



January 8 2019 General Session Meeting Minutes DRAFT
(Revised March 18 2019)

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

Board Members Absent: Public Member, Vacant; Sirpa Duoos.

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: Carolyn Wade (telephone), Oregon Department of Justice (telephone).

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 guest.

II General Session

A Approval of Meeting Minutes

Board Meeting Minutes, Draft - **October 9 and November 8 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, Felton, Gilmore, Loveland, McKenzie-Tucker, Pacheco, Tjaden, Woodward. Those voting no: None. Those abstaining: None.

B President's Comments

1 Board Member Update

President Woodward announced that Member Bone was re-appointed to his second four year term by the Governor's Office.

C Presentation and Approval of Executive Director's Report for January 2019

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 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, 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 Election of Officers

President Woodward announced that the election of officers vote will be at the end of today's Board meeting.

3 2019/2021 Governor's Recommended Budget Update (July 2019 - June 2021)

Director Dresselhaus reported that at this time, he doesn't have the official budget yet, but he is testifying at the Legislature for the Board's budget, which can be viewed live online. He reported that he will have more detail at the next Board meeting.

3 2019 Governor's Food Drive

Manager Knapp reported that the month of February is the Governor's Food Drive, and the Governor has issued a challenge of \$12 donation per month, voluntary of course.

5 Mandatory harassment and respectful workplace training for Board Members, via iLearn

Director Dresselhaus reported that this is required training for all Board and staff members. Members will be sent an email with the links and other required logon information, for this training, which needs to be completed by the end of January 2019.

President Woodward thanked him and requested that the Board adjourn General Session at 9:46 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 9:57 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 2:49 pm.

IV General Session

President Woodward called the general session of the Board back to order at 2:56 pm. All Board members who were in attendance for the earlier general session were present in person, or by telephone.

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, Felton, Gilmore, Loveland, McKenzie-Tucker, 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. Member McKenzie-Tucker and Member Tjaden reported a potential conflict. 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 2018-1031 - Tabled.

2 2018-1033 - Action.

Moved: Woodward. Second: Bone. No discussion.

For: Bone, Corr, Felton, Gilmore, Loveland, Pacheco, Tjaden, Woodward.

Against: None.

Recused: McKenzie-Tucker.

Motion Passes 8 - 0.

3 2018-1034- No Action.

Moved: Woodward. Second: Bone. No discussion.

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

Against: None.

Recused: None.

Motion Passes 9 - 0.

4 2018-1035 - No Action.

Moved: Woodward. Second: Felton. No discussion.

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

Against: None.

Recused: None.

Motion Passes 9 - 0.

5 2018-1038 - No Action.

Moved: Woodward. Second: Bone. No discussion.

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

Against: None.

Recused: Tjaden.

Motion Passes 8 - 0.

H Election of Officers

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 2019, unless there was another recommendation: David Bone, President; Angela McKenzie-Tucker, 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 Corr.

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

Manager Knapp was then directed to send out the Board member roles and responsibilities to the newly elected officers.

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

V Adjournment - the meeting adjourned at 3:05 pm.