

LICENSING, STANDARDS AND COMPETENCY COMMITTEE
Held as a Zoom Meeting

Minutes
July 12, 2023

MEMBERS PRESENT: Chip Dunn, Chair
 Sheena Kansal, D.D.S.
 Terrence Clark, D.M.D.
 Sharity Ludwig, R.D.H., E.P.P.
 Olesya Salathe, D.M.D. – ODA Rep.
 Susan Kramer, R.D.H. – ODHA Rep.
 Ginny Jorgensen, CDA, EFDA, EFODA, AAS - ODAA Rep.
 Yadira Martinez, R.D.H., E.P.P. – DT Rep.

STAFF PRESENT: Stephen Prisby, Executive Director
 Angela Smorra, D.M.D., Dental Director/Chief Investigator
 Haley Robinson, Office Manager
 Ingrid Nye, Investigator
 Samantha Plumlee, Licensing Manager
 Kathleen McNeal, Office Specialist

ALSO PRESENT: Lori Lindley, Sr. Assistant Attorney General

VISITORS PRESENT: Jenn Lewis-Goff – ODA, Susan Kramer – ODHA, Lisa Rowley,
 R.D.H. – ODHA, Jill Lomax, Jen Hawley Price, Katherine Landsberg
 – DANB, Tony Garcia – DANB, Mary Harrison – ODAA, Sarah
 Kowalski - OHA, Mary Ellen Murphy, Jessica Dusek, Vesna Grace
 Stone, Linda Kihs, Bonnie Marshall

**Note - Some visitors may not be reflected in the minutes because their identity was unknown during the meeting.*

Call to Order: The meeting was called to order by Chip Dunn at 5:02 p.m.

MINUTES

Ms. Jorgensen moved and Dr. Salathe seconded that the minutes of the November 16, 2022 Licensing, Standards and Competency meeting be approved as presented. The motion passed unanimously.

Dr. Clark moved and Dr. Kansal seconded the Committee recommend that the Board move OAR 818-012-0005 and OAR 818-021-0060 as amended to the Rules Oversight Committee. The motion passed unanimously.

OAR 818-012-0005 – Scope of Practice

(4) A dentist may place ~~endosseous~~ **dental** implants to replace natural teeth after completing a minimum of 56 hours of hands on clinical **dental implant** course(s), which includes

treatment planning, appropriate case selection, potential complications and the surgical placement of the implants under direct supervision, and the provider is a Commission on Dental Accreditation (CODA)-accredited **graduate postdoctoral** dental education program, or a provider that has been approved by the Academy of General Dentistry Program Approval for Continuing Education (AGD PACE), or by the American Dental Association Continuing Education Recognition Program (ADA CERP).

(5) A dentist placing **endosseous dental** implants must complete at least seven (7) hours of continuing education related to the placement and/or restoration of dental implants every licensure renewal period. (Effective January 1, 2024).

OAR 818-021-0060 – Continuing Education-Dentists

(8) A dentist placing **endosseous dental** implants must complete at least seven (7) hours of continuing education related to the placement **and/or restoration** of dental implants every licensure renewal period (Effective January 1, 2024).

Ms. Lindley recommend that the committee wait for further direction before moving forward on the proposed rule below. The issue of federal supremacy over state rule and other issues was being looked at closely by the DOJ so this should be tabled at this time.

OAR 818-021-XXXX

Dental, Dental Therapy and Dental Hygiene Licensure for Active-Duty Members of the Uniformed Services and their Spouses Stationed in Oregon

(1) A license to practice dentistry, dental hygiene or dental therapy shall be issued to Active-Duty Members of the Uniformed Services or their spouse when the following requirements are met:

(a) Completed application and payment of fee is received by the Board; and

(b) Satisfactory evidence of having graduated from a dental, dental hygiene or dental therapy program accredited by the Commission on Dental Accreditation of the American Dental Association; or

(c) Satisfactory evidence of having graduated from a dental school located outside the United States or Canada, completion of a predoctoral dental education program of not less than two years at a dental school accredited by the Commission on Dental Accreditation of the American Dental Association, and proficiency in the English language; or

(d) Satisfactory evidence of having graduated from a dental hygiene program located outside the United States or Canada, completion of not less than one year in a program accredited by the Commission on Dental Accreditation of the American Dental Association, and proficiency in the English language; or

(e) Satisfactory evidence of having successfully completed or graduated from a Board approved dental therapy education program that includes the procedures outlined in OAR 818-038-0020, and includes at least 500 hours of didactic and hands-on clinical dental therapy practice.

