



EXECUTIVE DIRECTOR'S REPORT

for MAY 2011 Revised

Overview

This report covers the period from March 23rd, 2011 to May 17th, 2011.

Administrative

2009-2011 Current Budget Status & Summary

The following chart includes a summary of the total expenses against plan through the month of **APRIL 2011**, the most current reconciled available. Detailed reports are available for review at the Board office. 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 begin to see a trend of 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* (91.6%)
Beginning Cash Balance	\$ 93,262.00	\$ 88,570.00	
Revenues	\$ 1,487,784.00	\$ 1,306,953.81	88.3%
Total Projected Avail Revenue	\$1,581,046.00	\$ 1,395,523.81	
Personal Services	\$ 915,181.00	\$ 755,056.08	
Services & Supplies	\$ 345,006.00	\$ 287,311.22	
Total Expenses	\$ 1,260,187.00	\$ 1,042,367.30	82.7%
Projected Ending Cash Balance	\$ 320,859.00	\$ 353,156.50	

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.

2011-2013 Current Budget Status & Summary

As of the publication of this report, the 11-13 budget was not scheduled for work session in the Legislature. An update, if any, will be presented at the May Board meeting.

Staffing

We are fully staffed. However, our limited duration Investigator dropped to half time in April due to a variety of factors, which will extend the project and will lead to the board requesting to extend the duration of this limited duration position into the next biennium. We will know impacts on staffing once the final Legislatively Approved Budget is released.

Board personnel are also providing administrative coverage of the Oregon Board of Examiners of Licensed Dietitians (BELD), as approved by the Board at the March meeting. This work has predominantly been performed by the Executive Director as part of an assessment effort, but beginning in mid-May, will be spread across multiple board positions to better balance workloads and service provision. The duration of the arrangement will depend on the legislative direction as part of the budget approval process. BELD is paying for services provided via intergovernmental agreement.

Operational Summary Statistics

Type of License	Mar 22 2011	May 11 2011	Trend	Change
Death Care Consultants	0	0	-	0
Embalmer Apprentices	37	39	▲	2
Interns	14	19	▲	5
Embalmers	21	21	—	0
Funeral Service Practitioner Apprentices	53	54	▲	1
Funeral Service Practitioners	176	177	▲	1
Combination License: Embalmers	415	414	▼	(1)
Combination License: FSPs	415	414	▼	(1)
Military Combination License: Embalmer	0	0	—	0
Military Combination License: FSP	0	0	—	0
Preneed Salespeople	232	246	▲	14
Funeral Establishments	189	193	▲	4
Immediate Disposition Companies	7	8	▲	1
Crematoriums	63	65	▲	2
Cemeteries, Operating	441	455*	▲	14
Cemeteries, Registered Non-Operating	74	74	—	0
Removal Registrations	24	26	▲	2
Combined Total of all Licenses, Registrations:	2161	2204	▲	44

* All licenses to operate a funeral establishment or an immediate disposition company, all certificates of authority to operate a cemetery or a crematory expired January 1 2011, unless renewed by March 31 2011. Since March 22 2011, 14 cemeteries renewed their license. As of May 1 2011, six cemeteries failed to renew.

Licensing Exams

FSP Exam Date	Pass Rate			Score Range	
	Passed	Failed		Highest Score	Lowest Score
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%	92.0%	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%
November 5 2008	1	0	100%	77.5%	77.5%
July 23 2008	16	5	76%	89.5%	56.5%
January 23 2008	12	5	71%	91.5%	60.5%
July 25 2007	13	4	76%	91.0%	68.5%
January 24 2007	2	3	40%	83.5%	71.5%
November 27 2006	3	3	50%	94.5%	58.5%
March 23 2006	1	1	50%	75.5%	73.0%
July 26 2006	13	4	76%	88.0%	69.0%
February 1 2006	9	1	90%	87.0%	74.5%
July 27 2005	10	4	71%	88.0%	68.0%
January 26 2005	10	7	59%	95.0%	61.0%

DCC Exam Date	Pass Rate			Score Range	
	Passed	Failed		Highest Score	Lowest Score
October 20 2010	1	0	100%	76.0%	76.0%

Licensing Transactions Executed Pursuant to Delegated Authority**1 Permanently Lapsed Licenses:**

- a Irrigon Cemetery Maintenance District dba **Desert Lawn Memorial Cemetery**, CS-0175, 15th And Oregon Avenue East, Irrigon OR 97844
- b **Historic Columbian Cemetery**, CE-0711, 1151 N Columbia Blvd, Portland OR 97217
- c **North Yamhill Cemetery Corporation**, CE-0801, 4.5 Miles from Yamhill on Pike Road, turn right 1/4 Mile on Hacker Road, Yamhill OR 97148
- d **Pistol River Cemetery Maintenance District**, CS-0792, Pistol River Loop, (Hwy 101 East To Pistol River Loop), Pistol River OR 97444
- e **Sterlingville Cemetery Association**, CE-0702, 6525 Sterling Creek Road, Jacksonville OR 97530
- f The Japanese Ancestral Society of Portland dba **The Japanese Ancestral Society of Portland Cemetery**, CE-0372, 5625 NE Fremont Street, Portland OR 97213

