



# Oregon

John A. Kitzhaber, MD, Governor

## *Health Licensing Agency*

700 Summer St. NE, Suite 320

Salem, Oregon 97301-1287

Telephone (503) 378-8667

FAX (503) 585-9114

TTY (503) 373-2114

E-Mail: [ohla.info@state.or.us](mailto:ohla.info@state.or.us)

Website: [www.Oregon.gov/OHLA](http://www.Oregon.gov/OHLA)

**WHO:** Oregon Health Licensing Agency  
Nursing Home Administrators Board  
Education & Examination Committee

**WHEN:** Thursday, February 2, 2012 – 9 am

**WHERE:** Oregon Health Licensing Agency  
Rhoades Conference Room  
700 Summer St NE, Suite 320  
Salem, Oregon

**COMMITTEE** Kim Fuson, Nicole Burnham, and Nicolle King Deering

### **What is the purpose of the Meeting?**

The purpose of the meeting is **to continue**, but not limited to, the review and discussion of the AIT program and forms. Please use appropriate language, manners and protocols when conducting board business. A working lunch may be served for board members and designated staff in attendance. You may visit <http://egov.oregon.gov/OHLA/HAS/meetings.shtml> for current meeting information.

### **Is the public or licensees allowed to attend the Meeting?**

Yes. Members of the public are invited and encouraged to be in attendance at all board/council meetings. All public audience members are asked to sign-in on the attendance roster prior to the meeting. Persons wishing to comment may indicate the topic they wish to discuss on the attendance roster. Comments may be heard under public comment at the end of the meeting. Please wait to be recognized by the Chairperson prior to commenting.

### **What if the board/council enters into executive session?**

Prior to entering into executive session the board/council chairperson will announce the nature of and the authority for holding executive session, at which time all audience members are asked to leave the room with the exception of news media and designated staff. Executive session would be held according to ORS 192.660.

No final actions or final decisions will be made in executive session. The board/council will return to open session before taking any final action or making any final decisions.

### **Who do I contact if I have questions or need special accommodations?**

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting. For questions or requests contact a board specialist at (503) 373-2049.

All members are asked to please give at least 24-hour notice if they are unable to attend the meeting so arrangements may be made.

