



WHO: Health Licensing Office
Sex Offender Treatment Board

WHEN: 9 a.m. Aug. 12, 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/OHA/HLO> 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.

Items for Board Action

Approval of Agenda



Health Licensing Office
Sex Offender Treatment Board



9 a.m. Aug. 12, 2016
700 Summer St. NE, Suite 320
Salem, Oregon

1. **Call to order**
2. **Plaque presentation**
3. **Introductions**
4. **Items for board action**
 - ◆ Approval of agenda
 - ◆ Approval of minutes from March 4, 2016
 - ◆ Meeting dates for 2017
 - ◆ Chair and vice chair for 2017
5. **Reports**
 - ◆ Director report
 - ◆ Licensing and fiscal statistical reports
 - ◆ Regulatory report
 - ◆ New website
6. **Public/interested parties' feedback**

Working lunch

7. **Executive session** - Pursuant to ORS 192.660(2)(f) for the purpose of considering information or records exempt from public inspection. (Investigation cases) case number 15-7805
8. **Item for board action**
9. **Other board business**

Agenda is subject to change.
For the newest information, go to www.oregon.gov/OHA/HLO

Approval of Minutes



Health Licensing Office
Sex Offender Treatment Board



March 4, 2016
700 Summer St. NE, Suite 320
Salem, Oregon

MINUTES

MEMBERS PRESENT

Randy Settell, chair
Kelley Chimenti, vice chair
Joseph Ferguson
Scott Brown
Jane Allen – joined at 9:05 a.m.
Michele Roland-Schwartz

STAFF PRESENT

Sylvie Donaldson, interim director and fiscal services
and licensing manager
Anne Thompson, policy analyst
Maria Gutierrez, board specialist
Sarah Kelber, communications coordinator

MEMBERS ABSENT

John Caywood

Call to order

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

Introductions

Sylvie Donaldson, interim director and fiscal services and licensing manager, welcomed the new members of the Board and members and staff introduced themselves.

(Jane Allen joined at 9:05 a.m.)

Items for board action

◆ **Approval of agenda**

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

◆ **Approval of minutes**

Kelley Chimenti made a motion, with a second by Michele Roland-Schwartz, to approve the minutes for Aug. 7, 2015. The motion passed, with Joseph Ferguson and Scott Brown abstaining.

Director report

Donaldson updated the Board on the new roll-call voting protocol. Donaldson said that each member will be asked to voice an “aye” or “nay” during all votes. When HLO transitions to electronic minutes,

the process will make clear how members vote on issues. She also updated the Board about the transition to the Public Health Division (PHD) of the Oregon Health Authority (OHA). She told the Board that HLO has gotten approval to move to a new location in Salem off of Cherry Street, but isn't sure when the move will occur. The new location will offer a bigger waiting room, more testing space, free parking and a bigger board room. She said that as the Legislature adds more boards and programs, HLO needs more room to accommodate its customers. She told the Board about Granicus, the new system for electronic minutes, and that once it is put into use, Board members will have to take care to identify themselves before speaking. She also told the Board that HLO is doing continuing education (CE) audits and that the Board's audit of 10 percent of its authorization holders should be done in May.

Settell asked if more than 10 percent of the authorization holders could be audited because the Board has so few. Donaldson said the number is in the rules and they look at changing it if people were not in compliance in large numbers. She said if someone is concerned that an authorization holder is not doing what they should, a person could file a complaint anonymously, and HLO could investigate the complaint. Donaldson explained the difference in required documentation for initial certification and for continuing education.

Donaldson talked to the Board about its composition, and showed them where, in statute, associations have to put forth candidates for the Board.

Communications Coordinator Sarah Kelber told the Board about the new website and its features. She explained that the staff is testing the new site now to make sure everything works and the go-live date is March 9. She said she will show the Board the new site at their next meeting. Kelber also said that HLO got approval for a Facebook page and that there are two – one for cosmetology and one for HLO in general. The pages will be used to communicate to licensees about closures due to weather and holidays, proposed administrative rules, meetings and HLO's move. She said she is taking photos of Board members for use on the new site.

