



**WHO:** Health Licensing Office  
Board of Denture Technology

**WHEN:** February 1, 2016 at 11 a.m.

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

**What is the purpose of the meeting?**

The purpose of the meeting is to conduct board business. A working lunch may be served for board members and designated staff in attendance. A copy of the agenda is printed with this notice. Please visit <http://www.oregon.gov/OHLA/DT/Pages/meetings.aspx> for current meeting information.

**May the public attend the meeting?**

Members of the public and interested parties are invited to attend all board/council meetings. All audience members are asked to sign in on the attendance roster before the meeting. Public and interested parties' feedback will be heard during that part of the meeting.

**May the public attend a teleconference meeting?**

Members of the public and interested parties may attend a teleconference board meeting **in person** at the Health Licensing Office at 700 Summer St. NE, Suite 320, Salem, OR. All audience members are asked to sign in on the attendance roster before the meeting. Public and interested parties' feedback will be heard during that part of the meeting.

**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.

# **Approval of Agenda**



Health Licensing Office  
Board of Denture Technology



February 1, 2016 at 11 a.m.  
700 Summer St. NE, Suite 320  
Salem, Oregon

1. **Call to Order**
2. **Introductions**
3. **Items for Board Action**
  - ◆ Approval of Agenda
  - ◆ Approval of Minutes – September 28, 2015
  - ◆ Chair and vice chairperson for 2016

Working Lunch

4. **Reports**
  - ◆ Director Report
  - ◆ Licensing and Fiscal Statistical Reports
  - ◆ Policy Report  
- Communications
  - ◆ Regulatory Report
5. **Public/Interest Parties Feedback**
6. **Other Board Business**

**Agenda is subject to change.**  
For the most up to date information visit [www.oregon.gov/OHLA](http://www.oregon.gov/OHLA)

# **Approval of Minutes**

**August 28, 2015**



Health Licensing Office  
Board of Denture Technology



September 28, 2015  
700 Summer Street NE, Suite 320  
Salem, Oregon

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**MINUTES**

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**MEMBERS PRESENT**

Shawn Murray, chair  
Cindy Cunningham, vice-chair  
David Dahl  
Kenneth Holden  
Nels Hvass

**STAFF PRESENT**

Sylvie Donaldson, fiscal services and licensing manager  
Bob Bothwell, regulatory operations manager  
Samie Patnode, policy analyst  
Nathan Goldberg, Investigator/ Inspector  
Sarah Kelber, Communications Coordinator  
Maria Gutierrez, board specialist

**MEMBERS ABSENT**

Ari Binder

**GUESTS PRESENT**

**Call to Order**

Shawn Murray called the meeting of the Board of Denture Technology to order at 9:00 a.m. Roll was called.

Sylvie Donaldson, Interim Director and Division Manager, noted the following amendments to the agenda:

- Approval of 2016 chair and vice chairperson be moved to the next board meeting scheduled for February 1, 2016 due to reappointment of new board members.

**Approval of Agenda**

Nels Hvass made a motion with a second by Kenneth Holden to approve the agenda. Motion passed unanimously.

**Approval of Minutes**

Nels Hvass made a motion with a second by Kenneth Holden to approve the minutes for May 18, 2015.

Motion passed unanimously.

**Approval of 2016 Meeting Dates:**

Board members considered proposed meeting dates for 2016 as follows:

February 1, 2016 at 11 a.m.

May 16, 2016 at 11 a.m.

September 19, 2016 at 11 a.m.

**MOTION:**

David Dahl made a motion with a second by Nels Hvass to approve the 2016 meeting dates. Motion passed unanimously.

**Director Report**

Donaldson, reported on the following:

- Update on HLO to OHA and the latest transition to Public Health
- Moving into new minutes and recording system – Granicus
- Member appointment status

Patnode, updated the members on a recruitment letter that was mailed out September 15, 2015 to all licensed denturists in Oregon.

**Licensing and Fiscal Statistical Reports**

Donaldson, presented an overview of statistics elated to the Board. Statistics include licensing and examinations, active license trends and license volumes.

