

**Oregon Medical Marijuana Program Administrative Workgroup**  
**September 12, 2005, 1:00 PM – 3:30 PM**  
**800 NE Oregon St. Suite 120B**  
**Portland OR 97232**

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The Oregon Medical Marijuana Program (OMMP) Administrative Workgroup provides an opportunity for public to discuss administrative issues with the OMMP management.

**Handouts:** Proposed Meeting Agenda, Senate Bill 1085 Summary, OMMP forms in Spanish and large print, June 27, 2005 revision OMMP Patient Handbook, August 31, 2005 OMMP Financial Statement, OMMP Fee Increase Options.

**Meeting called to order by Dr. Grant Higginson at 1:09 p.m.**

**WELCOME AND INTRODUCTIONS**

Dr. Higginson welcomed group and invited introductions.

**REVIEW OF JUNE 28, 2005 MINUTUES**

Survey on Post-Traumatic Stress Disorder (PTSD) correction on page six, the eighth line down to state PTSD. Previous minutes have recognized attendees of the meetings, current minutes to be corrected to reflect those attending

**ANNOUNCEMENTS**

- Dr. Higginson introduced Patti Gustafson as the new Program Manager with her relevant background and thanked Rick Bayer, Lt. Craig Durban, and internal staff on the interview panel.
- Ms. Gustafson announced her administrative, customer service, and medical background with her goal as manager to assure the program runs smoothly, provides customer service, and adheres to rules and regulations.
- Grant Higginson introduced Shannon O’Fallon as the new Assistant Attorney General, working full-time for Public Health within the Department of Human Services.

## **AGENDA TOPICS**

### **PROGRAM STAFFING UPDATE / PROCESSING TIMES**

- Four Office Specialist 1 positions remain available the program hopes to fill two of the open positions with upcoming interviews, and with plans to fill the other two at a later date. The program is working with HR to reduce turnover rates related to the limited duration classification.
- Processing times continue to improve
- Due to the processing times being so quick Non-Sufficient Funds (NSF) problems have arisen.
- Open to suggestions with solving the NSF problem: Personal checks can be given a ten-day hold to ensure the check clears.

### **FINANCIAL STATEMENT REVIEW**

- Chris Grorud, the program support manager, explained the OMMP Financial Statement using the Financial Statement handout. The past statements will remain on the chart for future reference. The fifth column will change slightly as latent charges may not go through until months after. The projection for that time period is not shown on the chart, \$56,000 off from the projection, excluding HB 5077.
- The revenue is based on amount of patients, the actual data from July 2001 to June 2005, with about 15-20% increasing patients, keeping in mind fee options projections. The increasing trend of patients may continue or level off.

#### ***Comments and Discussion:***

- Patient numbers will increase as more clinics become available for patients, is there anything administratively or legislatively that we could do to insure that the department to prevent cost shifting from happening again?

### **FEE INCREASE**

- Mr. Grorud explained the fee increase on the Fee Increase Options handout. Using the first column to show the current fees, second column showing previous fees, third column shows about 75% of previous fees, and last two columns show examples keeping the

bottom line nearest to zero as possible. The Security Level for three months operations costs is factored where the cash projection is the surplus.

***Comments and Discussion:***

- It was decided by the group that Option C would be best for the program, keeping the OHP/SSI fee at \$20. A commitment was made to review every six months.
- A fee workgroup committee was formed to look into other areas where patients may qualify for the reduced fee. Committee members volunteered: Sandee Burbank, Jaqui Lomont, Kristin Gustafson, Jim Greig, Dave White and John Young.

**MM HANDBOOK AND WEBSITE**

- The handbook is still in the process of development as proper numbering and sections need attention, with the new provisions from 1085 to be added. The handbook informs of basic provisions, such as the amounts and basic how to.
- Ms. Salsbury explained that the handbook has been edited through DHS to amend information as if it were from the department, to remain neutral. With an edited version that DHS has approved, a committee was formed to examine the DHS approved version. Committee members: Melodie Silverwolf, Leland Berger, Jerry Wade, Madeline Martinez and Ed Glick

**SPANISH LANGUAGE MATERIALS**

- Madeline Martinez examined and edited the Spanish application form. However, the form will change with the modifications from 1085.

**NEW POLICY AND PROCEDURE ON ADDRESS**

- Patti Gustafson spoke about the policy and procedure changes regarding Oregon identification information and Date of Birth (DOB) missing on an application form has been addressed. Acceptable forms of designated caregiver information are: Oregon Voter's Registration card with a current photo identification, a military photo identification card, state driver's license, or state identification card.

- Regarding mental health conditions, the OMMP is receiving expert advice from the national level in determining to go forward or not on this issue. There are a number of mental health experts helping determine if there is new, valid research to warrant an expert panel to look at these conditions. However, not all information has been received and the six-month will likely not be met. A list of the conditions and a report will be prepared for next meeting.