The Board asked about the process involved with changing the Board's statute; an association in the statute is spelled incorrectly, change it to a practice act rather than a title act, and change the definition for sex offender. Donaldson said that HLO and the Board can't move a legislative concept; an association has to bring it forward. She said that while HLO and the Board must remain neutral, that she would be happy to meet with any associations that want information on the process.

Licensing and fiscal statistical reports

Donaldson said that in the current biennium, that three new clinical certifications and four associate certifications were issued. The certifications have increased almost 10 percent if five years. Certification holders tend to be older, but Donaldson said that is to be expected with the licensing criteria the Board has; a person will need a while to get the degrees and experience necessary. The Board continues to have negative fiscal balance, but Donaldson said the Board is not as deeply in the red as they used to be.

Regulatory update

Donaldson reported on enforcement activity, saying that in the 2013-15 biennium, that 15 complaints were received and that three remain open. One complaint was received in the current biennium and that was is open.

Donaldson showed the Board how to use the license-lookup portal on the website.

Public/interested parties' feedback

None.

Other board business

Donaldson said that it sounded like Chimenti will be leading the effort to get a legislative concept going and that she can update the group at the next Board meeting, which is slated for Aug. 12.

The meeting adjourned at 10:48 a.m.

Minutes prepared by: Anne Thompson, policy analyst

2017 Meetings



HEALTH LICENSING OFFICE

Kate Brown, Governor

Oregon
Health
Authority

700 Summer St NE, Suite 320

Salem, OR 97301-1287

Phone: (503)378-8667

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www.oregon.gov/OHA/HLO

2017 meeting dates

BACKGROUND AND DISCUSSION

The Sex Offender Treatment Board must decide on 2017 meeting dates.

ISSUE

The Board must approve 2017 meeting times and dates. The Health Licensing Office proposes:

- 9 a.m. March 3
- 9 a.m. August 11

BOARD ACTION

The Board approves 2017 meeting times and dates:

2017 Chair and Vice Chair



Chair and vice chair – 2017

BACKGROUND AND DISCUSSION

Randy Settell has served as chair for the Sex Offender Treatment Board, and Kelley Chimenti has served as vice chair during 2016.

ISSUE

The Board must nominate and elect a chair and vice chair for 2017.

Role of the chair in meetings

- Officially call the meeting to order.
- Keep order and impose any necessary restrictions 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 must wait to be addressed by the chair.
 - Once addressed by the chair, the board member must state their last name for the record before speaking.
 - The chair guides members through the motion-making process.
 - 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 chair outside of meetings

- Collaborate with the director regarding the Board budget. The director may contact the chair to discuss the Board budget regarding revenue, expenditures and possible fee changes.
- Assist in generating meeting agendas. 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 chair

The vice chair must assume the responsibilities of the chair if there is an absence or if the chair is no longer a member of the Board.

BOARD ACTION

The Board nominates and elects:

Chair:

Vice chair:

Director's Report

Memorandum

To: Sylvie Donaldson, HLO Interim Director, Ann Thompson, SOTB Policy Analyst

From: Larry Peck, CE Qualification Analyst

Date: 5/25/16

Subject: Continuing Education Attestation Final Audit Results

A continuing education audit on currently active Certified Sex Offender Therapists was conducted and completed on 5/25/16. The audit included 10% of the certification base, for a total of eight certifications randomly sorted and selected through a computer generated process.

On 4/5/16, all eight certificate holders were sent an audit notification letter informing them that they needed to provide verification of having complied with the 15 hours of approved continuing education obtained within their current certification attestation period. And submit satisfactory evidence of having at least 100 hours of clinical experience, obtained within one year immediately preceding the date of last renewal, of which 50 hours were related to direct clinical contact with sex offenders.