The statement of cash flow for the period 07/01/13 – 6/30/15 was reviewed with an actual ending cash balance of \$50,766.83. The ending cash balance for the period of 07/1/13 – 6/30/15 is projected to be \$50,766.83

**Policy Report**

Samie Patnode, policy analyst, updated the Board on the following:

- 2015 Legislative Session
  - **HB 2642** with the -4 amendment establishes the nine-member Board of Certified Advanced Estheticians (BCAE) within HLO in the Oregon Health Authority (OHA.) The bill authorizes the HLO to certify the practice of advanced nonablative esthetics. Certification must be renewed biennially. The bill contains an emergency clause and is effective on passage. HLO is authorized to take action before the July 1, 2016 operative date. The bill allows HLO to begin certifying individuals as of July 1, 2016, and reduces the grandfathering period from two years to 18 months. The – 4 amendments clarifies the definition of “nonablative,” adds two physicians or physician assistants as members of the BCEA, specifies that certificates holders are required to disclose existence of professional liability

insurance as part of their client records, and stipulates that a certificate holder must enter into an agreement with a health care professional who has schedule III, IV or V prescriptive authority. The – 4 amendment does not change the fiscal determination.

- **SB 699** Broadens exemption to provisions regulating cosmetology disciplines for persons who prepare individual's hair solely for professional photograph or theatrical performance including styling, curling and straightening without the use of chemicals. SB 699 had a public hearing and work session in the Senate Business and Transportation Committee on March 18, 2015 and moved out of committee with a do pass recommendation. SB 699 passed the Senate Floor with 30 Ayes and has been referred to the House Business and Labor Committee.
  
- **Health Policy & Research- Student Clinical Training Review:**  
 Passage of SB 879 2011 mandated the Oregon Health Authority, Office for Oregon Health Policy and Research to develop administrative rules for students in specific health professions, including denture technology, which became effective on July 1, 2014. The rules establish consistent standards for certain health professional students placed in clinical training settings within the state of Oregon including immunizations, criminal background checks, insurance coverage and drug screening. Currently administrative rules are open and expected to become effective July 2015.
  
- **Practice Clarification:**  
 Board members agreed the role of the board is not to answer specific questions made by individuals or health systems but rather provide general guidance specified in statutes and rules. The Health Licensing Office and the Board of Denture Technology will determine on a case-by-case basis if a topic is broad enough to affect all licensees and therefore warrants clarification of statutes and rules.

**Regulatory Report**

Bob Bothwell, regulatory operations manager, reported on enforcement activity including:

**2011-2013 Biennium**

Between July1, 2013 and June 30, 2015, 13 complaints were received. Of the 13 complaints 7 remain open. A summary of allegations received by type of complaint was provided as stated below.

Anonymous	Clients	Other
0	6	7

**2015-2017 Biennium**

Between July 1, 2015 and August 31, 2015, 1 complaints were received. Of the 1 complaints 0 remain open. A summary of allegations received by type of complainant was provided as stated below.

Anonymous	Clients	Other
0	1	0

**Public Comment**

No public comment was received.

**Executive Session**

- The Board of Denture Technology entered executive session pursuant to ORS 192-660(2)(f) at 9:26 a.m. on September 28, 2015 for the purpose of considering information on records exempt from public inspections. Records to be considered related to legal advice.
- Executive session concluded and the board reconvened regular session at 9:45 a.m. it was noted that no decision were made and no votes were made.

Donaldson and members of the board outlined the following recommendations:

**In regards to investigation file**

- A \$500 civil penalty to be issued, however it would be stayed if the individual takes an office approved record keeping chart note class within twelve months of the final order.

**MOTION:**

Kenneth Holden made a motion with a second by Nels Hvass. Motion passed unanimously.

**Other Board Business**

There was no "Other Board Business."

The meeting adjourned at approximately 9:47 a.m.

Minutes prepared by: Maria Gutierrez, board specialist

# **Approval of Chair and Vice Chair**



# Issue Statement

## HEALTH LICENSING OFFICE

### BACKGROUND AND DISCUSSION:

Shawn Murray has served as Chair for the Board of Denture Technology, and Cindy Cunningham has served as Vice-Chair during the year 2015.

### ISSUE:

In preparing for 2016, it is necessary for the Board to nominate and elect a Chair and Vice-Chair.

#### **Role of the Chairperson in Meetings**

- Officially call the meeting to order
- Keep order and impose any reasonable restrictions necessary for the efficient and orderly conduct of the meeting
- Direct the “flow” of the meeting and to ensure the meeting is conducted in a professional manner. Some key points regarding meeting protocol include:
  - Board members wishing to speak need to wait to be addressed by the Chair
  - Once addressed by the Chair, the board member must state his or her last name prior to speaking for the record
  - The Chair guides members through the process of making motions
  - If public comment is being accepted by the board, audience members must wait to be addressed by the Chair and state their full name and affiliation to the board
- Officially enter/exit Executive Session
- Officially adjourn the meeting

#### **Role of the Chairperson Outside of Meetings**

- Collaborate with the Director regarding the board budget - On occasion, the Director may contact the Chair to discuss the board budget regarding current and future revenues and expenditures and possible fee increases or decreases.
- Assist in generating meeting agendas - On occasion, the board specialist or analyst may contact the Chair to discuss the agenda for an upcoming meeting. The Chair may be asked to comment on topics to be discussed and the format or order in which the topics should be presented at the meeting.

