



**August 11 2017 General Session Meeting Minutes FINAL approved October 5 2017**  
(Revised October 3 2017)

**Board Members Present:** Jane **Woodward**, President; Morris **Pearson**, Vice President; Nancy **Corr**, Secretary / Treasurer; Sirpa **Duoos**; Larry **Gyure**; Judy **Juntunen**; RCA **Moore** (left at 9:56 am) and Corrina **Patzer**.

**Board Members Absent:** David **Bone**; Kevin **Loveland**; and **Vacant**, Cemetery Operator (For Profit).

**Staff Members Present:** Michelle **Sigmund-Gaines**, Executive Director; Brenda **Biggs**, Compliance Specialist; Sarah **Casey**, Document Compliance and Indigent Disposition Program Specialist; Chad **Dresselhaus**, Education & Compliance Program Manager; and Carla **Knapp**, Office & Licensing Manager.

**Staff Members Absent:** Marianne **Itkin**, Investigator; and Tyler E **Anderson**, AAG.

**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**

After roll call, President Woodward reported that the Board Best Practices Survey Results for Fiscal Year 2017 will be deferred to October meeting.

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

At 9:06 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. Executive session adjourned at 10:30 am.

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

President Woodward called the general session of the Board back to order at 10:30 am. Member Moore left during Executive Session. All other Board members who were in attendance for the earlier general session were present. No members of the public were attendance.

## **D Licensing Actions**

President Woodward asked if there were any questions or comments on the Licensing Actions 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 D1 - 13. 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 others were aye and the motion passed unanimously. Those voting in favor: Members Corr, Duoos, Gyure, Juntunen, Patzer, Pearson, Woodward. Those voting no: None. Those abstaining: None.

## **E 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 these cases during Executive Session, and called for a motion and vote for each.

### **1 2017-1009A - Action.**

Moved: Patzer. Second: Corr. No discussion.

For: Corr, Duoos, Gyure, Juntunen, Patzer, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 7 - 0.

### **2 2017-1009B - No Action.**

Moved: Duoos. Second: Gyure. No discussion.

For: Corr, Duoos, Gyure, Juntunen, Patzer, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 7 - 0.

### **3 2017-1010A, B and D - No Action.**

Moved: Juntunen. Second: Pearson. No discussion.

For: Corr, Duoos, Gyure, Juntunen, Patzer, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 7 - 0.

### **2017-1010C - Action.**

Moved: Pearson. Second: Corr. No discussion.

For: Corr, Duoos, Gyure, Juntunen, Patzer, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 7 - 0.

Having no further business, President Woodward then adjourned the meeting.

**V Adjournment** - the meeting adjourned at 10:39 am.