about would require them to go into Executive Session. Sal.Lee Sasser-Williams motioned to go into Executive Session for 15 minutes which was seconded by Jimmie Ann Campbell. Roll call was taken: Sue Jackson, Sal.Lee Sasser-Williams, Jimmie Ann Campbell, Rebecca Dennis and Michelle Kelly approved the request unanimously. All guest and non-Board members left the room except for Claire Austin. The cell phone call to Jill Benefield was disconnected as well at 2:42 p.m.

**Return from Executive Session.** A motion to come out of Executive Session was made by Rebecca Dennis and seconded by Michelle Kelly at 2:59 p.m. Roll call was taken: Sue Jackson, Sal.Lee Sasser-Williams, Jimmie Ann Campbell, Rebecca Dennis and Michelle Kelly approved unanimously. The Board resumed their meeting at 2:59 p.m. A motion was made by Sal.Lee Sasser-Williams to accept the committees' recommendation to revoke the license of the licensee that was discussed in Executive Session. This motion was seconded by Michelle Kelly. All members voted in favor of revocation unanimously.

The next scheduled regular meeting for the Board will be February 18, 2022 at 1:30 p.m.

There being no further business of the Board, Sal.Lee Sasser-Williams motioned to adjourn at 3:03 p.m. which was seconded by Jimmie Ann Campbell. Motion passed unanimously.

The meeting adjourned at 3:03 pm.

Approved by: Sue Jackson  
Sue Jackson, Chair

Prepared by: Brenda Holden  
Brenda Holden, Recording Secretary