



## January 22, 2024 General Session Meeting Minutes – FINAL approved April 9, 2024

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

**Board Members Absent: None**

**Staff Members Present:** Chad **Dresselhaus**, Executive Director; Mallory **Kenney**, Education and Compliance Manager; Marianne **Itkin**, Investigator; James **Liddle**, Compliance Specialist; Ryan **Christopher**, Office & Licensing Manager; Sylvie **Huhn**, Program Administrator Indigent Disposition Fund; Greg **Brown**, Compliance Specialist, and Catriona **McCracken**, AAG.

**Staff Member Absent: None**

**Guests:** Haylee **Morse-Miler**, Senior Legislative Analyst Legislative Fiscal Office.

### I Call to Order

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:00 am via Microsoft Teams. After the roll call President McKenzie-Tucker got right to business.

### II General Session

#### A Approval of Meeting Minutes

September 13, 2022  
September 21, 2023  
October 10, 2023

President McKenzie-Tucker asked if anybody had any edits or amendments to the Minutes as they've been presented.

AAG McCracken provided some recommended edits for the October 10, 2023, minutes.

President McKenzie-Tucker asked if there was a motion to approve the Minutes with the recommended edits. She recognized member Gaskill.

Member Gaskill so moved. Member Canizares 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, Porter.

There were none opposed.

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

President McKenzie-Tucker expressed that she will be stepping down after 3 long years and was doing so intentionally. She stated that she accomplished the things she set out to accomplish, and that it would be good for the board to have a fresh view and a fresh leader, because her way was not the only way things can get done.

She reiterated that her decision to step down as chairperson was intentional and that she was wanting to step back at this time because she is starting to get close to being maxed out for her term limit. She stated that she wanted to be available to provide support and assistance and would still be available until she was forced to step down completely from the board.

She expressed thanks to the board members for electing her three years in a row and trusting her to lead us and for supporting her. She indicated that we had dug into some big things and a lot of the things that we dug into were tedious and had a lot of minutiae to it.

She stated that she thought there was a reason why there were things that kind of kept getting kicked down the road for a later time. She stated that she was happy that we very systematically made a list and started checking it off and getting things done and it really did create a good amount of momentum for this board. She stated that she was proud of each of our board members because the one thing that was never frustrating to her was the engagement and the involvement of our board members, which is normally the thing that you do find frustrating when you sit on a board of volunteer members.

She mentioned the priority of our service to the state of Oregon and its citizens in front of everything that we do.

She expressed thanks and appreciation to the OMCB staff and stated that they handled her with a lot of grace and patience and stated again that we got a lot done.

She expressed thanks and appreciation for Rob and Nancy for really stepping up to the plate and being willing to meet monthly. She stated that they had been meeting monthly for three years now, tackling some different things and really kind of getting their acumen for financial reporting and how the state operates under our feet.

She stated that a good footprint had been formed and one that she hoped would continue.

She mentioned that she was going to try to list off all the things that we've accomplished in the past three years, but really that list is so long and so crazy. She indicated that we know what we've done, and it is significant.

She stated that she will look back at her time serving this agency with a lot of fondness and a lot of pride because we stepped up.

She expressed her thanks to everyone and for the honor of serving her role as Chairperson and concluded her presidential comments.

(Staff member Christopher pointed out that guest Haylee Morse-Miller joined the meeting.)

## **C. Presentation and Approval of Executive Director's Report for January 2024**

Director Dresselhaus welcomed guest Haylee Morse-Miller. He thanked President McKenzie-Tucker.

Director Dresselhaus reminded everyone that going forward from now on when we have general session meetings they are recorded and per statute requirement now the recording must be made available to the public.

He expressed his appreciation for former President McKenzie-Tucker and what she had done to support him and this agency.

He stated that there were a lot of challenges and that we just rolled up our sleeves and kind of attacked it. He stated that everyone should be proud of all the work that we've done and the accomplishments we've made.

He expressed excitement for the new wave of officers and to see their insight and their perspective.

He moved on to the Executive Director's report. He stated that we were in the new biennium. He stated that once again, we had a very healthy cash balance ending, starting for the new biennium.

