



Health Licensing Office  
Environmental Health Registration Board



June 26, 2015  
700 Summer St. NE, Suite 320  
Salem, Oregon

---

**MINUTES**

---

**MEMBERS PRESENT**

Jeff Freund, Chair  
Frank Brown (joined at 9:44 a.m.)  
Caroline Gross-Regan  
Jonathan Schott  
Holly Skogley, Vice Chair

**STAFF PRESENT**

Holly Mercer, Director  
Sylvie Donaldson, Fiscal Services and Licensing Manager  
Bob Bothwell, Regulatory Operations Manager  
Anne Thompson, Policy Analyst  
Sarah Kelber, Communications Coordinator  
Maria Gutierrez, Board Specialist

**MEMBERS ABSENT**

Norman Marsh

**Call to order**

Jeff Freund called the meeting of the Environmental Health Registration Board to order at 9:33 a.m. Roll was called.

**Items for board action**

◆ **Approval of agenda**

Caroline Gross-Regan made a motion, with a second by Jonathan Schott, to approve the agenda. Motion passed unanimously.

**Public Health Division presentation: Modernizing Oregon's Public Health System**

Sara Beaudrault, who is with the director's office of Oregon Public Health Division, gave a presentation on health modernization efforts. She outlined pending legislation, including House Bill 3100, which changes the governmental framework for conducting public health activities and providing public health services to state residents.

(Frank Brown joined at 9:44 a.m.)

Beaudrault outlined how environmental health specialists have a role to play in modernization efforts, and urged the Board to go through the bill and to start thinking about core activities in their area. She told the Board that internal public health teams are drafting some skeleton definitions for the foundational capabilities and programs now. The definitions will be developed and finalized through the Public Health Division/Coalition of Local Health Officials Joint Leadership Team (JLT). Local public health staff will have the opportunity to weigh in on these definitions as they're being developed and environmental health is slated to be reviewed by JLT in late August/early September.

## **Items for board action II**

### **◆ Approval of minutes**

Caroline Gross-Regan made a motion, with a second by Jonathan Schott, to approve the minutes from the Feb. 27, 2015, and April 7, 2015, board meetings. Motion passed unanimously.

## **Reports**

### **◆ Director's report**

Director Holly Mercer updated the Board on the transition to the Oregon Public Health Division within the Oregon Health Authority (OHA), and OHA's budget was going through the legislature. She outlined the change in how the Health Licensing Office (HLO) was handling scope of practice questions from licensees and registrants. Mercer said that HLO is communicating the message that individual legal advice would not be given. She also told the Board about the transition to electronic minutes in the fall. She said it will be critical for everyone who speaks at meetings to be identified by the chair and to identify themselves, as the audio will be posted on the web.

### **◆ Licensing and fiscal**

Fiscal Services and Licensing Manager Sylvie Donaldson showed the Board statistics from licensees and trainees as of June 12. She said there are 267 active registrations and 53 percent renew online. The growth rate for licensees is declining, but that the Board's finances are improving. Donaldson said HLO is still waiting for the assessment from OHA, because that will impact each Board's finances.

### **◆ Regulatory**

Regulatory Operations Manager Bob Bothwell reported on enforcement activity, saying that in the current biennium, six complaints had been received and that two remain open.

## **Public and interested parties' feedback**

None.

### **◆ Policy – rulemaking report**

Policy Analyst Anne Thompson outlined two sets of rulemaking that impact the Board. She said the rule that reduces the cost of delinquent renewals has its public hearing on June 29. This rule is under HLO's jurisdiction and does not require a Board vote.

The second rule adds language around waste water specialist qualifications and had completed the rulemaking process with no public comment. This rule required the Board to vote to adopt it permanently.

Freund asked what the applications would look like with the new rule in place. Donaldson said the applicant would provide documentation they think qualifies them and then it would be brought before the Board. If the Board decides the documentation or work experience is insufficient, staff would craft a denial notice and the applicant would have appeal rights.

## **Items for board action III**

◆ **Vote on permanent administrative rules**

Holly Skogley made a motion, with a second by Caroline Gross-Regan, to approve the permanent administrative rules. Motion passed unanimously.

**Other board business**

The Board asked when the next meeting was scheduled and was told Oct. 23, 2015

The meeting adjourned at 10:38 a.m.

Minutes prepared by: Anne Thompson, Policy Analyst