



**WHO:** Health Licensing Office  
Sex Offender Treatment Board

**WHEN:** 9 a.m. March 4, 2016

**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. Go to <http://www.oregon.gov/OHLA/SOTB/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.

All board members are asked to please give at least 24-hour notice if they are unable to attend the meeting so arrangements may be made.

# **Introductions**

# **Items for Board Action**

# **Approval of Agenda**



Health Licensing Office  
Sex Offender Treatment Board



9 a.m. March 4, 2016  
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 from Aug. 7, 2015
4. **Reports**
  - ◆ Director report
  - ◆ Licensing and fiscal statistical reports
  - ◆ Regulatory report
5. **Public/interested 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**



Health Licensing Office  
Sex Offender Treatment Board



Aug. 7, 2015  
700 Summer St. NE, Suite 320  
Salem, Oregon

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**MINUTES**

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**MEMBERS PRESENT**

Randy Settell, Chair  
Kelley Chimenti, Vice Chair  
Debra Patterson  
John Caywood

**MEMBERS ABSENT**

Jane Allen  
Michele Roland-Schwartz

**GUEST PRESENT**

Dr. William Davis

**STAFF PRESENT**

Sylvie Donaldson, Fiscal Services and Licensing  
Manager  
Bob Bothwell, Regulatory Operations Manager  
Joanna Tucker Davis, Assistant Attorney General, Oregon  
Department of Justice  
Anne Thompson, Policy Analyst  
Maria Gutierrez, Board Specialist  
Sarah Kelber, Communications Coordinator  
Nathan Goldberg, Investigator  
Trampus Schuck, Investigator

**Call to order**

Chair Randy Settell called the Sex Offender Treatment Board (SOTB) meeting to order at 9:03 a.m. Roll was called.

**Items for board action**

◆ **Approval of agenda**

Kelley Chimenti made a motion, with a second by John Caywood, to approve the agenda. The motion passed unanimously.

◆ **Approval of minutes**

Kelley Chimenti made a motion, with a second by Debra Patterson, to approve the minutes for March 6, 2015. The motion passed unanimously.

◆ **Approval of 2016 meeting dates**

Debra Patterson made a motion, with a second by Kelley Chimenti, to accept March 4 and Aug. 12 as 2016 meeting dates.

◆ **Approval of Chair and Vice Chair for 2016**

Debra Patterson made a motion, with a second by John Caywood, to retain Randy Settell as Chair and Kelley Chimenti as Vice Chair for 2016.

**Plaque presentation**

Sylvie Donaldson, Fiscal Services and Licensing Manager, acting on behalf of Director Holly Mercer, presented Dr. William Davis with a plaque and thanked him for serving on the Sex Offender Treatment Board from 2007-2015.

Board member Debra Patterson, who was attending her last meeting after completing her second term of service, also was honored. She was told her plaque hadn't arrived yet and would be delivered to her.

**Director report**

Donaldson began by introducing herself to the Board, and had staff identify themselves. New Board member John Caywood introduced himself.

Donaldson reviewed the Board composition, and talked about current and upcoming openings on the Board.

She told the Board about Granicus, the new system for electronic minutes, and that once it is put into use in the fall, Board members will have to take care to identify themselves before speaking.

Donaldson also explained the Health Licensing Office's (HLO) revised process for handling scope-of-practice questions. She said that HLO is getting questions that are very specific to an individual or workplace, and that staff cannot give legal advice. Letters and website communications have been used to convey this policy.

Donaldson said that there is an effort being made by external stakeholders to introduce a legislative concept that would change the statute under which the Board operates, but that HLO must remain neutral on such issues. The concept may change the title act to a practice act and redefine "sex offender." Settell said he had seen the language through an association and it is an attempt to create accountability in the profession.

**Licensing and fiscal statistical reports**

Donaldson said that as the last biennium came to a close, there were eight new clinical and 10 associate certifications issued. There were 62 renewals processed in the same period. The Board ended the 2013-15 biennium \$108, 213.39 in the red. She said when HLO gets cost allocations from the Oregon Health Authority, the deficit will be worse. She said HLO has been open with the legislature about the deficit and tried to control expenditures.

**Regulatory update**

Regulatory Operations Manager Bob Bothwell told the Board that in the biennium that ended on June 30, 2015, the Board had 15 cases; six were still open.

