



Health Licensing Office  
Behavior Analysis Regulatory Board

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Nov. 18, 2015

700 Summer St. NE, Suite 320  
Salem, Oregon

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**MINUTES**

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**MEMBERS PRESENT**

Wendy Machalicek  
Brenna Legaard (Joined at 11:11 a.m.)  
Keith Cheng (Left at 11:27 a.m.)  
Candice Pogge  
Carol Markovics  
Maria Gilmour  
Amy Loukus

**STAFF PRESENT**

Sylvie Donaldson, Interim Director and Fiscal Services and  
Licensing Manager  
Heather Vogelsong, Assistant Attorney General, Oregon  
Department of Justice  
Anne Thompson, Policy Analyst  
Sarah Kelber, Communications Coordinator  
Maria Gutierrez, Board Specialist

**MEMBERS ABSENT**

Michele Raddish

**Call to order**

Interim Director and Fiscal Services and Licensing Manager Sylvie Donaldson called the Behavior Analysis Regulatory Board to order at 10:04 a.m. on Nov. 18, 2015. Roll was taken.

**Introductions**

Board members and staff introduced themselves.

**Items for board action**

◆ **Approval of agenda**

Carol Markovics made a motion, with a second by Wendy Machalicek, to approve the agenda. The motion passed.

◆ **Approval of 2016 meeting dates**

After discussing the proposed dates provided by the staff, the Board decided that Fridays were the best day to meet. Donaldson proposed the Board meet at 9 a.m. on:

- Jan. 15
- April 1
- May 20
- Aug. 19
- Oct. 21

Amy Loukus made a motion, with a second by Candice Pogge, to accept the times and dates. The motion passed.

◆ **Approval of 2016 chair and vice chair**

Amy Loukus made a motion, with a second by Maria Gilmour, that Wendy Machalicek be the chair. The motion passed.

Amy Loukus made a motion, with a second by Wendy Machalicek, that Maria Gilmour be the vice chair. The motion passed.

### **Reports**

#### ◆ Director's report

Donaldson told the Board that she has been named interim director after Holly Mercer left. She explained that the Health Licensing Office (HLO) was moved to the Oregon Health Authority (OHA) a few years ago, and was recently moved under the Division of Public Health within the OHA.

She said that the new digital minutes program, Granicus, was being tested, and when implemented would provide a full audio recording of meetings. The program will save staff time, and will require board members to remember to say their name before speaking so listeners can follow along.

Donaldson also said that HLO has requested to move to another location, one that will have more testing stations and a bigger waiting room for customers, more parking and a bigger board room. She said that she expects the new location to be in Salem with easy access to I-5.

#### ◆ Licensing and fiscal

Donaldson used graphics to show the number of licenses and registrations the Board has – 87 – as well as the ages and genders of the authorization holders. They are younger, for the most part, and predominantly female.

The Board is about \$12,500 in the red, but Donaldson said that's to be expected with a newer board, as the staff is doing work before any revenue is taken in from licenses.

#### ◆ Where the Board has been; where it is going; what needs to be done

Donaldson reviewed the law that created the Board, and Senate Bill 696, which changed it and the licensees and registrants it oversees. She talked about the grandfathering piece of SB 696 and the rules the Board will have to craft if anyone files a declaration of practice by the deadline. She also said that when rules are opened in the spring that continuing education language would also need to be added to the rules.

### **Executive session – legal advice**

The Behavior Analysis Regulatory Board entered executive session pursuant to ORS 192.660(2)(f) at 10:49 a.m. for the purpose of considering information or records exempt from public inspection.

Executive session concluded and the board reconvened regular session at 12:11 p.m. No decisions were made and no votes were taken in executive session.

### **Public/interested parties' feedback**

None.

### **Other board business**

Machalicek said that she would like to see some of the ethics information and the practice model act from the Behavior Analysis Certification Board brought to the next meeting so the Board can familiarize itself with them.

The Board meeting was adjourned at 12:23 p.m.

Minutes prepared by Anne Thompson, Policy Analyst