



# OREGON MORTUARY & CEMETERY BOARD

Oregon Mortuary & Cemetery Board, 800 NE Oregon Street, Suite 430, Portland, OR 97232  
<http://www.oregon.gov/mortcem> [mortuary.board@state.or.us](mailto:mortuary.board@state.or.us) 971.673.1500

## Executive Director Sigmund-Gaines Resigns, Next Steps

*Relevant to: All Licensees*

Here is a message from former Director Sigmund-Gaines, originally published via email 11/29/2017:

*It is with a heavy heart that I must let you know of my decision to resign as Executive Director of the Oregon Mortuary & Cemetery Board. Please know that this has not been an easy decision for me to make, nor one I have made lightly.*

*It has been an honor to serve the Board and the community these last nearly ten years. I am proud of what we have been able to accomplish together. I am proud of the many improvements we've been able to make in our practices and procedures as a result of this community, and the commitment you've shown to community-based strategic planning. While I will no longer serve a leadership role in continuing that progress, I have every confidence that with the current staff and the foundation that we've constructed, things can continue to improve and progress even further under new leadership.*

*I am pleased to inform you that Erin Haag will be stepping in as the Interim Executive Director beginning next week, in order to provide the best continuity of service and leadership possible. Erin has an extensive background in health and human services, state leadership, and non-profit management. She is currently the Executive Director for one of the other boards in our agency, and Erin did a fantastic job stepping in as Interim earlier this year, during my absence. Erin will also assist the Board in performing a general staffing assessment, taking this opportunity to confirm the right-sized model to best meet the mission of the Board and best serve the community.*

*I will be continuing to support OMCB in a limited capacity through December and January in order to complete certain activities and support a smooth transition. Most notably, I will be completing the strategic planning effort we kicked off at our October Community Planning Day, and will be reaching out to all stakeholders with a survey in the next few weeks.*

*Once again, thank you for the opportunity to serve this community.*

*Sincerely,*

*-Michelle*

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### Executive Director, Next Steps

Given the timing of Michelle Sigmund-Gaines' resignation just before the end-of-year holidays and with the upcoming Legislative session, the OMCB has retained an Interim Executive Director, Erin Haag, for a period of six months in order to provide stability, and to assist in the performance of an overall staffing assessment. As you may recall, Erin previously served as Interim Executive Director for OMCB earlier in 2017 for several months. Erin is currently the Executive Director of the Board of Examiners for Speech-Language Pathology and Audiology (BSPA), having served in that position since February, 2015, and she will continue to serve in that role during this interim period. The two boards are part of a single six-board agency, named the "Health Related Licensing Boards" (HRLB). While each Board operates independently, for years these Boards have created efficiencies and shared resources, most notably via sharing of common information technology systems and services, and most recently, HRLB established a shared accounting function within the Agency at significant fiscal savings over previous costs.

#### General timeline of activities between now and June:

**December/January:** Erin will serve as Interim Executive Director for OMCB in addition to her current duties for BSPA. Michelle will continue to work with OMCB at least through January to transition current work and assist OMCB in preparation for the February Legislative Session.

**February-May:** During the remaining time Erin serves as Interim ED, she will work with both BSPA and OMCB to identify additional potential partnerships and efficiencies. She will lead an assessment of different staffing models during this phase, both within the OMCB, as well as looking more broadly within the larger agency of 6 boards for different models. She will present options, along with strengths and weaknesses of the different models, to both OMCB and BSPA boards for consideration and discussion. Both Boards will determine which model they wish to pursue, separately or collaboratively. Next steps and the resulting formal recruitments would then commence in the June/July timeframe.

## Certified Death Record Copy Fee Increased

*Relevant to: All Licensees*



On January 1, 2018, the Oregon Health Authority implemented the next phase of the 2016 vital records fee increase, which impacted the cost of certified copies of records of death. **The fee for the first copy of a vital record remains the same.** The fee for each additional copy is now \$25.00.

Additional information about the fee change can be accessed at:

<http://www.oregon.gov/OHA/PH/BIRTHDEATHCERTIFICATES/Pages/fee-changes.aspx>.

## OMCB License Renewals

*Relevant to: All Licensees*



All Embalmers, Funeral Service Practitioners, Combination (FSP/Embalmer), and Trainees (Apprentices) licenses expired on **December 31, 2017**. If you failed to renew your license in time, don't despair. While your license has now lapsed, you can still renew your license before **March 31<sup>st</sup>, 2018** by completing the renewal materials, and paying the license fee along with a re-instatement fee. But don't delay—any lapsed licenses not renewed by March 31<sup>st</sup>, 2018 will become permanently lapsed.

For more information and to complete the renewal process online, please visit the Board's website: [www.oregon.gov/Mortcem](http://www.oregon.gov/Mortcem) and click on **Complete Renewal**.

You may complete and pay for your renewal online, renew online and pay by check, or you may print, complete and mail a hard copy form and pay by check.

**COMING UP:** Preneed Salesperson registrations will expire on **February 28, 2018**. All Preneed Salespersons must renew their registration and pay the renewal fee before this date or their licenses will lapse.

