



May 9 2017 General Session Meeting Minutes DRAFT
(Revised May 30 2017)

Board Members Present: Jane **Woodward**, President; Nancy **Corr**, Secretary / Treasurer; David **Bone**; Sirpa **Duoos**; Larry **Gyure**; Judy **Juntunen**; and Kevin **Loveland**.

Board Members Absent: Morris **Pearson**, Vice President, excused; Corrina **Patzer**, excused; RCA **Moore**, excused; and **Vacant**, Cemetery Operator (For Profit).

Staff Members Present: Michelle **Sigmund-Gaines**, Executive Director; Erin **Haag**, Interim Executive Director; Marianne **Itkin**, Investigator; Brenda **Biggs**, Compliance Specialist; Sarah **Casey**, Document Compliance and Indigent Disposition Program Specialist; Chad **Dresselhaus**, Education & Compliance Program Manager; Carla **Knapp**, Office & Licensing Manager; Kathleen **Paul**, Contactor; and Tyler **Anderson**, AAG.

Staff Members Absent: None.

Guests: None.

I Call to Order

The General Session of the Mortuary and Cemetery Board (Board) was called to order via a telephone conference at 9:03 am, in Portland.

II General Session

A Approval of Meeting Minutes

1 Board Meeting Minutes, Draft – February 14 2017.

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 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 others were aye and the motion passed. Those voting in favor: Members Bone, Corr, Duoos, Gyure, Juntunen, Loveland, Woodward. Those voting no: none. Those abstaining: None.

B President's Comments

President Woodward welcomed and introduced Kathleen Paul, recently hired to provide program management, project planning and management, and materials development for rulemaking. Ms Paul created and will be presenting the *2017 OMCB Administrative Rulemaking* document for Board consideration later in the meeting.

D 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 directed Ms Paul to the next agenda item.

E General Discussion & Action Items

1 2017 OMCB Administrative Rulemaking, May 9 2017

Ms Paul reviewed in detail the above document that was included in the Board packet. She then asked if there were questions.

President Woodward said she agreed with Phase I, but was concerned regarding the timelines for Phase II.

Ms Paul agreed, and recommended the creation of the various Advisory Committees and then work with them to establish a timeline.

After brief Board discussion, President Woodward asked if there was a motion to move forward with Phase I. She then recognized Member Bone.

Member Bone recommended and so moved that the Board direct staff to start the implementation of Phase I for rulemaking. Member Corr seconded. President Woodward asked if there was discussion. Hearing none, she then asked those in favor to signify by saying aye. All others were aye and the motion passed. Those voting in favor: Members Bone, Corr, Duoos, Gyure, Juntunen, Loveland, Woodward. Those voting no: none. Those abstaining: None.

For Phase II, President Woodward asked if there was a motion to move forward with Phase II. She then recognized Member Bone.

Member Bone recommended and so moved that the Board direct staff to start the implementation of Phase II for rulemaking. Member Loveland seconded. President Woodward asked if there was discussion. Hearing none, she then asked those in favor to signify by saying aye. All others were aye and the motion passed. Those voting in favor: Members Bone, Corr, Duoos, Gyure, Juntunen, Loveland, Woodward. Those voting no: none. Those abstaining: None.

2 Board Meeting via Teleconference for Rulemaking, July 11 2017

President Woodward then directed staff to add a board meeting via telephone conference, for the Phase I rulemaking.

3 Budget and Legislative Updates

Interim Director Haag then reported that the Board's budget bill has made it through the Education Subcommittee, and is now in the general Ways and Means Committee; she expected it to pass.

Manager Dresselhaus reported that the Board's policy bill, House Bill 2317 has passed the House, amendments were made and passed in the Senate, and is now back on the House side for review of changes; he expected it to pass.

4 Strategic Planning August Meeting

Interim Director Haag reported that the Governor has requested a reduction in travel, even though this only applies to state agencies that receive their funding from the State's general fund (the Board is Other Funds). She asked the Board if it wanted to reconsider the location of the Board's strategic planning meeting.

After Board discussion, Board directed staff to move the meeting to the state office building, first floor conference rooms. President Woodward then asked if there were any questions or comments. Hearing none, she then directed the Board to enter into executive session to consider information obtained as part of an investigation of licensee or applicant conduct. The General Session adjourned at 9:39 am.

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

At 9:40 am, 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 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. No decision can be made in executive session. At the end of the executive session, the Board would return to open session and welcome the

audience back into the room. Assistant Attorney General Advice would be provided. Executive session adjourned at 10:16 am.

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

President Woodward called the general session of the Board back to order at 10:17 am. Member Gyure was excused due to a prior conflict. All other Board members who were in attendance for the earlier general session were present.

F Licensing Actions

President Woodward asked if there were any questions or comments on the Licensing Actions and agenda items that was distributed with the Board packet. Hearing none, she asked if there was a motion on the floor to approve the revised Licensing Actions, agenda items F1 - 11. 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 others were aye and the motion passed. Those voting in favor: Members Bone, Corr, Duoos, Juntunen, Loveland, Woodward. Those voting no: none. Those abstaining: None.

G Investigations

President Woodward asked the Board to review the Executive Session Schedule that was distributed with the Board packet. 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. Hearing none, President Woodward then reported that the Board had considered this case during Executive Session, and called for a motion and vote.

1 2017-1011 - Approve Application.

Moved: Bone. Second: Corr. No discussion.

For: Bone, Corr, Duoos, Juntunen, Loveland, Woodward.

Against: None.

Recused: None.

Motion Passes 6 - 0.

Having no further business, President Woodward adjourned the meeting.

V Adjournment - the meeting adjourned at 10:19 am.