### **Role of the Vice-Chairperson**

It is the responsibility of the Vice-Chair to assume the responsibilities of the Chair in the event of an absence, or if the chairperson is no longer a member of the board for any reason.

#### **BOARD ACTION:**

The Board nominates and elects a Chair and Vice-Chair for the year of 2016.

Chair:

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Vice-Chair:

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# **Director Report**



## Board of Denture Technology Member Appointment Status Update

### Board Membership in General:

Pursuant to ORS 680.556 the Board of Denture Technology consists of seven members appointed by the governor including:

- Four active licensed denturists;
- One Oregon licensed dentist in active practice; and
- Two members of the public who do not possess the professional qualifications of other members and who are not a spouse, domestic partner, child, parent or sibling of an active licensed denturist or dentist.

Terms in office are three years; with an appointee eligible to serve a maximum of two consecutive terms or until a successor is appointed.

### Current Appointment Information:

Member Position Type	Member Name	Full Term # or Partial Term	Start of Current Term	Term Expiration
Dentist	Ari Binder	1 <sup>st</sup> Full	07/01/2014	06/30/2017
Denturist	Nels Hvass	1 <sup>st</sup> Full	03/01/2014	02/28/2017
Public Member	Cindy Cunningham	2 <sup>nd</sup> Full	10/01/2012	09/30/2015
Denturist	Dave Dahl	2 <sup>nd</sup> Full	07/01/2011	06/30/2014
Denturist	Dewayne Bremer	1 <sup>st</sup> Full		
Denturist	Kismet Mayo	1 <sup>st</sup> Full		
Public Member	VACANT			

\*Highlight indicates that member is not eligible to reappoint at end of term or the position is vacant.

### How to Apply to be a Member:

Helpful information on how to apply to be a member is available online at:

<http://www.oregon.gov/gov/admin/Pages/Boards-and-Commissions.aspx>

In general, interested applicants are asked to review the membership handbook and submit a completed interest form to the Governor’s Office of Executive Appointments. (Interest form attached) Completed interest forms can be submitted by any of the following methods:

- Fax interest form to 503-373-0840 (secure fax);
- Email scanned interest form to [executive.appointments@das.state.or.us](mailto:executive.appointments@das.state.or.us); or
- Mail interest form to:  
Office of the Governor  
Executive Appointments

900 Court Street NE, Room 160  
Salem, OR 97301-4075

Please contact the Office of Executive Appointments if you have questions about the appointment process or about the status of your application.

