February 9, 2016 General Session Meeting Minutes FINAL approved by Board April 12 2016.
(Revised February 22 2016)

Board Members Present: Jane Woodward, President; Morris Pearson, Vice President; Nancy Corr, Secretary / Treasurer; Dave Bone; Sirpa Duooos (late); Larry Gyure; Marie Henry; Judy Juntunen; RCA Moore (late); Corrina Patzer.

Board Members Absent: Kevin Loveland, excused.

Staff Members Present: Michelle Sigmund-Gaines, Executive Director; Marianne Itkin, Investigator; Chad Dresselhaus, Compliance & Education Program Manager; Brenda Biggs, Compliance Specialist; Tyler Anderson, AAG; and Carla Knapp, Office & Licensing Manager.

Staff Members Absent: None.

Guests: Rick Harvey, OFDA; Nancy Felton, CAO / CGCA; Kim Morley, CAO / FSH; Melisa McDonald, Metro; Steve Smith, SCI Oregon; JC Aubry, SCI Oregon; and Dwight Terry, Terry Family FH.

I Call to Order
The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:06 am, in Portland.

II General Session
A Approval of Meeting Minutes
1 Board Meeting Minutes, Draft – December 29, 2015 and January 21, 2016.
After roll call, President Woodward asked if there were any corrections, questions or comments on the subject draft meeting minutes. Hearing none, she then asked if there was a motion on the floor to accept the subject minutes as prepared. She recognized Member Pearson.

Member Pearson so moved. Member Corr seconded. President Woodward asked if there was discussion. Hearing none, she then asked those in favor to signify by saying aye. All were aye and the motion passed unanimously. Those voting in favor: Members Bone, Corr, Gyure, Henry, Juntunen, Patzer, Pearson, Woodward. Those voting no: none.

B Public Comments
President Woodward stated that the Board welcomed public comments, but stipulated that questions would not be considered at this time. After the Board heard public comment from Ms Morley, President Woodward thanked her and each of the members of the audience for their attendance.

C President Comments
President Woodward welcomed new Board members David Bone and Corrina Patzer. Member Bone will be filling the FSP / Embalmer position on the Board, recently vacated by Dwight Terry, whose term ended December 31, 2015. Member Patzer will be filling the Public Member position on the Board, recently vacated by Laurie Goolsby, whose term also ended December 31, 2015.
On behalf of the Board, President Woodward then recognized and presented a plaque to Dwight Terry, recognizing his many years (seven) of dedicated public service as a Board member, Vice President and President of the Board. He will be missed.

President Woodward then announced that she was creating a Past President Advisory Committee, and she appointed Mr. Terry as the Chair. He was directed to contact other past Board Presidents and ask them to be a part of this new Advisory Committee.

**D Presentation and Approval of Executive Director's Report for February 2016**
Director Sigmund-Gaines reviewed in detail the Report that was distributed as a handout, after the Board packet was issued. She then asked if there were any questions.

Hearing none, Acting President Woodward asked if there was a motion to approve the Report, noting that since January 2015, for the seventh time in the Board’s history, that the approval of an extension of case reporting for up to an additional 60 days under ORS 676.165 would not be required as there were no cases that needed an extension. She then recognized Member Pearson.

Member Pearson so moved. Member Moore seconded. President Woodward asked if there was discussion. Hearing none, she then asked those in favor to signify by saying aye. All were aye and the motion passed unanimously. Those voting in favor: Members Bone, Corr, Duoos, Gyure, Henry, Juntunen, Moore, Patzer, Pearson, Woodward. Those voting no: none.

**E General Discussion & Action Items**

1 **Standing Item: Board Best Practices 2 minute Check In**
Manager Dresselhaus reviewed the Board Best Practices that was recently updated. He noted that in 2015 a law was passed requiring the Department of Administrative Services (DAS) to develop and provide training for new Board members appointed after January 1, 2016. To meet the requirement of the new law, a curriculum was developed and is available within iLearn. The curriculum contains two online courses and one classroom course. All of these courses must be completed within six months of the appointment of the new member. Manager Dresselhaus said he would be sending out instructions in the next week to all Board members, not just to the new members, in case others were interested.

Manager Dresselhaus noted that since there were other new laws passed, effective January 1 2016, the Board iPads will be re-loaded. He said he would send out the email soon letting everyone know when that was done, and an offer for training as well.

2 **Executive Director Financial Transaction Review**
President Woodward announced that a copy of the Executive Director’s timesheets and travel expenses for 2015 would be circulated amongst the Board members for their review, with the request that they initial the February 9, 2016 Memo indicating their approval. President Woodward then asked if there were any questions or comments. Hearing none, she moved to the next agenda item. (For the record, all Board members present reviewed and initialed the Memo.)

3 **2016 Session Update & Bill Impact Assessment**
Director Sigmund-Gaines reviewed in detail the Board handout regarding the current Legislative Session, and bills identified by DAS as having a potential state-wide impact, as well as others. She said she would continue to monitor the bills, and would provide a final report in April of any bills that passed and may have an impact on our Board.

