



October 9 2018 General Session Meeting Minutes FINAL approved by Board Jan 8 2019
(Revised January 2 2019)

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

Board Members Absent: Corrina **Patzer**.

Staff Members Present: Chad **Dresselhaus**, Executive Director; Marianne **Itkin**, Investigator; James **Liddle**, Document Compliance & Indigent Disposition Program Specialist; Carla **Knapp**, Office & Licensing Manager; and Tyler **Anderson**, AAG.

Staff Members Absent: **Vacant**, Health-Related Licensing Boards (HRLBs) Accountant; **Vacant**, Compliance Specialist (Inspector); **Vacant**, Education & Compliance Program Manager.

Guests: Erin **Haag**, Executive Director, Board of Examiners for Speech-Language Pathology & Audiology; Brenda **Biggs**; Rick **Harvey**, Oregon Funeral Directors Association.

I Call to Order

The General Session of the Mortuary and Cemetery Board (Board) was called to order at 9:13 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 - **July 10 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, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

B President's Comments

1 Board and Staff Member Positions Updates

For Board staffing updates, President Woodward reported that since the Board offered Chad W Dresselhaus the Board's Executive Director position, which he accepted, effective July 31 2018, it will leave the Education & Compliance Program Manager position vacant. She also reported that the HRLBs Accountant, Kelvin Wong, voluntarily resigned September 10 2018 and Brenda Biggs resigned September 28 2018, leaving the Compliance Specialist (Inspector) position vacant.

She then discussed Board member position updates. Corrina Patzer's first term will expire December 31 2018, and she has elected not to sign up for a second term. An Award Plaque reflecting her appointment with this Board will be sent to her. President Woodward noted that Ms Patzer is a busy woman, and serves on multiple boards.

President Woodward then noted that Nancy Corr's second term will expire December 31 2018, leaving a public member position open. She was presented with an Award Plaque, recognizing her many years of

Board service as a Board member, and an officer (Secretary / Treasurer and Vice President). She thanked her for serving, and noted that Ms Corr will be remembered for speaking her mind and always stepping up to offer help.

President Woodward then noted that Kevin Loveland's second term will also expire December 31 2018; she presented him with an Award Plaque, also recognizing him for his many years of service as a Board member. She thanked him for serving and for his great inspiration and morale support for this Board.

President Woodward stated that both members will continue as Board members until the Governor's Office has appointed replacements. She then reported that the election of officers vote will be at the January 8 2019 Board meeting.

C Presentation and Approval of Executive Director's Report for October 2018

Director Dresselhaus then reviewed the Report. He then asked if there were any questions. Hearing none, President Woodward thanked him 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, McKenzie-Tucker, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

Director Dresselhaus 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 2019 (July 2018 - June 2019)

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.

Director Dresselhaus asked if there were any questions. Hearing none, President Woodward thanked him and asked him to proceed to the next agenda item.

2 Key Performance Measures Report for Fiscal Year 2018 (July 2017 - June 2018)

Director Dresselhaus then reviewed the Board's Annual Performance Progress Measures. He said this document ties into the required reporting of the Board's four key performance measures that we are required to track and report to the Legislature.

3 2019 Board Meeting Schedule, Draft

Manager Knapp asked if there were any questions or concerns regarding the Board's meeting schedule drafted for 2019.

Hearing none, President Woodward thanked her and recognized Director Dresselhaus.

4 IDF (Indigent Disposition Fund) Institution Update

Director Dresselhaus reported that Western University of Health Sciences will no longer be accepting indigent body donations. The Oregon law that governs the IDF program, ORS 97.170(3)(b), includes a step that a funeral home needs to contact an institution on this Board's approved list. Since Western University has removed itself from the list, there are currently no other institutions on the list, which creates an additional challenge for OMCB and Oregon funeral homes. Director Dresselhaus said he would contact Western University for further discussion.

President Woodward thanked him and requested that the Board adjourn General Session at 9:35 am for a break before the next session.

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

At 9:55 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 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. Note that no decision can be made in executive session. At the end of the executive session, the Board returned to open session. Executive session adjourned at 12:24 pm.

IV General Session

President Woodward called the general session of the Board back to order at 12:25 pm. All Board members who were in attendance for the earlier general session were present in person, or by telephone.

President Woodward then presented Erin Haag an Award Plaque in recognition of her exceptional leadership, steadfast commitment and support of Board Members and Staff as the Interim Executive Director of the Oregon Mortuary and Cemetery Board. Her plaque also stated "Leadership is not about a title or a designation. It's about impact, influence and inspiration."

President Woodward then presented Brenda Biggs an Award Plaque in recognition of her dedication to serving the Board's licensees and the public as an investigator for the Oregon Mortuary and Cemetery Board. She will be missed.

President Woodward then requested that the Board adjourn General Session at 12:40 pm before the next session.

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

At 12:40 pm, 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 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. Note that no decision can be made in executive session. At the end of the executive session, the Board returned to open session. Executive session adjourned at 2:04 pm.

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

President Woodward called the general session of the Board back to order at 2:06 pm. All Board members who were in attendance for the earlier sessions were present. No members of the public were in attendance.

F Licensing Actions

President Woodward asked if there was a motion to approve this agenda item as prepared. 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, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

G Investigations

President Woodward asked the Board to review the Executive Session Schedule. 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 2018-1016 - No Action.

Moved: Bone. Second: Corr. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

2 2018-1017 - No Action.

Moved: Bone. Second: Loveland. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

3 2018-1019- No Action.

Moved: Bone. Second: Duoos. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

4 2018-1022 - No Action.

Moved: Bone. Second: Corr. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

5 2018-1023 - Action.

Moved: Bone. Second: Gilmore. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

6 2018-1026 - No Action.

Moved: Bone. Second: Corr. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

7 2018-1029A, B- No Action.

Moved: Bone. Second: Gilmore. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

8 2018-1024 - Ratify.

Moved: Bone. Second: Duoos. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

9 2018-1032 - No Action.

Moved: Bone. Second: Corr. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

10 2018-1021 - Ratify.

Moved: Bone. Second: Felton. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

11 2018-1028 - Ratify.

Moved: Bone. Second: Gilmore. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

12 2018-1030 - Ratify.

Moved: Bone. Second: Duoos. No discussion.

For: Bone, Corr, Duoos, Felton, Gilmore, McKenzie-Tucker, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: None.

Motion Passes 10 - 0.

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

V Adjournment - the meeting adjourned at 2:14 pm.