# **Licensing and Fiscal Statistical Reports**

# Board of Denture Technology

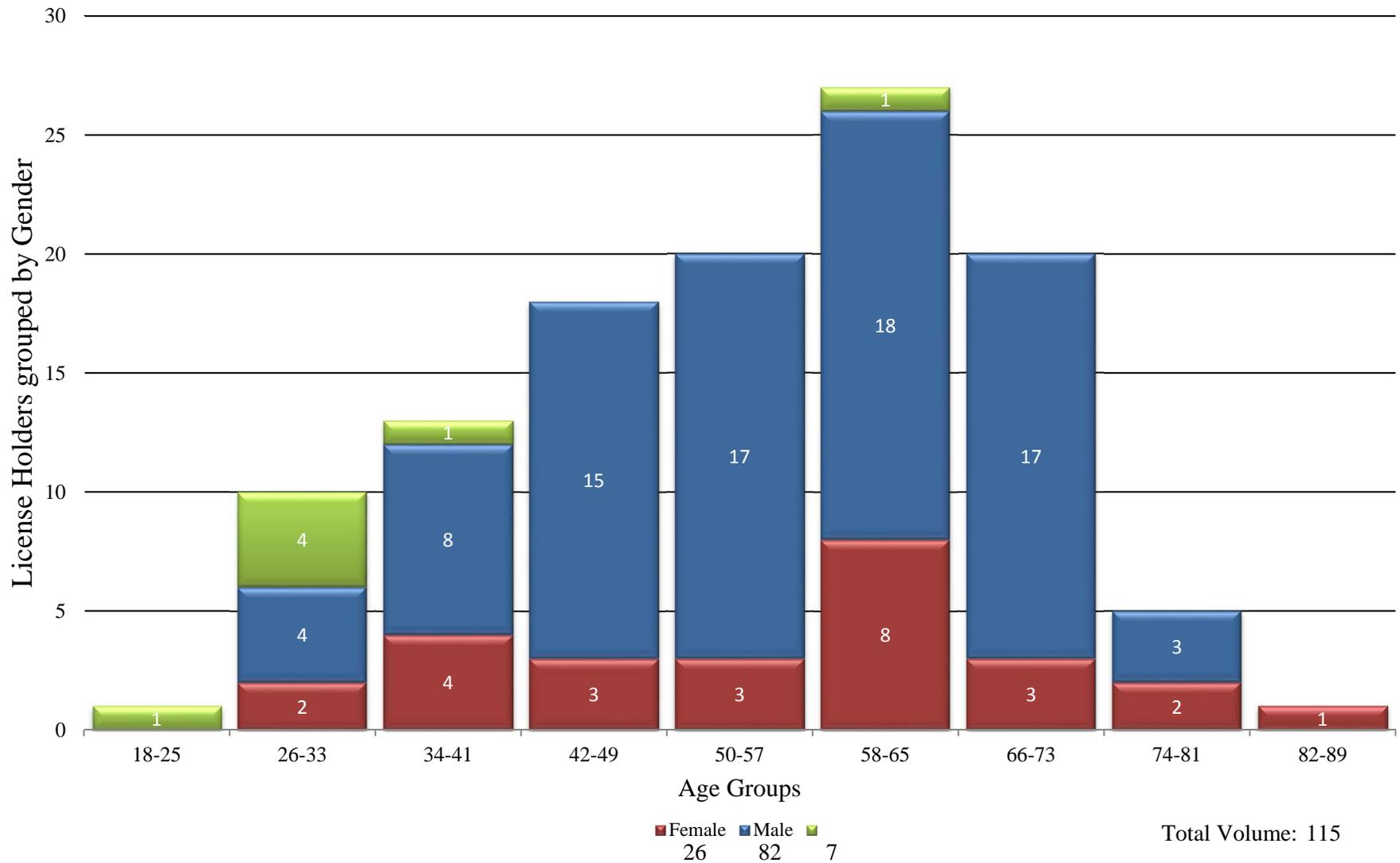
*Licensing Division Statistics as of January 19, 2016  
2015 - 2017 Biennium*

<b>Quarter</b>	<b>Licenses Issued</b>	<b>Renewals Processed</b>	<b><i>% of Renewals Processed Online</i></b>
<b>1st</b>	4	27	33.3%
<b>2nd</b>	1	32	40.6%
<b>3rd</b>	-	1	100.0%
<b>4th</b>			
<b>5th</b>			
<b>6th</b>			
<b>7th</b>			
<b>8th</b>			
<b>Total:</b>	5	60	38.3%