He stated that we see the death filing fee, and the projections of revenue to the IDP program as well as for the agency and that it's based upon projections of death. He stated that these are projections based upon the revenue projections based on the projections of death based upon the State Economist Office, which provides a link.

He stated that we're well positioned and that we've always been basically responsible in our expenses and that board officers are always ensuring and checking on that.

He stated that he would talk to member Felton offline about some upcoming financials.

He asked if there were any questions on the budget? He reiterated that we're well positioned and that we have spending under control, and we don't anticipate any kind of rising expenses as far as needing anything for this agency and that things should go fairly status quo.

He moved onto the licensing details of the report. He stated that we've increased from July to October, which is always good.

He stated that the FSP exam was recently transferred to The Conference, and that he talked recently with staff member Christopher, and that we're going to reach out to The International Conference and ask them to provide us with some statistics relating to Oregon, specifically about how many are taking the exam.

He stated that he's assuming since this is one of their main programs that they operate that he's sure they'll have a nice presentation that he's sure they provide other states.

He indicated that by the next board meeting he should have some historical information from the time that the FSP exam was transferred and how things are going with Oregon applicants.

He asked staff member Christopher to confirm his understanding.

Staff member Christopher confirmed his understanding was correct.

President McKenzie-Tucker mentioned that the Third-party aspect seems to be working and mentioned issues with the manual aspect exam verification process and overall licensing approval process.

She indicated that this was part of a greater process of how we communicate in an effective way, and to make sure that Ryan's not being bombarded with 50 calls every single day.

Director Dresselhaus stated that's great feedback and mentioned that it is a little clunky when you're dealing with a testing organization and the state regulatory board. He made statements related to making the process as seamless as possible.

He moved on and briefly discussed the compliance and inspection details of the report. He stated that we'd look at some of the specifics during the executive session, and mentioned that as of October for Q2, we're at 50%.

He briefly mentioned on the Investigation details of the report.

He discussed the IDP details of the report and pointed out that there were 719 claims in 2023. Which was a significant increase from 2022. He stated that we are trying to get at least one batch of payments per month, averaging about 30-50 claims per batch.

He stated that claims continue to increase and it's interesting to see and to track from year to year how many claims we'll receive. He indicated that the amount being paid out was not necessarily increasing the same because we're scrutinizing the applications more. He stated there are certain time frames and requirements, and if they're not met, they don't qualify. He reiterated that we're becoming more stringent to ensure those that receive the funds properly follow all the all the requirements per statute and rule.

He stated that we're currently trying to get at least one batch of payments made a month and that's kind of the goal. He stated that the range is probably between 40 to 60 a month and asked staff member Huhn to confirm.

Staff member Huhn stated that it was around 30 to 50, with 50 plus being the most.

Director Dresselhaus stated that means the amount that had fulfilled the requirements. He indicated that sometimes they submit, and they don't provide all the paperwork, and that staff member Huhn must go back and request they provide documentation or information. He stated that there is some back and forth, and every month that goes by the process is becoming more streamlined and consistent. He stated that he felt good about that. He stated that for most people who make frequent claims it becomes automatic.

He concluded his presentation of the report and asked if there were any questions about IDP. There were none.

President McKenzie-Tucker asked if there for a motion to approve the Executive Directors report. She recognized member Loveland.

Member Loveland so moved. Member Harris 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, Porter.

#### **D. Public Comments**

President McKenzie-Tucker asked if there were any public comments. There were none.

#### **E. General Discussion & Action Items**

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

Staff member Kenney reminded all that the self-assessment evaluation was shared with members at the last meeting and that the survey will be completed in July.

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

##### **2. Election of Board Officers**

Member Felton discussed the work that she and member Collins had done and that they were now just waiting for the answers.

Staff member Kenney indicated that she had gotten all the votes and forwarded those to Director Dresselhaus.

Director Dresselhaus deferred to AAG McCracken

AAG McCracken referred to the guidance that she had previously provided.

Director Dresselhaus read the 7 ballots, and all were unanimous, with member Gaskill as President, member Canizares as Vice-President, and member Felton as Secretary Treasurer.

He asked if there was a motion to approve the Executive office slate according to the vote tally. He recognized member Britton.

Member Britton 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, Porter.

Former President McKenzie-Tucker virtually hand of the gavel to new President Gaskill.

