



**Oregon Health Licensing Agency
BOARD OF DENTURE TECHNOLOGY**



11 am, Monday, September 27, 2010
700 Summer Street NE, Suite 320
Salem, Oregon

MINUTES

MEMBERS PRESENT

David Dahl, Vice-Chair
Ivan Collver
Cindy Cunningham
Shawn Murray, Chair
Ken Holden
Todd Young

STAFF PRESENT

Randy Everitt, Director
Samantha Patnode, Policy Analyst
Sinnamon Harris, Board Specialist
Cindi Blake, Regulatory Operations Manager
Sylvie McMillan, Business Services & Licensing
Manager

MEMBER ABSENT

Geoffrey Berg, DMD

GUESTS PRESENT

John Cooper

Call to Order

Shawn Murray, Chair, called the meeting of the Board of Denture Technology to order at 11:17 am on Monday, September 27, 2010, in the Rhoades Conference Room, located in the Oregon Veterans' Affairs Building, 700 Summer Street NE, Salem, Oregon.

1 Approval of Agenda

MOTION

Ivan Collver made a motion with a second by David Dahl to approve the agenda for September 27, 2010. The motion passed unanimously.

2 Approval of Minutes

MOTION

Ivan Collver made a motion with a second by David Dahl to approve the May 24, 2010, board meeting minutes. The motion passed unanimously.

3. Reports

- Director's Report

Randy Everitt, Director, stated OHLA hosted a "Chair Summit" on September 1, 2010. One designated representative from each OHLA board or council attended with the exception of a representative from the Advisory Council for Electrologists, Permanent Color Technicians and Tattoo Artists. The summit was held to provide information regarding the role of the chairs and vice-chairs as it relates to professions regulated by OHLA, the distinction between regulatory and association mission/functions, the OHLA budget, and a new investigative protocol. Everitt presented a PowerPoint that outlined the new investigative protocol established by OHLA. This model is applicable to all professions regulated by OHLA. Key points regarding the new investigative protocol:

- Provides multiple gateways in which to end each investigation within a reasonable amount of time
- Provides checks and balances to ensure that OHLA, the licensee and the complainant are protected
- Allows for the agency to contract with subject matter experts to assist with investigations

The agency plans to provide outreach to assist in the development of collaboration between OHLA and agency stakeholders.

There were concerns voiced by the board members regarding complaints with no merit. Sylvie McMillan, Business Services & Licensing Manager, reminded board members that complaints with no merit are not posted anywhere. The only public record is if a complaint goes completely through the investigation process to a "final order." McMillan also noted that mandatory reported complaints would go through the same investigative policies and procedures.

- Statistical Report

McMillan discussed the statistical graphs for renewals, regulatory complaints, examinations, average active licenses held by quarter, age diversity and gender of denturists, and Web site traffic.

- 2009-11 Budget

McMillan presented a report on revenue and expenditure actuals for the period of 7/01/09 – 7/31/10 and projected revenue and expenditures for the period of 7/01/09 – 6/11/2011. McMillan explained that the Regulatory Division's expenditures are now based on actual usage costs instead of the previous model of all boards sharing regulatory costs.

Murray talked about the necessity of having a procedure in place, for those practitioners who work at more than one office, for the agency to issue a duplicate license for the second office.

○ Regulatory Operations Division Report

Cindi Blake, Regulatory Operations Manager, presented the regulatory report for the period from May 8, 2010 through September 13, 2010. The agency received four complaints during this reporting period; three of the complaints were service-related and one a critical licensing issue as follows:

- #10-6036 Case is still under review and the investigation is not complete.
- #10-6098 Case is still under review and the investigation is not complete.
- #10-6049 Agency found no violation(s) of Oregon Revised Statute or Oregon Administrative Rules for the Board of Denture Technology.
- #10-6063 Agency found no violation(s) of Oregon Revised Statute or the Oregon Administrative Rules for the Board of Denture Technology.

Results of the three complaints reported at the last board meeting on May 24, 2010:

- #10-5944 Notice was served to petitioner (licensee) on 6/10/2010. Civil penalty in the amount of \$1,500 was paid in full on 7/7/2010, and the case is now closed.
- #10-5924 Agency found no violations of Oregon Administrative Rules or Oregon Revised Statutes for the Board of Denture Technology.
- #10-5988 Complainant and respondent (licensee) were able to resolve the issue of the complaint.

Blake provided an investigation tracking table that included open date, assigned date, start date, close date, determination of the investigation, and status of notices. Murray suggested adding the type of violation to the report table. Board members also stated the report table should be continuous.

○ Decision Making and Referral

Samie Patnode, Policy Analyst, stated at the summit she presented a new procedure that is being implemented. This procedure creates a process in which to follow when the agency receives inquiries regarding scope of practice or practice procedures related to a specific board or council from interested parties. The procedure will allow the board or council the opportunity to review the inquiry. When reviewing an inquiry the board or council may:

- Determine an answer to the inquiry if the answer is explicitly clear in statute or administrative rule
- Refer the inquiry to the Scope of Practice, Standards & Procedures Committee for review
- Refer the inquiry to the Assistant Attorney General (Note: Direct cost will be associated with AAG. Time parameters may be set by the board or the agency to ensure budget needs are met).
- Decline to address the inquiry

All responses are considered public record and may be published by the agency.

