

**OREGON MORTUARY AND CEMETERY BOARD MEETING
VIA TELECONFERENCE**

800 NE Oregon Street
Portland, OR 97232

FEBRUARY 5, 2008

FINAL MEETING MINUTES – SPECIAL GENERAL SESSION via TELECONFERENCE
(Revised March 19, 2008)

Board Members Present:

Jon Cummings, President
Michael Kimoto, Vice President
Charles Kurtz
Joncile Martin
Lyn Stanger
Pamela Wachter
James Ward
Robert Wentzel

Staff Members Present:

David Koach, Executive Director
Carla Knapp, Office Manager / Licensing

Board Members Absent:

Kevin Korn
Laura Mather

Staff Members Absent:

Lynne Nelson, Compliance Manager
Bill Bennington, Investigator (half-time)
Brandy Cochrane, Investigator (half-time)
Merill Cray, Investigator
Johanna Matanich, AAG

Guests Present:

Twyla Lawson, DAS / State of Oregon
Mark Stehn, OFDA
Amy Lowery, OFDA

Nancy Felton, CAO, CGC, CIAC
Ron Martin, OFDA
Tricia Sweeney

CALL TO ORDER:

President Cummings called the general session of the Oregon Mortuary and Cemetery Board (Board) meeting to order at 1:04 pm.

GENERAL SESSION:

After roll call, President Cummings explained that the purpose of the Board's special meeting via teleconference was to receive public comment and adopt the hiring standards criteria and policy directives to be used in the selection of the next Executive Director for the Board. He then introduced Twyla Lawson, Senior Recruitment Consultant, from the Department of Administrative Services / Human Resources Services Division.

Ms Lawson said that she worked with some members of the Board, on the position description that was provided. She recommended that the Board review the documents and make any necessary edits, take public comment and then adopt them.

Copies of these documents were previously emailed to all Board members, as well as mailed to those members that do not have email. The documents distributed and posted on the Board's website are identified as follows:

- A. Recruitment Plan
- B. Copy of Recruitment - OMCB Stakeholder Feedback Survey 2008
- C. Job Announcement
- D. Executive Director Position Description

President Cummings asked if everybody had received the subject documents. Hearing no comment, he asked Ms Lawson to go over the first document, the Recruitment Plan.

Ms Twyla then discussed the tentative Recruitment Plan. She said that the primary dates that were of the most importance were the open and close dates for the Job Announcement. She recommended that the Job Announcement be posted for three weeks, with the understanding that it could be extended if necessary. She said that the goal would be to have a new Executive Director on Board by no later than April 21, 2008. She asked if there were any changes that needed to be made to the Recruitment Plan.

Hearing none, President Cummings asked her to review the Job Announcement itself.

After Ms Lawson reviewed this document, which she said was based on the Position Description. She asked if there were any questions.

Discussion followed as to what was the definition of a program. Ms Lawson said that a program is actually a unit. It does not have to be a government agency, nor does the applicant have to have experience managing a government program. A private business is considered a unit. She said she wasn't allowed to modify or clarify this section though to reflect that. She then asked if anyone had any other questions or comments. Hearing none, she said that she would receive all applications, and would conduct the reference checks, either before or after the second round of interviews.

President Cummings then asked for Public Comment.

After discussion about the mandatory language under the section, To Qualify, President Cummings requested that Ms Lawson review the next document.

Ms Lawson then reviewed the Copy of Recruitment - OMCB Stakeholder Feedback Survey 2008. She said that the purpose of this Survey was to gather information to be used through the selection process, in the interview process, and also to compile information that would eventually be provided to the newly appointed Executive Director.

Discussion followed as to how to distribute this Survey to all the Board's stakeholders. After discussion, staff was then directed to post a link on the Board's website. All surveys would be collected by Ms Lawson.

President Cummings then asked that Ms Lawson review the Position Description.

Ms Lawson did, and then she asked if there were any comments or corrections that were needed.

Ms Stanger had a question about leadership duties.

After discussion, the Position Description was modified per the Board's direction.

Discussion followed as how to advertise, the costs associated with newspaper ads, as well as how to notify the Board's licensees and stakeholders of this Job Announcement. Ms Lawson stated that she would post the Job Announcement for three weeks on the State's Jobs Page, Monster.com, and Harvard Business School's website.

After discussion of costs and timelines, staff was directed to post a link on the Board's website that would link directly to the Job Announcement on the State's Jobs Page, send an email to all those that have email addresses on file with the Board with a link to that announcement, and mail out a copy of the announcement to each licensed facility, with a request that it be posted.

President Cumming asked if there was a motion to adopt these documents.

Brief discussion followed regarding whether this position required a trial service or probationary period. Ms Lawson clarified that the Executive Director serves at the pleasure of the Board, basically an at-will employee. The Job Announcement was then revised to reflect this. (The Executive Director will serve at the pleasure of the Board.)

Mr Ward then moved to accept all the documents discussed, with the revisions identified. Ms Wachter seconded. President Cummings asked if further discussion was required. Hearing none, he asked each Board member to announce their name before they voted. All others were aye and the motion carried unanimously. Those voting in favor: Members Cummings, Kimoto, Kurtz, Martin, Stanger, Wachter, Ward, Wentzel. Those voting no: none.

As this concluded business, President Cummings thanked everyone for attending. There being no further business, he adjourned the meeting.

ADJOURNMENT - The general session was adjourned at 1:40 pm.