



# MCB

**OREGON MORTUARY & CEMETERY BOARD**

Regulating Death Care Facilities & Practitioners in Oregon.

## EXECUTIVE DIRECTOR'S REPORT for November 2013

### Overview

This report covers the period from September 18 2013 to November 13 2013.

### Administrative

#### **2013 - 2015 Biennium Budget (July 2013 through June 30 2015)**

*The following chart includes a summary of the total expenses against the 2013 - 2015 budget plan, starting with the first month, July 2013, through the most current reconciled available. **Detailed reports are reviewed by the Board treasurer and are also available for review at the Board office.***

*Please note that the legislatively approved budget (LAB) was approved after the publication of the September audited financials, and the audited results for October are not yet available. For now, the chart below includes only the actuals through September. We anticipate the LAB will be available by the next reporting cycle and this table will be fully updated with this information. A copy of the object fund detail is being included in this report for reference.*

	2013 - 2015 Plan (Total Budget approved by Legislature)	Biennium to Date (Actuals to Date, <b>Sept 2013</b> )	Budget Pace
Beginning Cash Balance	\$ Not Available	\$ Not Available	
Revenues	\$ Not Available	\$ 15,174.29	
<b>Total Projected Avail Revenue</b>	\$ Not Available	\$ Not Available	
Personal Services	\$ Not Available	\$ 131,450.97	
Services & Supplies	\$ Not Available	\$ 29,066.45	
<b>Total Expenses</b>	\$ Not Available	\$ 160,517.42	
Ending Cash Balance	Projected end of Bi \$ Not Available	Current Balance* \$ 489,915.56	

\* Reflects actual current treasury balance. Does not reflect all encumbered amounts for October.

### **Revenue Status**

As reflected in the chart above, our cash flow is currently inverted. This is due to two factors:

- Anticipated revenue distribution cycle. Revenue from licensing fees is billed once a year, for facilities in one year and individuals in the list. This concentrates revenue around the end of the calendar year and is part of why the Board must maintain a higher than average ending balance at the end of each fiscal year and each biennium.
- Lack of transfer of death record filing fees. The Board has yet to see any payments from OHA/DHS for death records filed thus far in the biennium. Typically, this amount is budgeted to be \$30K per month. Due to staffing and service changes within those agencies, there have been calculation errors potentially as far back as April. All distribution of funds are currently being held until calculations can be audited and errors corrected.

### **Staffing**

As noted in the last report, Merrill Creagh increased her hours to full time beginning September 26<sup>th</sup>, in her limited duration position to offset the departure of Investigator Magill. In addition, the Board has appointed Jack Polley as a temporary part-time investigator. Jack starts with the Board November 18<sup>th</sup>. Going forward, a full assessment will be performed to address on-going staffing needs and levels ahead of any recruitments.

**Operational Summary Statistics**

Type of License	Sep 16 2013	Nov 12 2013	Trend	Change
Death Care Consultants	0	0	—	0
Embalmer Apprentices	37	41	▲	4
Funeral Service Practitioner Apprentices	53	52	▼	(1)
Interns	7	10	▲	3
Embalmers (Embalmer Only)	22	23	▲	1
Funeral Service Practitioners (FSP Only)	178	181	▲	4
Combination License: Embalmer	410	410	—	0
Combination License: FSP	410	410	—	0
Military Combination License: Embalmer	0	0	—	0
Military Combination License: FSP	0	0	—	0
Preneed Salespeople	250	261	▲	11
Funeral Establishments	194	194	—	0
Immediate Disposition Companies	8	9	▲	1
Crematoriums	65	65	—	0
Cemeteries, Operating	471	472	▲	1
Cemeteries, Registered Non-Operating	48	48	—	0
Removal Registrations	27	27	—	0
Alternative Disposition Facilities	1	1	—	1
<b>Combined Total of all Licenses, Registrations:</b>	2181	2204	▲	23

**Licensing Exam Histories:**

FSP Exam Date	Pass Rate			Score Range	
	Passed	Failed		Highest Score	Lowest Score
<b>October 18 2013</b>	8	5	62%	91.5%	70.0%
July 26 2013	14	9	61%	85.0%	62.5%
January 25 2013	2	4	33%	88.0%	<b>52.5%</b>
November 21 2012	3	1	75%	86.0%	73.5%
July 23 2012	9	4	69%	90.0%	66.5%
January 23 2012	4	3	57%	91.5%	69.5%
October 28 2011	8	2	80%	90.0%	68.0%
July 28 2011	14	5	74%	84.0%	58.0%
January 28 2011	5	3	63%	80.0%	62.0%
October 20 2010	0	1	0%	72.0%	72.0%
July 28 2010	9	2	82%	<b>92.0%</b>	57.5%
April 14 2010	4	0	100%	83.0%	82.0%
January 27 2010	3	4	43%	81.5%	70.0%
October 27 2009	3	2	60%	86.0%	69.0%
July 29 2009	13	2	87%	89.5%	67.0%
January 28 2009	6	2	75%	86.0%	64.5%