**Public/interested parties' feedback**

None.

**Executive session**

Randy Settell called for the Sex Offender Treatment Board to enter executive session pursuant to ORS

192.660(2)(f) at 9:47 a.m. on Friday, Aug. 7, 2015, for the purpose of considering information or records exempt from public inspection.

Settell concluded executive session and the Board reconvened regular session at 10:22 a.m. It was noted that no final decisions were made and no votes were taken in executive session. Settell then ordered a 15-minute break.

**Executive session II**

Randy Settell called for the Sex Offender Treatment Board to enter executive session pursuant to ORS 192.660(2)(f) at 10:41 a.m. on Friday, Aug. 7, 2015, for the purpose of considering information or records exempt from public inspection.

Settell concluded executive session and the Board reconvened regular session at 12:07 p.m. It was noted that no final decisions were made and no votes were taken in executive session.

In case 12-7026, Kelley Chimenti made a motion, with a second by Debra Patterson, to close the case without action. Motion passed.

In case 13-7370, Debra Patterson made a motion, with a second by Kelley Chimenti, for the individual to complete an ethics course approved by HLO, training, and have their cases reviewed every quarter by a dual-licensed psychologist and SOTB clinical therapist. If the sanctions were not completed in 18 months, the authorization holder will be suspended and a \$5,000 civil penalty issued. Motion passed.

In case 13-7371, Kelley Chimenti made a motion, with a second by Debra Patterson, for the individual to complete an ethics course approved by HLO, and have their cases reviewed every quarter by a dual-licensed psychologist and SOTB clinical therapist. If the sanctions were not completed in 18 months, the authorization holder will be suspended and a \$2,500 civil penalty issued. Motion passed.

**Other board business**

None.

The meeting adjourned at 12:11 p.m.

Minutes prepared by: Anne Thompson, Policy Analyst

# **Director's Report**

## Memorandum

**To:** Sylvie Donaldson, HLO Interim Director

**From:** Larry Peck, HLO CE Qualifications Analyst

**Date:** February 17, 2016

**Subject:** 2016 Continuing Education Attestation Audit

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### **STATUS:**

Total Active Certification Base: 80 (*64 clinical, 16 assoc.*)

Auditing 10% of base: 8

Required Response Time: 30 days from receipt of audit notification

Projected Completion Date: May 31, 2016

### **AUDIT PLAN:**

The agency will conduct the audit by means of a computer generated report using the following criteria:

- 10% of the total certification base;
- Certifications with a first certified date that is prior to January 31, 2014; and
- Active certifications that have renewed between the dates of January 15, 2015 and December 31, 2015.

This establishes the audit in accordance with the current rule requirements of 15 credit hours of CE every year and 100 hours of clinical experience, with 50 hours related to direct clinical contact with sex offenders.

