



**September 21, 2023 – Special Board Meeting – General Session Meeting Minutes – FINAL approved
January 22, 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 & Compliance manager; Marianne **Itkin**, Investigator; James **Liddle**, Compliance Specialist; Ryan **Christopher**, Office & Licensing Manager; Sylvie **Huhn**, IDP Administrator; Catriona **McCracken**, AAG.

Staff Members Absent: Greg **Brown**, Compliance Specialist.

Guests: None.

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 and phone. After the roll call President McKenzie-Tucker got right to business.

A. President's Comments

There were no comments from President McKenzie-Tucker.

B. Public Comments

There were no public comments.

C. General Discussion & Action Items

1. Establish Election of Officers Committee

President McKenzie-Tucker stated that she wanted to start the election process for 2024. She reminded all present that she will be stepping down as the Board President starting in 2024. She stated that member Felton has been tasked with putting together committee and asked if anyone was interested in serving.

Member Collins asked for clarification as to what this was for.

President McKenzie-Tucker explained that the committee would be intended to determine the next candidate for being the Board president.

Member Collins volunteered to be part of the committee.

Member Canizares mentioned that he would terming out with another other board he serves on and wanted to put his hat in the ring for being an officer with this Board.

There were no other comments noted.

President McKenzie-Tucker expressed thanks.

2. Administrative Rulemaking Update

i. Amending Licensing Requirements

Director Dresselhaus mentioned that we will be removing “certified” from the administrative rule for providing a certified birth certificate as it related to obtaining individual licensure and how this related to removing barriers for licensure requirements. He indicated the work on this had been successfully done and would be effective September 27, 2023. He indicated that this is to be more in alignment with the Funeral Service Education program requirements at Mt. Hood Community College. He indicated that we would post information about this on our website.

ii. 20 Day Hold Notification

Director Dressel stated most of that the work had been done as it related to the 20-day hold requirement and it was targeted to be effective November 1, 2023.

He stated that the next committee would be next year and would likely be related to competency as it related to licensees documenting and demonstrating the requirements for apprenticeship.

President McKenzie-Tucker asked if there were any other questions.

There were none.

The first General Session adjourned at 9:12 am.

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

At 9:12 am, 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 12:55 pm.

IV General Session

President McKenzie-Tucker called the general session of the Board back to order at 12:55 pm. All Board and staff members who were in attendance for the earlier general session were present.

1. 22-1023 – Action

Moved: Felton. Second: Gaskill.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

2. 22-1027 – Action

Moved: Harris. Second: Collins.

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

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

3. 22-1028 – Action

Moved: Britton. Second: Gaskill.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

4. 22-1036 A1 – action

22-1036 A2 A – action

22-1036 B- action

Moved: Felton. Second: Collins.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

5. 22-1037 A1a – no action

22-1037 A1b – no action

Moved: Britton. Second: Gaskill.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

22-1037 A2a – Action

22-1037 A2b – action

A3 – action

Moved: Harris. Second: Gaskill.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

6. 22-1040 – Action

Moved: Harris. Second: Porter.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

7. 22-1041 – Action

Moved: Gaskill. Second: Collins.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.

Recused: None.
Motion Passes: 10 - 0.

8. 22-1043A – Action

Moved: Gaskill. Second: Porter.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

22-1043B – Action

Moved: Britton. Second: Collins.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

9. 22-1044 – Action

Moved: Harris. Second: Felton.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

10. 22-1049 A1 – Action

A1 – no action

Moved: Gaskill. Second: Collins.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

22-1049 A2 – no action

Collins Gaskill

Moved: Felton. Second: Gaskill.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

11. 22-1051

Moved: Britton. Second: Gaskill.
For: Britton, Canizares, Collins, Felton, Gaskill, Harris, Loveland, McKenzie-Tucker, Pacheco, Porter.
Against: None.
Recused: None.
Motion Passes: 10 - 0.

12. 22-1060

Moved: Harris. Second: Porter.

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

Against: None.

Recused: None.

Motion Passes: 10 - 0.

After voting President McKenzie-Tucker adjourned the meeting.

V **Adjournment** - the meeting adjourned at 1:02 pm.