Preneed salespersons will be able to begin renewals as of January 15<sup>th</sup>, 2018 via the Board's website (click on the link above for details).

If you have any questions about the renewal process, please call 971-673-1507.

**PLEASE NOTE:** Facility licenses do not expire until the end of 2018 and can be renewed starting in November 2018. We will send out a reminder closer to this date.

### Board Mission

The Board's programs affect those who have suffered a loss, those who make final arrangements and those who provide death care goods and services. It is the Board's responsibility to license and regulate the practice of individuals and facilities engaged in the care, preparation, processing, transportation and final disposition of human remains, to educate the general public, and advise on relevant issues of public policy.

### 2018 Board Members

**Jane Woodward**  
President

Funeral Service Practitioner

**Nancy Corr**  
Vice President

Public Member

**Nancy Felton**  
Secretary/Treasurer  
Cemetery Operator

**David Bone**  
Funeral Service  
Practitioner/Embalmer

**Sirpa Duoos**  
Cemetery Operator, City/County

**Beatrice Gilmore**  
Public Member

**Kevin Loveland**  
Crematorium Operator

**Angela McKenzie-Tucker**  
Cemetery Operator

**Elizabeth Pacheco**  
Public Member

**Corrina Patzer**  
Public Member

**Randy Tjaden**  
Funeral Service  
Practitioner/Embalmer

Members are volunteers serving 4 year terms. Members are appointed by the Governor & confirmed by the Senate.

## Updated Indigent Disposition Resources

*Relevant to: All Licensees*

### Expanded and Updated Indigent Disposition Resources!

Last October, the resources available on our website regarding Indigent Disposition were updated. Here's what you can now find on the website:

#### [Oregon Indigent Disposition Reimbursement Application](#)

The application was updated to include information about the new time limit for application submission, as well as to provide additional space and clarification for some steps of the application.

#### [Guide to the Oregon Indigent Disposition Program](#)

Got a question about the indigent disposition process, but it's a Saturday, or it's after-hours, or you just don't want to call the indigent disposition program specialist at OMCB? We've compiled a guide to help funeral directors in these situations! This document goes over the process, provides guidance on some common pitfalls we see when we review applications, and includes answers to questions that OMCB Staff are commonly asked. We especially recommend that you review this document if you haven't completed an indigent case in a while, as the requirements changed significantly in 2016! It's also helpful for apprentices, or funeral service practitioners who are new to Oregon.

#### [List of Institutions Approved for Donation and Other Useful Contacts](#)

When completing the indigent disposition process, we know that you make a lot of calls! This one-sheet guide contains the most up-to-date contact information, as well as links to additional resources that may help you in the process.

#### [Paying for Funeral Costs in Oregon](#)

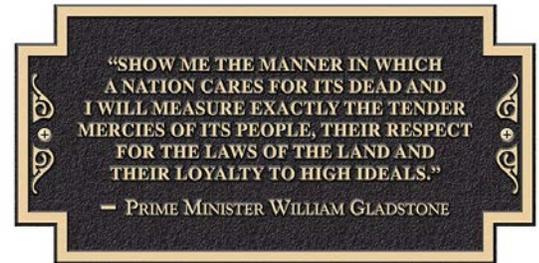
This guide is aimed at helping the public. We know that many families want to cover the final expenses of their loved ones, but may end up walking away due to tight finances. This guide covers the resources that OMCB informs members of the public about when we get inquiries regarding how to pay for a funeral.

#### [Information on the Indigent Disposition Program for Hospice and Hospital Employees, Social Workers, and Other Community Workers](#)

For many families, the first person that they speak to about funeral arrangements isn't the funeral director- it's an employee at the facility where their loved one passed away. This factsheet is aimed at providing those employees with accurate information about the indigent disposition process.

All of these documents can be found at [www.oregon.gov/MortCem/Pages/IDF.aspx](http://www.oregon.gov/MortCem/Pages/IDF.aspx).

As always, if you have questions about indigent disposition, you can contact OMCB staff at 971-673-1504.



# 2018 OMCB Board Meetings

## Oregon Mortuary & Cemetery Board

800 NE Oregon Street  
Suite 430  
Portland, OR 97232

**Phone:**  
971.673.1500

**Fax:**  
971.673.1501

**Regulating Death Care  
Facilities & Practitioners  
in Oregon.**

All meetings held at the Board office building at 800 NE Oregon St, Suite 445 in Portland at 9am unless otherwise noted on the agenda.

Tuesday, January 9, 2018

Tuesday, April, 10, 2018

Tuesday, July 10, 2018

Tuesday, September 18, 2018  
Community Strategic Planning Session in Southern Oregon (TBD)

Tuesday, October 9, 2018

Tuesday, December 11, 2018  
Optional



**COMING SOON!  
STRATEGIC STAKEHOLDER  
EMAIL SURVEY**

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*We're on the Web!*

*Visit us at:*

<http://www.oregon.gov/mortcem>

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The full color version of this publication can be read or printed from our website.