



December 12 2017 General Session Meeting Minutes FINAL approved by Board April 10 2018

(Revised March 2 2018)

Board Members Present: Jane **Woodward**, President; Morris **Pearson**, Vice President; Nancy **Corr**, Secretary / Treasurer; Sirpa **Duoos** (telephone); Nancy **Felton**; Beatrice **Gilmore**; Kevin **Loveland**; Angela **McKenzie-Tucker**; and Elizabeth **Pacheco**.

Board Members Absent: David **Bone**; and Corrina **Patzer**.

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

Staff Members Absent: None.

Guests: Michelle **Sigmund-Gaines**; Patti **McKenzie**; and Scott **McKenzie**.

I Call to Order

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:12 am, in Portland.

II General Session

A Approval of Meeting Minutes

1 Board Meeting Minutes, Draft - November 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 asked if there was a motion to approve. 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 Corr, Duoos, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward. Those voting no: None. Those abstaining: None.

B President's Comments

1 Board Member Appointment

President Woodward reported that due to the resignation of Morris Pearson, Randy Tjaden was appointed by the Governor's Office to fill the embalmer position on the Board, starting January 12 2018.

2 Member Morris Last Meeting

President Woodward then presented an award plaque to Morris Pearson, and thanked him for his years of service on the Board, as a member and Vice President.

3 Executive Director Transition

Due to the resignation of the Board's Executive Director November 30 2017, in order to recognize her many years of service, an award plaque was presented to Michelle Sigmund-Gaines. She will be missed.

C Presentation and Approval Executive Director's Report for December 2017

Director Haag reviewed in detail this report that was issued with the Board packet. She then asked if there were any questions.

Hearing none, President Woodward asked if there was a motion to approve the ED Report, noting that since January 2015, for the 14th 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 Corr.

Member Corr so moved. Member Loveland 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, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward. Those voting no: None. Those abstaining: None.

Director Haag reported the need for clerical help due to staff workloads (maternity leave and the restarting of the inspections program that had been on hold since March 2017); she was directed by the Board to hire temporary help.

Director Haag reported that in February 2018, she will be presenting an Information Technology (IT) Report to Legislature, as the Health-Related Licensing Boards' Computer Consultant for over 25 years will no longer be supporting the Boards' licensing databases or providing desktop support. Anticipating this move, the HRLBs' servers have already been moved to the state's IT Department. The next step will be for all of the HRLBs' networks to be moved by mid-2018.

She then distributed and reviewed in detail the OMCB Executive Director Transition Plan handout to Board members. She asked if there any questions. After brief Board discussion, the Board members thanked her and voiced their appreciation for the detailed memo.

C Public Comments

President Woodward noted that there were no comments.

D General Discussion & Action Items

1 Standing Item: Board Best Practices 2 min Check In for FY 2018

Staff Member Dresselhaus asked if there were any questions regarding this topic. Member Pearson stated that he had no questions, but he wanted to thank staff for sending the Packet early, allowing more time for Board members to read the Board packet before the meeting.

2 2018 Board Meeting Schedule

Manager Knapp presented the Tentative 2018 Schedule for the Board's review. After review, the Board approved the following meetings for 2018: January 9; April 10; July 10; September 18 (Strategic Planning Meeting in Southern Oregon, Medford); October 9 and December 11 (Optional). Members Loveland and Pacheco noted that they would not be available for the October meetings.

3 Election of Officers for 2018

On behalf of the Nominating Committee, Chair Corr presented the following nominations as individual recommendations from each of the committee members for the election of officers for 2018, unless there was another recommendation: Jane Woodward, President; Nancy Corr, Vice President; and Nancy Felton for Secretary / Treasurer.

President Woodward then asked if there were any other nominations to be considered. Hearing none, she then asked if there was a motion on the floor to accept the nominations as presented. She recognized Member Pearson.

Member Pearson so moved. Member Loveland 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, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward. Those voting no: None. Those abstaining: None.

President Woodward thanked the Board, and then requested that the Board adjourn General Session at 9:34 am, for the purpose of entering into Executive Session.

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

At 9:46 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 (if any) 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. Assistant Attorney General Advice was provided. At the end of the executive session, the Board returned to open session. Executive session adjourned at 12:49 pm.

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

President Woodward called the general session of the Board back to order at 12:50 pm. All Board members who were in attendance for the earlier general session were present, except for Member Duoos. No members of the public were in attendance.

F Licensing Actions

President Woodward asked if there were any questions or comments on the Licensing Actions report that was distributed with the Board packet. Hearing none, she asked if there was a motion on the floor to approve the Licensing Actions, agenda items F1 - 8. 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, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, 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. Member Pacheco said that she would be recusing from one case, due to potential conflict. President Woodward then reported that the Board had considered these cases during Executive Session, and called for a motion and vote for each.

1 2017-1034 - No Action.

Moved: McKenzie-Tucker. Second: Corr. No discussion.

For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 8 - 0.

2 2017-1042 - No Action.

Moved: Woodward. Second: Corr. No discussion.

For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 8 - 0.

3 2017-1045 A and B - No Action.

Moved: Woodward. Second: Corr. No discussion.

For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.

Against: None.

Recused: None.
Motion Passes 8 - 0.

4 2017-1048 A and B - No Action.

Moved: Woodward. Second: Corr. No discussion.
For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.
Against: None.
Recused: None.
Motion Passes 8 - 0.

5 2017-1049 - Action.

Moved: Woodward. Second: Corr. No discussion.
For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.
Against: None.
Recused: None.
Motion Passes 8 - 0.

6 2017-1051 A and B - No Action.

Moved: Woodward. Second: Pearson. No discussion.
For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.
Against: None.
Recused: None.
Motion Passes 8 - 0.

7 2017-1053 - No Action.

Moved: Woodward. Second: Corr. No discussion.
For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pearson, Woodward.
Against: None.
Recused: Pacheco.
Motion Passes 7 - 0.

8 2016-1043 A and B - Rescind Prior Action and then take No Action

Moved: Woodward. Second: Loveland. No discussion.
For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.
Against: None.
Recused: None.
Motion Passes 8 - 0.

9 2017-1016A - Rescind Prior Action and then take No Action

Moved: Woodward. Second: Felton. No discussion.
For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.
Against: None.
Recused: None.
Motion Passes 8 - 0.

10 2017-1020 - Rescind Prior Action and then take No Action

Moved: Woodward. Second: Loveland. No discussion.
For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.
Against: None.
Recused: None.
Motion Passes 8 - 0.

11 2017-1028 A - Rescind Prior Action and then take No Action

Moved: Woodward. Second: Pacheco. No discussion.

For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 8 - 0.

12 2017-1043 - Rescind Prior Action and then take No Action

Moved: Woodward. Second: Pearson. No discussion.

For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 8 - 0.

13 2016-1008; 2017-1044; 2017-1050; and 2017-1067 - Ratify

Moved: Woodward. Second: Pearson. No discussion.

For: Corr, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Pearson, Woodward.

Against: None.

Recused: None.

Motion Passes 8 - 0.

Having no further business, President Woodward adjourned the meeting.

V Adjournment - the meeting adjourned at 1:12 pm.