



BOARD OF EXECUTIVES FOR
LONG TERM SERVICES AND SUPPORTS

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**BEFORE THE MINNESOTA
BOARD OF EXECUTIVES FOR LONG-TERM SERVICES AND SUPPORT
STANDARDS OF PRACTICE COMMITTEE**

In the Matter of
Muna Jama, LALD
License No. 3298

Stipulation and Consent
Order

September 26, 2025

Dear Ms. Jama,

This is to acknowledge receipt and verification of your civil money penalty of \$500.00 on September 4th, 2025. This information has been reviewed and included in your file.

You have now met all requirements of the Stipulation and Consent Order dated April 23, 2025. Therefore, in accordance with paragraph 7. of your Stipulation and Consent Order, this matter is dismissed. The Agreement and this letter are classified as public documents.

This matter may be re-evaluated should the Board receive a complaint of a similar nature in the future. The Review Panel encourages you to continue to apply to your practice the principles you have learned from the corrective actions.

If you have any questions, please contact me at 651-201-2731.

Sincerely,

BOARD OF EXECUTIVES FOR LONG-TERM SERVICES AND SUPPORT

Steve Jobe
Executive Director

In the Matter of
Muna Jama, LALD
License No. 3298

**STIPULATION AND
CONSENT ORDER**

IT IS HEREBY STIPULATED AND AGREED by Muna Jama, LALD (“Licensee”), and the Minnesota Board of Executives for Long-Term Services and Supports (“Board”) Standards of Practice Committee (“Committee”) as follows:

I.

JURISDICTION

1. The Board is authorized pursuant to Minnesota Statutes chapter 144A to license and regulate assisted living directors and to take disciplinary action as appropriate.
2. Licensee holds a license from the Board to practice as an assisted living director in the State of Minnesota and is subject to the jurisdiction of the Board with respect to the matters referred to in this Stipulation and Consent Order.

II.

BACKGROUND

3. Following a thorough review of all available information, the Committee determined the matter could be resolved by mail with a Stipulation and Consent Order for a reprimand and civil penalty.

III.

FACTS

4. On November 5, 2021, the Board granted Licensee an Assisted Living Director (“LALD”) license.

Licensee affirmed they had met the requirements for continuing education ("CE") as outlined in Minnesota Rules chapter 6400.

6. On September 16, 2024, the Board sent Licensee a letter providing that Licensee was required to submit evidence of completion of the required CE hours within 15 days.

7. On September 20, 2024, Licensee communicated with the Board via email asking clarification regarding CE requirements.

8. In the fall of 2024, the Board attempted to contact Licensee by email, mailing address, and telephone but Licensee failed to respond.

9. Licensee has since submitted proof of CE completion and is in compliance as of the date of this Order.

IV.

REGULATIONS

10. The Board views Licensee's conduct as inappropriate in such a way as to require Board action under Minnesota Rules 6400.7095, subpart 1.E, by failing to provide proof of having completed the number of CE credits claimed at the time of renewal when requested by the Board, as required by Minnesota Rules 6400.7090, subpart 2, and justifies the disciplinary action described in section V. below.

V.

REMEDY

11. The Board **REPRIMANDS** Licensee for the conduct described in Section III above.

the date this Stipulation and Consent Order is adopted by the Board. Licensee shall mail payment to the Board of Executives for Long-Term Services and Supports, c/o Stephen Jobe, Executive Director, 335 Randolph Avenue, Suite 210-B, St. Paul, MN 55101.

VI.

CONSEQUENCES FOR NONCOMPLIANCE

13. If Licensee fails to comply with or violates this Stipulation and Consent Order, the Committee may, in its discretion, seek additional discipline either by initiating a contested case proceeding pursuant to Minnesota Statutes chapter 14 or by bringing the matter directly to the Board pursuant to the following procedure:

a. The Committee shall schedule a hearing before the Board. At least 20 days before the hearing, the Committee shall mail Licensee a notice of the violation(s) alleged by the Committee. In addition, the notice shall designate the time and place of the hearing. Within ten days after the notice is mailed, Licensee shall submit a written response to the allegations. If Licensee does not submit a timely response to the Board, the allegations may be deemed admitted.

b. The Committee, in its discretion, may schedule a conference with Licensee prior to the hearing before the Board to discuss the allegations and to attempt to resolve the allegations through agreement.

