



**May 9 2018 General Session Meeting Minutes FINAL approved July 10 2018**  
(Revised June 20 2018)

**Board Members Present:** Jane **Woodward**, President; Nancy **Corr**, Vice President; Nancy **Felton**, Secretary / Treasurer; David **Bone**; Beatrice **Gilmore**; Kevin **Loveland**; Angela **McKenzie-Tucker**; Elizabeth **Pacheco**; Corrina **Patzer**; and Randy **Tjaden**.

**Board Members Absent:** Sirpa **Duoos**.

**Staff Members Present:** Erin **Haag**, Interim Executive Director.

**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**

After roll call, President Woodward reported that purpose of this meeting was to review and approve the Executive Director (ED) hiring materials and the first draft of the Board's 2019-21 budget.

Director Haag reviewed the documents in the ED hiring packet including the "hiring standards, criteria and policy", job posting/advertisement, supplemental handout (areas of expertise and experience), updated job description (updated to include all of the positions currently reporting to the ED and the budget numbers), job application form and principal executive manager D minimum qualifications. Haag obtained all of the hiring documents from the Physical Therapy Board and advice from their AAG on the proper process so that OMCB will meet all legal requirements. This includes approving the documents and selecting the "minimum qualifications."

Member Bone moved that the Board select minimum qualifications option #4: "Six years of experience in supervision, staff-technical, or professional-level work. Two years of this experience must have included program/project leader responsibility involving one or more of the following areas: a) development of program rules and policies, b) development of long and short-range goals and plans, c) program evaluation and/or project evaluation, or d) monitoring and controlling or preparing a budget." The motion was seconded by Patzer and passed unanimously.

President Woodward then moved to accept the rest of the Executive Director hiring packet including the hiring standards, criteria and policy. The motion was seconded by Member Corr and passed unanimously.

Member Tjaden moved to accept the draft 2019-21 budget. The motion was seconded by Patzer and passed unanimously.

Member Felton thanked Director Haag for a job well done for presenting at the Oregon Funeral Directors Association meeting in Florence on May 7th.

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

**V Adjournment** - the meeting adjourned at 9:27 am.