

## EXECUTIVE DIRECTOR'S REPORT for October 5 2017

This report covers the period from June 6<sup>th</sup>, 2017 to October 2<sup>nd</sup>, 2017

### Administrative

#### 2017 - 2019 Biennium Budget (July 01 2017 through June 30 2019)

##### *Board Budget Bill (SB 5523A) and Legislative Reductions (HB 5006)*

The Board's Budget bill, SB 5523A, was approved and later reduced in HB 5006, by \$21,099. This "end of session" bill put into place reductions resulting from adjustments in rates for services, as well as various across the board reductions resulting from the overall legislative session and final state budget.

##### *Budget Summary thru August 2017*

Revenues	August 2017	Biennium to Date	% of Budget Received	Flat Line Budget Pace	2017-19 Biennium Total Budget
All sources, including cash reserves & reimbursements	118,192	146,241	8%	5%	3,076,287

Expenditures	August 2017	Biennium to Date	% of Budget Spent	Flat Line Budget Pace	2017-19 Biennium Total Budget
Personal Services	55,944	111,611	8%	8%	1,359,926
Supplies & Services	19,580	43,718	6%	8%	792,274
<b>Total</b>	<b>75,524</b>	<b>155,328</b>	<b>7%</b>	<b>8%</b>	<b>2,152,200</b>
Ending Balance					~ 10 months 924,087

***Note on Coverage and 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 (typically 8-10 months). The Board also self-insures against unknown expenses such as costs associated with hearings. Please also note that there is a difference between limitation (authorization to spend) and cash on hand. If we anticipate exceeding our limitation total for any expense line items, we must seek that additional limitation authority from the Oregon Legislature via Emergency Board (Ways & Means) proceedings even if we have sufficient ending balance to cover those expenses.*

##### *Background on Revenue Sources*

The revenue budgeted for the biennium included monies from multiple sources, including ones that pass through the agency. The total for the biennium includes a beginning cash balance of \$951,900 (cash reserves carrying over from prior biennium), the total amount collected for death filing fees, which support both the Board programs and the Indigent Disposition Fund, licensing fees, estimates for miscellaneous revenue such as from civil penalties or interest, and a transfer-in amount of \$130,924 from the other 833 boards, covering 5/6<sup>ths</sup> of the cost of the shared accounting function, which is budgeted in the OMCB budget.

The death filing fee is projected to collect approximately \$1,376,107 in total revenue for the 17-19 biennium. The actual amount received will depend on the number of actual deaths registered and billed within the biennium. The revenue projection is based on Oregon death data provided by the Office of Vital Statistics and population data from the State Economist's Office, or an anticipated 68,805 deaths within the biennium. Six dollars of each \$20 death filing fee is earmarked for the Indigent Disposition Program, which represents a projected total of \$412,832, before administrative expenses. Expenses are legislatively limited to 5% of the total, leaving an estimated \$392,190 available for indigent claims this biennium.

## Licensing Transactions Executed Pursuant to Delegated Authority

- 1 Permanently Lapsed Facility Licenses**, with effective date: **None**
- 2 Unqualified Applicants: None.**
- 3 Individual Licenses Inactivated**, with effective date:
  - a Atwood**, Justin G F: AE-3409 and AF-2313 under Daniel T Silva, June 2 2017.
  - b Guido**, Lauren Ashley: AE 3433 and AF 2340 under Travis D Sandusky, July 14 2017.
  - c Huber**, Ashtin A: AE-3429 and AF-2336 under Kenneth M Huber, July 28 2017.
  - d Humphrey**, Samantha J: AE-3355 and AF-2267 under Jeffrey W Hoyt, June 30 2017.
  - e Johnson**, Amanda Deloris: AE-3408 and AF-2312 under Elizabeth R Ralston, June 12 2017.
  - f McShane**, Deborah E: PN-9310, August 23 2017.
  - g Pettibone**, Melinda Lora: AE 3448 and AF 2357 under John J Harrison, July 3 2017.
  - h Stanton**, Edwin B (Pete): CO-3371, July 1 2017 (deceased).
  - i Taylor**, Steven W: AE-3438 and AF-2350 under Walter F Taylor, August 4 2017.
  - j Toles**, Daniel Frank: AE-3393 and AF-2287 under Joseph Erik Sharps, August 7 2017.
  - k Wolff**, Donald J: AE-3436 and AF-2347, under Perry J Ordeman, June 13 2017.
  - l Kowaleski**, Douglas F: CO-3215, September 6 2017 (deceased).
  - m Alexander**, Sasha A A: AF-2317 under Brent E Carnes, June 9 2017.
- 4 Individual or Facility Licenses Suspended: None.**
- 5 Facility License(s) Inactivated**, with effective date:
  - a Klamath Tribute Center LLC**, FE-8725  
6420 South 6th Street  
Klamath Falls OR 97603  
  
