



Health Licensing Office  
Respiratory Therapist and Polysomnographic Technologist Licensing Board

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March 18, 2016  
700 Summer Street NE, Suite 320  
Salem, Oregon

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**MINUTES**

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**MEMBERS PRESENT**

Joel Glass, Chair  
Nicholas Gaffney, Vice-Chair  
Tony Garberg  
James Hulse

**MEMBERS ABSENT**

Joe Dwan  
Michael Lefor

**STAFF PRESENT**

Sylvie Donaldson, Interim Director and Division Manager  
Bob Bothwell, Regulatory Operations Manager  
Samie Patnode, Policy Analyst  
Sarah Kelber, Communications Coordinator  
Debra Daniels, Qualification Specialist

**GUESTS PRESENT**

**Introductions**

Board members, and staff introduced themselves for new board member. James Hulse, who was recently appointed to one of the practitioner's position provided an overview of his professional background.

**Call to Order**

Joel Glass called the meeting of the Respiratory Therapist and Polysomnographic Technologist Licensing Board to order at 10:01. Roll was called.

**Items for Board Action**

**Approval of Agenda**

Nicholas Gaffney made a motion with a second by James Hulse to approve the agenda. Motion passed unanimously.

**Approval of Minutes**

Nicholas Gaffney made a motion with a second by Tony Garberg to approve the minutes for October 16, 2015. Motion passed unanimously.

**Approval of proposed administrative rules – SB 230 Oregon Healthcare Workforce Database**

Nicholas Gaffney made a motion with a second by Tony Garberg to approve proposed administrative rules. Motion passed unanimously.

**Reports**

Sarah Kelber, communications coordinator, reported on the following:

- Launch of the new web site, and the need for new pictures
- Updated on current social media page

**Director Report**

Sylvie Donaldson, Director, Interim Director and Division Manager, reported on the following:

- Update on transition to Public Health
- Update on future move to a different facility

**Licensing and Fiscal Statistical Reports**

Donaldson, presented an overview of statistics related to the board. Statistics included licensing statistics, license volumes and active license trends.

The statement of cash flow for the period 07/01/15 -3/8/16 was reviewed with an actual ending cash balance of \$186,870.63

**Policy Report**

Samie Patnode, policy analyst, reported on the following:

- Update on the Board of Certified Advanced Estheticians.
- Updated on 2016 legislation

**Regulatory Report**

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

**2013-2015 Biennium**

Between July 1, 2013 and June 30, 2015, 15 complaints were received. Of the 15 complaints 4 remain open. A summary of allegations received by type of complainant was provided as stated below.

Anonymous	Client	Other
1	1	13

**2015-2017 Biennium**

Between July 1, 2015 and February 29, 2016, 11 complaints were received. Of the 11 complaints 9 remain open. A summary of allegations received by type of complainant was provided as stated below.

Anonymous	Client	Other
1	1	9

**Public Comment**

No public comment was received.

**Executive Session**

- The Respiratory Therapist and Polysomnographic Technologist Licensing Board entered executive session pursuant to ORS 192-660(2)(f) at 10:35 a.m. on March 18, 2016 for the purpose of considering information or records exempt from public inspection. Records to be considered related to investigation file.
- Executive session concluded and the board reconvened regular session at 11: 15 p.m. It was noted that no decisions were made and no votes were made in executive session.

**Items for Board Action:**

**In regards to investigation file 15-7861**

- Civil penalty to be issued for \$250.00 however, the civil penalty would be stayed if no laws, or rules are violated for two years.

**MOTION:**

Nicholas Gaffney made a motion with a second by Tony Garberg. Motion passed unanimously.

**Other Board Business:**

- Members would like a discussion concerning licensing requirements for Respiratory Therapist to align with NBRC requirements.
- Clarification and further review on home studies.

The meeting adjourned at approximately 11:22 a.m.

Minutes prepared by: Maria Gutierrez, Board Specialist