



EXECUTIVE DIRECTOR'S REPORT

for MAY 2010

Overview

This report covers the period from March 24th 2010 through May 18th, 2010.

Administrative

2011-2013 Budget Process Continues

The State of Oregon budgeting and planning process for the 2011-2013 biennium kicked off March 17th. We will be developing budget and program recommendations for the Board's consideration and approval for submittal to the office of Budget and Management for review over the next few months. The Board is an early submittal agency, meaning that the final Agency Request Budget must be completed and submitted by August 1st, 2010.

2009-2011 Current Budget Status Summary

The following chart includes a summary of the total expenses against plan through the month of **March 2010**, the most current reconciled available. Detailed reports are available for review at the OMCB offices. As expected at the beginning of a fiscal year, the Board depends predominantly on the cash balance carried over from the prior budget cycle to cover expenses until the influx of licensing revenue, which is billed and received predominantly on a calendar year end cycle. The Board was able to avoid the need for a loan, however Board programs have suffered through longer timelines and response time.

The influx of licensing fee revenue will continue to slow and drop off until the next billing cycle at the end of the calendar year. We will see expenses exceed revenues until that time. The cash balance is essential during these periods between annual licensing cycles. Please note that the projected ending cash balance is based on the ending balance in the most current reporting month.

	2009-2011 Plan (Total Budget)	Biennium to Date (Actuals to Date)	Budget Pace* (37.5%)
Beginning Cash Balance	\$ 93,262.00	\$ 88,570.00	
Revenues	\$ 1,487,784.00	\$ 449,165.08	28.4%
Total Projected Avail Revenue	\$1,581,046.00	\$ 537,735.08	
Personal Services	\$ 915,181.00	\$ 267,634.00	
Services & Supplies	\$ 345,006.00	\$ 91,610.25	
Total Expenses	\$ 1,260,187.00	\$ 359,244.25	28.5%
Projected Ending Cash Balance	\$ 320,859.00	\$ 178,490.83	

Note: Budgetary Impact of Death Certificate Filing Fee Increase Implementation

Due to the complexity of implementing the filing fee increase, the Board will receive approximately \$25K less than estimated as part of the legally adopted budget for FY2009-11.

Staffing

As noted in the last report, Brenda Biggs joined the staff as a Compliance Specialist on March 15th, and has been getting up to speed on Board activities. Her primary responsibilities are site inspections and working proactively with licensees to maintain compliance with Board rules and regulations. We are pleased to have her aboard.

We have posted recruitments for a full time Investigator, as well as a limited duration full-time Investigator, a position that will sunset July 2011 (at the end of the biennium). Funding for the limited duration position is comprised of the unspent personal services allocation; funding which has been unspent thus far as a result of open positions. As a reminder, the Board had to hold on recruitments until sufficient revenue was raised. Once trained and up to speed, the two Investigators will address the current backlog of cases, and get us back up to speed on meeting our benchmarks and desired service levels.

We have also completed a staffing review with the Department of Administrative Services (DAS) Human Resources Division to verify that the position types and levels were sufficient for our program. As a result, three existing positions were reclassified and some work assignments shifted around a bit. Most notably, these changes will allow the Board to address outreach and education—both for the general public and our licensees—more effectively.

As a result of the review, we are now also able recruit the final staff position, and reach full staffing levels. By the week of the May Board meeting, we expect to have posted a recruitment for an Office Specialist, who will focus on initial licensing, public contact, and other administrative duties. This position will be approximately $\frac{3}{4}$ time.

I would also like to extend my continued appreciation to Ms. Cray, who is continuing part time with the Board on special projects until our positions are filled.

Oregon Health Boards Effectiveness & Efficiency Review

Representative Val Hoyle and Senior Health Policy Advisor to the Governor Claudia Black are co-chairing a review of the Health Related Regulatory Boards, of which the OMCB is one. A kick-off meeting was held April 29th in Salem, at which the co-chairs identified the project scope and objectives, and sought input from attendees, which included Board Presidents, Executive Directors and Association stakeholders. The co-chairs clarified that this effort was not an attempt to consolidate all these Boards into a single “super-board”, but rather the intent was to retain the structure of separate industry-specific Boards as is for discipline and policy. The focus is on identifying ways of streamlining administrative functions or implementing other changes that would result in greater efficiencies without sacrificing service levels.

A small project team will be formed to review and develop recommendations to bring to the full stakeholder group. The project is expected to report out at the late September interim House Health Committee Meeting.

Operational Summary Statistics

Type of License	March 23 2010	May 17 2010	Trend	Change
Embalmer Apprentices	35	37	Down	+2
Interns	7	14	Up	+7
Embalmers	16	18	Up	+2
Funeral Service Practitioner Apprentices	49	50	Up	+1
Funeral Service Practitioners	164	170	Up	+6
Combination License:				
Embalmers	401	406	Up	+5
FSPs	401	406	Up	+5
Military Combination License:				
Embalmer	0	0	-	-
FSP	0	0	-	-
Preneed Salespeople	139	174	Up	+35
Funeral Establishments	193	193	-	-
Immediate Disposition Companies	8	8	-	-
Crematoriums	65	66	+	+1
Cemeteries, Operating	460	461	Up	+1
Cemeteries, Registered Non-Operating	75	75	-	-
Removal Registrations	17	21	Up	+4
Combined Total of all Licenses, Registrations:	2030	2099	Up	+69

