



October 13, 2020 General Session Meeting (by Zoom and phone) Minutes Draft

Board Members Present (by Zoom or phone): David **Bone**, President; Ruggiero **Canizares**; Nancy **Felton**, Secretary / Treasurer; Rob **Gaskill**; Beatrice **Gilmore**; Deborah **Harris**; Angela **McKenzie-Tucker**, Vice President; Elizabeth **Pacheco**; Melissa **Porter**; Randy **Tjaden**

Board Members Absent: Craig **Collins** (excused)

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: Sherry Lauer, Oregon Department of Administrative Services; Lauren Thomas, The International Conference; Dalene Paull, The International Conference

I Call to Order

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:00am via Zoom and telephone conference. After roll call, President Bone welcomed members of the Board, staff, and guests.

II General Session

Director Dresselhaus introduces guests Lauren Thomas and Dalene Paull representing The International Conference. Lauren briefly discusses board member training being offered and done virtually through The International Conference.

Director Dresselhaus thanks Lauren and introduces Sherry Lauer. Sherry then discusses mandatory training, stresses the importance of the training, elaborates on discrimination and sexual harassment, and discusses Required 2020 Content. DAS-CHRO Preventing Discrimination and Harassment in the Workplace. She then further explained information regarding IT purchased training being put together, being available within weeks, and the rest of the materials will be shared with members. When members get the materials they will need to send an email confirming that members have read them.

Compliance Specialist Brown, questions if I-learn is going away and Workday is taking over? Will the prior history transfer over? Sherry confirms that yes I-learn will be going away and Workday already reflects the prior history being transferred. She then explained that members and staff should be getting the ED evaluation by email within the next week or so.

President Bone and Director Dresselhaus thank her. President Bone then requested that the Board adjourn General Session at 10:10am for a short break.

At 10:21 am, President Bone then directed that the Board enter back into General Session.

A Approval of Meeting Minutes

Board Meeting Minutes, draft **July, 14, 2020**

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

Member Gaskill so moved. Member Canizares seconded. President Bone asked if there was discussion on the subject draft meeting minutes. 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, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter, Tjaden. Those voting no: None. Those abstaining: None.

B. President's Comments

1. Executive Director Performance Evaluation (Postponed until January's meeting)

President Bone discuss that the Executive Director Performance Evaluation will be postponed until January 2021 Board meeting and that an email will be sent out with the evaluation.

2. Establish Subcommittee for Election of Officers

President Bone volunteers, member Felton also volunteers, no others voice interest. Director Dresselhaus approves.

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

Director Dresselhaus discussed the Budget Summary aspects of the Report provided in the Board Packet. By January 2021 he wants to create a report like the BIR (Biennial Inspection Report) having additional financial reports. President Bone agrees and adds that the more information we have the better.

President Bone then asked if there were any questions pertaining to the subject Executive Directors Report. Hearing none, President Bone thanked Director Dresselhaus and asked if there was a motion to approve. He recognized Member Gaskill

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

D. Public Comments

President Bone noted that there were no comments.

E. General Discussion & Action Items

1. Regulatory Essentials: Board Training Event Introduction

Previously covered by Lauren Thomas

2. Required iLearn Trainings

Previously covered above by Sherry Lauer.

3. Standing Item: Board Best Practices 2 min Check In for FY 2021 (July 2020 - June 2021)

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.

4. 2021 Board Meeting Schedule

Manager Christopher presents the 2021 Board meeting schedule. Noting there were not questions, President Bone motions to member Tjaden moves Felton Seconds
Member Tjaden moves Felton Seconds

5. Indigent Disposition Program (IDP) Advisory Committee Update

Administrator Robertson discusses details of the Indigent Disposition Program and the IDP advisory committee. She provides a brief overview of committee goals, including reducing the 10 day waiting period and revising aspects of ORS 97.130. The committee has met seven times and the next meeting is scheduled for this Thursday. They are looking into if they actually need to increase the filing fee rate to \$30.00.

Chad thanks Kate and asks Nancy and Angela for input. Angela mentions this is not just one black and white issue. According to her the committee is diverse enough and she believes that they will have a good proposal.

Director Dresselhaus then states that the emergency \$140,000 from reserve fund isn't going to be necessary and that we are working with our CFO Drew Cohen who is questioning whether or not the LC submitted to increase to \$30.00 is needed and is providing the recommendation to not. Director Dresselhaus says he thinks we should do it anyway because we don't know if it will be needed later.

President Bone asks how everyone feels about increasing the filing fee. He states that it will guarantee that the IDP will be covered and if claims increase then we have more money in the pot. Better to have it and not need it. Member Gaskill states he would prefer to see it go up 5.00 this year and 5.00 next year to minimize impact on families. Member Tjaden supports increasing to 30.00 in relation to making up shortfall of Boards budget and then requests to be an advisor for IDP committee.

President Bone agrees to stay on course with the increase. Director Dresselhaus confirms.

6. Fatality Management Workgroup Update

Manager Burns provides details regarding the agencies involvement. Angela asks if the Governor is being briefed on allowing out of state licensees to act here in the event of emergency. Pete will look more into this.

7. Upcoming Facility Renewals/Thentia

Manager Christopher provides details regarding the upcoming rollout of the new online Facility Portal and the facility renewal cycle. He provides brief details of some of the overall difficulties with the new Thentia system and the various online Portals.

8. Special Board Meeting on December 8, 2020

Director Dresselhaus mentions being contacted by State representative. Marsh and a representative of Recompose about adding natural organic reduction to the types of disposition in Oregon. He asks that

members send any questions by the end of the month. He will send out correspondence to licensees and interested parties.

Noting there were not questions President Bone thanked Dresselhaus and requested that the Board adjourn General Session at 11:10am.

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

At 11:10am, 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 2:13 pm.

IV General Session

President Bone called the general session of the Board back to order at 2:13 pm. 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 Gaskill 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, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter, Tjaden. Those voting no: None. Those abstaining: None.

Special Requests

1. Knight, Caryn- denied
2. Jepson, Andrew- approved

G Investigations

1. 2020-1005- Addendum- No Action

Moved: Bone. Second: Gilmore.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

2. 2020-1009-Addedndum- No Action

Moved: Bone. Second: Gaskill.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

3. 2020-1013- No Action

Moved: Bone. Second: Gilmore.

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

Against: None.
Recused: None.
Motion Passes: 10 - 0.

4. 2020-1014- Ratify

Moved: Bone. Second: Gaskill.
For: Bone, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter, Tjaden.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

5. 2020-1016- No Action

Moved: Bone. Second: Gaskill.
For: Bone, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter, Tjaden.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

6. 2020-1017- Tabled

7. 2020-1018- Action

Moved: Bone. Second: Gaskill.
For: Bone, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter, Tjaden.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

8. 2020-1019- Ratify

Moved: Bone. Second: Harris.
For: Bone, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter, Tjaden.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

9. 2020-1020- Tabled

10. 2020-2022- No Action

Moved: Bone. Second: Gaskill.
For: Bone, Canizares, Felton, Gaskill, Gilmore, Harris, Pacheco, Porter, Tjaden.
Against: None.
Recused: McKenzie-Tucker
Motion Passes: 9 - 0.

11. 2020-2024- Not Action

Moved: Bone. Second: Porter.
For: Bone, Canizares, Felton, Gaskill, Gilmore, Harris, McKenzie-Tucker, Pacheco, Porter, Tjaden.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

12. 2020-1025- Ratify

Moved: Bone. Second: Harris.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

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

V Adjournment - the meeting adjourned at 2:21pm.