President Gaskill: mentioned that he was excited and scared. He expressed thanks to former President McKenzie-Tucker. He stated that these were big shoes to fill and to be patient with him.

##### **3. Stipends/Travel Reimbursements**

Director Dresselhaus discussed details related to the stipends.

He stated that we know there were some delays in paperwork and that type of thing. He stated that originally, previous staff member Pete Burns was the one who was handling this, and so to hand this to staff member Christopher was a new experience to acquainted with.

He indicated that staff had a meeting with the Department of Administrative Services - Shared Financial Services department to go over the travel reimbursements and to give staff some training and understanding of the process and updated documents. He stated that we had been using outdated documents and that we weren't aware of this. He indicated he thought that once staff member Christopher submitted those, we were informed that they were out of date.

He indicated that staff member Christopher had to do a wave of updates that he thought everyone received and returned them recently.

He indicated that we should be up to date with travel reimbursements and those should be more consistently reimbursed, like stipends. He asked if staff member Christopher had anything to add.

Staff member Christopher stated that Director Dresselhaus covered it. He expressed thanks for everyone's patience.

Member Canizares expressed appreciation for the fact that staff member Christopher had done an excellent job with this whole process and suggested for open discussion. He stated that members filling in the forms should be a dual relationship between the board members and the staff, and that board members are more than capable of in to be trained how to fill in these forms so that by the time they exit that meeting, staff member Christopher has all of this information and so he's not chasing us all down virtually or by email. He stated we should carve out time in the next in person meeting to address this. He confirmed with AAG McCracken that this was acceptable.

AAG McCracken confirmed there was no issue with having training related to reimbursement forms.

President Gaskill agreed with member Canizares and indicated that we should not put the burden all on staff member Christopher. He stated that staff member Christopher did a good job and had to hunt him down a few times and was patient with him.

Director Dresselhaus stated that we will carve out time and we will include that in in the next meeting which will be in person. He stated that he thought we're good on this topic.

President Gaskill moved on to the executive appointment, reappointments.

#### **4. Executive Reappointments/Appointment**

Director Dresselhaus mentioned having met with an interested person, but that person ended up not being available to fill the vacant position. He stated he would send out a notice regarding recruitment.

He indicated that President McKenzie-Tucker would communicate this with the OFDA.

Member Porter stated that she would share the details with CAO.

Director Dresselhaus stated that members Collins and Porter were up for reappointment.

Member Canizares commented that he was up for reappointment in June of 2024.

Director Dresselhaus asked if there were questions about the executive appointments. There were none.

#### **5. Individual License Renewal Update**

Staff member Christopher provided an update regarding the current renewal cycle.

He stated that there was not a whole lot to report as the dust was still settling from the individual renewal cycle.

He stated the renewal cycle opened for individuals to renew starting in November and those licenses would essentially expire as of December 31st. He stated that there was a significant number of people successfully renewing through our online process and this appeared to be the most successful individual renewal cycle since the rollout of our online licensing portal, which was done at the end of 2019. He indicated that it was working out as we intended it to.

There are still some holdouts to the online platform, and we kind of have to work with those individuals on a case-by-case basis, but for the most part, the vast majority of our licensees are successfully renewing online through their licensee portal.

He stated that we have had the help of a new part-time temporary assistant, Amanda Andreason, and that she was not here today, but she has been a huge help making us more efficient, specifically with the renewal process. He stated that she is lending about four hours of support a week, and as we continue to on-board her, get her computer set up correctly that become even more useful in her role. He expressed that he was grateful that we were able to bring her on. He closed by saying that the renewal cycle was still underway and that there would be more to report during the April meeting with actual statistics of who fully expired and things of that nature.

President Gaskill asked if there were any questions for staff member Christopher.

Member Loveland mentioned individuals that were having trouble. He asked if there was a policy that if somebody just simply can't get in on their own portal that the OMCB office can take over and get their license done, but if the person could just send the financial information because it sounds like it was some password issues and login issues and somebody's license was going to even lapse because they couldn't get into the portal.

Director Dresselhaus stated that beyond kind of the scope of control then we will take those individually into consideration on a case-by-case basis. He asked staff member Christopher if that sounded appropriate and accurate.

