



**July 13, 2021 General Session Meeting (by Microsoft Teams and phone conference) Minutes
FINAL Approved by Board October 12, 2021**

Board Members Present: Angela McKenzie-Tucker, President; Rob Gaskill, Vice President; Nancy Felton, Secretary / Treasurer; Ruggiero Canizares; Craig Collins; David Bone; Beatrice Gilmore; Deborah Harris; Elizabeth Pacheco; Melissa Porter

Board Members Absent: Randy Tjaden

Staff Members Present: Chad Dresselhaus, Executive Director; Pete Burns, Education and Compliance Manager; Marianne Itkin, Investigator; Greg Brown, Compliance Specialist; Ryan Christopher, Office & Licensing Manager; and Catriona McCracken, AAG

Staff Members Absent: James Liddle, Compliance Specialist; vacant, Indigent Disposition Program (IDP) Fund Administrator

Guests: Carolyn Wade, AAG

I Call to Order

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:01am. via Microsoft Teams and telephone conference. After the roll call President McKenzie-Tucker got right into the meeting.

II General Session

A Approval of Meeting Minutes

Board Meeting Minutes, Draft – May 4, 2021

President McKenzie-Tucker indicated that the minutes draft being discuss was sent in advance and any changes needed should be made known now. She then asked if there were any corrections, questions. Hearing none, she then asked if there was a motion to accept the subject minutes as prepared. She recognized member Gaskill.

Member Gaskill so moved. Member Bone seconded. President McKenzie-Tucker 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, Canizares, Collins, Felton, Gaskill, Gilmore, McKenzie-Tucker, Pacheco, Porter,

B. President's Comments

President McKenzie-Tucker hopes everyone is doing well, especially after the recent heat wave. She mentions the experience of the back to normal phenomena of not having to wear masks.

She states that Nancy and Rob have been giving her a lot of support as she is learning how to carry out her new role and in creating checks and balances. She is hoping for something more black and white to share in near future. She then welcomes Chad back.

C. Executive Director's Comments

Director Dresselhaus thanks President McKenzie-Tucker. He mentions being back on a limited basis. He is working close with Angela on a number of things. He is excited to be back and hopes that the messaging from our agency regarding covid have been helpful. He then addresses the following prepared topics.

1 DOJ/Legal Counsel Update

Director Dresselhaus announce that Tyler Anderson is no longer our AAG. He then introduced the Board's new AAG Catriona McCracken.

Catriona expresses thanks, then mentions that she has a lot of experience with DOJ and provides brief background. She is very happy to add this board to her list of clients. She thanks the Board for having her.

2 IDP Administrator Recruitment Update

Director Dresselhaus reminds the Board that Kate had put in her resignation back in March. In April he then had to take his leave of absence. He states that with Pete's guidance we have been able to support the function of the position. He announces that we are in the process of trying to fill the vacant position. There are video interviews which should be reviewed by this Friday. He indicates that we may have a IDP administrator by the end of August.

3 IT Support Transition

He then announces that Sarah Casey was previously providing the Board's IT support. Her contract ended at the end of June. We now have various contacts for support. He has been having repeated meetings with Jennifer Hannan. Hung Wasson with CTA is our new IT support. He also supports a number of school districts.

D. Presentation and Approval of Executive Director's Report for July 13, 2021

Director Dresselhaus then reviewed the report, beginning by stating that he wants to focus on the inspections and the amazing turn around, which is a testament to James, Greg, and Pete. The Board will recall when that he became the director the revamped the entire inspection process from the ground up. We provide consistent messaging.

He then asks Pete if he has anything to say. Pete praises James and Greg. And how hard they have worked on creating clear language. Moving forward they want to continue to improve the post inspection language.

Director Dresselhaus thanks Pete. He then mentioned that Marianne always does an excellent job with cases and closing cases in a relatively quick amount of time. He gives praises Ryan for all licensing related matters and in particular the new database. He then asks if Ryan has anything to say.

Ryan mentions that we are continuing to work towards providing prompt responses and follow up with applicants and licensees.

Director Dresselhaus then comes back to Greg, asking if he has anything to say.

Greg stated that he had enjoyed meeting all the licensee and looking forward to more in person contact. It's been exciting and we are still working to make it better. We appreciate everyone working with us.

Director Dresselhaus then asked Marianne if she had anything to say.

Marianne indicated that things were fine and mentioned having all the resources she needs and states that Pete is fantastic, and Chad is a great reference. She misses seeing coworkers.

Director Dresselhaus then asks if Pete wanted to give a narrative.