# **Licensing and Fiscal Statistical Reports**

# Health Licensing Office

## Sex Offender Treatment Board

*Licensing Division Statistics as of February 19, 2016*

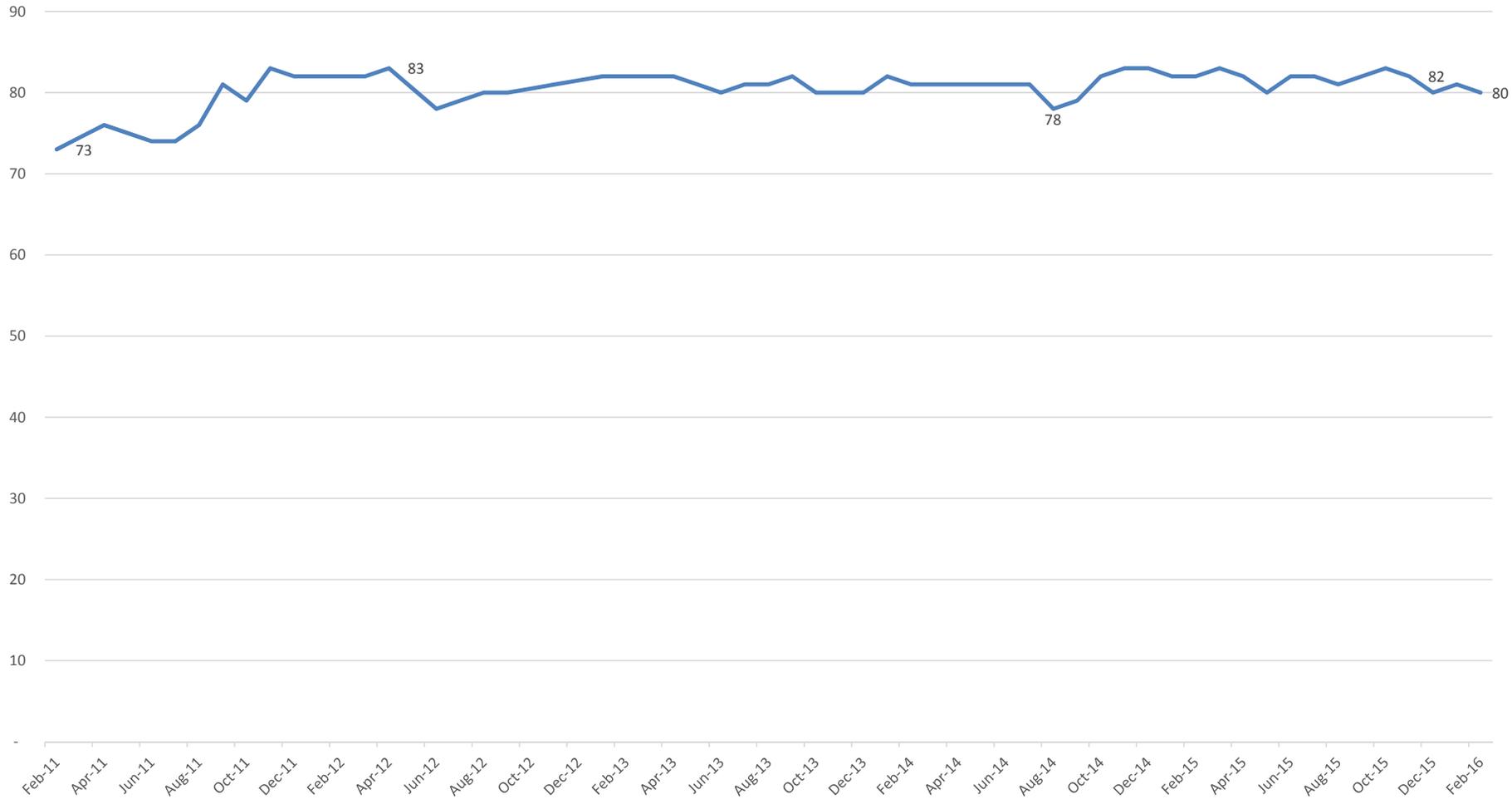
*2015 - 2017 Biennium*

<b>Quarter</b>	<b>Clinical Certifications Issued</b>	<b>Associate Certifications Issued</b>	<b>Renewals Processed</b>
<b>1st</b>	-	1	9
<b>2nd</b>	1	2	19
<b>3rd</b>	2	1	11
<b>4th</b>	-	-	-
<b>5th</b>	-	-	-
<b>6th</b>	-	-	-
<b>7th</b>	-	-	-
<b>8th</b>	-	-	-
<b>Total</b>	<b>3</b>	<b>4</b>	<b>39</b>