Staff member Christopher confirmed that was accurate. He stated that he knew there had been general delays overall with him getting to everybody because there are quite a number of people who do need direct assistance. He mentioned issues with licensees navigating to the correct portal and other issues. He told the members to send anybody who is still having trouble in his direction, and that they do have up until March 31st before they would permanently lapse.

He reiterated that he was working with folks having issues renewing on a case-by-case basis and if they had clearly reached out to OMCB prior to December 31st and we're having issues and he wasn't able to get back to them in those cases, we are not applying a reinstatement fee.

He stated that we're doing everything we can to make sure those who are having trouble either get the direct assistance they need or in extreme cases, go through the trouble of doing it over the phone.

Member Loveland asked if staff member Christopher felt that there were certain times of the year like right now that he could use some extra help and if we should always try to make sure that we have that assistance for him.

Staff member Christopher indicated that the renewal cycle time of year is routinely very, very busy for him in the licensing department. He stated that his goal was to have the extra support and assistance needed in general and specifically for renewal cycles.

Former President McKenzie-Tucker commented that the portal is a wonderful improvement, but that it's still a little glitchy sometimes that she noticed when doing her license renewal, the portal did not like her using an actual desktop. She stated that she had to go to her iPhone and once I went then everything clicked in the place.

She indicated that for facilities there's a specific chain of events to do the actual renewal for your license. She brought up the thought of making job aids with screenshots of the step-by-step process. She indicated that when she renewed her license, she was doing 10 things at once and had to stop and just focus on this one thing because it is not like you just click next and save click next and save, and it involves some critical thinking skills. She reiterated that she thought having some job aids would help empower licensees to troubleshoot it for themselves.

She indicated that it's not fair that Ryan has to do troubleshooting for everybody because there is a certain level that you can help yourself if you have the tools there to assist you.

Member Canizares asked if this was the first time that we were fully transitioning the renewals electronically, and if the renewal period could be extended if we end up with a lot of people not renewing.

AAG McCracken deferred to staff member Christopher about what's currently happening.

Staff member Christopher stated that this was the third renewal cycle for individuals since the rollout of the online platform and that in the first year we did this, we had major issues, and we did extend the renewal period. He indicated that licensees normally get a 90-day grace period and then we extended that another 90 days, so licensees had a up until June 30th to renew without any reinstatement fee the first year that we rolled out the online Licensee Portal. He indicated that he didn't feel that we owed anybody extra grace and they do still have up until the 31st of March to renew and pay the reinstatement fee.

AAG McCracken expressed appreciation for what staff member Christopher said and that she thought that was probably what the board should go with on this.



Member Porter indicated that she liked the idea of having the step-by-step outline for people to do it and mentioned that having a Cheat-Sheet to refer to was always a good thing.

President Gaskill expressed thanks for the comments and moved on.

## **6. OMCB Newsletter**

Staff member Kenney stated that the winter newsletter was sent out last Wednesday, and that staff took all the Board's feedback into account from the fall newsletter and shortened it up a little bit. She indicated that Newsletters will be going out quarterly right before the board meetings to include either disciplinary action articles or inspection violation articles, and that it will alternate every other issue.

She encouraged feedback and recommendations for future articles.

Member Collins stated that it looked really good and that he had already got comments from other people about it. He indicated that the part he liked about it was that it was one page.

President Gaskill indicated that member Collins didn't realize that there were multiple pages to the Newsletter.

Member Porter mentioned that she wanted to share it with cemetery representatives.

Staff member Kenney indicated that it could be sent to any interested persons, and they could be added to the mailing list.

AAG McCracken added that it looked great and that she thought it was good legal content and that if staff ever have any questions about the legal pieces to feel free to reach out to her.

Staff member Kenney expressed thanks and mentioned that it was a group effort and that all staff contributed.

President Gaskill praised staff.

## **7. M365 IT Update (Board Meeting Materials)**

Director Dresselhaus indicated that a majority of the Board members have reached out at different times because most if not all of the iPads are at the near-death cycle of their life expectancy.

He indicated that he's been having multiple meetings and conversations with state IT, along with other staff and that we were looking at options different besides the iPads. He indicated that there was a new and exciting opportunity that actually we're going to try out and that it should be ready definitely before the next board meeting.