All eight of the certificate holders submitted the required number of hours in approved continuing education to meet compliance with the audit requirements.

A copy of this report will be provided at the next meeting of the Sex Offender Treatment Board.

Licensing and Fiscal Statistical Reports

Health Licensing Office

Sex Offender Treatment Board

Licensing Division Statistics as of July 29, 2016

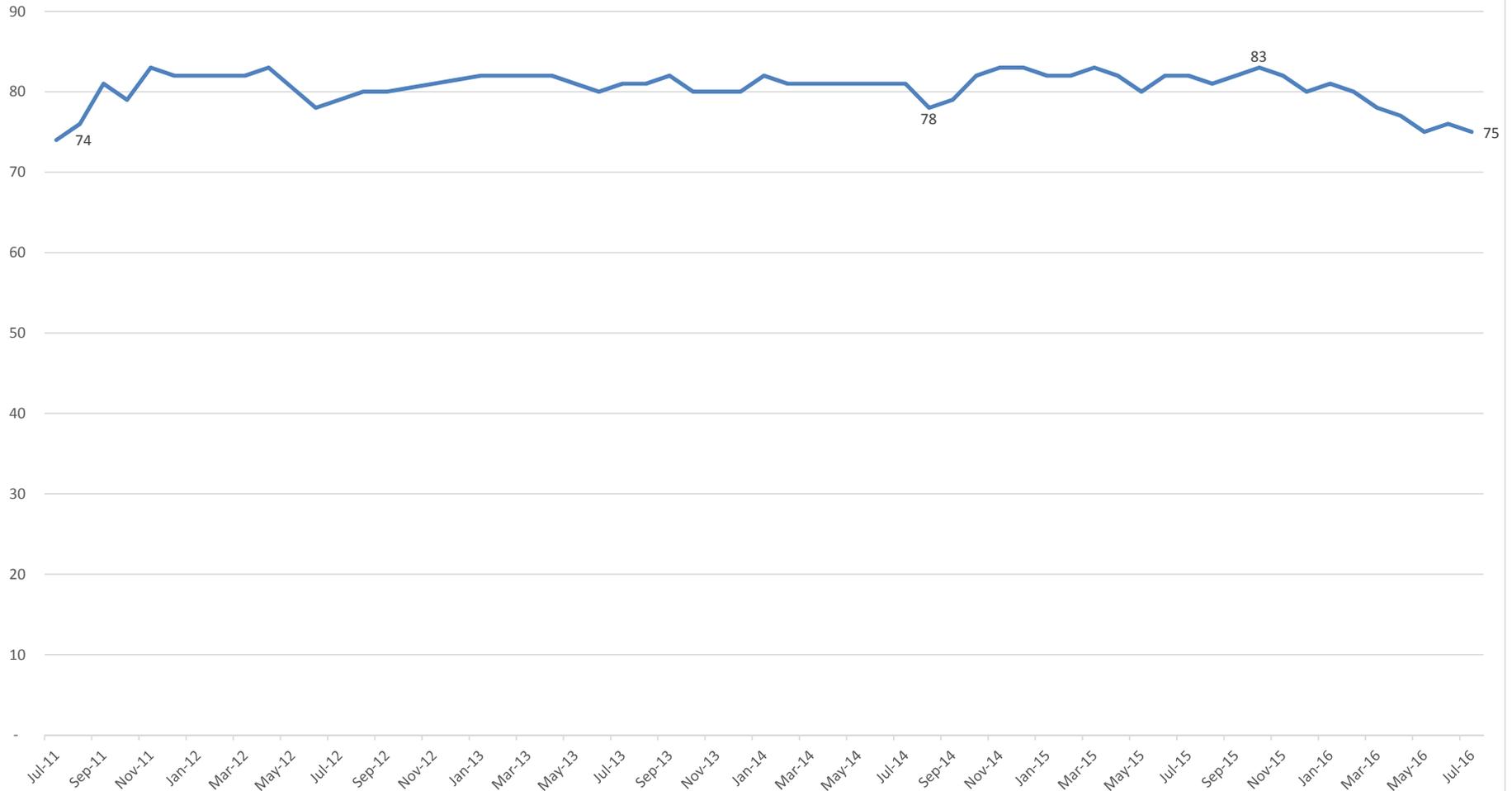
2015 - 2017 Biennium

Quarter	Clinical Certifications Issued	Associate Certifications Issued	Renewals Processed
1st	-	1	9
2nd	1	2	19
3rd	2	1	16
4th	-	1	20
5th	-	-	4
6th	-	-	-
7th	-	-	-
8th	-	-	-
Total	3	5	68

Sex Offender Treatment Board

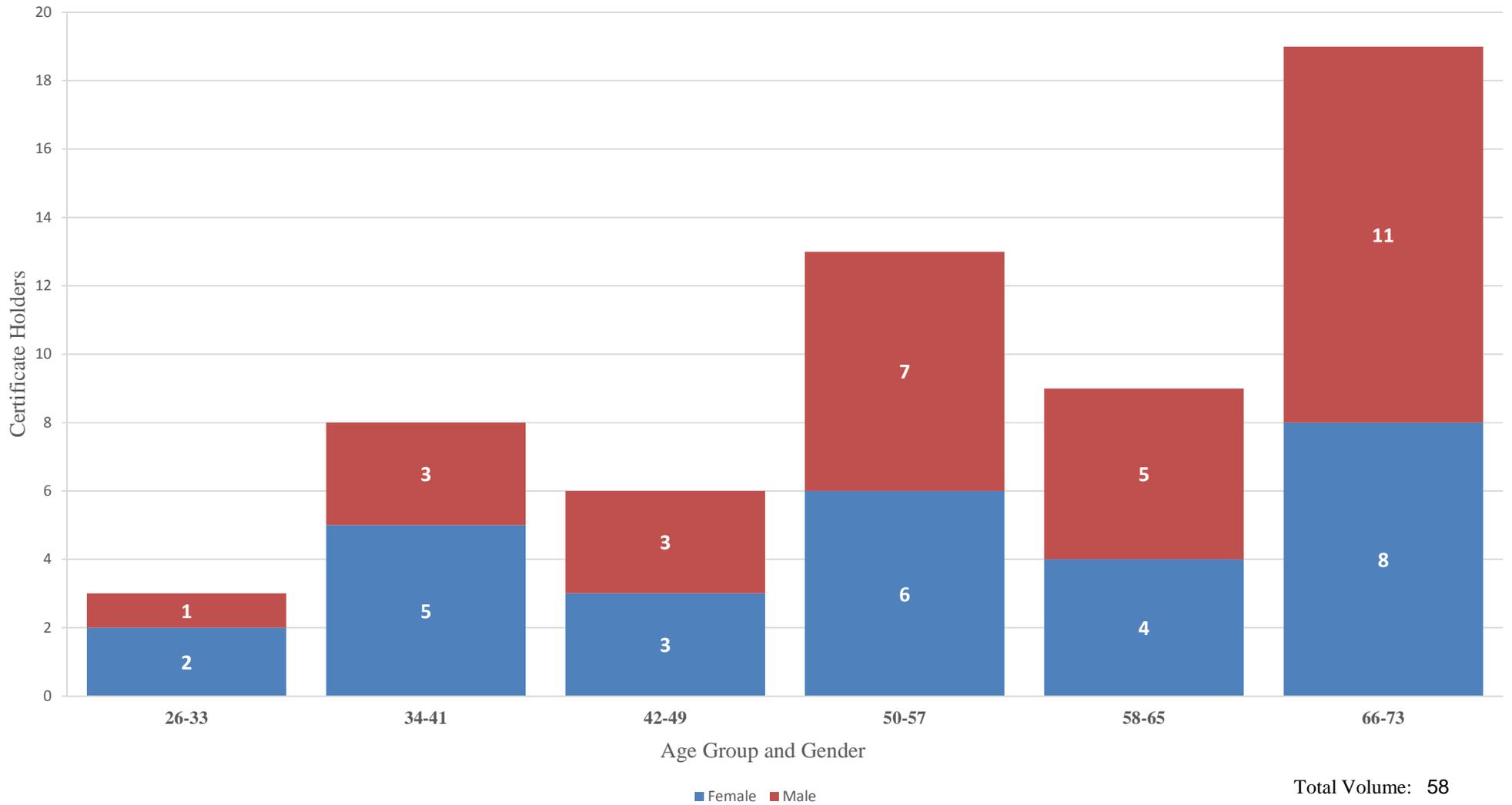
Active Certificate Holder Trend
July 2011 - July 2016