(f) Submission of a copy of the military orders assigning the active-duty member to an assignment in Oregon; and

(g) The applicant holds a current license in another state to practice dentistry, dental hygiene or dental therapy at the level of application; and

(h) The license is unencumbered and verified as active and current through processes defined by the Board; and

(i) Satisfactory evidence of successfully passing a clinical examination administered

by any state, national testing agency or other Board-recognized testing agency; and
(j) Verification of completion of the Board's Continuing Education (CE) requirements in accordance with OAR 818-021-0060, OAR 818-021-0070 & OAR 818-021-0076.
(2) The temporary license shall remain active for the duration of the above-mentioned military orders.
(3) Once licensed, each biennium, the licensee shall submit to the Board a Biennial Uniformed Servicemember Status Confirmation Form. The confirmation form shall include the following:
(a) Licensee's full name;
(b) Licensee's mailing address;
(c) Licensees business address including street and number or if the licensee has no business address, licensee's home address including street and number;
(d) Licensee's business telephone number or if the licensee has no business telephone number, licensee's home telephone number;
(e) Licensee's employer or person with whom the licensee is on contract;
(f) Licensee's assumed business name;
(g) Licensee's type of practice or employment;
(h) A statement that the licensee has met the CE requirements for their specific license renewal set forth in OAR 818-021-0060 or OAR 818-021-0070 or OAR 818-021-0076;
(i) Identity of all jurisdictions in which the licensee has practiced during the two past years; and
(j) A statement that the licensee has not been disciplined by the licensing board of any other jurisdiction or convicted of a crime.
(k) Confirmation of current active-duty status of servicemember.
(l) The form will be provided, depending on licensure type, pursuant to ORS 679.120(6), 680.075(6) and 679.615(4)(b).
(4) If military orders are reassigned, notification to the Board is required within 30 days of receipt.
(5) Any Board permits held by Licensees are required to be renewed per rule requirements on permit types.
(6) Individuals who are licensed under this rule are required to adhere to the Dental Practice Act and are subject to the same requirements and standards of practice as any other licensee of the Board.

Ms. Jorgensen discussed a capstone project from Pacific University, offering instructions for expanded function dental assistants to be able to train, test for and be certified in providing local anesthesia, similar to the training for a dental hygienist.

Dr. Salathe provided an official response from the ODA concluding that expanding the scope of dental assistants to include local anesthesia via nerve blocks was inappropriate due to lack of reporting on individual dental assistants, rather incidents would be reported under the supervising dentist or dental hygienist. The ODA does not feel that the available training would be adequate to provide competency. Further, the ODA cited that no other state allows an unregulated group to administer local anesthesia via nerve blocks.

Ms. Jorgensen responded, pointing out that dental assistants do have rules and training similar to dental hygienists in the area of restorative functions. Further, this project was in response to a survey of dentists asking for dental assistants to be able to provide local anesthesia under indirect supervision. Ms. Jorgensen thinks this new certification would help to alleviate the

workforce shortage of dental assistants.

Dr. Clark pointed out that he was bothered by the ODA stance because the ODA recently supported the loosening of dental assistant testing and credentials in a recent legislative bill. Dr. Clark supports additional credentialing for dental assistants and notes that dental assistants are regulated and adverse reports can be tracked through the supervising dentist. Dr. Clark stated that a rigorous curriculum can be created to provide a standard of care to benefit the public, the dental assistants and the entire dental team.

Ms. Martinez recommended this project be moved forward for other committees to discuss.

Ms. Kramer moved and Dr. Kansal seconded the Committee recommend that the Board move OAR 818-042-00XX as presented to the Rules Oversight Committee. The motion passed with Dr. Kansal, Dr. Clark, Ms. Jorgensen, Ms. Kramer, Ms. Ludwig, and Ms. Martinez voting aye. Dr. Salathe voted no.

OAR 818-042-00XX

Local Anesthesia Functions of Dental Assistants

(1) The Board shall issue a Local Anesthesia Functions Certificate (LAFC) to a dental assistant who holds an Oregon EFDA Certificate, and has successfully completed a Board approved curriculum from a program accredited by the Commission on Dental Accreditation of the American Dental Association or other course of instruction approved by the Board.