Closed August 9 2017.
- 6 Licenses Revoked**, effective date: **None.**

**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.

## Operational Summary Statistics- Licensing

Type of License	May 30 2017	Oct 3 2017	Change	Trend
Death Care Consultants	0	0	0	—
Embalmer Apprentices	54	54	0	—
Funeral Service Practitioner Apprentices	69	62	(7)	▼
Interns	13	9	(4)	▼
Embalmers (Embalmer Only)	24	22	(2)	▼
Funeral Service Practitioners (FSP Only)	173	182	9	▲
Combination License: Embalmer	388	396	8	▲
Combination License: FSP	388	396	8	▲
Military Combination License: Embalmer	0	0	0	—
Military Combination License: FSP	0	0	0	—
Preneed Salespeople	190	204	14	▲
Funeral Establishments	192	195	3	▲
Immediate Disposition Companies	8	8	0	—
Crematoriums	64	65	1	▲
Cemeteries, Operating	302	302	0	—
Cemeteries, Operating, Municipal	36	36	0	—
Cemeteries, Operating, County	7	7	0	—
Cemeteries, Operating, Special District	133	133	0	—
Cemeteries, Registered Non-Operating	48	48	0	—
Removal Registrations	28	28	0	—
Alternative Disposition Facilities	1	1	0	—
Combined Total of all Licenses, Registrations:	2118	2148	30	▲

### Licensing Exam Update

As directed previously by the Board, The International Conference of Funeral Service Examining Boards Inc. will be administering the Board's Funeral Service Practitioner and Embalmer examinations via a computer-based exam. This project is still in process, and Board staff is targeting turnover to the Conference by the end of the calendar year. Until that time, the exam is being offered to parties inquiring to take the test, on an as needed basis by the Board staff. This is why August, for example, had three different exams. While this creates potentially more work on an interim basis, it is necessary to make sure all exam applicants can sit for the exam when desired.

DCC Exam Date	DCC Pass Rate			Score Range	
	Passed	Failed		Highest Score	Lowest Score
Aug 31 2017	0	0	0%	0.0%	0.0%
Aug 14 2017	0	0	0%	0.0%	0.0%
Aug 9 2017	0	0	0%	0.0%	0.0%
Jun 16 2017	0	0	0%	0.0%	0.0%
Feb 6 2017	0	0	0%	0.0%	0.0%
Jan 16 2017	0	0	0%	0.0%	0.0%
Nov 21 2016	0	0	0%	0.0%	0.0%
Jul 22 2016	0	0	0%	0.0%	0.0%
Apr 22 2016	0	0	0%	0.0%	0.0%
Jan 22 2016	0	0	0%	0.0%	0.0%
Sep 25 2015	0	1	0%	0.0%	60.0%
Jul 22 2015	0	0	0%	0.0%	0.0%
May 28 2015	0	0	0%	0.0%	0.0%
Apr 24 2015	0	0	0%	0.0%	0.0%
Jan 29 2015	0	0	0%	0.0%	0.0%

FSP Exam Date	FSP Pass Rate			Score Range	
	Passed	Failed		Highest Score	Lowest Score
Aug 31 2017	1	0	100%	92.0%	92.0%
Aug 14 2017	1	0	100%	82.0%	82.0%
Aug 9 2017	1	0	100%	87.0%	87.0%
Jun 16 2017	16	0	100%	90.0%	75.0%
Feb 6 2017	6	0	100%	<b>98.0%</b>	78.0%
Jan 16 2017	2	0	100%	76.5%	75.5%
Nov 21 2016	5	10	33%	87.0%	60.5%
Jul 22 2016	7	8	47%	85.5%	64.5%
Apr 22 2016	5	9	36%	85.0%	59.5%
Jan 22 2016	6	9	40%	87.0%	58.0%
Sep 25 2015	6	3	67%	82.5%	<b>54.5%</b>
Jul 22 2015	10	2	83%	86.5%	57.5%
May 28 2015	1	0	100%	82.5%	82.5%
Apr 24 2015	5	2	71%	85.5%	66.0%
Jan 29 2015	7	5	58%	86.5%	62.0%