# Sex Offender Treatment Board

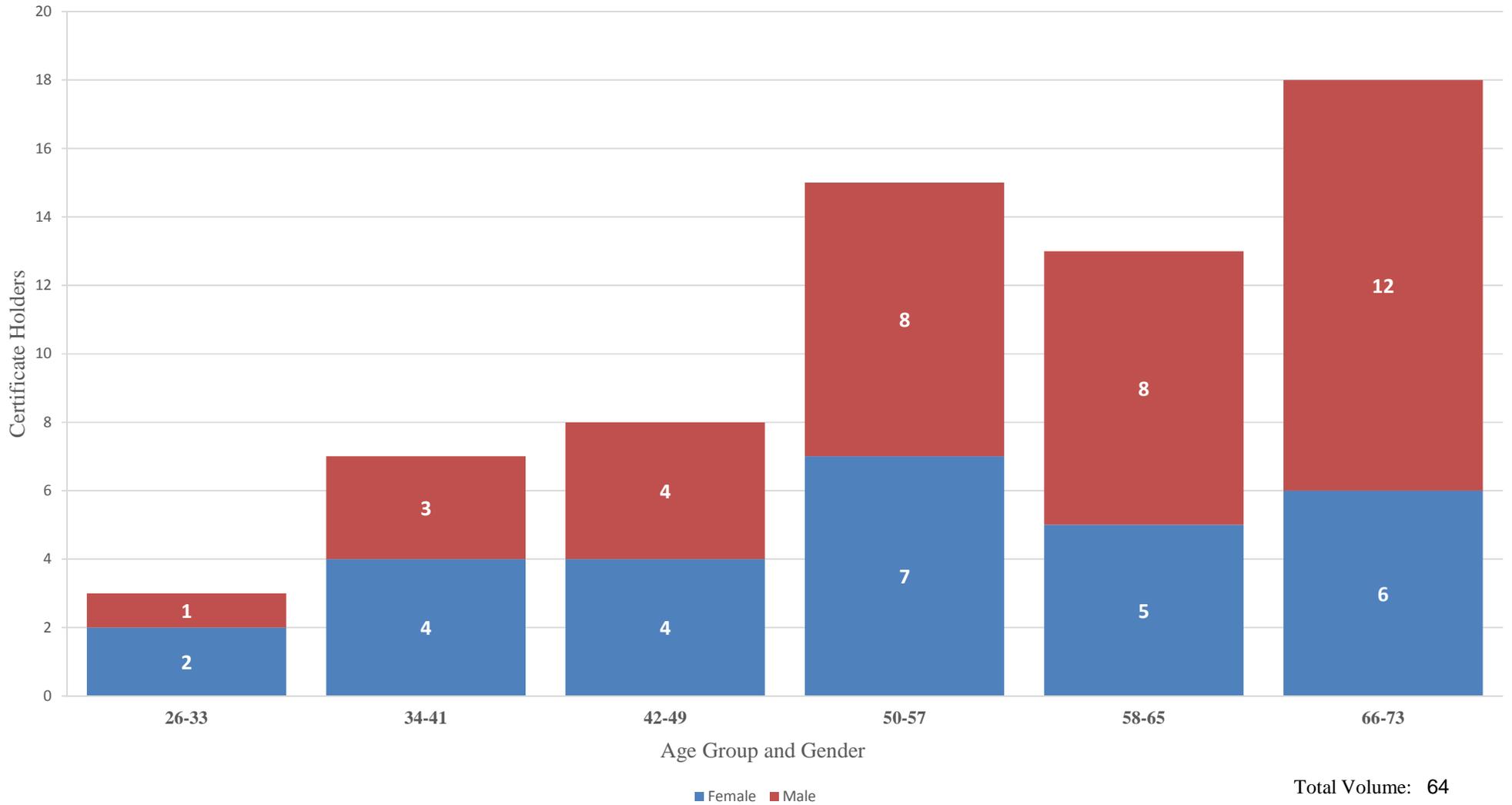
Active Certificate Holder Trend  
February 2011 - February 2016

