



**October, 8 2019 General Session Meeting Minutes FINAL approved by Board July 14, 2020**

**Board Members Present:** David **Bone**, President; Angela **McKenzie-Tucker** Vice President (**arrived 9:56am**); Nancy **Felton**, Secretary/Treasurer; Sirpa **Duoos**; Robert **Gaskill**; Beatrice **Gilmore**; Deborah **Harris**; Randy **Tjaden**; Jane **Woodward**. By telephone, Elizabeth **Pacheco**.

**Board Members Absent:** None.

**Staff Members Present:** Chad **Dresselhaus**, Executive Director; Pete **Burns**, Education and Compliance Manager; Marianne **Itkin**, Investigator; James **Liddle**, Compliance Specialist (Inspector); Ryan **Christopher**, Office & Licensing Manager; and Tyler **Anderson**, AAG.

**Staff Members Absent:** **Vacant**, Compliance Specialist (Inspector); **Vacant**, Document Compliance & Indigent Disposition Program Specialist.

**Guests:** Rick **Harvey**, OFDA; Susan **Robinson**, OMA

## **I Call to Order**

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:07 am, in Portland. After roll call, President Bone welcomed members of the Board, staff and guests. \_\_

## **II General Session**

### **A Approval of Meeting Minutes**

Board Meeting Minutes, Draft – **July 9, 2019 and August 21, 2019**

President Bone asked if there were any corrections, questions or comments on the subject draft meeting minutes. Hearing none, he then asked if there was a motion on the floor to accept the subject minutes as prepared. He recognized Member Harris.

Member Harris so moved. Member Felton seconded. President Bone asked if there was discussion. Hearing none, he then asked those in favor to signify by saying aye. All others were aye and the motion passed unanimously. Those voting in favor: Members Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

### **B President's Comments**

#### **1. Board Member Position Updates & Election of Officers**

President Bone defers to Director Dresselhaus, Direct Dresselhaus discusses election of new officers open until November and will be voted on in December. Felton, Tjaden and Bone will be on election of officer committee to select next officers.

Bone acknowledges Sirpa and Woodward end of term, presents plaques.

## **2 Introduction of New OMCB Staff**

Director Dresselhaus introduces new staff Pete Burns and Ryan Christopher. Recognition given to Carla Knapp and her retirement.

## **C Presentation and Approval of Executive Director's Report for October 2019**

Director Dresselhaus then reviewed the Report. He then asked if there were any questions.

Hearing none, President Bone thanked him and asked if there was a motion to approve. He recognized Member Tjaden.

Member Tjaden so moved. Member Duoos seconded. President Bone asked if there was discussion. Hearing none, he then asked those in favor to signify by saying aye. All others were aye and the motion passed unanimously. Those voting in favor: Members Bone, Duoos, Felton, Gaskill, Gilmore, Harris, , Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None

## **D. Public Comments**

President Bone noted that there were no comments.

## **E General Discussion and Action Items**

### **1 Standing Item: Board Best Practices 2 min Check In for FY 2020 (July 2019-June 2020)**

### **2 Inspector and Indigent Position Recruitment Updates**

### **3 Action Item: 2020 Board Meeting Schedule**

### **4. Mandatory Harassment and Respectful Workplace Training for Board members via iLearn**

### **5 Indigent Disposition Program: Institution Criteria for Approval/Denial**

President Bone thanked Dresselhaus and requested that the Board adjourn General Session at 9:35 am

## **III Executive Session as authorized by ORS 192.660(2)(a), (b), (f), (h), (i) and / or (l)**

At 9:49 am, President Bone then directed the Board to enter into executive session. The executive session was held pursuant to ORS 192.660(2)(a), (b), (f), (h), (i) and / or (l). If present, representatives of the news media and designated staff would have been allowed to attend the executive session, but all other members of the audience would have been asked to leave the room. Representatives of the news media would have been specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. Note that no decision can be made in executive session. At the end of the executive session, the Board returned to open session. Executive session adjourned at 1:18pm.

## **IV General Session**

President Bone called the general session of the Board back to order at 1:18 pm. All Board members were present in person or by telephone.

## **F Licensing Actions**

President Bone asked if there was a motion to approve this agenda item as prepared. Member McKenzie-Tucker so moved. Member seconded. President Bone asked if there was discussion. Hearing none, he then asked those in favor to signify by saying aye. All others were aye and the motion passed unanimously. Those voting in favor: Members Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None

## **G Investigations**

### **1. 2019-1013A No Action**

Moved: Bone. Second: McKenzie-Tucker. No discussion.  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

### **2. 2019-1013B No Action**

Moved: Bone. Second McKenzie-Tucker. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

### **3. 2019-1017 No Action**

Moved: Bone. Second: McKenzie-Tucker. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

### **4. 2019-1019A No Action**

Moved: Bone. Second: McKenzie-Tucker. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

**5. 2019-1019B No Action**

Moved: Bone. Second: Woodward. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

**6. 2019-1019C Ratify**

Moved: Bone. Second: Duoos. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

**7. 2019-1020A No Action**

Moved: Bone. Second: Woodward. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

**8. 2019-1020B No Action**

Moved: Bone. Second: Woodward. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

**9. 2019-1021 No Action**

Moved: Bone. Second: Woodward. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

**10. 2019-1022A No Action**

Moved: Bone. Second: Woodward. No discussion  
For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward  
Against: None  
Recused: None  
Motion Passes: 10 - 0.

**11. 2019-1022B No Action**

Moved: Bone. Second: Woodward. No discussion

For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward

Against: None

Recused: None

Motion Passes: 10 - 0.

**12. 2019- 1023 Ratify**

Moved: Bone. Second: Duoos. No discussion

For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward

Against: None

Recused: None

Motion Passes: 10 - 0.

**13. 2019- 1024 Ratify**

Moved: Bone. Second: Woodward. No discussion

For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward

Against: None

Recused: None

Motion Passes: 10 - 0.

**14. 2019- 1025 Ratify**

Moved: Bone. Second: Duoos. No discussion

For: Bone, Duoos, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Tjaden, Woodward

Against: None

Recused: None

Motion Passes: 10 - 0.

President Bone then requested that the Board adjourn General Session at 1:24 pm and dismissed staff

**V Executive Session as authorized by ORS 192.660(2)(a), (b), (f), (h), (i) and / or (l)**

At 1:24pm, President Bone then directed the Board to enter into executive session. The executive session was held pursuant to ORS 192.660(2)(a), (b), (f), (h), (i) and / or (l). If present, representatives of the news media and designated staff would have been allowed to attend the executive session, but all other members of the audience would have been asked to leave the room. Representatives of the news media would have been specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. Note that no decision can be made in executive session. At the end of the executive session, the Board returned to open session. Executive session adjourned at 1:24pm.

**VI Adjournment-** the meeting adjourned at 1:24pm.

