

## BOEALA Board Minutes

December 2, 2025

With proper and required notice having been provided to the Alabama Secretary of State's Office and with posting on the websites of the Alabama Secretary of State, and the Alabama Board of Examiners of Assisted Living Administrators (BOEALA), the meeting was called to order by Vice Chairman, Sandy Brackin at 11:02 am.

A quorum was established and maintained: the following Board members were present:

Sandy Brackin, Jill Benefield via Zoom, Michelle Kelley, Brandi Brach, Sal Lee Sasser Williams, and Rebecca Dennis.

Others in attendance were legal counsel, James Sasser, Claire Austin, Executive Director, and Will Parker.

Meeting agenda was approved with a motion by Sandy Brackin and secondly, Sal Lee Sasser Williams, unanimous vote in favor of approving the minutes.

Reading and review of August 14, 2025, minutes and corrections were completed to show no quorum for November 13, 2025, and the meeting was moved to December 2, 2025. The corrected minutes were approved by a motion by Sal Lee Sasser Williams and seconded by Sandy Brackin, all other members voted unanimously to approve the changes in the minutes.

Sandy Brackin gave the Chairman's report. Discussion around the Sunset Committee. Information was obtained during this meeting that will be valuable in the future, and they had very few questions for the BOE. She mentioned that there needs to be a representative from Mobile and Baldwin County on the BOE.

Claire Austin gave the Executive Director's report. Claire spoke on the monthly license renewals. Typically, February and May have many renewals. The renewal process is going smoothly, and they have 13 testing in January and February 2026. Jackie is working on locations for training and testing across the state to help with travel. Also presented was the BOE meeting schedule for 2026. Sandy Brackin motioned to approve the 2026 calendar and Brandi Bach seconded, all other members voted unanimously to approve the 2026 training calendar for applicants.

Will Parker gave the financial report. The budget is healthy and sound. There are no outstanding bills, and all is running smoothly. He also praised Rebecca Dennis regarding her contract. Auditors said it should be a professional contract and not AL buys. Now it's a professional contract and goes through contract review.

Page 2

James Sasser gave the General Counsel report. Currently there are no active complaints. There was one potential from Shelby County and the complaint in Jefferson County was unsubstantiated.

There was no old business to come before the board.

Under New Business, executive director, Austin stated that the Board needs to elect officers at this time. Election of new BOEALA Board officers

Sandy Brackin, nominated for Chairman by Brandi Bach and seconded by Sal Lee Sasser Williams all other Board members voted unanimously in favor of Brackin for the Chairman of the Board.

Michelle Kelley, nominated for Vice Chairman by Sandy Brackin and seconded by Brandi Bach, all other Board members voted unanimously in favor of M. Kelly for the Vice Chairman of the Board.

Brandi Bach, nominated for Secretary by Rebecca Dennis seconded by Sandy Brackin, all other Board members voted unanimously in favor of Brandi Bach for Secretary of the Board.

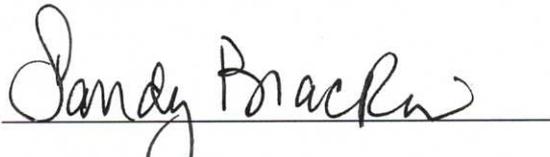
Next BOE meeting to be held on Thursday, February 26, 2026

Discussion around BOE pay due to it being mentioned by the Sunset Committee. Current statute is between \$50 and \$100. Sal Lee Sasser Williams motioned for the board pay to be increased to \$100 and Sandy Brackin seconded. This was done according to:

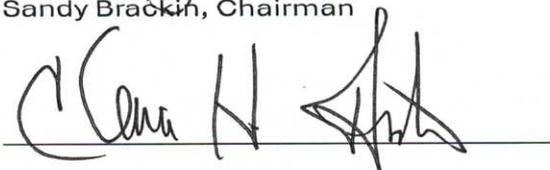
Al code 34-2A-3 (A) the BOE authorizes to increase to \$100 per diem for the time spent on official duties.

Claire Austin thanked Jill Benefield for her service and leadership on the BOE.

At 11:40 am Sandy Brackin motioned to adjourn the meeting and Sal Lee Sasser Williams seconded the motion, all members voted in favor of adjournment.



Sandy Brackin, Chairman



Claire H. Austin, Executive Director