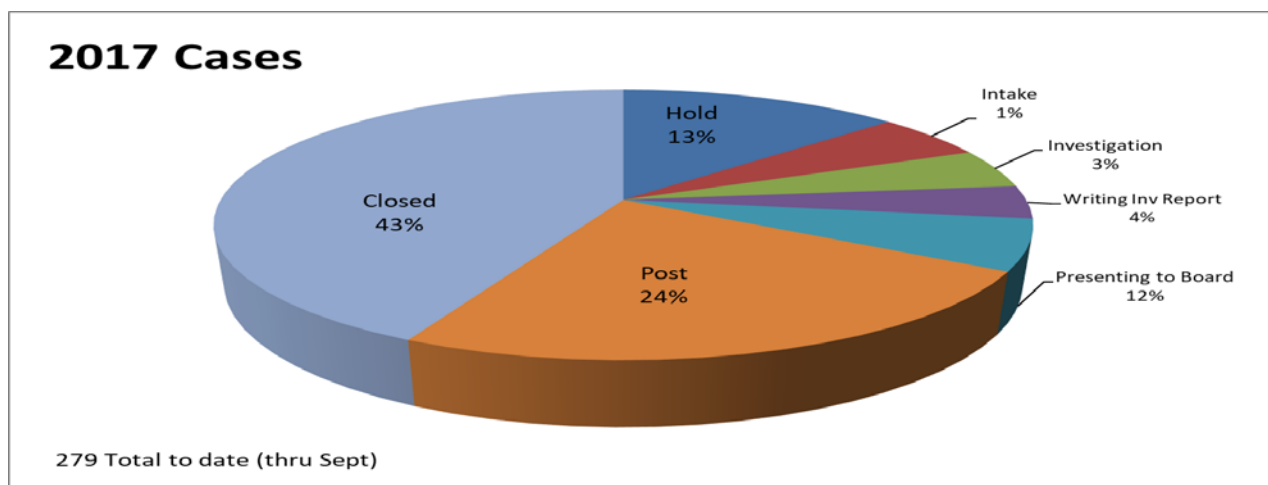
## Inspections-Completed Since Last Board Meeting

The bulk of regular biennial inspections have been on hold so far this fiscal year, in light of workload, staffing levels, and the need to focus on high priority facility inspections related to investigations and consumer support. We are also using the opportunity to review the end-to-end inspection process and forms, which were last reviewed and updated in 2014. Our expectation is to resume regular inspections in October.

Facility Type	Onsite	Records
Funeral Establishment	2	5
Cemeteries	0	12
Immediate Disposition Co	0	0
Alternative Disposition Co	0	0
Crematory	0	1
<b>Total Facility Inspections</b>	<b>2</b>	<b>18</b>

## Investigations

The following pie shows the total number of cases by phase, including cases *closed* within calendar year 2017. Cases opened in prior years but that did not close in the prior calendar year for any reason carry forward on this report until closed.



### Case Phases:

**“Open”** cases are all cases not yet reported to the Board, and are in various stages of review or investigation. This includes Intake, Investigation, Writing Investigative Report, and Presenting to Board.