4 **Admin Rule-making: Next Steps & Topics**
Director Sigmund-Gaines reviewed in detail the Board handout regarding proposed rulemaking topics for the first two quarters of 2016. After Board discussion, staff was directed to start the rulemaking process.

5 **Governor's Food Drive**
Specialist Biggs announced that she is the Board's Food Drive Coordinator, and that the Food Drive officially kicks off February 1. She noted that donations would be accepted and asked that checks be mailed to the Board's office, but made payable to the Oregon Food Bank, or canned goods could be dropped off at the Board's office. She noted that due to Lynne Nelson's recent passing, staff would be hosting a Chili Feed as a Memorial to her, using Lynne's White Chicken Chili family recipe. Specialist Biggs said she would send out an announcement regarding the Memorial Chili Feed details soon.

6 The Conference Model Practice Act Review
Director Sigmund-Gaines explained that the International Conference of Funeral Service Examining Boards has developed guidelines for legislators, regulators, and members of the profession seeking to adopt or amend laws governing mortuary arts and funeral services. She asked the Board for their input.

After brief Board discussion, staff was directed to coordinate with the Oregon Funeral Directors Association (OFDA), to review the Conference's Model with the National Funeral Directors Association's 2009 Model, and then send the final output to all Board members for review.

7 2017 Legislation Schedule & Planning
Director Sigmund-Gaines reviewed in detail the Legislative Concept Development Schedule for the 2017 Legislative Session. The last day for the Board to submit a legislative concept is April 15 2016.

After Board discussion, President Woodward said she would appoint a Subcommittee to develop concepts for the Board for the upcoming session. She said she would direct the Subcommittee to coordinate with both the Cemetery Association of Oregon (CAO) and OFDA.

President Woodward adjourned the general session at 10:11 am.

III Executive Session as authorized by ORS 192.660(2)(a), (b), (f), (h), (i) and / or (L)
After a break, President Woodward then directed the Board to enter into executive session. The executive session is held pursuant to ORS 192.660(2)(a), (b), (f), (h), (i) and / or (L). Representatives of the news media and designated staff are allowed to attend the executive session, but all other members of the audience would be asked to leave the room. Representatives of the news media would be 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. No decision can be made in executive session. At the end of the executive session, the Board will return to open session and welcome the audience back into the room. Assistant Attorney General Advice would be provided. Executive session adjourned at 1:24 pm.

IV General Session - Board actions as result of Executive Session.
President Woodward called the general session of the Board back to order at 1:25 pm. All Board members who were in attendance for the earlier general session were present. No members of the public were in attendance.

F Licensing Actions
President Woodward asked if there were any questions or comments on this agenda item, as revised. Hearing none, she asked if there was a motion on the floor to accept the subject Licensing Actions as revised, agenda items F1 - 15. She recognized Member Corr.

Member Corr so moved. Member Moore seconded. President Woodward asked if there was discussion. Hearing none, she then asked those in favor to signify by saying aye. All were aye and the motion passed unanimously. Those voting in favor: Members Bone, Corr, Duoos, Gyure, Henry, Juntunen, Moore, Patzer, Pearson, Woodward. Those voting no: none.

President Woodward then asked if there was a motion to approve Mr Raney's request to waive practical examination for embalming, agenda item F16a. She then recognized Member Corr.
Member Corr so moved. Member Bone seconded. President Woodward asked if there was discussion. After brief Board discussion, President Woodward asked those in favor to signify by saying aye. All were aye and the motion passed unanimously. Those voting in favor: Members Bone, Corr, Duoos, Gyure, Henry, Juntunen, Moore, Patzer, Pearson, Woodward. Those voting no: none.

President Woodward then asked if there was a motion to approve Mr Prince's request for an extension of both of his apprenticeships, agenda item F16b. She recognized Member Corr.

Member Corr so moved. Member Moore seconded. President Woodward asked if there was discussion. Hearing none, she then asked those in favor to signify by saying aye. All were aye and the motion passed unanimously. Those voting in favor: Members Bone, Corr, Duoos, Gyure, Henry, Juntunen, Moore, Patzer, Pearson, Woodward. Those voting no: none.

**G Investigations**

President Woodward asked the Board to review the Executive Session Schedule that was revised since the Board packet was issued. She then asked Board members to report if they had an actual or potential conflict with any of the cases before voting on each item. Member Moore noted that he would be recusing himself. President Woodward thanked him, and then reported that the Board had considered these cases during Executive Session, and called for a motion and vote for each.

1 **2015-1077A, B and C and 2015-1089A and B - No Action.**

   Moved - Duoos. Second - Bone. No discussion.
   Against: None.
   Recused: Moore.
   Motion Passes 9 - 0.

2 **2015-1094 - Ratify.**

   For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Moore, Patzer, Pearson, Woodward.
   Against: None.
   Motion Passes 10 - 0.

Having no further business, President Woodward adjourned the meeting.

**V Adjournment** - the meeting adjourned at 1:29 pm.