# Board of Denture Technology

Active License Holders

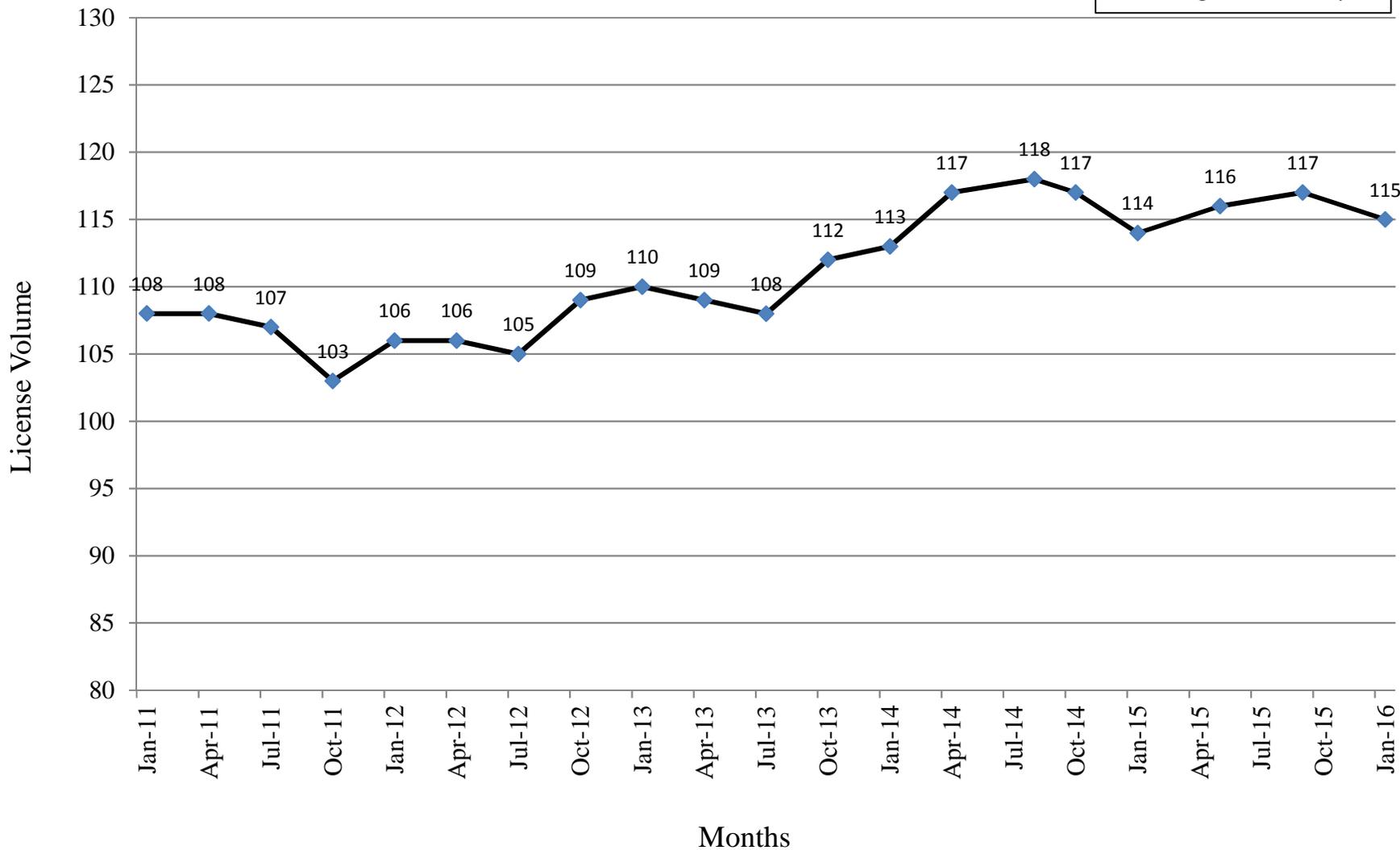
Statistics grouped by gender and age as of January 19, 2016



# Board of Denture Technology

Active License Trend  
January 2011 - January 2016

-1.74% growth over 1 year  
+7.83% growth over 5 years



**HEALTH LICENSING OFFICE  
Fund 3530 - DENTURE TECHNOLOGY  
STATEMENT OF CASH FLOW  
FOR THE PERIOD 07/01/15 - 01/19/16**

CURRENT

<b>13-15' Beginning Cash Balance</b>	\$ 42,575.21
Revenues	\$ 24,020.00
Expenditures	\$ 8,254.58
Less: Accrued Expenditures	
Less: Total Expenditures	\$ (8,254.58)
Subtotal: Resources Available	\$ 58,340.63
Change in (Current Assets)/Liabilities	\$ -
<b>Ending Cash Balance (Actual)</b>	<b>\$ 58,340.63</b>

Indirect Charges are calculated using the following rates:

\*Based on average Licensee Volume

Shared Assessment %	0.20%
Examination %	0.00%
Small Board Qualification %	1.91%
Inspection %	0.00%

# **Policy Report**

# **Communications**

# **Regulatory Report**

# Health Licensing Office



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Salem, OR 97301-1287  
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Fax: (503) 370-9004  
Web: [www.oregon.gov/oha/hlo](http://www.oregon.gov/oha/hlo)  
E-mail: [hlo.info@state.or.us](mailto:hlo.info@state.or.us)

## ***Board of Denture Technology***

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*February 1, 2016*

### ***2013 – 2015 Biennium***

Between July 1, 2013 and June 30, 2015, 13 complaints were received by the Office. Total open 5. Total closed 8.

<b>ANONYMOUS</b>	<b>CLIENT</b>	<b>OTHER</b>
0	6	7

### ***2015 – 2017 Biennium.***

Between July 1, 2015 and December 31, 2015, 6 complaint was received by the Office. Total open 5. Total closed 1.

<b>ANONYMOUS</b>	<b>CLIENT</b>	<b>OTHER</b>
0	5	1

Other: General Public  
Internal

# **Public/Interest Parties Feedback**

# **Other Board Business**