(2) A dental assistant may administer local anesthetic agents and local anesthetic reversal agents under the indirect supervision of a licensed dentist. Local anesthetic reversal agents shall not be used on children less than 6 years of age or weighing less than 33 pounds.

The committee was directed to review the documents regarding a dental/dental hygiene licensing compact. Director Prisby referenced the documents and said it was important to have the committee looped in on this and it will probably be an issue for Oregon to address in the future. The Board of Dentistry would have similar issues and concerns with implementing it, that the Oregon Occupational Therapy Licensing referenced in the documents.

Lori Lindley added there were a number of legal issues as well. There was brief discussion with the ODA having no position on it at this time. Ms. Kramer went on record to say that the ODHA is in favor of a potential licensure compact.

The Committee reviewed and briefly discussed the rules regarding radiologic proficiency certification for dental assistants.

Ms. Jorgensen moved and Ms. Martinez seconded the Committee recommend that the Board keep OAR 818-042-0050 as presented. The motion passed unanimously.

OAR 818-042-0050

Taking of X-Rays — Exposing of Radiographic Images

(1) A Licensee may authorize the following persons to place films/sensors, adjust equipment preparatory to exposing films/sensors, and expose the films and create the images under general supervision:

(a) A dental assistant certified by the Board in radiologic proficiency; or

(b) A radiologic technologist licensed by the Oregon Board of Medical Imaging and certified by the Oregon Board of Dentistry (OBD) who has completed ten (10) clock hours in a Board approved dental radiology course.

(2) A licensee may authorize a dental assistant who has completed a course of instruction approved by the Oregon Board of Dentistry, and who has passed the written Dental Radiation Health and Safety Examination administered by the Dental Assisting National Board, or comparable exam administered by any other testing entity authorized by the Board, or other comparable requirements approved by the Oregon Board of Dentistry to place films/sensors, adjust equipment preparatory to exposing films/sensors, and expose the films and create the images under the indirect supervision of a dentist, dental therapist, dental hygienist, or dental assistant who holds an Oregon Radiologic Proficiency Certificate. The dental assistant must submit within six months, certification by an Oregon licensed dentist, dental therapist or dental hygienist that the assistant is proficient to take radiographic images.

(3) A dental therapist may not order a computerized tomography scan.

Ms. Jorgensen moved and Ms. Martinez seconded the Committee recommend that the Board keep OAR 818-042-0060 as presented. The motion passed unanimously.

OAR 818-042-0060

Certification — Radiologic Proficiency

(1) The Board may certify a dental assistant in radiologic proficiency by credential in accordance with OAR 818-042-0120, or if the assistant:

(2) Submits an application on a form approved by the Board, pays the application fee and:

(a) Completes a course of instruction approved by the Oregon Board of Dentistry, in accordance with OAR 333-106-0055 or submits evidence that the Oregon Health Authority, Center for Health Protection, Radiation Protection Services recognizes that the equivalent training has been successfully completed;

(b) Passes the written Dental Radiation Health and Safety Examination administered by the Dental Assisting National Board, Inc. (DANB), or comparable exam administered by any other testing entity authorized by the Board, or other comparable requirements approved by the Oregon Board of Dentistry; and

(c) Certification by an Oregon licensee that the assistant is proficient to take radiographs.

Ms. Martinez moved and Ms. Jorgensen seconded the Committee recommend that the Board move OAR 818-042-0080 as presented to the Rules Oversight Committee. The motion passed unanimously.

OAR 818-042-0080

Certification — Expanded Function Dental Assistant (EFDA)

The Board may certify a dental assistant as an expanded function assistant:

(1) By credential in accordance with OAR 818-042-0120, or

(2) If the assistant submits a completed application, pays the fee and provides evidence of;

(a) Certification of Radiologic Proficiency (OAR 818-042-0060); and satisfactory completion of a course of instruction in a program accredited by the Commission on Dental Accreditation of the American Dental Association; or