Licensing Transactions Executed Pursuant to Delegated Authority

1. Permanently Lapsed Licenses:

- a. **Aaronson**, Jerold D - FSP license, FS-0379, effective January 1 2010.
- b. **Aasum Jr**, Thomas R - FSP and Embalmer licenses, CO-3000, effective January 1 2010.
- c. **Attrell**, Clifford E - FSP and Embalmer licenses, CO-3017, effective January 1 2010.
- d. **Bishop**, Renee R - FSP License, FS-0011, effective January 1 2010.
- e. **Brockbank**, Brian L - FSP and Embalmer licenses, CO-3547, effective January 1 2010.
- f. **Evans**, Rhonda Lynn - Embalmer license, EM-2213, effective January 1 2010.
- g. **Fiss**, Norman S - Embalmer license, EM-2135, effective January 1 2010.
- h. **Fitzgerald**, Jerome F - FSP and Embalmer licenses, CO-3124, effective January 1 2010.
- i. **Gamble**, Brady C - Embalmer license, EM-2209, effective January 1 2010.
- j. **Godfrey**, Kim J - FSP and Embalmer licenses, CO-3812, effective January 1 2010.
- k. **Hamilton**, Michael G - FSP License, FS-0515, effective January 1 2010.
- l. **Harmon**, Archer W - FSP and Embalmer licenses, CO-3802, effective January 1 2010.
- m. **Hoyt**, Debra Rose - FS-0172, effective January 1 2010.
- n. **Hossler**, Keith E - FSP and Embalmer licenses, CO-3186, effective January 1 2010.

- o. **Johnson**, Marilyn L - FSP License, FS-0398, effective January 1 2010.
 - p. **Kowaleski**, Barbara L- FSP License, FS-0274, effective January 1 2010.
 - q. **Landry**, Theodore W - Embalmer license, EM-2025, effective January 1 2010.
 - r. **Martin**, Charles T - FSP License, FS-0059, effective January 1 2010.
 - s. **McCrary**, Shanna D - FSP and Embalmer licenses, CO-3795, effective January 1 2010.
 - t. **McNeil**, Michael R - FSP and Embalmer licenses, CO-3612, effective January 1 2010.
 - u. **Meier**, Kenneth John - FS-0539, effective January 1 2010.
 - v. **Moss**, Melvin L- FSP License, FS-0345, effective January 1 2010.
 - w. **Otterbein**, Doran L - Embalmer license, EM-2175, effective January 1 2010.
 - x. **Paul**, Eugene F - Embalmer license, EM-1001, effective January 1 2010.
 - y. **Pedersen**, Rebecca M - FSP License, FS-0499, effective January 1 2010.
 - z. **Peters**, Larry R - FSP and Embalmer licenses, CO-3305, effective January 1 2010.
 - aa. **Portnoff**, Wendy N - FSP and Embalmer licenses, CO-3662, effective January 1 2010.
 - bb. **Ramsour**, Nancy - FSP License, FS-0267, effective January 1 2010.
 - cc. **Scheef**, Angela C - FSP License, FS-0545, effective January 1 2010.
 - dd. **Sheldon**, Charles L - FSP License, FS-0098, effective January 1 2010.
 - ee. **Thompson**, Nanett F - Embalmer license, EM-2163, effective January 1 2010.
 - ff. **Unger**, Thomas D - FSP and Embalmer licenses, CO-3399, effective January 1 2010.
 - gg. **Warnock Jr**, James L - FS-0142, effective January 1 2010.
 - hh. **Weddle-Reith**, Carol (Kelly) A - FSP License, FS-0307, effective January 1 2010.
2. Unqualified Applicants - None.
3. Licenses Inactivated:
- a. **Crowson**, Jerry W - Embalmer's license only, effective 01/01/2010.
 - b. **King**, Robert B - Preneed license, PN-8540, effective 04/02/2010.
 - c. Sisters Funeral Home Inc dba **Autumn Funerals, La Pine, FE-8652**, 51636 Huntington Road, La Pine OR, closed as of March 31 2010. Permanent records are located at Autumn Funerals, Bend.

Investigations

INVESTIGATIVE CASES	With ABC's	Without ABC's
Total Cases Open	133¹ (145 ²)	56 (64)
Pending an Investigative Report	63 (89)	33 (32)
Completed Investigative Report, presented today	33 (21)	5 (10)
The Investigation and Report is complete – The Staff has presented the Case to the Board – The Board voted to initiate Disciplinary Action – Pending:		
Notices of Proposed Disciplinary Action pending	13	6
Default/Consent Orders pending (No hearing requested)	6	6
Hearing requested - Final Order pending	18	6
¹ Figure effective on May 17, 2010		
² Figures from March 30, 2010 ED Report are in parenthesis		
INVESTIGATIVE CASES - AGING REPORT	With ABC's	Without ABC's
Total Cases Pending an Investigative Report	63 (89)	33 (32)
Cases Opened in last 0-30 days	3	3
Cases Opened in last 31-60 days	1	1
Cases Opened in last 61-90 days	6	4
Cases Opened in last 91-120 days	4	3
Cases Open more than 120 days	49 (72)	22 (21)
REQUEST FOR EXTENSION: Cases received over 61 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: Inspectors = Compliance Manager and Compliance Analyst (In some bi-monthly periods, CM may have conducted very few or no inspections, but is still counted as FTE for consistency)