-8.5% change in growth over 1 year
+1.4% change in growth over 5 years



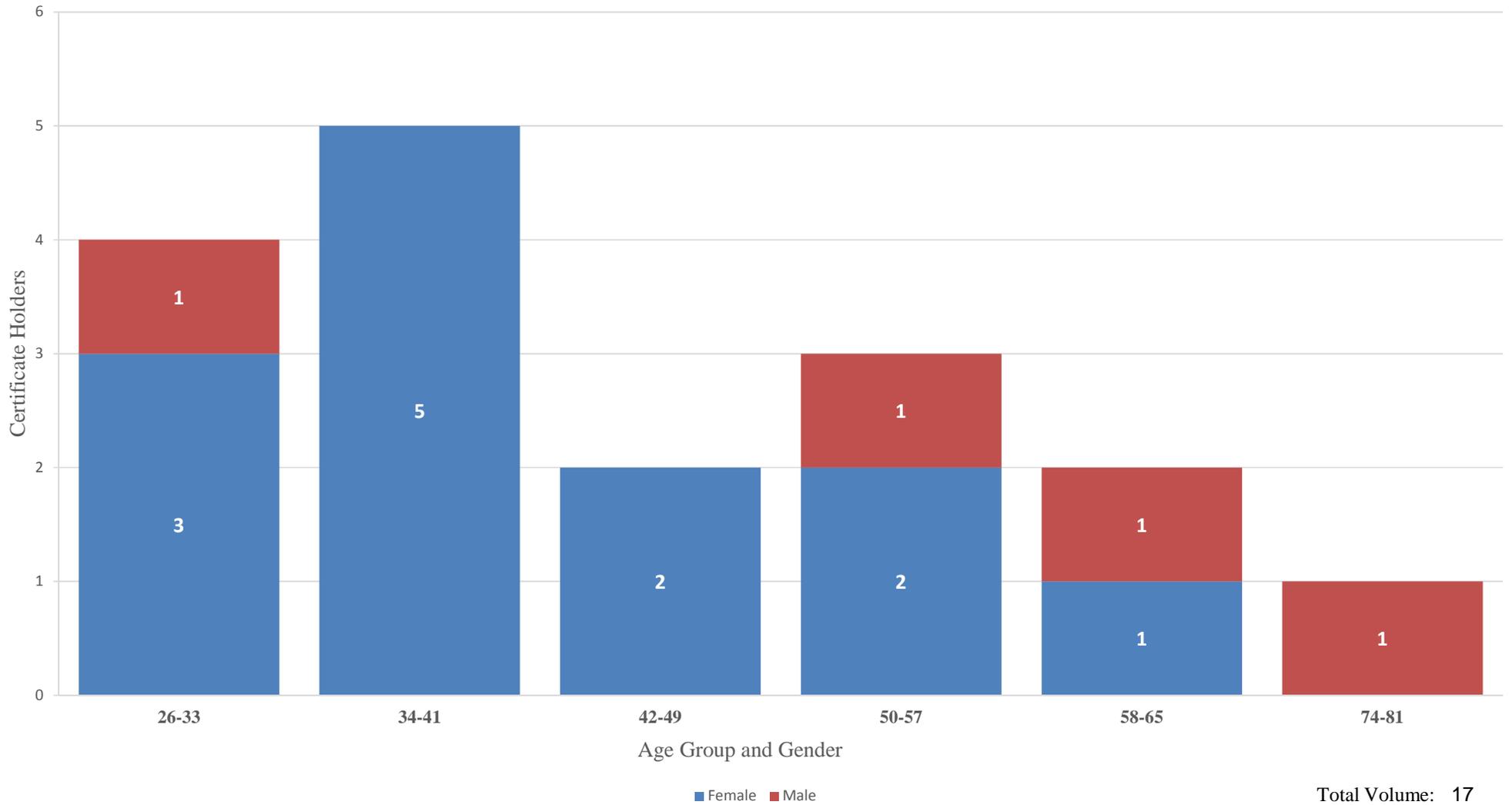
Sex Offender Treatment Board

Clinical Certification - by Age Group and Gender as of July 29, 2016
