



HEALTH LICENSING OFFICE

Tina Kotek, Governor



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Website: www.oregon.gov/oha/ph/hlo

WHO: Health Licensing Office
Board of Sign Language Interpreters

WHEN: January 3rd & 4th, 2024, at 10:00 a.m.

WHERE: 1430 Tandem Ave. NE, Suite 180, Salem, OR 97301

What is the purpose of the meeting?

The purpose of the meeting is to conduct Board business. A copy of the agenda is provided with this notice. Go to <https://www.oregon.gov/oha/PH/HLO/Pages/Public-Meetings.aspx> for current meeting information.

May the public attend open sessions in person?

Yes, members of the public, interested parties, and the media are invited to attend all board/council meetings. Public and interested parties' feedback will be heard if available and stated on the agenda.

May the public attend by way of teleconference (call-in) or videoconference?

Yes, options to attend the meetings by teleconference or videoconference will be available through Zoom. See the options below:

Day 1 – Jan. 3 rd	How to attend the meeting: (If you are not attending in person, follow one of the options below)		
	Join By:	Meeting or Conference ID:	Passcode:
Zoom (audio/video)	Click here to join the meeting	Meeting ID: 160 862 8092	983132
Zoom (audio only)	Dial 1-669-254-5252	Conference ID: 160 862 8092 #	

This agenda is subject to change. For the latest information, go to: <https://www.oregon.gov/oha/PH/HLO/Pages/Public-Meetings.aspx>

Day 2 – Jan. 4th	How to attend the meeting: (If you are not attending in person, follow one of the options below)		
	Join By:	Meeting or Conference ID:	Passcode:
Zoom (audio/video)	Click here to join the meeting	Meeting ID: 161 723 6639	504826
Zoom (audio only)	Dial 1-669-254-5252	Conference ID: 161 723 6639 #	

Instructions for attending:

- Email your full name to Carrie Edwards at carrie.edwards@oha.oregon.gov, and let her know if you would like to make a public comment.
- The Health Licensing Office asks that individuals attending through Zoom keep their cameras off and their phones or microphones muted during the entire meeting until they are given an opportunity to comment during the Public and Interested Parties Feedback period.
- Representatives of the news media who are interested in attending an executive session are asked to contact Carrie Edwards at carrie.edwards@oha.oregon.gov to make arrangements.

Notification of recording:

The meeting will be recorded. By attending this meeting, you consent to being recorded. The recording may include any information associated with you while attending the meeting, such as your voice, image, name, and phone number. The final video recording of the meeting will be posted to the Health Licensing Office YouTube Channel. By attending this meeting, you consent to the public display of any information associated with you in the video recording.

What if the board/council enters into executive session (non-public session)?

Prior to entering executive session, the board/council chairperson will announce the nature of and the authority for holding an executive session. Board/council members, designated participants such as staff, and representatives of the news media shall be allowed to attend the executive session. All other audience members are not allowed to attend the executive session. Audience members attending the board/council meeting through Zoom phone or video will be in an electronic room separate from the board/council during executive session. Audience members may choose to disconnect during executive session and later rejoin the board/council meeting. Anyone joining the meeting while the board/council is in executive session will be placed in an electronic room separate from the board/council and rejoined when the board/council returns to open session. The board/council will return to open session before taking any final action or making any final decisions.

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Who do I contact if I have questions or need special accommodations?

If you have any questions about accommodations or need assistance to participate, please contact Carrie Edwards at carrie.edwards@oha.oregon.gov, or by calling (503) 509-5622; or Derek Fultz at derek.j.fultz@oha.oregon.gov, or by calling (503) 373-1915. All relay calls are accepted. Please contact Carrie or Derek at least 48 hours before the meeting if requesting accommodations.

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Day 1 - January 3rd, 2024, at 10:00 a.m.

1. Call to Order

2. Items for Board Action

- ◆ Approval of Agenda

3. Introductions and Meeting Logistics

4. Welcome to the Health Licensing Office (HLO)

- ◆ Overview of Agenda and Meeting Flow
- ◆ Structure and Function of the HLO
- ◆ Overview of HB 2696 (2023)

5. Board Member Orientation and Training

- ◆ Public Meetings Law, including Executive Sessions
- ◆ How to be an Effective Board Member
- ◆ Conflict of Interest and Non-participation in Board Matters
- ◆ Rulemaking Process

Working Lunch - Board and staff will continue working during lunch following a 15-minute break.

6. Policy Reports

- ◆ Ongoing Communication Plan
- ◆ Board Member Feedback:
 - Communicating with Professional and Consumer Organizations, Consumers, Current License Holders, and Future Applicants
 - What and How do Professional and Consumer Organizations Communicate to Members
- ◆ Fee schedule

7. Executive Session (non-public session) - Pursuant to ORS 192.660(2)(f), ORS 192.355(9)(a) and ORS 40.225 for the purpose of considering information exempt from public disclosure. (legal advice)

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Day 1 – continued
January 3rd, 2024, at 10:00 a.m.

8. Item(s) for Board action

- ◆ Approval of 2024 Chair and Vice Chair
- ◆ Adopt Extenuating Circumstance Rule–Temporary Licenses (OAR 331-050-0020 – 331-050-0130)

9. Public/interested parties’ feedback - 3-minutes for each public comment.

10. Temporary Licenses (OAR 331-050-0020 – 331-050-0130)
Administrative Rule Discussion

- ◆ Summary of Feedback from the Public
- ◆ Feedback from Board Members and Information Gathering

11. Agenda Overview for Day 2 and Other Board Business



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Day 2 - January 4th, 2024, at 10:00 a.m.

1. **Call to Order**
2. **Overview of Rulemaking Process**
3. **Executive Session (non-public session)** - Pursuant to ORS 192.660(2)(f), ORS 192.355(9)(a) and ORS 40.225 for the purpose of considering information exempt from public disclosure. (legal advice)

Working Lunch - Board and staff will continue working during lunch following a 15-minute break.

4. **Administrative Rule Discussion**

- ◆ Review Temporary Licenses (OAR 331-050-0020 – 331-050-0130)
- ◆ Board Concepts for Permanent Rules
 - Licensing
 - Supervision
 - Settings

5. **Items for Board Action**

- ◆ Possible Direction or Adoption of Temporary Rules – Licensing, Exceptions, and Extenuating Circumstances
- ◆ Approve Rules Schedule for Permanent Rules and Recommend Rules Advisory Committee Membership including Persons & Communities Likely to be Affected by the Rule Changes
- ◆ Approval of 2024 Meeting Dates

6. **Board Discussion - Community Engagement**

7. **Public/interested Parties' Feedback**- 3-minutes for each public comment.

8. **Other Board Business**

Any Day 1 agenda items that the Board does not address on January 3rd may be addressed on January 4th.

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