

Workers' Compensation Board
Tuesday, June 26, 2018
10:30 a.m.

Meeting Minutes

Present: Connie Wold, Board Chair
Sally Curey, Member
Barbara Woodford, Member
Steve Lanning, Member
Roger Ousey, Member
Joy Dougherty, Presiding ALJ
Terry Bello, Administrative Services Division Manager
Kayleen Atkins Executive Assistant
Elaine Schooler, SAIF
Jaye Fraser, SAIF

Call to Order

Chair Wold called the meeting to order.

Approval of Agenda and Order of Business

Absent a motion, the order of business was approved.

Approval of Past Minutes

Member Ousey moved for approval of the February 15, 2018 meeting minutes. Member Lanning seconded. Motion carried.

Reports of Administrative Staff

Administrative Services Division:

Bello gave an update regarding the Salem lease. She expressed thanks for the patience shown in dealing with the roofing project as we were given little notice.

The agency is currently negotiating a new lease for the Salem office. We have asked for the placement of bollards that would protect the building. We have also asked for new paint, blinds, door handles, and walls to be patched.

The Medford office has new ALJ benches. Now all staffed offices have appropriate benches.

We are working with DAS to amend the lease for the Durham office. Currently, we share the lease with other DCBS agencies. Bello stated that because we hear OSHA and WCD cases it would be more appropriate for WCB to have its own lease. Once a new lease is being negotiated for just WCB we will be able to move forward with changing the current signage of that office.

Bello reported that WCB is now following the agency-wide DCBS travel policy. We used to have our own travel policy, but with the new updates we were able to opt in. We are currently working on drafting our own facilities policy.

As the facilitator of the Access to Justice Advisory Committee, ALJ Smith requested information regarding the amount and cost of sending additional documents with the Board's mailings. Bello is working with Kathy Ocasio, IT&R, and Purchasing to ensure the committee is given the most accurate information.

Jason Robinson, the DCBS Internal Auditor, will be in our Salem office in mid-July to audit our Interpreter Services Program.

Bello reported that she is currently recruiting for the vacant mailroom position. Pending input from the ASD Assistant Manager in-person interviews will be held next week. We will also be recruiting for Personnel Contact/Billing Auditor position that was recently vacated by Kayleen Atkins.

Board Review: In Pearson's absence, Chair Wold referred to the Board's Case News & Notes and indicated that there will be a Staff Attorney recruitment coming soon.

Hearings Division: No Report.

Unfinished Business

No report.

New Business

ALJ hiring consultation pursuant to ORS 656.724(1).

Dougherty gave an overview of the recruitment process which included the resume, writing sample, and interview. The scores of the writing samples determined who received an interview. The writing samples were sent to 14 candidates of which nine responded. Dougherty recommended Halah Ilias for the position

Consulting with the Chair, the Members voiced no objections to Dougherty's recommendation. Chair Wold indicated she would take the Members' comments under advisement.

Public Comment

None.

Announcements

Board Chair Wold welcomed Barbara Woodford back to the Workers' Compensation Board as a Board Member.

Adjournment

There being no further business, the meeting adjourned.