c. Prior to the hearing before the Board, the Committee and Licensee may submit affidavits and written argument in support of their positions. At the hearing, the Committee and Licensee may present oral argument. Argument shall not refer to matters outside the record. The evidentiary record shall be limited to the affidavits submitted prior to the hearing and this Stipulation and Consent Order. Unless stated otherwise in this Stipulation and Consent Order, the

has occurred. If Licensee has failed to submit a timely response to the allegations, Licensee may not contest the allegations, but may present argument concerning the appropriateness of additional discipline. Licensee waives a hearing before an administrative law judge, discovery, cross-examination of adverse witnesses, and other procedures governing hearings pursuant to Minnesota Statutes chapter 14.

d. Licensee's correction of a violation prior to the conference, hearing, or meeting of the Board may be taken into account by the Board but shall not limit the Board's authority to impose discipline for the violation. A decision by the Committee not to seek discipline when it first learns of a violation will not waive the Committee's right to later seek discipline for that violation, either alone or in combination with other violations, at any time while Licensee's license is suspended or the suspension is stayed.

e. Following the hearing, the Board will deliberate confidentially. If the allegations are not proved, the Board will dismiss the allegations. If a violation is proved, the Board may impose additional discipline.

f. Nothing herein shall limit the Committee's or the Board's right to temporarily suspend Licensee's license pursuant to Minnesota Statutes sections 214.077 or 148.755, based on a violation of this Stipulation and Consent Order or based on conduct of Licensee not specifically referred to herein.

VII.

ADDITIONAL INFORMATION

14. Licensee is responsible for all costs incurred as a result of compliance with this Stipulation and Consent Order.

must promptly notify the Board in writing of the location of their residence and all work sites. Periods of residency or practice outside of Minnesota will not be credited toward any period of Licensee's suspended, limited, or conditioned license in Minnesota unless Licensee demonstrates that practice in another state conforms completely with Licensee's Minnesota license to practice as a licensed assisted living director.

16. In the event the Board in its discretion does not approve this settlement, this Stipulation is withdrawn and shall be of no evidentiary value and shall not be relied upon nor introduced in any disciplinary action by either party hereto except that Licensee agrees that should the Board reject this Stipulation, and if this case proceeds to hearing, Licensee will assert no claim that the Board was prejudiced by its review and discussion of this Stipulation or of any records relating hereto.

17. The Committee is represented by Alex Mountain, Assistant Attorney General. Licensee is self-represented in this matter.

18. Licensee waives any further hearings on this matter before the Board to which Licensee may be entitled by Minnesota or United States constitutions, statutes, or rules and agrees that the order to be entered pursuant to the stipulation shall be the final order herein.

19. Licensee hereby knowingly and voluntarily waives any and all claims against the Board, the Office of the Minnesota Attorney General, the State of Minnesota and their agents, employees, and representatives which may otherwise be available to Licensee relative to the action taken or authorized against Licensee's license to practice as a licensed assisted living director under this stipulation.

appropriate civil court. Licensee hereby acknowledges that they have read and understands this Stipulation and has voluntarily entered into the Stipulation without threat or promise by the Board or any of its members, employees, or agents. This Stipulation contains the entire agreement between the parties, there being no other agreement of any kind, verbal or otherwise, which varies the terms of this Stipulation.

DATA PRACTICES NOTICES

21. This Stipulation and Consent Order constitutes disciplinary action by the Board and is classified as public data pursuant to Minnesota Statutes section 13.41, subdivision 5. This Stipulation and Consent Order is a public document and will be sent to all appropriate data banks and entities consistent with Board policy.

CONSENT:

LICENSEE


MUNA JAMA, LALD

Dated: 2-25-25

FOR THE STANDARDS OF
PRACTICE COMMITTEE


BOARD MEMBER

Dated: 3/4/2025

ORDER

Upon consideration of the Stipulation and all the files, records, and proceedings herein, the terms of the Stipulation are approved and adopted, and the recommended remedy set forth in the Stipulation is hereby issued as an Order of this Board effective this 23 day of April, 2025.

MINNESOTA BOARD
OF EXECUTIVES FOR LONG-TERM
SERVICES AND SUPPORTS


Stephen Jobe

STEPHEN JOBE
Executive Director

Digitally signed by Stephen
Jobe
Date: 2025.04.23 14:12:05
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