



**January 10, 2023, General Session Meeting Minutes FINAL
approved April 11, 2023**

Board Members Present: Angela **McKenzie-Tucker**, President; Rob **Gaskill**, Vice President; Nancy **Felton**, Secretary/Treasurer; Joseph **Britton**; Ruggiero **Canizares**; Craig **Collins**; Deborah **Harris**; Kevin **Loveland**; and Elizabeth **Pacheco**.

Board Members Absent: Melissa **Porter**

Staff Members Present: Chad **Dresselhaus**, Executive Director; Pete **Burns**, Education & Compliance Program Manager; Marianne **Itkin**, Investigator; James **Liddle**, Compliance Specialist; Greg **Brown**, Compliance Specialist; Ryan **Christopher**, Office & Licensing Manager; Sylvie **Huhn**, IDP Administrator; AAG Catriona **McCracken**.

Guests: None

I Call to Order

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:01am via Microsoft Teams. After the roll call President McKenzie-Tucker welcomed those in attendance.

II General Session

A Approval of Meeting Minutes

Board Meeting Minutes, Draft – **October 11, 2022**

President McKenzie-Tucker asked if there were any comments.

AAG McCracken and manager Christopher suggested minor edits.

President McKenzie-Tucker asked if there was a motion to approve the October 11, 2022, minutes draft with the suggested minor edits. She recognized member Felton.

Member Felton so moved. Member Gaskill seconded. President McKenzie-Tucker asked those in favor to signify by saying aye. All others were aye, and the motion passed unanimously. Those voting in favor: Members Britton, Canizares, Collins, Felton, Gaskill, Harris, McKenzie-Tucker, Pacheco. (Member Loveland joined the meeting at 9:25am and was not present for this vote)

B. President's Comments

1. Welcome Comments from Angela McKenzie-Tucker

President McKenzie-Tucker complimented staff for all their hard work.

C. Presentation and Approval of Executive Director's Report for January 10, 2023

Director Dresselhaus stated that we were well positioned, and briefly went over the budget section of the report. He indicated that he and the Board officers continue to meet and review the financial info on a regular basis. He briefly discussed the licensing section and mentioned that transferring the FSP exam.

to The Conference was still in process. He briefly covered the compliance section. He briefly covered the IDP section of the report. He mentioned that he would be providing a proposal to increase the reimbursement amount and that the amount has stayed at \$500 based on new staff and needed time to evaluate the data.

Member Felton pointed out and questioned why in the October meeting minutes there was indication that we need an IDP review committee.

Director Dresselhaus mentioned that we've had committee after committee and that it had been a while since the Indigent Disposition Program was reviewed. He stated that we have enough data and once the 10 day hold review committee gets done, the IDP will be the next committee.

He asked if there were any questions. There were none.

President McKenzie-Tucker asked if there was a motion to approve the Executive Director's Report. She recognized member Canizares.

Member Canizares so moved. Member Pacheco seconded.

President McKenzie-Tucker asked those in favor to signify by saying aye. All others were aye, and the motion passed unanimously. Those voting in favor: Members Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

D. Public Comments

President McKenzie-Tucker noted that there were no guests in attendance. Manager Burns confirmed this.

E. General Discussion & Action Items

1. Standing Item: Board Best Practices 2 min. Check In for FY 2023 (July 2023 – June 2024)

Manager Burns pointed out this was a standing item reminder that we do this in October and to let him or Director Dresselhaus know if there were any questions.

2. Election of Officers

President McKenzie-Tucker stated that we'd go around to each member to get their vote.

All members in attendance voted to keep the current officers in place. President McKenzie-Tucker will remain President, Vice President Gaskill will remain Vice President, and Secretary Treasurer Felton will remain Secretary Treasurer.

Member Loveland so moved. Member Collins seconded.

President McKenzie-Tucker asked those in favor to signify by saying aye. All others were aye, and the motion passed unanimously. Those voting in favor: Members Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

President McKenzie-Tucker stated that she will not seek reelection in 2024. She thanked the nominating committee for their work and efforts.

3. FY 2021 Gold Star Certificate

Director Dresselhaus acknowledged the agency's receipt of the FY 2021 Gold Star Certificate. He stated this represents our fiscal responsibility. He asked if there were any questions. There were none.

President McKenzie-Tucker thanked Director Dresselhaus and OMCB staff.

4. Board Member Stipends

Director Dresselhaus provided an update regarding the status of the recent Board member stipends.

5. Outstanding Accounts Receivable Status

Director Dresselhaus stated that staff have been working diligently to clean up the outstanding accounts receivable. He pointed out there was around \$29,000 in delinquent death record filing fees. He acknowledged that a majority of these delinquent fees were due to dynamics relating to change of ownerships. He stated that he and staff will work with AAG McCracken to review dynamics and determine a course of action. He pointed out there was \$630,000 delinquent civil penalty fees. He indicated that a majority of these have been sent for write off.

President McKenzie-Tucker asked if there was monthly review process for account receivable aspects and what could be done to quicken the write off process?

Director Dresselhaus indicated that staff has a 60-day and 90-day review process for all delinquent accounts receivable and then these are sent to DOR (Department of Revenue). He stated this will not happen again.