Pete discusses the challenges of trying to fill multiple roles. For the IDP position he is trying to keep the bare essentials in motion, such as processing claims. Things have slowed down, but they have continued. This overall has impacted other areas, as he has tried to fill the role. We are keeping the money coming in and going out. There is a big update regarding the filing fees that Chad will cover later on. He is looking forward to onboarding a person for that position.

President McKenzie-Tucker asks if we know about how long it is taking from the time the licensee submits the application for reimbursement.

Pete stated that it's approximately 2-3 weeks if the application is correct. There is a hang up when they come in incomplete. We've gone from 20-30 a week down to 5-10 a week.

Member Felton brings up death filing fees and asks if we are getting the bills out to the funeral homes.

Pete stated, that Yes, they are going out monthly. There have been some issues on the tech side where we have to send the email directly.

Member Felton asks if we are we getting the money?

Pete says yes. Checks are coming in.

Director Dresselhaus states that you recall there were a number of facilities who didn't get notices for a while and we have resolved that.

Pete confirmed that is correct.

President McKenzie-Tucker as if there were any other questions. Hearing none she then thanks Director Dresselhaus and asked if there was a motion to approve the Executive Directors report. She recognized member Bone

Member Bone motioned. Member Canizares seconded.

All those in favor: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Porter.
Those opposed: none

E. Public Comments

President McKenzie-Tucker asked if there was any public comments. Hearing none. Thanks for the guests for attending. Moving on

F. General Discussion & Action Items

1 Legislative Session Update (HB 2120, HB 2574)

Director Dresselhaus mentions there have been lots of updates. He states that hopefully you have all reviewed HB 2021. This is increasing the death filing fee from 20.00 to 30.00 due to a deficiency. This was signed and will be effective July 2022. He will be working with the Board officers and Vital records to create the language.

He then announces that in relation to online payments made through our new licensing database, our vendor is now charging a 1.00 credit card processing fee and this is effective July 1, 2021. We will enforce the forwarding of this fee onto the licensees by August 1, 2021. An email notification has been sent to licensees for July 1 through Aug 1 OMCB will absorb the cost.

He then brought up HB 2547, which is regarding Natural Organic Reduction. He stated that we will rely on Washington law to help us make our rules. We are required to have a committee to help review and work on the rulemaking. He will be working with President McKenzie-Tucker to create the committee in the near future. He then asked if there were any questions?

Hearing none he then brought up Senate Bill 850 which now requires a new designation for those without a home. This will now be listed as Domicile Unknown.

He then announces that our Board's budget did not get signed by the Governor. We will continue to operate, and he will let us know when the bill gets signed.

He then brought up HB 2509, which died in committee. This would have locked in the 500.00 IDP reimbursement amount and wouldn't have allowed adjusting to a lower amount if we were to experience another deficiency.

President McKenzie-Tucker asked who the sponsor of this bill is?

Director Dresselhaus stated that he will get back to everyone on that. He concluded by stating that the IDP funds will remain robust until 2026.

President McKenzie-Tucker thank him.

2 Board Best Practices Vote for FY 2021

President McKenzie-Tucker asks Pete, how does this work in our virtual world?

Pete stated that Chad has emailed out the vote log. You can now email that back to Pete or fax back. Pete will then compile and send to HR.

President McKenzie-Tucker asks if there was a deadline?

Pete indicated that he was not sure but to do it as soon as possible.

President McKenzie-Tucker asked if there were any other questions. Hearing none. She asked Ryan to present the next

3 Administrative Fee Schedule for 2021

Manager Christopher mentions that the administrative fee schedule for 2021 had been provided beforehand to members in the Board meeting materials. He points out the only change from the previous fee schedule is that the Study Guide has been removed. The study materials are now sent as links to the statutes, rules and FTC rules. Which are also available through our website.

President McKenzie-Tucker asked if there were any questions. Hearing none she asked for a motion to approve. She recognized member Canizares.

Member Canizares so moved. Member Gaskill seconded.

President McKenzie-Tucker 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, Canizares, Collins, Felton, Gaskill, Gilmore, McKenzie-Tucker, Pacheco, Porter.

4 Natural Organic Reduction Advisory Committee

Director Dresselhaus mentioned having already discussed above. He added that previous committees it generally not for Board members or Staff. Though Board members and staff and be part of this in a limited capacity.

5 OFDA Convention (September 28-30 | Florence)

President McKenzie-Tucker asked Director Dresselhaus where are we at with this?

Director Dresselhaus mentioned that he, Angela and Wally had a recent conversation. It's been determined that there will not be a Board meeting happening in conjunction with the Convention as had previously been discussed. He stated that on Wednesday 9/29 there would be Board involvement for a Strategic Planning session. OFDA should have sent out registration details.

