



**July 10 2018 General Session Meeting Minutes FINAL approved by Board Oct 9 2018**  
(Revised August 7 2018)

**Board Members Present:** Jane **Woodward**, President; Nancy **Corr**, Vice President; Nancy **Felton**, Secretary / Treasurer; David **Bone**; Sirpa **Duoos**; Beatrice **Gilmore**; Kevin **Loveland**; Elizabeth **Pacheco**; and Randy **Tjaden**.

**Board Members Absent:** Angela **McKenzie-Tucker**; 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**, IT Project Manager & Systems Specialist; James **Liddle**, Document Compliance & Indigent Disposition Program Specialist; Carla **Knapp**, Office & Licensing Manager; and Tyler **Anderson**, AAG.

**Staff Members Absent:** None.

**Guests:** Rick **Harvey**, OFDA.

## **I Call to Order**

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:04 am, in Portland. After roll call, President Woodward welcomed members of the Board and the audience.

## **II General Session**

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

Board Meeting Minutes, Draft - **April 10 2018**; and  
Board Meeting Minutes, Draft - **May 9 2018**.

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 unanimously. Those voting in favor: Members Bone, Corr, Duoos, Felton, Gilmore, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

### **B President's Comments**

#### **1 Executive Director Recruitment Update**

President Woodward reported that the Subcommittee met yesterday to interview five candidates. She said it was a long, very interesting day, as there was a great pool of candidates. The Board will meet in Executive Session to discuss. She then directed Director Haag to continue with the next agenda item.

#### **2 2019 - 2021 Agency Request Budget**

Director Haag presented a handout that detailed the Board's budget for the next biennium. She then discussed in detail the Board's three policy packages. The Information Technology (IT) Policy Package is due to the Board's IT Contractor not willing to renew his contract for network and database support, after over 20 years of supporting this Board and several other Health-Related Licensing Boards (HRLBs). In order to have IT support, the Board is in the process of transitioning to a combination of in-house and contracted support. There will be increased operating costs relating to replacement of outdated core agency IT systems and support. In addition, the Board is working with its sister HRLBs to transition to a new

licensing database, which will include staff training and support. Due to the Board's ending balance, she did not anticipate a fee increase for this package, but the Board may have to approach the Emergency Board in December 2018 to request additional funding for IT, for the current biennium, 2017 - 2019. Due to new state requirements regarding security, the Board's network, and the rest of the other HRLBs, will be moved to Salem soon.

The Reclassification of Administrative Staff Policy Package is to align the current and projected duties of the Board's current Office Manager, from the Executive Support Specialist 2 classification to an Administrative Specialist 2 classification, in order to align all HRLBs' administrative positions to achieve equity in pay and duties. Workload will increase in complexity as the position is brought into the shared administrative support resource pool.

The other Reclassification of Administrative Staff Policy Package will align the current and projected duties of the Board's current Document Compliance and Indigent Disposition Program Specialist, from the Administrative Support 1 classification to an Administrative Specialist 2 classification, also to achieve equity in pay and duties. Workload will increase in complexity as the position is brought into the shared administrative support resource pool.

Director Haag then provided an update on staffing. Due to needing a Project Manager for the transitioning of IT support, Sarah Casey will be working out of class for one year as IT Project Manager and Systems Specialist for all the HRLBs, effective June 15 2018, ending May 31 2019.

The Board's temporary employee, James Liddle, was then appointed to a limited duration appointment for the Document Compliance and Indigent Disposition Program Specialist position, effective June 4 2018. That limited duration appointment will end May 31 2019. Specialist Liddle will still be the primary contact for anything related to Eternal Hills, in order to allow Specialist Biggs to resume her inspections.

Director Haag then asked if there were any questions. After brief Board discussion, President Woodward asked if there was a motion to approve the Board's 2019 - 2021 Agency Request Budget. She recognized Member Loveland.

Member Loveland 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 unanimously. Those voting in favor: Members Bone, Corr, Duoos, Felton, Gilmore, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

**3 Nominating Committee Appointments for Election of Officers at October 9 2018 Board meeting**  
President Woodward said she would appoint three members to this Committee, and ask that they meet before the start of the next Board meeting, in order to provide the Board with a recommendation.

#### **4 Board Member Updates**

President Woodward reported that Member Loveland's second term will end December 31 2018. His position represents a crematorium or other facility for final disposition of human remains that is not a cemetery. Member Corr's second term will end December 31 2018. Her position is one of the Board's four public member positions. Member Patzer's first term will end December 31 2018 and she has stated that she does not intend to renew for a second term. Her position is also one of the four public member positions.

The Senate Confirmation hearings are scheduled for September 2018, so if anyone is interested in becoming a Board member to fill any of these three positions, to please contact the Governor's Office directly.

#### **C Presentation and Approval of Executive Director's Report for July 2018**

Director Haag then reviewed in detail the Report that was issued as a handout. She then asked if there were any questions. Hearing none, President Woodward thanked her and asked if there was a motion to approve. She recognized Member Corr.

Member Corr so moved. Member Bone 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 Bone, Corr, Duoos, Felton, Gilmore, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

Director Haag thanked the Board.

#### **D Public Comments**

President Woodward noted that there were no comments.

#### **E General Discussion & Action Items**

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

The Board is required to implement performance measures and conduct an annual self-assessment against "Best Practices Criteria" as laid out by the Department of Administrative Services on an annual basis. The Board is required to report the percent of total best practices met by the Board (percent of yes responses) in the Annual Performance Progress Report as specified in the Board's budget instructions. If consensus is not achieved, the Board is required to record the response as "no."

The Board Best Practices form has been included in each Board member's packet for each Board meeting, in order to help remind Board members when applicable topics are discussed, or should be discussed. In addition, the symbol is used to flag agenda items that relate to Best Practices.