Patnode provided sample inquiries the agency has received and a sample letter the agency would send to an interested party in response to an inquiry related to scope of practice or practice procedures.

- o 2011 Legislation

- Legislative Concept 524

Patnode provided a brief overview of 2011 legislation. She noted that currently the agency oversees 11 distinct programs, each having its own statutory requirements for licensure, renewal, licensure status, licensure posting requirements and terminology. The new provisions standardize authorization status for all agency programs and define authorization, applying it uniformly throughout agency statutes. The new provision also consolidates all active, inactive, and expired renewals into agency statutory authority. This will allow the agency to carry out each program renewal process uniformly. Consolidates program fee provisions into agency statutes and allows the agency to charge for dormant renewals and educational classes or training.

- Legislative Concept 525.

Patnode discussed this measure amending the definition of the "practice of denture technology" to allow licensed denturists to fit prosthetic devices in the human mouth including but not limited to teeth whitening trays, sleep apnea devices, partial dentures and upper/lower dentures. The measure also adds provisions for temporary licensure. Temporarily licensed denturists complete a two-year associate degree in denture technology followed by a 1000-hour hands-on practical training program with a qualified supervisor. Upon completion of education and training, an individual must take a board-approved written and practical examination. Currently the written examination is computer-based and can be taken at any time at the agency. However, the practical examination is given once a year due to the cost and number of individuals qualified to take the practical examination. In order for individuals to continue their practical competencies and skills until the practical examination date is scheduled, authority to provide a temporary licensure for individuals seeking denturist licensure is necessary.

- OHLA Administrative Rules

Patnode provided a summary of changes made to OHLA administrative rules. The rule defines the different types of affidavit of licensure, which is a document or other approved means of verifying an authorization to practice including status, history, and information disclosing all unresolved or outstanding penalties and/or disciplinary actions. The agency has identified two purposes for affidavits of licensure which includes "incoming" and "outgoing." "Incoming" is the circumstance in which OHLA receives an affidavit of licensure from another regulatory authority stating that an individual holds an authorization. "Outgoing" is the circumstance in which OHLA sends an affidavit stating that an individual holds an authorization. Patnode explained the rule is necessary to begin to eliminate a potential avenue of licensing fraud in Oregon and other states by requiring protocols when receiving and sending affidavits of licensure. She noted the rule has been implemented for all agency programs.

4. Executive Session

No executive session was held.

5. Items for Board Action

- o Chair and Vice-Chair for 2011

Nominations were held for Chair and Vice-Chair.

MOTION:

David Dahl nominated Shawn Murray for 2011 Chair and Ken Holden seconded the nomination. There were no other nominations. The board elected Shawn Murray in a unanimous vote.

David Dahl nominated Ivan Collver for 2011 Vice-Chair and Cindy Cunningham seconded the nomination. There were no other nominations. The board elected Ivan Collver in a unanimous vote.

○ **2011 Committees**

MOTION:

Ivan Collver made a motion with a second by David Dahl to approve the 2011 Committees as listed below. The motion passed unanimously.

2011 COMMITTEES	
Legislation/Rules	Cindy Cunningham, David Dahl, Ken Holden
Education / Examination Enforcement	John Cooper, Shawn Murray, Dr. Berg Ken Holden, David Dahl, Shawn Murray
Public Safety/Professional Relations	Cindy Cunningham, Ivan Collver, John Cooper
Practice & Procedures Standards	Ken Holden, David Dahl, Shawn Murray
Customer Connection	Ivan Collver, Alternate: John Cooper

○ **2011 Board Meeting Dates**

MOTION:

Ken Holden made a motion with a second by Ivan Collver to approve the following board meeting dates: February 14, 2011; June 6, 2011; and October 3, 2011. The meeting start times will be 11 am. The motion passed unanimously.

○ **2011 Examination Date**

MOTION:

Ivan Collver made a motion with a second by Ken Holden to approve the examination date of August 12, 2011. The motion passed unanimously.

6. Public Comment

There was no public comment.

7. Other Board Business

○ Curriculum Review of George Brown College

Murphy stated that George Brown College had an approved curriculum years ago and when a candidate applied for licensure piecemeal, the agency found that the courses did not line up with the credit any longer. Murphy suggested that the education committee review not only George Brown College, but Bates, and Northern Alberta Institute of Technology (NAIT) as well.

MOTION:

Todd Young made a motion with a second by Ivan Collver to request and review the curriculum objectives, scope, and sequence for Bates Technical College, George Brown College, Northern Alberta Institute of Technology (NAIT), and Vancouver Community College by the Item Writing / Examination & Education/Curriculum Committee. The motion passed unanimously.

○ E-mail Attachments

Ivan Collver had a question concerning copies of minutes and agendas that were e-mailed to him. The misunderstanding was cleared up after the meeting.

The board meeting adjourned at 2:40 pm.

Prepared by: Sinnamon Harris, Board Specialist