He mentioned that a big goal of the strategic planning session would be to address a topic from beginning to end. So that by the end of Wednesday, for whatever topic we what to address we know what the steps to get there. We don't want to have the efforts disappear.

As it comes closer we want to have virtual options.

Director Dresselhaus states that he plans on being there regardless. President McKenzie-Tucker is planning on being there and other Board members who are OFDA members will also be there.

Member Canizares asks if it would be a good idea to block out the day?

Director Dresselhaus replied yes. He thinks there would be great value if you can be present one way or another. So yes block out the day and we will provide more options.

Member Canizares states that it is an essential function of being a public board member to be involved.

Director Dresselhaus indicated that there will be more information to share.

Member Porter added that the Cemetery Association of Oregon will also be having their convention that weekend after the OFDA convention. She will send Director Dresselhaus and President McKenzie-Tucker more info.

Director Dresselhaus then moved onto the next topic.

6 MHCC's Clinical Practicum/Internship Guidelines

The purposed internship guidelines were provided to members in the Board meeting materials packet and relates to OAR 830-011-0020(4)

President McKenzie-Tucker question if this has ever been approved and what are we approving?

Director Dresselhaus briefly explains that he isn't sure if or when the current guideline was reviewed or approved. We recently worked with Doug Ferrin and Terri Makinson with Mt. Hood Community College to draft the guidelines that were presented to members in the Board meeting materials packet.

President McKenzie-Tucker asked if there were any other questions. Hearing none she asked if there was a motion to approve. She recognized Gaskill

Member Gaskill motions; Member Porter seconds.

President McKenzie-Tucker asks if there any other questions and suggest the Board take a short ten-minute break before going into Executive session.

General Session adjourned at 10:20am.

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

At 10:30am, 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 general session. Executive session adjourned at 1:55pm.

IV General Session

President McKenzie Tucker called the general session of the Board back to order at 1:55pm. All Board members who were in attendance for the earlier general session were present by Teams or telephone.

F Licensing Actions

President McKenzie-Tucker asked if there was a motion to approve the Licensing Actions which has been provided to members. She recognized Member Canizares.

Member Canizares so moved. Member Gaskill seconded. President McKenzie-Tucker asked if there was 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 Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter. Those voting no: None. Those abstaining: None.

G Facility Inspections

President Mckenzie-Tucker then asked if there was a motion to approve the Facility Inspections amended by Board Direction. She recognized member Harris.

Member Harris So moved. Member Porter seconded. President McKenzie-Tucker asked if there was 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 Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter. Those voting no: None. Those abstaining: None.

H Investigations

President McKenzie Tucker then went into taking vote on the cases discussed during Executive Session.

1 21-1003 – No Action

Moved: Gilmore. Second: Gaskill. No discussion.

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, Pacheco, Porter.

Against: None.

Recused: McKenzie-Tucker

Motion Passes: 8 - 0.

2 21-1004 - Ratify

Moved: Porter. Second: Harris. No discussion.

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.

Against: None.

Recused: None.
Motion Passes: 9 - 0.

3 21-1005 – Ratify

Moved: Porter. Second: Harris. No discussion.
For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 9 - 0.

4 21-1006A - Action w/ amendment

Moved: Gaskill. Second: Collins. No discussion.
For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 9 - 0.

5 21-1006B – Action

Moved: Gaskill. Second: Collins. No discussion.
For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 9 - 0.

6 21-1007 - Ratify

Moved: Felton. Second: Gaskill. No discussion.
For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 9 - 0.

7 21-1009 - No Action

Moved: Porter. Second: Gilmore. No discussion.
For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, Pacheco, Porter.
Against: None
Recused: McKenzie-Tucker.
Motion Passes: 8 - 0.

8 21-1011A – No action

Moved: Porter. Second: Gilmore. No discussion.
For: Canizares, Collins, Felton, Gaskill, Gilmore, Harris, Pacheco, Porter.
Against: Bone
Recused: McKenzie-Tucker,
Motion Passes: 7- 0.

9 21-1011B – Action

Moved: Harris. Second: Gaskill. No discussion.
For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.
Motion Passes: 9 - 0.

10 21-1013A – Action

Moved: Gilmore. Second: Collins. No discussion.
For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 9 - 0.

11 21-1013B- No action

Moved: Gaskill. Second: Harris. No discussion.
For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 9 - 0.

As there was no further business to discuss President McKenzie-Tucker thanked everyone for participating and adjourned the meeting.

V Adjournment - the meeting adjourned at 2:02pm.