(b) Certification of Radiologic Proficiency (OAR 818-042-0060); and passage of the Oregon Basic, Infection Control or Certified Dental Assisting (CDA) examination, and the Expanded Function Dental Assistant examination, or equivalent successor examinations, administered by the Dental Assisting National Board, Inc. (DANB), or any other testing entity authorized

by the Board; and certification by [an Oregon](#) licensed dentist that the applicant has successfully polished six (6) amalgam or composite surfaces, removed supra-gingival excess cement from four (4) crowns and/or fixed partial dentures (bridges) with hand instruments; placed temporary restorative material in three (3) teeth; preliminarily fitted four (4) crowns to check contacts or to adjust occlusion outside the mouth; removed four (4) temporary crowns for final cementation and cleaned teeth for final cementation; fabricated four (4) temporary crowns and/or fixed partial dentures (bridges) and temporarily cemented the crowns and/or fixed partial dentures (bridges); polished the coronal surfaces of teeth with a brush or rubber cup as part of oral prophylaxis in six (6) patients; placed matrix bands on four (4) teeth prepared for Class II restorations. [The dental assistant must submit within six months' certification by a licensed dentist that the dental assistant is proficient to perform all the expanded function duties in subsection \(b\). If no expanded function certificate is issued within the six months, the dental assistant is no longer able to continue to perform expanded function duties until EFDA certification is achieved.](#)

Ms. Martinez moved and Ms. Jorgensen seconded the Committee recommend that the Board move OAR 818-042-0110 as presented to the Rules Oversight Committee. The motion passed unanimously.

OAR 818-042-0110

Certification— Expanded Function Orthodontic [Dental Assistant \(EFODA\)](#)

The Board may certify a dental assistant as an expanded function orthodontic assistant:

- (1) By credential in accordance with OAR 818-042-0120, or
- (2) Completion of an application, payment of fee and satisfactory evidence of;
 - (a) Completion of a course of instruction in a program in dental assisting accredited by the American Dental Association Commission on Dental Accreditation; or
 - (b) Passage of the Oregon Basic, Infection Control, Certified Dental Assistant (CDA) or Certified Orthodontic Assistant (COA) examination, and Expanded Function Orthodontic Assistant examination, or equivalent successor examinations, administered by the Dental Assisting National Board, Inc. (DANB), or any other testing entity authorized by the Board; and certification by [an Oregon](#) licensed dentist that the applicant has successfully placed and ligated orthodontic wires on ten (10) patients and removed bands/brackets and remaining adhesive using an ultrasonic, hand scaler or a slow speed handpiece from teeth on four (4) patients. [The dental assistant must submit within six months' certification by a licensed dentist that the dental assistant is proficient to perform all the expanded function orthodontic duties in subsection \(b\). If no expanded function certificate is issued within the six months, the dental assistant is no longer able to continue to perform expanded function orthodontic duties until EFODA certification is achieved.](#)

Ms. Martinez moved and Ms. Jorgensen seconded the Committee recommend that the Board move OAR 818-042-0113 as presented amended to the Rules Oversight Committee. The motion passed unanimously.

OAR 818-042-0113 Certification — Expanded Function Preventive Dental Assistants (EFPDA) The Board may certify a dental assistant as an expanded function preventive dental assistant:

- (1) By credential in accordance with OAR 818-042-0120, or
- (2) If the assistant submits a completed application, pays the fee and provides evidence of;
 - (a) Certification of Radiologic Proficiency (OAR 818-042-0060); and satisfactory completion

of a course of instruction in a program accredited by the Commission on Dental Accreditation of the American Dental Association; or
(b) Certification of Radiologic Proficiency (OAR 818-042-0060); and passage of the Oregon Basic or Infection Control examination, and Certified Preventive Functions Dental Assistant (CPFDA) examination, or the Expanded Function Dental Assistant (EFDA) examination, or the Coronal Polish (CP) examination, or equivalent successor examinations, administered by the Dental Assisting National Board, Inc. (DANB), or any other testing entity authorized by the Board; and certification by an Oregon licensed dentist that the applicant has successfully polished the coronal surfaces of teeth with a brush or rubber cup as part of oral prophylaxis to remove stains on six (6) patients. **The dental assistant must submit within six months' certification by a licensed dentist that the dental assistant is proficient to perform all the expanded function preventive duties in subsection (b). If no expanded function preventive certificate is issued within the six months, the dental assistant is no longer able to continue to perform expanded function preventive duties until EFPDA certification is achieved.**

Ms. Jorgensen moved and Ms. Martinez seconded the Committee recommend that the Board move OARs 818-042-0115, 818-042-0117, 818-035-0030, and 818-038-00XX as amended to the Rules Oversight Committee. The motion passed unanimously.