**Licensing Exams continued:**

DCC Exam Date	Pass Rate			Score Range	
	Passed	Failed		Highest Score	Lowest Score
October 18 2013	0	1	0%	0.0%	53.0%
July 26 2013	0	0	0%	0.0%	0.0%
January 25 2013	0	1	0%	0.0%	63.0%
July 23 2012	0	2	0%	54.5%	<b>52.0%</b>
January 26 2011	0	0	0%	0.0%	0.0%
October 20 2010	1	0	100%	<b>76.0%</b>	76.0%

**Licensing Transactions Executed Pursuant to Delegated Authority:****1 Permanently Lapsed Licenses, with effective date:**

- a **Hanson**, Rick A, CO-3542, January 1 2014 (will not be renewing).
- b **Sander**, John L, CO 3345, January 1 2014 (will not be renewing).
- c **Weddle**, Robert D, CO-3420, October 15 2013 (deceased).

**2 Unqualified Applicants - None.****3 Licenses Inactivated, with effective date:**

- a **Armstrong**, Frank T, AF-2093, under Tiffany Hubbard, September 12 2013.
- b **Gordon**, Zachary R, AE-3328, under John Harrison, September 30 2013.
- c **Rice**, Brittney D, AF-2153, under John Harrison, September 30 2013.
- d **Rodgers**, Stuart Alexander, AF-2170, under Bryan Scott Michael, April 5 2013.
- e **Weaver**, Joshua R, AF-2154, under Deborah L Wolf, October 18 2013.
- f **Worden Brosey**, Michelle Karine, AE-3321 and AF-2199 under Daniel T Silva, October 8 2013.

AD: Alternative Disposition Facility; AE: Apprentice Embalmer; AF: Apprentice FSP; CE: Cemetery; CM: City owned Cemetery; CO: Combination Embalmer and FSP; CR: Crematory; CS: Special Tax District owned Cemetery; CY: County owned Cemetery; DC = Death Care Consultant; EM: Embalmer; FE: Funeral Establishment; FS: Funeral Service Practitioner; IP: Intern Permit; PN: Preneed Salesperson; RR: Removal Registration.

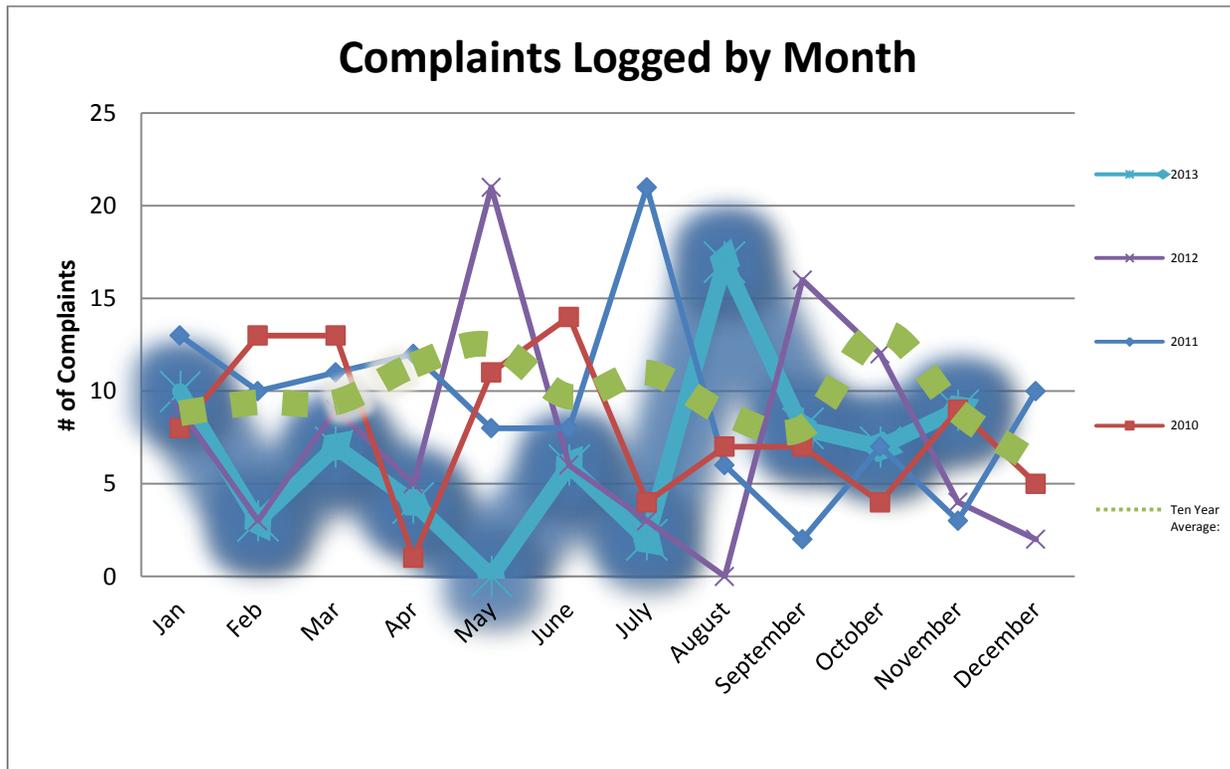
**4 Licenses Suspended: None.****5 Facility License Surrendered: None.****6 Licenses Revoked: None.**

