



**April 12 2016 General Session Meeting Minutes FINAL approved by Board June 14 2016**  
(Revised May 4 2016)

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

**Board Members Absent:** Kevin **Loveland**, excused; RCA **Moore**, 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; Melisa **McDonald**, Metro; and Craig **Collins**, PCC.

## **I Call to Order**

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:05 am, in Portland.

## **II General Session**

### **A Approval of Meeting Minutes**

#### **1 Board Meeting Minutes, Draft – February 9 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 Corr.

Member Corr so moved. Member Pearson 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 Corr, Duoos, 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. Since no one had signed up, President Woodward thanked each of the members of the audience for their attendance.

### **C President Comments**

#### **1 Board Member Position Update**

President Woodward announced that due to Member Henry's resignation from Lincoln Memorial Park Cemetery, she no longer qualifies to represent the Cemetery Operator (For Profit) position on the Board. Since the Governor's Office has to wait for Senate confirmation, which is scheduled for September, Member Henry will continue to attend Board meetings until a new member is appointed. President Woodward then asked any interested persons to submit a Board Interest Form to the Governor's Office.

#### **2 Chief Financial Office's Gold Star Certificate Award for Fiscal Year 2015** 📄

The subject Certificate is awarded to state agencies that provide accurate and complete fiscal year end information in a timely manner. This Certificate is Oregon's equivalent to the nationally recognized Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial

Reporting. President Woodward explained that the Board earned this award because of the outstanding service provided by Board staff.

## **D Presentation and Approval of Executive Director's Report for April 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, President Woodward asked if there was a motion to approve the Report, noting that since January 2015, for the eighth 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 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, Duoos, Gyure, Henry, Juntunen, 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. Hearing no questions, President Woodward recognized Director Sigmund-Gaines and asked her to continue to the next agenda item.

### **2 Policy Discussion: Bi-Directional AV Apprentice Supervision**

Director Sigmund-Gaines and Oregon Funeral Director Association Director Harvey asked the Board for direction on the use of various types of media mediums (audio visual, bi-directional - not just one way) for the possibility of using to supervise an apprentice remotely. OFDA Director Harvey thinks that this would meet the statute's requirement of direct supervision. After brief Board discussion, staff was directed to develop language for rulemaking and bring back to a future Board meeting for discussion and review.

### **3 Indigent Disposition Fund Administration Update**

Director Sigmund-Gaines reviewed in detail the Board handout regarding the Board's administration of the IDF. The Board has been processing claims since February 1 2016. A review found that the majority of claims have needed supplemental information from the claimant. In order to make the process more clear, staff is revising the application claim form, which could also serve as a worksheet for locating family for the permanent file. The biggest complaint heard so far is the need to contact the Veterans Administration even when another party has already indicated military status, or the deceased is clearly not a veteran (infant). Contact is still required based on the wording of the law. Staff is working with the VA to identify a consistent and timely resource for making this determination. Director Sigmund-Gaines reported that more detail and analysis will be available in future updates.

### **4 2016 Governor's Food Drive Update**

State employees, sponsored by the Governor, volunteer to collect food and funds for the Oregon Food Bank (OFB) Network, during the month of February. The Board's Food Drive Coordinator Biggs reported that the Board took first place, again, for the eighth year in a row. She noted that the Chili Feed Memorial for Lynne Nelson brought in more than \$400. After a tally of all donations, the Board averaged 1,548 pounds per employee (a 30% increase over last year), higher than all the other teams in the State, and definitely enough to win first place for Team 1 (state agencies with less than 50 employees). Second place went to the Legislative Fiscal Office; they raised 803 pounds per employee. Coordinator Biggs thanked Board members, staff, and licensees that contributed to the Board's success.

### **5 Update: Recent Rulemaking**

Director Sigmund-Gaines indicated that follow up rule-making would be needed regarding the Indigent Disposition Fund Program to address questions such as: How would repayment work? Should there be an end date to processing claims?

She then provided an update on the rule-making related to the new Temporary Burial Permit Application. This application was not intended to be a permanent solution, and it only allows for whole body burial, not inurnment of cremated remains. This temporary fix will end January 1 2018, and the Board needs to submit a legislative concept for the 2018 Legislative Session.

Director Sigmund-Gaines then reported on the Trainee (Apprenticeship) Program. She said that there was not a lot of feedback received, but that the Board needed to finish the competency based apprenticeship requirements.

She then reported that there had been no time or staff capacity to work on any other topics that had previously been raised for topics such as the Interment Authorization form.

