



Health Licensing Office  
Environmental Health Registration Board



Oct. 21, 2016  
700 Summer St. NE, Suite 320  
Salem, Oregon

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**MINUTES**

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**MEMBERS PRESENT**

Jeff Freund, chair  
Holly Jeffryes, vice chair  
Frank Brown  
Caroline Gross-Regan  
Norman Marsh  
Jonathan Schott – via teleconference

**INVITED GUESTS**

Chere Taylor, Community-Based Care  
(CBC) lead  
Dave Mackowski, CBC surveyor  
Anne Bardana, CBC surveyor

**STAFF PRESENT**

Sylvie Donaldson, director  
Bob Bothwell, regulatory operations manager  
Anne Thompson, policy analyst  
Sarah Kelber, communications coordinator  
Maria Gutierrez, board specialist  
Trampus Schuck, investigator/inspector  
Nathan Goldberg, investigator/inspector  
Samie Patnode, policy analyst

**Call to order**

Jeff Freund called the meeting of the Environmental Health Registration Board to order at 9:36 a.m. Roll was called.

**Items for board action**

◆ **Approval of agenda**

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

◆ **Approval of minutes**

Norman Marsh made a motion, with a second by Frank Brown, to approve the minutes from the Feb. 26, 2016, board meeting. Motion passed unanimously.

◆ **Approval of 2017 meeting dates**

Holly Jeffryes made a motion, with a second by Caroline Gross-Regan, to approve 9:30 a.m. April 28 and 9:30 a.m. Oct. 20 as the 2017 meeting times and dates.

◆ **Approval of chair and vice chair for 2017**

Holly Jeffryes made a motion, with a second by Jonathan Schott, to retain Jeff Freund as chair for 2017. Frank Brown made a motion, with a second by Norman Marsh, to retain Holly Jeffryes as vice chair for 2017.

### **Presentation**

Director Sylvie Donaldson introduced Chere Taylor, Community-Based Care (CBC) lead surveyor and Dave Mackowski, CBC surveyor. They are in the Department of Human Services Safety, Oversight and Quality Unit. They explained to the Board how surveys of assisted living and residential care facilities are performed, including the process and things that might merit immediate corrective action. A PowerPoint presentation illustrated the process.

The Board had numerous questions, and after the guests left, Freund presented some slides he had brought showing incidents of outbreaks of norovirus and other illnesses at assisted living and residential care facilities. He said the numbers show that not everything that could be done to reduce the outbreaks is being done and that the Board may be able to reach out to these survey groups and help reduce the numbers of outbreaks.

### **Reports**

#### **◆ Director's report**

Donaldson told the Board that she was appointed director after serving as interim director for a year.

She updated the Board on recruitment, saying that the Office had sent a letter in April to restaurant associations, breweries and other food and restaurant groups trying to fill the vacant food industry rep. The Office has not heard of any interest forms being submitted to the governor's office.

She also told the Board that while the Health Licensing Office (HLO) was supposed to move to its new location off the Salem Parkway around Thanksgiving, the date has been moved to early in 2017. The most recent information is that March is the target. The new location will offer a bigger waiting room, more testing space, free parking and a bigger board room.

Donaldson told the Board that she spoke at the Oregon Environmental Health Association meeting on Oct. 14, and gave a presentation about the role the Office has in licensing.

#### **◆ Licensing and fiscal**

Donaldson had to attend a teleconference with a legislator and stepped out of the meeting.

Policy Analyst Anne Thompson showed the Board statistics from registrations. As of Oct. 12, 2016, there have been 39 authorizations and 288 renewals issued in the biennium. The five-year growth trend shows registrations are declining. Freund pointed out that the number of environmental health specialist trainees is up to 32, so hopefully they will join the roster of environmental health registrants. Thompson said that the Board's fiscal picture is healthy, but until the assessments for payroll and other shared services from Public Health come and are factored in, the Office won't look at lowering fees. Freund said that while some people complain about the cost of registrations, it wasn't out of line when it is compared with other professional licenses.

#### **◆ Website**

Communications Coordinator Sarah Kelber showed the Board the new website and its features, and told them about HLO's Facebook page, which is used to communicate to authorization holders about proposed administrative rules and meetings, and now about the Office's move. She said it's going to be

very useful as HLO will have to be closed for a few days after the move and some people drive from far away to test and get licensed. Kelber showed the Board all the ways they can find forms and information on laws and rules.

◆ **Regulatory**

Regulatory Operations Manager Bob Bothwell reported on enforcement activity, saying that of the six complaints that were received in the 2013-15 biennium, two remain open. In the current biennium, there have been three complaints with three cases open.

**Executive session**

Pursuant to ORS 192.660(2)(f) for the purpose of considering information or records exempt from public inspection (Investigation case 16-8231), Freund called for the Board to enter executive session at 12:21 p.m.

Freund exited executive session at 1:01 p.m.; no final decisions were made and no votes were taken.

**Items for board action**

It was proposed that in case 16-8231, that a \$250 civil penalty be issued; the civil penalty would be stayed if the Office receives proof that the individual's professional identification accurately reflects their status as an environmental health specialist trainee. Holly Jeffryes made a motion, with a second by Norman Marsh.

**Public and interested parties' feedback**

None.

**Other board business**

Freund said that the next meeting's agenda should contain a discussion about how the Board can reach out to other agencies or groups with the goal of reducing the outbreaks at assisted living and residential care facilities.

The meeting adjourned at 1:14 p.m.

Minutes prepared by: Anne Thompson, policy analyst