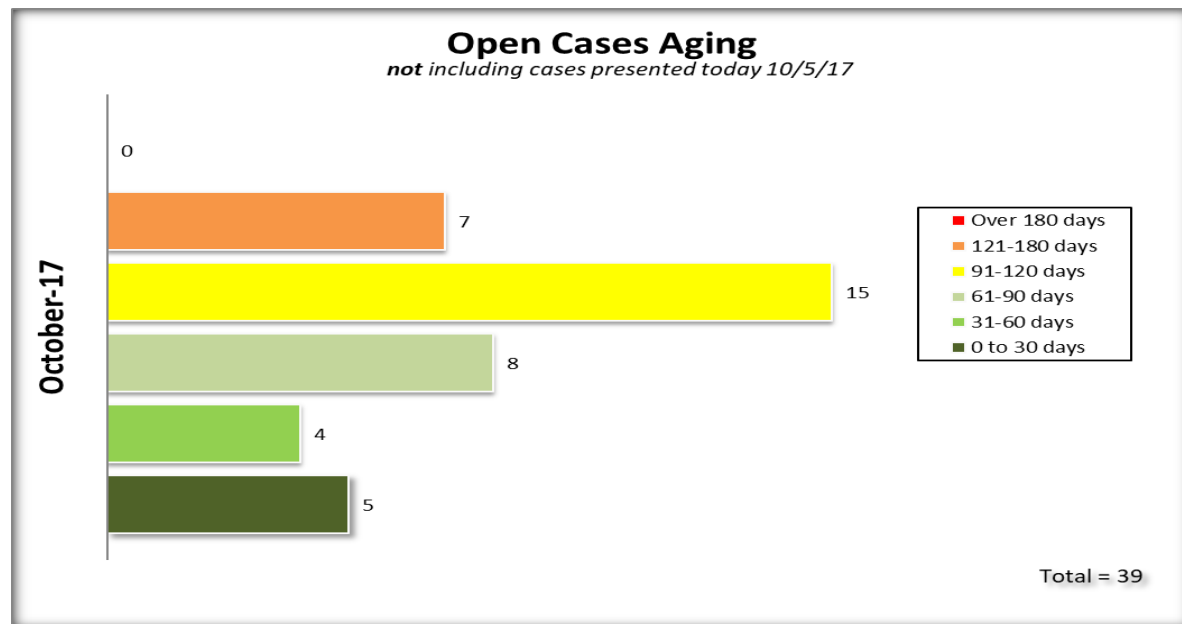
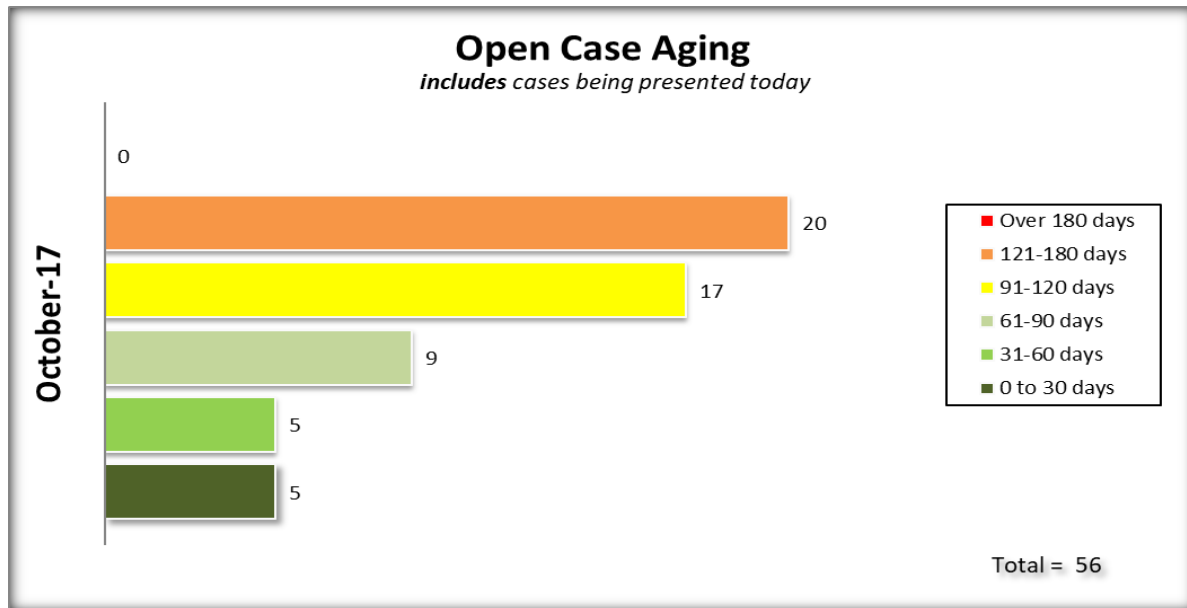
**“Hold”** cases are ones that have been presented to the Board, but which require some other activity or action by another entity before the Board completes deliberation on a case. This may include cases awaiting determination by another agency, or findings in civil or criminal proceedings. In some cases, it can also mean additional investigation is required for clarification before returning to the Board for deliberation.

**“Post”** cases are ones that have been presented, but where there is post-meeting activity still required before closure. The includes closing out cases resulting in no action, as well as all activity relating to cases where action is being taken, through the course of all appeals, and related activity. This process can take years before being completed, and a before a case can be closed.

**“Closed”** cases are ones that have been moved completely through the Post phase and have been closed out. This may include closed cases requiring some form of monitoring or follow-up for a period of time, such as in the case of a probationary period, or where there are relevant consent order terms to be monitored.

### Case Aging

The following charts identify the specific aging for all open cases. The first chart shows the totals by age period, *including* the cases before the Board at the current meeting. The second chart removes those cases being presented at the June meeting to show only the remaining cases.



**NOTE:** Approval of the Executive Director's Report will also authorize up to an additional 60 days for case reporting to the Board under ORS 676.165 to cover any cases where aging will exceed the aging limits based on the date of the next available scheduled meeting. All aging will continue to accrue and any case reports exceeding aging limits will be reported both here as well as on legislative key performance measures.