2015-17 Biennium



Sex Offender Treatment Board

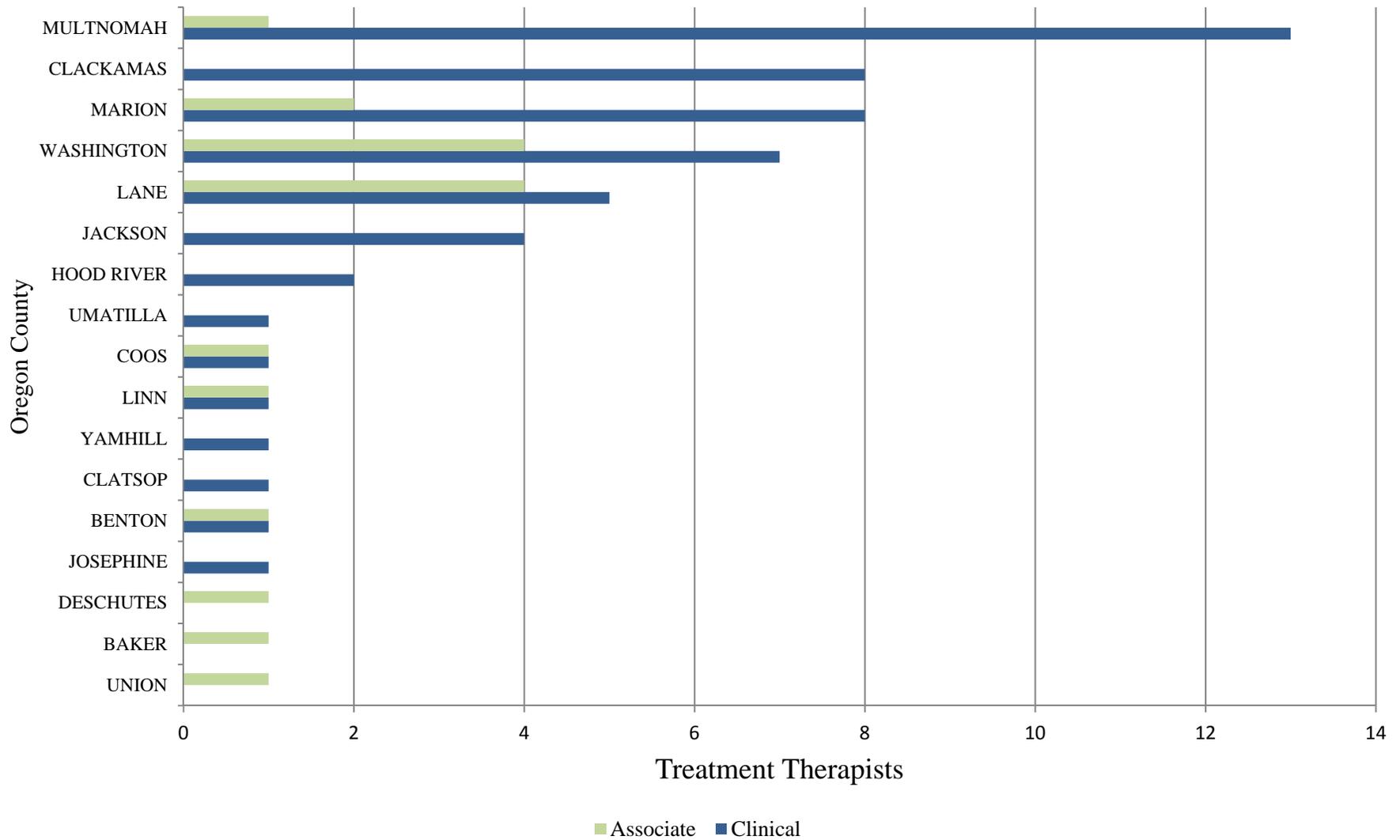
Associate Certification - by Age Group and Gender as of July 29, 2016
2015-17 Biennium