***Comments and Discussion:***

- Comments about approval for posting the Policies and Procedures on the website. The OMMP did get approval for posting; however, decided to postpone uploading Policies and Procedures to the webpage until the changes relating to 1085 go into effect.

**SB 1085**

- An advisory workgroup will be created to assist the OMMP with the changes that need to be done.

***Comments and Discussion:***

- A request for an attorney general statement regarding 1085, before 1085 goes into effect, including guidelines for LE. The answer cannot be answered at this time.
- Discussions of grow site limitations with several examples of patients growing, caregivers growing, and individuals that are not patients or caregivers growing. Inquires for clarification of the amount of mature and immature plants, per patient, and the definitions. A workgroup will be set up to discuss administrative rules for clarification.

**GROW SITE REGISTRATION**

- Ms. Salsbury informed the work process of the grower card, with the requirements of 1085. The plan is provide a card and a placard with a seal for the grow site location, without posting names and the actual location. The process is to link the cards to the database and LEDS, finding a balance of providing information and confidentiality.

## **24-HOUR LE VERIFICATION UPDATE**

- Ms. Gustafson spoke of the memorandum of understanding agreement, which clearly states the use of 24/7 is for verification purposes and responsibility to create a log that the OMMP can verify to ensure the persons using the system are logged. Working with OIS, the memorandum is nearly finished. LE is also communicating with OIS and the testing will be done through the OMMP.
- It was clarified that LE does not have access to the OMMP database and cannot go through the system to create any lists. There will be a log created to track those using the system, such as a badge number or agency. If it appears LE are searching for information, the OMMP will be notified. The OMMP is trying to make the system that is easy to use for LE while protecting patients, caregivers, and persons responsible for grow site.

## **TRANSITION TO ADVISORY COMMITTEE**

- Dr. Higginson spoke of going from an Administrative Workgroup to a formal Advisory Committee due to the 1085 changes. A small work group will be set up to identify how the transition will change the workgroup to a committee, including a charter, set of bylaws, composition of the committee, and advice for how committee members be recommended to the Department of Human Services, who is responsible for appointing the committee members.
- It was clarified the work group committee will work on the transition, and those may or may not be chosen to join the actual Advisory Committee.
- Additionally, the Advisory Committee was not a governing board, rather a board that provides advice to the program and DHS. It was further clarified that recommendations will be taken into consideration, but the department may not follow these recommendations.
- A Committee for the Charters and Bylaws for the appointed 11 Member Advisory committee was formed: Steve Gardner, Jim Greig, Kristen Gustafson, Walter (Rod) Hagen, Erin Hildebrandt, Chris Iverson, Debbie Kepic, Peat Kramyer, Trista Okel, Stormy Ray, Jerry Wade, Angelique Yeakle and John Young

- A 1085 advisory committee was created to consider administration rules and implementation of 1085. The committee includes: Leland Berger, Chris Iverson, Melodie Silverwolf, Madeline Martinez, Alicia Williamson, Rick Bayer, Jerry Wade, Stormy Ray, Sandee Burbank, Jim Klahr, Kristin Gustafson, Erin Hildebrandt, Craig Durban, Bob Walker, Steve Gardiner, John Savier, Angelique Yeakle, Jim Greg and LE will be invited to participate.

## **LEGAL QUESTIONS**

- A number of legal questions have been addressed to Ms. O’Fallon. Can a grow site be split between a patient, caregiver, and person responsible for grow site. The department’s interpretation clearly states that only one grow site will be registered and recorded.
- The question of plant definition to be addressed with the advisory administrative rules committee.
- The question if an available form authorizes caregivers to contact the department directly and may remove him or herself as a caregiver. Ms. O’Fallon states there must be two separate forms, a Release of Information and a statement the caregiver may contact the department.

## **SURVEY COMMITTEE**

- In the past a survey committee was discussed, the question is if one should be created. The committee will be charged with gathering additional data of issues regarding secondary conditions that are not listed as qualifying medical conditions and encountered barriers with physicians, caregivers, and medicine.
- There was a question regarding the authority of the Advisory Committee and administrative assistance and support. The Advisory Committee is defined in assisting with administrative aspects, administrative rules, and fee structure. The department will continue to provide support for the effectiveness of committees. The authority of the Advisory Committee will stem from the charter and bylaws, but being an advisory committee, is without state level authority.
- The Survey Committee includes: Ed Glick, John Young, Madeline Martinez, Todd Dalotto, Jacquie Lomont, Bob Walker

**NEXT MEETING**

- December 14, 2005, 9:00 AM to 12:00 PM  
Winema Place  
4074 Winema NE Bldg 53  
Room 227/228  
Salem OR 97305

**Meeting adjourned at 3:45 p.m.**

*Respectfully submitted By Jennifer Burkhardt*