## **6 2017 Legislation Schedule & Planning**

Members Bone, Corr and Juntunen were appointed to the Legislative Subcommittee and will work with stakeholders to explore concerns and come to agreement on legislation that they would like to see for 2017 and 2018. Chair Bone will report back to the Board during the June Board meeting. In the mean time, Director Sigmund-Gaines will submit 2 placeholder legislative concepts.

## **7 Disaster Preparedness / Cascadia Rising Exercise**

Manager Dresselhaus reported that he and Rick Harvey attended a meeting for disaster preparedness. Cascadia Rising is an exercise to address catastrophic earthquake and tsunami functional exercise. One of the primary goals of Cascadia Rising is to train and test a whole community approach to complex disaster operations together as a joint team, from the federal and state level, down to local community involvement. A three day exercise is scheduled in June of this year.

President Woodward adjourned the general session at 10:15 am.

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

After a 15 minute break, President Woodward 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). 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 3:19 pm.

## **IV General Session - Board actions as result of Executive Session.**

President Woodward called the general session of the Board back to order at 3:20 pm. All Board members who were in attendance for the earlier general session were present. No members of the public were in attendance.

## **F 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. She reported that she would be recusing herself. Member Gyure also 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 2015-1079A, B and C - Action.**

Moved: Woodward. Second: Bone. No discussion.

For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.

Against: None.

Recused: None.

Motion Passes 9 - 0.

- 2 2015-1092A, B and C - No Action.**  
Moved: Woodward. Second: Corr. No discussion.  
For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Motion Passes 9 - 0.
- 3 2015-1095A and B - Ratify.**  
Moved - Woodward. Second: Corr. No discussion.  
For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Motion Passes 9 - 0.
- 4 2016-1001 - No Action.**  
Moved: Woodward. Second: Bone. No discussion.  
For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Motion Passes 9 - 0.
- 5 2016-1003 - Ratify.**  
Moved: Woodward. Second: Patzer. No discussion.  
For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Motion Passes 9 - 0.
- 6 2016-1009 - Ratify.**  
Moved: Woodward. Second: Bone. No discussion.  
For: Bone, Corr, Duoos, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Abstained: Gyure.  
Motion Passes 8 - 0.
- 7 2016-1010 - Action.**  
Moved: Woodward. Second: Gyure. No discussion.  
For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Motion Passes 9 - 0.
- 8 2016-1011 - Ratify.**  
Moved: Woodward. Second: Corr. No discussion.  
For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Motion Passes 9 - 0.
- 9 2016-1014 - No Action.**  
Moved: Woodward. Second: Corr. No discussion.  
For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Motion Passes 9 - 0.
- 10 2016-1015 - Ratify.**  
Moved: Woodward. Second: Bone. No discussion.  
For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.  
Against: None.  
Motion Passes 9 - 0.

**11 2015-1075A and B - Action.**

Moved: Woodward. Second: Duoos. No discussion.

For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, and Pearson.

Against: None.

Abstained: Woodward.

Motion Passes 8 - 0.

**12 2016-1005A, B and C - Action.**

Moved: Woodward. Second: Patzer. No discussion.

For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, and Pearson.

Against: None.

Abstained: Woodward.

Motion Passes 8 - 0.

**13 2016-1018 - Action.**

Moved: Woodward. Second: Pearson. No discussion.

For: Bone, Corr, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, and Woodward.

Against: None.

Motion Passes 9 - 0.

**G Licensing Actions**

For the Action Items - Special Request, Manager Knapp reported that although the change of manager application for Klamath Tribute Center LLC was amended to name Max Bodzin as manager, effective March 29 2016, she brought Mr Gordon Jr's request to the Board to consider his ability to be named as facility manager in a future application. After brief Board discussion, based on the proposed on-site work schedule provided and past board practice, the Board did affirm that this schedule would not be sufficient to be approved as facility manager. President Woodward thanked her and noted that since the Special Request was not qualified (no application), no vote was required for agenda item 16.

President Woodward then asked if there were any questions or comments on the remaining agenda items. Hearing none, she asked if there was a motion on the floor to approve the subject Licensing Actions, agenda items F1 - 14. She recognized Member Bone.

Member Bone 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, Duoos, Gyure, Henry, Juntunen, Patzer, Pearson, Woodward. Those voting no: none.

Having no further business, President Woodward adjourned the meeting.

**V Adjournment** - the meeting adjourned at 3:27 pm.