Manager Dresselhaus distributed the self-assessment to each of the Board members for Fiscal Year (FY) 2018 (July 1 2017 - June 30 2018), with the request to complete and return to him, so that he could tally and then turn over to President Woodward. The results will then be announced at the end of the Board meeting.

He asked if there were any questions. Hearing none, President Woodward thanked him and asked Director Haag to proceed.

(For the record, the votes were tallied and the percent of yes responses was 100%.)

##### **2 Administrative Fee Schedule for FY 2019 (July 2018 - June 2019)**

The Board may charge a fee reasonably calculated to reimburse the agency for costs of providing and conveying copies of public records. A schedule of administrative fees will be approved as necessary by the Board and will be made available to the public. All fees must be paid before public records will be available for inspection or copies. OAR 830-020-0050(1)(2) The Schedule is published and available from the Board's website.

Manager Knapp noted that every year, before the July Board meeting, she reviews these fees to see if they need to be increased. She recommended no change to these fees.

President Woodward asked if there was a motion to keep the current administrative fees. She 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 others were aye and the motion passed unanimously. Those voting in favor: Members Bone, Corr, Duoos, Felton, Gilmore, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

##### **3 Indigent Disposition Program 2018-2019 Rate Review & Update**

Manager Casey then reviewed this Memo that was included in the Board packet. She recommended that the Board increase the reimbursement rate from \$461 to \$500, effective July 1 2018. She then asked if

there were any questions. Hearing none, President Woodward thanked her and asked if there was a motion to approve. She recognized Member Bone.

Member Bone 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 others were aye and the motion passed unanimously. Those voting in favor: Members Bone, Corr, Duoos, Felton, Gilmore, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

#### **4 September 18 2018 Strategic Planning Meeting in Medford** (not a Board meeting)

Manager Knapp recommended that the Board cancel this meeting, due to staff workloads and schedules, since this would take staff away from Board business for a minimum of three days. She asked if there were any questions. Hearing none, President Woodward thanked her and asked if there was a motion to approve to cancel this meeting. She recognized Member Tjaden.

Member Tjaden so moved. Member Duoos 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 Bone, Corr, Duoos, Felton, Gilmore, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

Board discussion followed. The Board felt there was a need to evaluate how effective these strategic planning meetings have been. It was determined that these meetings do not need to be held off site on a yearly basis. Staff was then directed to send out requests for topics to be discussed at future Board meetings, setting time aside at each Board meeting to discuss.

#### **5 Rulemaking Temporary Burial Permit**

Manager Dresselhaus reported that House Bill 4073 passed with March 16 2018 as the effective date. This new law will allow the Board to promulgate permanent rulemaking for the temporary operating permit for a cemetery that does not hold a valid license to operate for the purpose of performing an interment. He asked if there was a motion to direct staff to start the rulemaking process. President Woodward recognized Member Bone.

Member Bone 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 others were aye and the motion passed unanimously. Those voting in favor: Members Bone, Corr, Duoos, Felton, Gilmore, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

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

At 9:43 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). If present, representatives of the news media and designated staff would have been allowed to attend the executive session, but all other members of the audience were 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. Note that no decision can be made in executive session. At the end of the executive session, the Board returned to open session room. Executive session adjourned at 2:36 pm.

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

President Woodward called the general session of the Board back to order at 2:40 pm. Member Gilmore was not present. All other Board members who were in attendance for the earlier general session were present. No members of the public were attendance.

#### **F Licensing Actions**

President Woodward asked if there was a motion to approve this agenda item that was issued as a Handout. She recognized Member Bone.

Member Bone so moved. Member Tjaden 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 Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

## **G Investigations**

President Woodward asked the Board to review the Executive Session Schedule that was distributed as a Handout. 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. Members Tjaden and Woodward noted that they would be abstaining. President Woodward thanked them and then reported that the Board had considered these cases during Executive Session, and called for a motion and vote for each.

### **1 2017-1069 - Action.**

Moved: Bone. Second: Loveland. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

### **2 2018-1002A, B - No Action.**

Moved: Duoos. Second: Bone. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

### **3 2018-1006 - Action.**

Moved: Corr. Second: Bone. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

### **4 2018-1007A, B - No Action.**

Moved: Tjaden. Second: Loveland. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

### **5 2018-1008 - Action.**

Moved: Corr. Second: Duoos. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

### **6 2018-1014 - No Action.**

Moved: Bone. Second: Felton. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco.  
Against: None.  
Recused: Tjaden, Woodward.  
Motion Passes 6 - 0.

### **7 2018-1015 - No Action.**

Moved: Woodward. Second: Corr. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

**8 2018-1018 - Action.**

Moved: Corr. Second: Bone. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

**9 2018-1020 - No Action.**

Moved: Corr. Second: Tjaden. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

**10 2018-1025 - No Action.**

Moved: Duoos. Second: Tjaden. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

**11 2018-1027A, B - Action**

Moved: Tjaden. Second: Corr. No discussion.  
For: Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: Bone.  
Recused: None.  
Motion Passes 7 - 0.

**12 2018-1012 - Ratify.**

Moved: Duoos. Second: Corr. No discussion.  
For: Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward.  
Against: None.  
Recused: None.  
Motion Passes 8 - 0.

**I Executive Director**

President Woodward stated that the Board met with the Recruitment Subcommittee during Executive Session and the Board has decided to offer Chad Dresselhaus the position. She asked if there was a motion. She recognized Member Loveland.

Member Loveland so moved. Member Bone 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 Bone, Corr, Duoos, Felton, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

As there was no further business, President Woodward thanked all for their time and adjourned the meeting.

**V Adjournment** - the meeting adjourned at 2:49 pm.