



July 14, 2020 General Session Meeting Minutes FINAL Approved by Board October 13, 2020

Board Members Present (by phone/zoom): David **Bone** President; Ruggiero **Canizares**; Craig **Collins**; Nancy **Felton**, Secretary / Treasurer; Rob **Gaskill**; Beatrice **Gilmore**; Deborah **Harris**; Angela **McKenzie-Tucker** Vice President; 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; James **Liddle**, Compliance Specialist; Ryan **Christopher**, Office & Licensing Manager; Kate **Robertson**, Program Administrator Indigent Disposition Fund; Greg **Brown**, Compliance Specialist and Tyler **Anderson**, AAG.

Guests: None

I Call to Order

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:10am by phone and Zoom. After roll call, President Bone welcomed members of the Board and staff.

II General Session

A Approval of Meeting Minutes

Board Meeting Minutes, Draft – **October 8, 2019**; and
Board Meeting Minutes, Draft **December 10, 2019**; and
Board Meeting Minutes, Draft **January 14, 2020**; and
Board Meeting Minutes, Draft **April 14, 2020**; and
Board Meeting Minutes, Draft **May 21, 2020**; and
Board Meeting Minutes, Draft **June 29, 2020**

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 McKenzie-Tucker.

Member McKenzie-Tucker so moved. Member Bone seconded.

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

B. President's Comments

1. New Board Member Introduction

President Bone introduces new member Ruggiero Canizares. Member Canizares provides brief background for himself, mentioning being actively involved with the Physical Therapy Board.

2. Executive Director Performance Evaluation

President Bone announces that the Executive Director Performance Evaluation will be postponed.

C. Presentation and Approval of Executive Director's Report for Oct 2020

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 Felton. Member Felton so moved. Member Harris 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, Collins, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter, Tjaden. Those voting no: None. Those abstaining: None.

Director Dresselhaus thanked the Board.

D. Public Comments

President Bone noted that there were no comments.

E. General Discussion & Action Items

1. Board Best Practices Vote for FY 2020

The Board is required to implement performance measures and conduct an annual self-assessment against "Best Practices Criteria" as laid out by the Department of Administrative Services on an annual basis. The Board is required to report the percent of total best practices met by the Board (percent of yes responses) in the Annual Performance Progress Report as specified in the Board's budget instructions. If consensus is not achieved, the Board is required to record the response as "no."

The Board Best Practices form has been included in each Board member's packet for each Board meeting, in order to help remind Board members when applicable topics are discussed, or should be discussed. In addition, the symbol is used to flag agenda items that relate to Best Practices.

Director Dresselhaus asked if there were any questions. Hearing none, President Bone thanked him and asked him to proceed to the next agenda item.

2. Administrative Fee Schedule for 2020

The Board may charge a fee reasonably calculated to reimburse the agency for costs of providing and conveying copies of public records. A schedule of administrative fees will be approved as necessary by the Board and will be made available to the public. All fees must be paid before public records will be available for inspection or copies. OAR 830-020-0050(1)(2) The Schedule is published and available from the Board's website.

Manager Christopher recommended no change to the fees. There was brief general discussion to consider removing the study guide as an option and to increase the NSF Check fee at some point in the future.

President Bone asked if there was a motion to keep the current administrative fees. He recognized Member Felton.

Member Felton so moved. Member McKenzie-Tucker 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, Collins, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter. Those voting no: None. Those abstaining: None.

3. Indigent Disposition Program (IDP) 2019 Review

Administrator Robertson provided general overview.

4. Indigent Disposition Program (IDP) Fund Update

Administrator Robertson discussed the decision to decrease the reimbursement distribution amount from 500.00 to 20.00, effective 6/1/20, followed by the decision to increase it back to 500.00 effective 7/1/20. She then announced that the first IDP advisory committee will meet by zoom or phone on 7/24/20.

5. OFDA Convention: September 1st-3rd @ Seaside Convention Center

Director Dresselhaus explains that the scheduled convention is subject to cancellation pending developments relative to COVID-19. President Bone mentions that the Cemetery Association has cancelled their fall meeting.

President Bone thanked Dresselhaus and requested that the Board adjourn General Session at 10:24am.

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

At 10:45am, 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 2:10pm.

IV General Session

President Bone called the general session of the Board back to order at 12:39pm. All Board members who were in attendance for the earlier general session were present by Zoom or telephone.

F Licensing Actions

President Bone asked if there was a motion to approve this agenda item that was issued in the electronic packet that was provided to Board members. He recognized Member Felton.

Member Felton so moved. Member McKenzie-Tucker 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, Collins, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter. Those voting no: None. Those abstaining: None.

G Investigations

1. 2019-1034 - No Action.

Moved: Bone. Second: Porter.

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

Against: None.

Recused: McKenzie-Tucker.

Motion Passes: 9 - 0.

2. 2019-1035 – Action.

Moved: Bone. Second: Harris.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

3. 2019-1036A - No Action.

Moved: Bone. Second: Pacheco.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

4. 2019-1036B - No Action.

Moved: Bone. Second: Harris.

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

Against: None

Recused: None

Motion Passes: 10 - 0.

5. 2019-1037A - No Action.

Moved: Bone. Second: Gaskill.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

6. 2019-1037B - No Action.

Moved: Bone. Second: Gilmore.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

7. 2020-1002 - No Action.

Moved: Bone. Second: Pacheco.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

8. 2020-1003A - No Action.

Moved: Bone. Second: Gaskill

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.

Motion Passes: 10 - 0.

9. 2020-1003B - No Action.

Moved: Bone. Second: Harris.

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.

Motion Passes: 10 - 0.

10. 2020-1004A - No Action.

Moved: Bone. Second: Gaskill.

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.

Motion Passes: 10 - 0.

11. 2020-1004B - No Action.

Moved: Bone. Second: Gaskill

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.

Motion Passes: 10 - 0.

12. 2020-1004C - No Action.

Moved: Bone. Second: Gaskill

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.

Motion Passes: 10 - 0.

13. 2020-1005 - Tabled.

Moved: Bone. Second: Pacheco.

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.

Motion Passes: 10 - 0.

14. 2020-1006 – Action.

Moved: Bone. Second: Pacheco.

For: Bone, Canizares, Collins, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.

Motion Passes: 10 - 0.

15. 2020-1007 – Ratify.

Moved: Bone. Second: Gilmore.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

16. 2020-1009 – Tabled.

Moved: Bone. Second: Harris.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

17. 2020-1010 – Ratify.

Moved: Bone. Second: Gaskill.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

18. 2020-1012 - No Action.

Moved: Bone. Second: Gaskill.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

19. 2020-1015 – Ratify.

Moved: Bone. Second: Felton.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

20. 2020-1021 - No Action.

Moved: Bone. Second: Gilmore.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

21. 2020-1023 - No Action.

Moved: Bone. Second: Harris.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

22. 2020-1026 - No Action.

Moved: Bone. Second: Gaskill.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

23. Special Request- Approved

Moved: Bone. Second: Gaskill.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

H Executive Director

Director Dresselhaus provided update regarding Eternal Hills, discusses that meditation fell through. Next court date scheduled for 7/29/20.

As there was no further business, President Bone thanked everyone for their time and adjourned the meeting

V Adjournment - the meeting adjourned at 2:18pm.