The Oregon Medical Board (OMB or “Board”) held a special meeting on Friday, June 22, 2018, at the OMB offices, 1500 SW 1st Ave. Ste. 620, Portland. Chair K. Dean Gubler, DO, called the meeting to order at 5:05 p.m. A quorum was present, consisting of the following members:

<table>
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<tr>
<th>K. Dean Gubler, DO, Chair, Beaverton</th>
<th>James K. Lace, MD, Salem (Phone)</th>
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<tbody>
<tr>
<td>Chere Pereira, Public member, Corvallis (Phone)</td>
<td>Saurabh Gupta, MD, Portland (Phone)</td>
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Staff, consultants, and legal counsel present:

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<th>Kathleen Haley, JD, Executive Director</th>
<th>Jessica Bates, Human Resources Manager</th>
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<tbody>
<tr>
<td>Gretchen Kingham, Executive Administrative Assistant</td>
<td>Jessica Kneiling, Department of Administrative Services (DAS) Human Resources (Phone)</td>
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<td>Christal Lee, Department of Administrative Services (DAS) Human Resources (Phone)</td>
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5:05 p.m. – CALL TO ORDER
K. Dean Gubler, DO; Chair of the Board

PUBLIC SESSIONS AND BOARD ACTIONS – The Committee meeting was held in Public Session for the duration of the meeting, including while taking any formal action (shown in these minutes as BOARD ACTION). Vote tallies are shown as follows: Ayes – Nays – Abstentions – Recusals – Absentees.

PUBLIC SESSION
Dr. Gubler welcomed Committee members and staff to the meeting.

Board members introduced themselves. Robert Cahn, MD, was absent by prior notice and Dr. Saurabh Gupta, MD, called into the meeting at 5:23 p.m. and left the call at 5:54 p.m.

Committee Chair

The Committee selected Chere Pereira, Public member

Hiring Process

Jessica Kneiling explained the hiring process in regards to Public Meeting Law:
A governing body may hold an executive session to consider the employment of a public officer, employee, staff member or individual agent, if the body has satisfied certain prerequisites. ORS 192.660(2)(a).
This provision applies only if the vacancy for the position has been advertised, regular procedures for hiring have been adopted, and, for a public officer, the public has had opportunity to comment on the employment. ORS 192.660 (7)(d)(A)-(C). The standards, criteria and policy directives to be used in hiring the chief executive officer must be adopted at a meeting open to the public at which the public has had an opportunity to comment. ORS 192.660(7)(d)(D).
The June 22, 2018 Executive Director Vetting Committee was posted as a Public Meeting.
Interview and consideration of candidates can be held in executive session once the above noted criteria is adopted at this June 22, 2018 meeting.

When DAS sends email communication, it will be noted to not “reply all” in order to prevent unlawful discussion of business outside of a public meeting.

DAS will send weekly candidate updates via email in a spreadsheet form with applications attached every Friday. Candidates can be selected by formal scoring card or by strengths and weaknesses. DAS will provide tool options to the committee members to aid in the selection process.

Approve DAS Proposed Recruitment Plan (Timeline)

Committee members discussed the following concerns with the timeline:

- Need for Recruitment Time Extension
  - Ms. Pereira expressed concerned about short posting period for applicants. Dr. Gubler expressed concerned about an extended posting affecting the timeline of having a candidate in place prior to the holiday season.
  - Jessica Knieling suggested posting to be open for 30 days with the possibility to extend to 45 days.
  - Committee agreed to extend the timeline to Monday, August 6, 2018
- Begin Screening Process
  - Moved from July 30, 2018 to August 6, 2018
- Final Round Interviews
  - Mid-September full Board special meeting

DAS will email revised timeline to Committee members and OMB staff.

BOARD ACTION: Dr. Gubler moved to approve DAS Proposed Recruitment Plan (Timeline), as amended. Dr. Lace seconded the motion. The motion passed 4-0-0-0-1. Robert Cahn, MD, was absent by prior notice.

Explanation of Internal/External Stakeholders

Jessica Kneiling explained the difference between internal and external stakeholders:

- Stakeholder involvement is not required by the State.
- Internal stakeholders are all Board members and OMB staff.
- External Stakeholders are all parties who may have a vested interest in this position, such as healthcare organizations and legislators.
- The Committee will discuss stakeholder involvement in more detail at a later date.

Approve Position Description (PD) / Qualifications

The Committee discussed the following revisions to the Position Description:

- Correct “criminal justice agency” throughout entire document.
- Revise first paragraph under Description section to state: “…management principles, law, and medical…”
• Insert the following statement into Description section: “This position is appointed by the Board, serving at the pleasure of the Governor, and must establish effective working relationships and communications with the Board and the Office of the Governor.”
• Revise third paragraph under The Oregon Medical Board to state: “These health care professionals...”
• Revise fourth paragraph under The Oregon Medical Board to state: “
• Change “1,000” to “700” in fourth paragraph under The Oregon Medical Board
• Change “creates” to “proposes” on sixth bullet under Duties and Responsibilities section.
• Change “approves” to “proposes” on sixth bullet under Administrative Responsibilities section.
• Revise third bullet under Legal responsibilities to state: "Directs all enforcement activities, including investigations, prosecutions, legal actions, and activities concerning licensee compliance and rehabilitation with due process and without bias or prejudice”
• Revise sixth bullet under Legal Responsibilities to state: “..., under Board direction.”
• Correct counts on first bullet under Miscellaneous Duties.
• Change “approves” to “proposes” on second bullet under Miscellaneous Duties.
• Correct typo on seventh bullet under Demonstrated Ability in the Following section.
• Other corrections as needed.

**BOARD ACTION:** Dr. Lace moved to approve the Position Description (PD) and Qualifications, as amended. Ms. Pereira seconded the motion. The motion passed 3-0-0-0-2. Robert Cahn, MD, was absent by prior notice, Dr. Gupta left the meeting.

The meeting adjourned at 6:15 p.m.

**ADJOURN**