President McKenzie-Tucker asked if there were questions or comments. There were none.

6. Facility License Renewal Update

Office and Licensing Manager Christopher provided a brief update regarding the current facility and apprentice renewal cycle. He pointed out that more clear details would be available at the next Board meeting.

7. Ten Day Hold Notification Committee Update

Manager Burns stated the Ten-Day Hold Notification review committee has been on hold for the holidays. He indicated the plan is to reconvene later in January to finalize the last steps. He reiterated that the goal was to wrap up by the end of the month and then there will be all the administrative follow up after that. He asked if there were any questions.

Hearing none, President McKenzie-Tucker moved on.

8. Newsletter

Manager Burns stated the last newsletter went out after the last meeting in October and was well received. He indicated that we have a lot of ideas for future newsletters and want to focus on compliance. He indicated that the next one may be ready to go in February. He stated that we are hoping to get them out quarterly and that the next one may be paired down some from the October.

Member Felton pointed out that the newsletter was not linked to the OMCB website.

Manager Burns state stated that he would get it added.

9. Mass Fatality Workgroup Update

President McKenzie-Tucker indicated that this workgroup was hosted by OHA. She pointed out that Manager Burns had been attending on behalf of OMCB. She mentioned getting involved through her connections with OFDA and indicated that the work group was linked to federal funding. She indicated that they were looking at how the IDP is progressing. She stated that she and manager Burns would continue to be involved with this. She indicated that there were plans for the creation of a state crime lab in Springfield with cooler capacity for 25 bodies but there is no ETA for completion.

Member Loveland asked if there was anything in motion to have OMCB's records backed up.

Director Dresselhaus stated that his understanding was that there used to be a physical server next door to our office and that those servers are offsite and are backed up. He indicated that he would get confirmation and talk with OMCB's IT department.

Member Loveland stated that it would be good to know that we could still access records if "Cascadia" were to hit.

Manager Burns stated that it is cloud-based storage.

President McKenzie-Tucker asked if there were any questions. There were none. She motioned to take a 10-minute break at 10:01am, before entering Executive Session.

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

At 10:11am, President McKenzie-Tucker 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 3:06pm.

IV General Session

President McKenzie-Tucker called the general session of the Board back to order at 3:06pm. All Board members who were in attendance for the earlier general session were present.

F Licensing Actions

President McKenzie-Tucker asked if there was a motion to approve this agenda item that was issued in the electronic packet that was provided to Board members. She recognized Member Canizares.

Member Canizares so moved. Member Gaskill seconded. President McKenzie-Tucker asked if there was any discussion. Hearing none, she then asked those in favor to signify by saying aye. All others were aye and the motion passed unanimously. Those voting in favor: Members Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Those voting no: None. Those abstaining: None.

G Investigations

1. 22-1020 A1, A2, A3, A4, B1, B2 B3, B4 – Action

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

2. 22-1022 A1, A2, B1, – No Action

Moved: Loveland. Second: Gaskill.

For: Britton, Canizares, Collins, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: Felton.

Recused: None.

Motion Passes: 8 - 1.

3. 22-1025 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

4. 22-1026 A1, A2, A3 – No Action

Moved: Collins. Second: Loveland.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

5. 22-1027 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

6. 22-1028 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

7. 22-1029 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

8. 22-1031 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

9. 22-1032 A1, A2, B1, –Action

Moved: Gaskill. Second: Colliins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

10. 22-1033 A1 – Action

Moved: Britton. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

11. 22-1033 A2 – No Action

Moved: Britton. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

12. 22-1034 – No Action

Moved: Felton. Second: Gaskill.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

13. 22-1035 –Action

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

14. 22-1036 – Tabled

Moved: Gaskill. Second: Colliins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.
Motion Passes: 9 - 0.

15. 22-1037 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

16. 22-1038 – Ratify

Moved: Loveland. Second: Gaskill.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

17. 22-1039 – No Action

Moved: Gaskill. Second: Harris.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

18. 22-1040 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

19. 22-1041 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: None.

Motion Passes: 9 - 0.

20. 22-1042 A1, B1 – No Action

Moved: Gaskill. Second: Britton.

For: Britton, Canizares, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.

Recused: Collins.

Motion Passes: 8 - 0.

21. 22-1043 – Tabled

Moved: Gaskill. Second: Collins.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.

Against: None.
Recused: None.
Motion Passes: 9 - 0.

22. 22-1044 – Tabled
Moved: Gaskill. Second: Collins.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.
Against: None.
Recused: None.
Motion Passes: 9 - 0.

23. 22-1045 A1, B1 – Action
Moved: Gaskill. Second: Canizares.
For: Britton, Canizares, Collins, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.
Against: Felton.
Recused: None.
Motion Passes: 8 - 1.

24. 22-1046 – No Action
Moved: Felton. Second: Collins.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, Pacheco.
Against: None.
Recused: McKenzie-Tucker.
Motion Passes: 8 - 0.

25. 23-1001 – No Action
Moved: Harris. Second: Collins.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco.
Against: None.
Recused: None.
Motion Passes: 9 - 0.

V Adjournment - the meeting adjourned at 3:17pm.