2 Unqualified Applicants - None.

3 Licenses Inactivated:

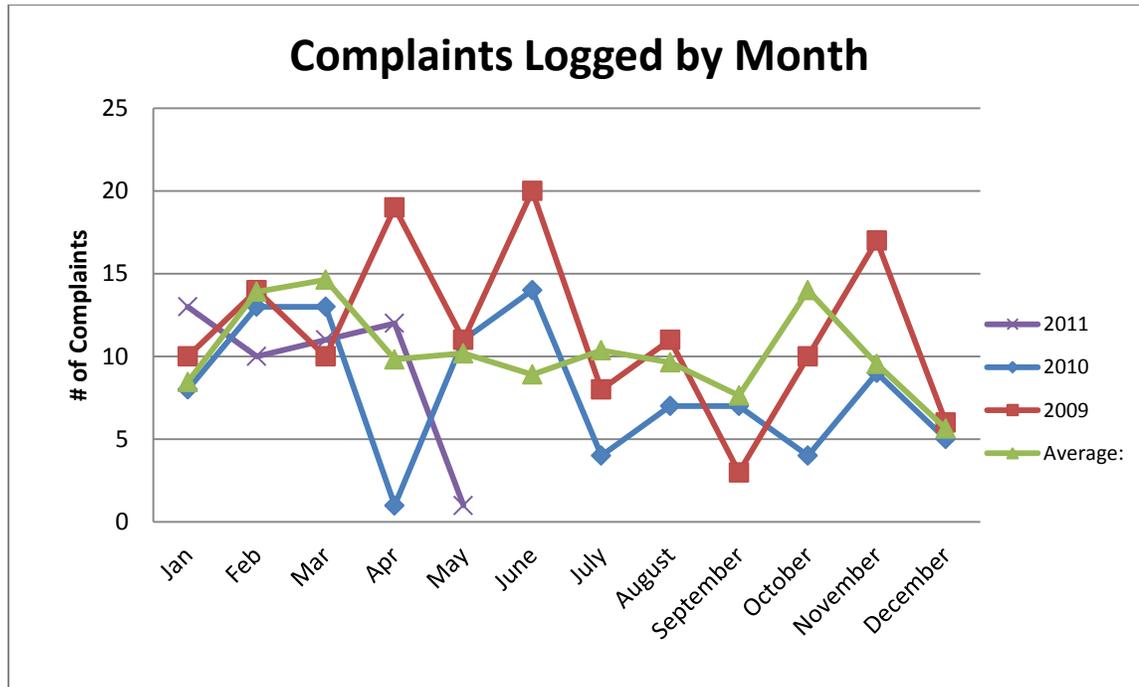
- a **Marsh**, Dean R, CO-3250 (deceased).
- b **Kalamaris**, Alissa M, AF-2089 under Koons, Joe Henry, effective April 30 2011.
- c **Preboski**, Erica B, AF-2050 under Wolf, Deborah L, effective April 29 2011.
- d **Pitman**, James D, AE-3137 under Shanks Jr, Ronald E, effective April 1 2011.
- e **Willis**, Stephanie, AF-2118 & AE-3265 under Bush, Karen M, effective April 9 2011.
- f **Harris II**, Arthur L, AF-2108 under Olson, Eleanor L, effective April 30 2011.

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

Inspectors	2	3	4		2	2.5	3	4
Mar-05	22				May-08		28	
May-05		14			Jul-08	14		
Jul-05		17			Sep-08	23		
Sep-05		29			Nov-08	23		
Nov-05		45			Jan-09	11		
Jan-06		20			Mar-09	30		
Mar-06		24			May-09	16		
May-06		22			Jul-09	25		
Jul-06		36			Sept-09	20		
Sep-06		28	69		Nov-09	26		
Nov-06			45		Jan-10	12		
Jan-07			56		Mar-10	20		
Mar-07			43		May-10	11		
May-07			44		Jul-10	21		
Jul-07					Sep-10	27		
Sep-07		39			Nov-10	40		
Nov-07		53			Jan-11	22		
Jan-08		50			Mar-11	28		
Mar-08			28		May-11	23		

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)

Complaints



NOTE: This new graph looks at complaints logged in a given month. These numbers do not reflect basic inquiries or initial complaints that have not yet been logged as a case entry, nor do they reflect complexity or status. These numbers reflect logged complaints from all sources. The average line represents a ten year average.

Investigations

INVESTIGATIVE CASES	With ABC's	Without ABC's
Total Cases Open	95¹ (107 ²)	47 (59)
Pending an Investigative Report	34 (45)	18 (23)
Completed Investigative Report, presented today	22 (26)	11 (17)
The Investigation / Report is complete – The Staff presented the Case to the Board – The Board voted to initiate Disciplinary Action/Denial – Pending:		
<i>Notice of Proposed Disciplinary Action or Denial</i>	27 (20)	11 (9)
<i>Order</i>	7 (10)	4 (6)
<i>Requested Hearing</i>	5 (3 respondents) (6)	3 (2 hearings) (4)
¹ Figure effective on May 17, 2011		
² Figures from March 22, 2011 ED Report are in parenthesis		
INVESTIGATIVE CASES - AGING REPORT	With ABC's	Without ABC's
Total Cases Pending an Investigative Report	34 (54)	18 (30)
Cases Opened in last 0-30 days	7	4
Cases Opened in last 31-60 days	5	3
Cases Opened in last 61-90 days	3	2
Cases Opened in last 91-120 days	2	1
Cases Open more than 120 days	17 (37)	8 (21)
REQUEST FOR EXTENSION: 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.