He discussed some of the details of the proposed new process. He indicated that each Board member would become a guest with M365, which costs nothing to the agency, which is always a good thing. He stated that the only thing members will need is a device that has a browser and then assigned a channel.

He discussed some of the option that M365 would provide. He expressed excitement.

President Gaskill said to keep us posted and that he was hoping that by the next meeting that we should be able to be have that up and running.

## **8. Outstanding Accounts Receivable Update**

Staff member Kenney stated that there were a total of 8 debts with the Department of Revenue totaling approximately \$187,000. Two of those debts total about 36,000, are ready for write off, and staff will be preparing those to present at the April board meeting for board approval.

Member Felton asked about the people that were making monthly payments, and if those are being received.

Staff member Kenney confirmed yes.

President Gaskill moved on.

## **9. Immediate Disposition Company License Update**

Director Dresselhaus stated that the Board had previously discussed the dynamics around this topic. Mentioned that after thorough review we have determined that it is lawful. He discussed the updated application and that this was presented in the newsletter. He stated that in previous meetings (a meeting in December 2019) we discussed the viability or the legality of the immediate disposition company because previous leadership believed that it was incompatible with law.

He indicated that staff did a thorough review and determined that it actually was lawful, and we have a an updated IDC application and an updated checklist that is ready to go. He mentioned this was addressed in the recent newsletter, with an announcement that it is now a license option that is available again. He indicated that we have received multiple inquiries from those who are interested in the in the IDC license and now it is available and ready to go for those who are seeking that.

President Gaskill asked if staff member Christopher had anything to add.

Staff member Christopher stated that Director Dresselhaus covered it, and he had nothing else to add.

President Gaskill moved on.

## **10. Updated Forms**

Staff member Christopher discussed the revised initial application for Immediate Disposition Companies and indicated that this was one of the newly revised forms, which included accurate references to law and rule and accounted for email information.

Staff member Kenney discussed the new Facility Status Change form. She indicated that this was a brand-new form that was created to have a standardized process for how to handle when licensed facilities let us know they're closing or no longer operating. This includes details about where they're storing their permanent records. It also has them acknowledge that their license will be changed to inactive and that they'll need to reapply if they plan to operate in the future.

Staff member Christopher discussed the revised Application for Change of Principal form and indicated that this was now being used and was available on our website.

President Gaskill moved on.

## **11. Temporary Administrative Rulemaking Update: Facility Manager Location**

Director Dresselhaus discussed details regarding this topic. He indicated that he was working on finalizing this and will share as soon as possible. He mentioned that there was a possibility that we will need to have a special Board meeting to address this once it had been finalized.

Director Dresselhaus mentioned that this topic had come up in a previous meeting. He indicated that AAG McCracken and staff member Kenney drafted some wonderful language that he has reviewed and been working on.

He pointed out that rule around this topic creates a situation where a gap where a facility supposed to notify us 30 days after someone is appointed as a manager, but it doesn't say any time before that. He indicated that with this understanding, arguably years could pass without them letting us know. He stated that we're looking to address this situation to where they need to let us know sooner so it can't just sit. He indicated that we're going to create a time frame for when they are required to let us know of the manager or of when they make a change of manager.

He indicated that would probably be completed within a couple weeks and we may or may not depending on time frame, talk to board officers, and we may or may not have a special board meeting to go over this temporary rule for the board to review and approve.

Former President McKenzie-Tucker commented on the updated forms and mentioned how much clearer they are.

President Gaskill moved on.

## **12. OFDA District Meeting (MHCC)**

Director Dresselhaus stated that this meeting would be tomorrow at Mt. Hood Community College.

Former President McKenzie-Tucker expressed excitement and indicated that they were anticipating about 80 people attending. She indicated that this meeting at Mt. Hood Community College came about at the request of the students, and that OFDA is focused on trying to involve MHCC. She stated she was concerned that some funeral directors will not be able to attend due to needing to catch up from last week.

Former President McKenzie-Tucker mentioned that the OFDA is making it very pointed effort to become more involved with the funeral service program at Mount Hood, and this came from a direct request from the students of MHCC. She indicated that students attended the OFDA convention last year and they basically shared that they didn't know any of the licensees in the state that they didn't know where all the funeral homes were. And for us as an industry being in a situation where a lot of folks are very desperate for kind of the next generation of funeral directors, embalmers and cemeteries coming in, we need to actively cultivate it.