OAR 818-042-0115

Expanded Functions — Certified Anesthesia Dental Assistant

(1) A dentist holding the appropriate anesthesia permit may verbally authorize a Certified Anesthesia Dental Assistant, who possesses a Certified Anesthesia Dental Assistant certificate from the Oregon Board of Dentistry to:

(a) Administer medications into an existing intravenous (IV) line of a patient under sedation or anesthesia under direct visual supervision.

(b) Administer emergency medications to a patient in order to assist the licensee in an emergent situation under direct visual supervision.

(c) Perform phlebotomy for dental procedures.

(2) A dentist holding the appropriate anesthesia permit may verbally authorize a Certified Anesthesia Dental Assistant to dispense to a patient, oral medications that have been prepared by the dentist and given to the anesthesia dental assistant by the supervising dentist for oral administration to a patient under Indirect Supervision.

OAR 818-042-0117

Initiation of IV Line and Phlebotomy Blood Draw

(1) Upon successful completion of a course in intravenous access or phlebotomy approved by the Board, a Certified Anesthesia Dental Assistant may initiate an intravenous (IV) infusion line for a patient being prepared for IV medications, sedation, or general anesthesia under the Indirect Supervision of a dentist holding the appropriate anesthesia permit.

(2) Upon successful completion of a course in intravenous access or phlebotomy approved by the Board, a Certified Anesthesia Dental Assistant may perform a phlebotomy blood draw under the Indirect Supervision of a dentist. Products obtained through a phlebotomy blood draw may only be used by the dentist, to treat a condition that is within the scope of the practice of dentistry.

OAR 818-035-0030

Additional Functions of Dental Hygienists

- (1) In addition to functions set forth in ORS 679.010, a dental hygienist may perform the following functions under the general supervision of a licensed dentist:
- (a) Make preliminary intra-oral and extra-oral examinations and record findings;
 - (b) Place periodontal dressings;
 - (c) Remove periodontal dressings or direct a dental assistant to remove periodontal dressings;
 - (d) Perform all functions delegable to dental assistants and expanded function dental assistants providing that the dental hygienist is appropriately trained;
 - (e) Administer and dispense antimicrobial solutions or other antimicrobial agents in the performance of dental hygiene functions.
 - (f) Prescribe, administer and dispense fluoride, fluoride varnish, antimicrobial solutions for mouth rinsing or other non-systemic antimicrobial agents.
 - (g) Use high-speed handpieces to polish restorations and to remove cement and adhesive material.
 - (h) Apply temporary soft relines to complete dentures for the purpose of tissue conditioning.
 - (i) Perform all aspects of teeth whitening procedures.
- (2) A dental hygienist may perform the following functions at the locations and for the persons described in ORS 680.205(1) and (2) without the supervision of a dentist:
- (a) Determine the need for and appropriateness of sealants or fluoride; and
 - (b) Apply sealants or fluoride.

(3) In addition to functions set forth in ORS 679.010, a dental hygienist may perform the following functions under the indirect supervision of a licensed dentist:

(a) Upon successful completion of a course in intravenous access or phlebotomy approved by the Board, a dental hygienist may initiate an intravenous (IV) infusion line for a patient being prepared for IV medications, sedation, or general anesthesia under the indirect supervision of a dentist holding the appropriate anesthesia permit.

(b) Upon successful completion of a course in intravenous access or phlebotomy approved by the Board, a dental hygienist may perform a phlebotomy blood draw under the indirect supervision of a dentist. Products obtained through a phlebotomy blood draw may only be used by the dentist, to treat a condition that is within the scope of the practice of dentistry.

OAR 818-038-00XX

Additional Functions of Dental Therapists

(1) In addition to functions set forth in ORS 679.010, a dental therapist may perform the following functions under the indirect supervision of a licensed dentist:

(a) Upon successful completion of a course in intravenous access or phlebotomy approved by the Board, a dental therapist may initiate an intravenous (IV) infusion line for a patient being prepared for IV medications, sedation, or general anesthesia under the indirect supervision of a dentist holding the appropriate anesthesia permit.