**Inspections**

<b>Inspectors</b>	<b>2</b>	<b>3</b>	<b>4</b>		<b>2</b>	<b>2.5</b>	<b>3</b>	<b>4</b>
Jan-06		20			Jul-10	21		
Mar-06		24			Sep-10	27		
May-06		22			Nov-10	40		
Jul-06		36			Jan-11	22		
Sep-06		28			Mar-11	28		
Nov-06			69		May-11	23		
Jan-07			45		July-11	35		
Mar-07			56		Sep-11	22		
May-07			43		Nov-11	33		
Jul-07			44		Jan-12	45		
Sep-07		39			Mar-12	7		
Nov-07		53			May-12	23		
Jan-08		50			Jul-12	32		
Mar-08			28		Sep-12	38		
May-08			28		Nov-12	53		
Jul-08		14			Jan-13	22		
Sep-08		23			Mar-13	34		
Nov-08	23				May-13	21		
Jan-09	11				July-13	43		
Mar-09		30			Sept-13	24		
May -09		16			Nov-13	19		
Jul-09		25						
Sept-09		20						
Nov-09		26						
Jan-10		12						
Mar-10		20						
May-10	11							

NOTE: Inspectors = Compliance Manager and Compliance Specialist (In some bi-monthly periods, CM may have conducted very few or no inspections, but is still counted as FTE for consistency)

NOTE: This new graph looks at complaints logged in a given month. These numbers do not reflect basic inquiries or nor do they reflect complexity or status of the cases. These numbers reflect logged complaints from all sources. The average line represents an 10 year average.



Investigations

INVESTIGATIVE CASES	With ABC's	Without ABC's
<b>Total Cases Open</b>	<b>135<sup>1</sup></b> <b>(122)<sup>2</sup></b>	<b>68<sup>1</sup></b> <b>(67)<sup>2</sup></b>
<b>Pending an Investigative Report</b>	<b>46</b> <b>(44)</b>	<b>24</b> <b>(23)</b>
<b>Completed Investigative Report, presented 11/19/2013</b>	<b>25</b> <b>(9)</b>	<b>8</b> <b>(5)</b>
<b>Completed Investigative Report, Issued Notice of Denial, Pending Default Order or Hearing</b>	<b>5</b> <b>(0)</b>	<b>1</b> <b>(0)</b>
The Investigation / Report is complete – The Staff presented the Case to the Board – The Board voted to initiate Disciplinary or Denial Action – Case is now pending:		
<i>Notice of Proposed Disciplinary or Denial Action</i>	<b>23</b> <b>(49)</b>	<b>10</b> <b>(29)</b>
<i>Order</i>	<b>26</b> <b>(11)</b>	<b>20</b> <b>(7)</b>
<i>Board Decision pending more information (tabled cases)</i>	<b>9</b> <b>(9)</b>	<b>4</b> <b>(3)</b>
<i>Contested Case Hearing</i>	<b>1</b> <b>(0)</b>	<b>1</b> <b>(0)</b>
<sup>1</sup> Figures effective on November 12, 2013		
<sup>2</sup> Figures from Sept 24, 2013 ED Report are in parenthesis		
INVESTIGATIVE CASES - AGING REPORT	With ABC's	Without ABC's
<b>Total Cases Pending an Investigative Report</b>	<b>46</b> <b>(44)</b>	<b>24</b> <b>(23)</b>
<b>Cases Opened in last 0-30 days</b>	<b>9</b>	<b>5</b>
<b>Cases Opened in last 31-60 days</b>	<b>2</b>	<b>1</b>
<b>Cases Opened in last 61-90 days</b>	<b>3</b>	<b>2</b>
<b>Cases Opened in last 91-120 days</b>	<b>8</b>	<b>3</b>
<b>Cases Open more than 120 days</b>	<b>24</b>	<b>13</b>
<b>REQUEST FOR EXTENSION:</b> Cases received over 60 days ago (shaded above) require the Board to consider voting to extend the time allowed for an investigative report pursuant to ORS 676.165.		

NOTE: Approval of the Executive Director's Report, and the Aging Report listed here, includes approval of an extension of case reporting for up to an additional 60 days under ORS 676.165.