Total Volume: 17

Sex Offender Treatment Board

Treatment Therapists by Oregon County as of July 29, 2016
2015 - 2017 Biennium



HEALTH LICENSING OFFICE Fund 3820 - SEX OFFENDER TREATMENT BOARD STATEMENT OF CASH FLOW FOR THE PERIOD 07/01/15 - 07/29/16	
CURRENT	
15-17' Beginning Cash Balance	\$ (108,213.38)
Revenues	\$ 24,975.00
Expenditures	\$ 13,261.00
Less: Accrued Expenditures	
Less: Total Expenditures	\$ (13,261.00)
Subtotal: Resources Available	\$ (96,499.38)
Change in (Current Assets)/Liabilities	\$ -
Ending Cash Balance (Actual)	\$ (96,499.38)
Indirect Charges are calculated using the following rates:	
<small>* Based on average Licensee Volume</small>	
Shared Assessment %	0.10%
Examination %	0.00%
Small Board Qualification %	1.35%
Inspection %	0.00%

HEALTH LICENSING OFFICE Fund 3820 - SEX OFFENDER TREATMENT BOARD STATEMENT OF CASH FLOW FOR THE PERIOD 07/01/15 - 06/30/17	
PROJECTED	
15-17' Beginning Cash Balance	\$ (108,213.38)
Revenues	\$ 40,412.50
Expenditures	\$ 28,416.43
Less: Accrued Expenditures	\$ -
Less: Total Expenditures	\$ (28,416.43)
Subtotal: Resources Available	\$ (96,217.31)
Change in (Current Assets)/Liabilities	\$ -
Ending Cash Balance (Projection)	\$ (96,217.31)
Indirect Charges are calculated using the following rates:	
<small>* Based on average Licensee Volume</small>	
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
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E-mail: hlo.info@state.or.us

Sex Offender Treatment Board

August 12, 2016

2013– 2015 Biennium

Between July 1, 2013 and June 30, 2015, 15 complaints were received by the Office. Total open 1. Total closed 14.

ANONYMOUS	CLIENT	OTHER
0	4	11

2015 – 2017 Biennium

Between July 1, 2015 and July 30, 2016, 2 complaints were received by the Office. Total open 2. Total closed 0.

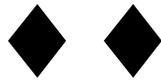
ANONYMOUS	CLIENT	OTHER
0	1	1

Other: Licensees
Internal
Mandatory Reporter

Public/Interested Parties' Feedback

Website

Executive Session



ORS 192.660(2)(f) for the purpose of considering information or records exempt from public inspection.

Item for Board Action

Other Board Business