She expressed concern that a lot of funeral directors were on call were stretched thin because it was a rough week last week. She indicated that many were able not make it into their funeral homes, and so this was a very, very busy week of catch up.

President Gaskill gaveled out of the General Session at 10:13 am.

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

At 10:13 am President Gaskill 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 4:02 pm.

#### **IV General Session**

President Gaskill called the general session of the Board back to order at 4:15 pm.

(All Board members who were in attendance for the earlier general session were present.)

#### **F Board Inspection Reports**

President Gaskill asked if there was a motion to approve the Board Inspection Report. He recognized member Canizares.

Member Canizares so moved. Member Porter seconded.

President Gaskill 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, Porter.

There were none opposed.

#### **G Executive Session Minutes – April 11, 2023**

President Gaskill asked if there was a motion to approve the April 11, 2023, Executive Session Minutes with the recommended edits. He recognized Member Canizares.

Member Canizares so moved. Member Porter seconded.

President Gaskill 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, Porter.

There were none opposed.

#### **Executive Session Minutes – July 11, 2023**

President Gaskill asked if there was a motion to approve the July 11, 2023, Executive Session Minutes with the recommended edits. He recognized Member Canizares.

Member Canizares so moved. Member Porter seconded.

President Gaskill 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, Porter.

There were none opposed.

#### **Executive Session Minutes – September 21, 2023**

President Gaskill asked if there was a motion to approve the September 21, 2023, Executive Session Minutes. He recognized Member Canizares.

Member Canizares so moved. Member Porter seconded.

President Gaskill 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, Porter.

There were none opposed.

### **Executive Session Minutes – October 10, 2023**

President Gaskill asked if there was a motion to approve the October 10, 2023, Executive Session Minutes. He recognized Member Canizares.

Member Canizares so moved. Member Porter seconded.

President Gaskill 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, Porter.

There were none opposed.

### **H Licensing Actions**

President Gaskill asked if there was a motion to approve the Licensing Actions. He recognized Member Canizares.

Member Canizares so moved. Member Porter seconded.

President Gaskill 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, Porter.

There were none opposed.

### **H Investigations**

#### **1. 22-1055 – No Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: McKenzie-Tucker.

Motion Passes: 10 - 0.

#### **2. 22-1056A1 and A2 – No Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: McKenzie-Tucker.

Motion Passes: 10 - 0.

**3. 23-1002 A1 B1 and B2 – Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**4. 23-1004 A1 – Action**

Moved: Canizares. Second: Porter.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, Pacheco, Porter.

Against: None.

Recused: McKenzie-Tucker.

Motion Passes: 9 - 0.

**23-1004 B1 – Action**

Moved: Canizares. Second: Porter.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, Pacheco, Porter.

Against: None.

Recused: McKenzie-Tucker.

Motion Passes: 9 - 0.

**23-1004 C – Action**

Moved: Canizares. Second: Porter.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, Pacheco, Porter.

Against: None.

Recused: McKenzie-Tucker.

Motion Passes: 9 - 0.

**23-1004 C2 – No action**

Moved: Canizares. Second: Porter.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, Pacheco, Porter.

Against: None.

Recused: McKenzie-Tucker.

Motion Passes: 9 - 0.

**5. 23-1007 A1 – Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1007 B1 – Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**6. 23-1008 A1 B1 and C1 – Action**

Moved: Canizares. Second: Porter.

For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, Pacheco, Porter.

Against: None.

Recused: McKenzie-Tucker.

Motion Passes: 9 - 0.

**7. 23-1017 A1 and A2 – Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1017 A3 and A4 – No action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1017 A3 – No action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1017 A4 – No action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1017 A5 – Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1017 B1 – No action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1017 B1 – No action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**8. 23-1020 A1 – No action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**9. 23-1022 A1 A2 A3 and A4– No Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1022 A5 – Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1022 B1 B2 B3 and B4 – No action**



Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

**23-1022 B5 – Action**

Moved: Canizares. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

After voting new President Gaskill thanked everyone and thanked AAG McCracken.

**V Adjournment** - the meeting adjourned at 435 pm.