(b) Upon successful completion of a course in intravenous access or phlebotomy approved by the Board, a dental therapist may perform a phlebotomy blood draw under the indirect supervision of a dentist. Products obtained through a phlebotomy blood draw may only be used by the dentist, to treat a condition that is within the scope of the practice of dentistry.

Ms. Martinez moved and Ms. Kramer seconded the Committee recommend that the Board move OAR 818-042-0114 as presented to the Rules Oversight Committee. The motion passed unanimously.

OAR 818-042-0114

Additional Functions of Expanded Function Preventive Dental Assistants (EFPDA)

~~(4)~~ Upon successful completion of a course of instruction in a program accredited by the Commission on Dental Accreditation of the American Dental Association, or other course of instruction approved by the Board, a certified Expanded Function Preventive Dental Assistant may perform the following functions under the indirect supervision of a licensee providing that the procedure is checked by the licensee prior to the patient being dismissed:

~~(2)~~ **(1)** Apply pit and fissure sealants provided the patient is examined before the sealants are placed. The sealants must be placed within 45 days of the procedure being authorized by a licensee.

Ms. Jorgensen moved and Ms. Martinez seconded the Committee recommend that the Board move OAR 818-042-0100 as presented to the Rules Oversight Committee. The motion passed unanimously.

OAR 818-042-0100

Expanded Functions — Orthodontic Assistant (EFODA)

(1) An EFODA may perform the following duties while under the indirect supervision of a licensed dentist:

(a) Remove orthodontic bands and brackets and attachments with removal of the bonding material and cement. An ultrasonic scaler, hand scaler or slow speed handpiece may be used. Use of a high speed handpiece is prohibited;

(b) Select or try for the fit of orthodontic bands;

(c) Recement loose orthodontic bands;

(d) Place and remove orthodontic separators;

(e) Prepare teeth for bonding or placement of orthodontic appliances and select, pre-position and cure orthodontic brackets, attachments and/ or retainers after their position has been approved by the supervising licensed dentist;

(f) Fit and adjust headgear;

(g) Remove fixed orthodontic appliances;

(h) Remove and replace orthodontic wires. Place and ligate archwires. Place elastic ligatures or chains as directed; **and**

(i) Cut arch wires.; **and**

~~(j) Take impressions for study models or temporary oral devices such as, but not limited to, space maintainers, orthodontic retainers and occlusal guards.~~

(2) An EFODA may perform the following duties while under the general supervision of a licensed dentist:

(a) An expanded function orthodontic assistant may remove any portion of an orthodontic appliance causing a patient discomfort and in the process may replace ligatures and/ or separators if the dentist is not available, providing that the patient is rescheduled for follow-up care by a licensed dentist as soon as is reasonably appropriate.

(b) An EFODA may recement orthodontic bands if the dentist is not available and the patient is in discomfort, providing that the patient is rescheduled for follow-up care by a licensed dentist as soon as is reasonably appropriate.

Ms. Martinez moved and Dr. Clark seconded the Committee recommend that the Board move OAR 818-042-0020 as presented to the Rules Oversight Committee. The motion passed unanimously.

OAR 818-042-0020

Dentist, Dental Therapist and Dental Hygienist Responsibility

(1) A dentist is responsible for assuring that a dental assistant has been properly trained, has demonstrated proficiency, and is supervised in all the duties the assistant performs in the dental office. Unless otherwise specified, dental assistants shall work under indirect supervision in the dental office.

(2) A dental hygienist who works under general supervision may supervise dental assistants in the dental office if the dental assistants are rendering assistance to the dental hygienist in providing dental hygiene services and the dentist is not in the office to provide indirect supervision. A dental hygienist with an Expanded Practice Permit may hire and supervise dental assistants who will render assistance to the dental hygienist in providing dental hygiene services.

(3) A dental therapist who works under general supervision may supervise dental assistants in the dental office if the dental assistants are rendering assistance to the dental therapist in providing dental therapy services.

(4) The supervising licensee is responsible for assuring that all required licenses, permits or certificates are current and posted in a conspicuous place.

(5) Dental assistants who are in compliance with written training and screening protocols adopted by the Board may perform oral health screenings under general supervision.

(6) Dental assistants may take physical impressions and digital scans.

Chair Dunn thanked everyone for their attendance and contributions.

The meeting adjourned at 6:30 p.m.