-2.4% change in growth over 1 year  
+9.6% change in growth over 5 years



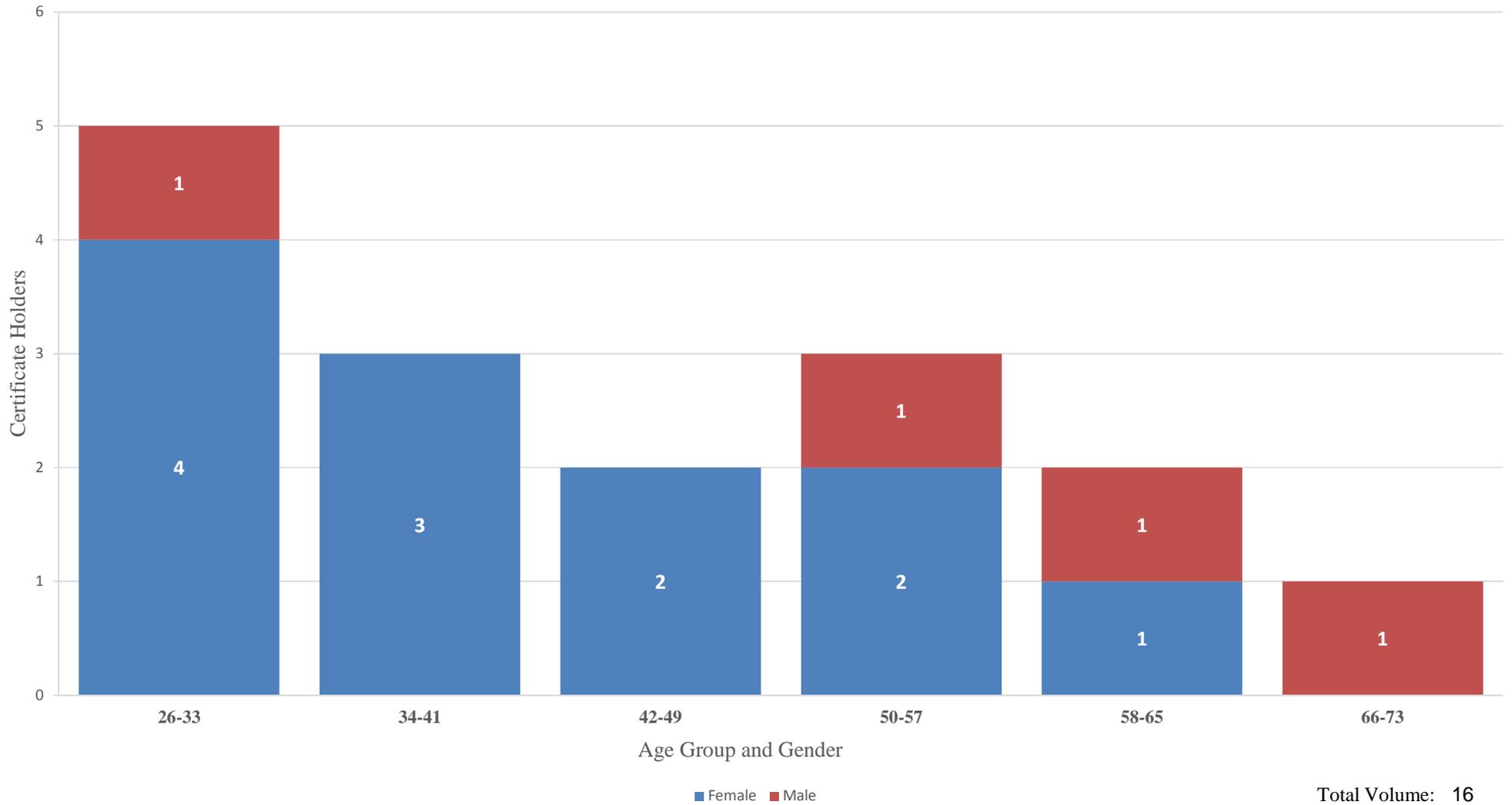
# Sex Offender Treatment Board

Clinical Certification - by Age Group and Gender as of February 19, 2016  
2015-17 Biennium



# Sex Offender Treatment Board

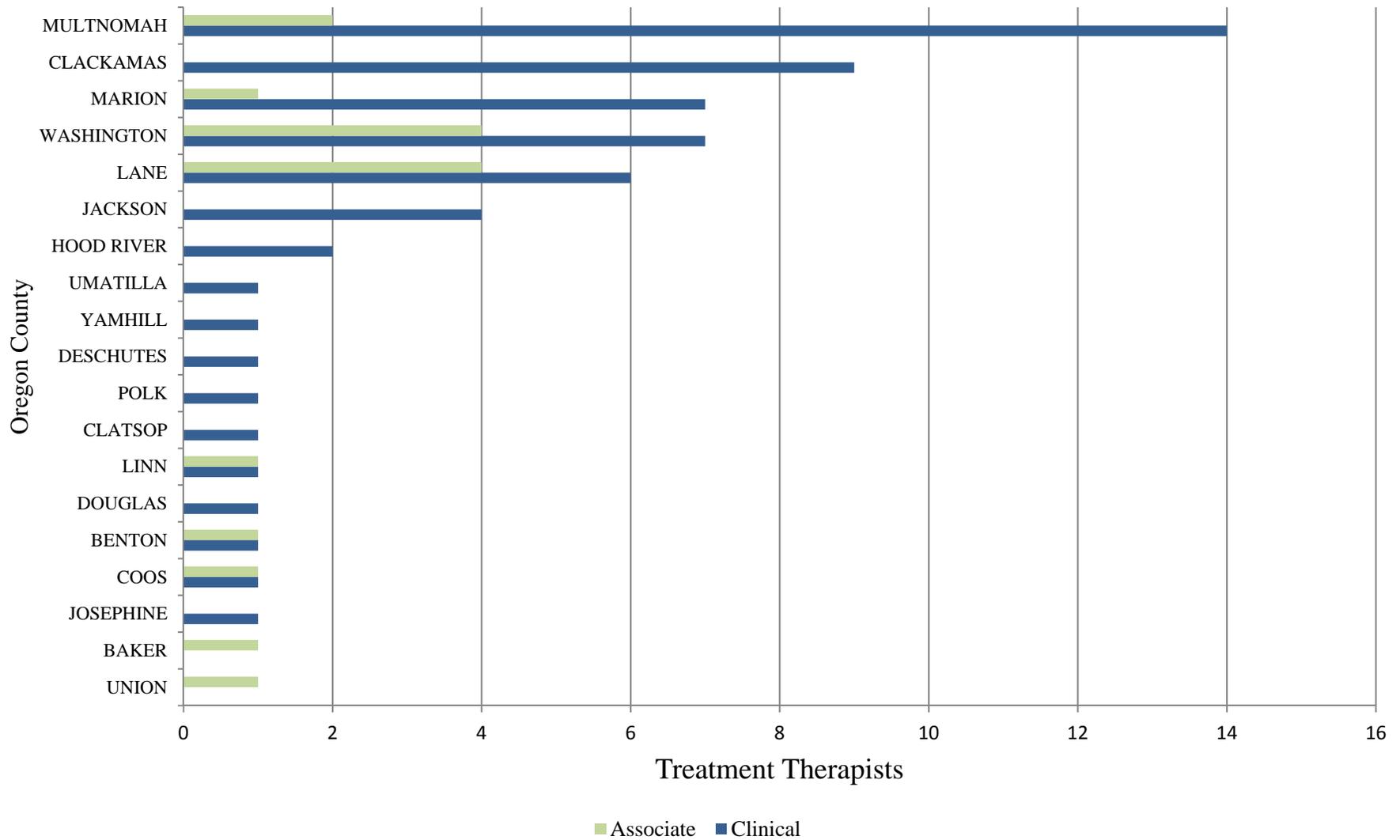
Associate Certification - by Age Group and Gender as of February 19, 2016  
2015-17 Biennium



Total Volume: 16

# Sex Offender Treatment Board

Treatment Therapists by Oregon County as of February 19, 2016  
2015 - 2017 Biennium



**HEALTH LICENSING OFFICE**  
**Fund 3820 - SEX OFFENDER TREATMENT BOARD**  
**STATEMENT OF CASH FLOW**  
**FOR THE PERIOD 07/01/15 - 02/19/16**

CURRENT

<b>15-17' Beginning Cash Balance</b>	\$ (108,213.38)
Revenues	\$ 10,175.00
Expenditures	\$ 8,617.46
Less: Accrued Expenditures	
Less: Total Expenditures	\$ (8,617.46)
Subtotal: Resources Available	\$ (106,655.84)
Change in (Current Assets)/Liabilities	\$ -
<b>Ending Cash Balance (Actual)</b>	<b>\$ (106,655.84)</b>

Indirect Charges are calculated using the following rates:

\* Based on average Licensee Volume

Shared Assessment %	0.10%
Examination %	0.00%
Small Board Qualification %	1.35%
Inspection %	0.00%

# **Regulatory Report**

# Health Licensing Office



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Salem, OR 97301-1287  
Phone: (503) 378-8667  
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)

## ***Sex Offender Treatment Board***

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*March 4, 2016*

### ***2013– 2015 Biennium***

Between July 1, 2013 and June 30, 2015, 15 complaints were received by the Office. Total open 3. Total closed 12.

<b>ANONYMOUS</b>	<b>CLIENT</b>	<b>OTHER</b>
0	4	11

### ***2015 – 2017 Biennium***

Between July 1, 2015 and January 31, 2016, 1 complaint was received by the Office. Total open 1. Total closed 0.

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

Other: Licensees  
Internal  
Mandatory Reporter

# **Public/Interested Parties' Feedback**

# **Other Board Business**



**Health Licensing Office  
Sex Offender Treatment Board  
March 4, 2016**

**\*\*PLEASE PRINT\*\***

<b>Name (First, Last)</b>	<b>Representing</b>	<b>Request to Comment (yes/no)</b>