

Monday – January 11, 2010

The Board of Embalmers and Funeral Directors met in regular session in the Riffe Center at 77 South High Street in Columbus, Ohio. John J. Hadley, President, called the meeting to order at 1:30 P.M. Other Board members present were: Ty D. Marsh, Roger Primm, Robert J. Wasko, and Pamela Williams-Briggs. Staff Members present were: Cheryl R. Hawkinson, Assistant Attorney General; Eric E. Anderson, Inspector; Jennifer Baugess, Administrative Assistant; Linda Clark, Licensure and Certification Examiner; Lena Wright, Administrative Assistant and Ann Cunningham, Executive Director.

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On a motion by Mr. Primm, seconded by Mr. Marsh, the Board approved, as amended, the minutes of the meeting held on December 21-22, 2009. Ayes: 5. Nay: 0. Motion approved.

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Executive Director’s Report

Ms. Cunningham reported that as a member of the Central Service Agency [CSA] Strategic Planning [Synergy] Committee of the Boards and Commissions Management Group, she and another Executive Director met with a member of the Governor’s Office to discuss the Group’s Strategic Plan.

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Ms. Cunningham reported that the FairHoPe Hospice of Lancaster contacted the Board Office concerning its educational program in March 2010. The Hospice inquired about a speaker to address children and grief, and the Board suggested that Hospice use a local funeral director who would be familiar with area’s customs.

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Licensure

There were no applications for crematory facility license for consideration by the Board.

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There were no applications for crematory facility license pending receipt of the occupancy permit and final inspection by the Board.

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There were no applications for the issuance of a crematory facility license after approval of the application, receipt of the occupancy permit, and the final inspection.

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There were no applications for embalming facility license.

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There were no applications for embalming facility license pending receipt of the occupancy permit and a final inspection by the Board.

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There were no previously approved applications for the issuance of an embalming facility license after approval of the application, receipt of the occupancy permit, and the final inspection.

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On a motion by Mr. Primm, seconded by Mr. Marsh, the Board approved the following application for funeral home license: Ayes: 5. Nays: 0. Motion approved.

<u>License No.</u>	<u>Firm Title</u>	<u>Location</u>	<u>Inspection</u>
FH 003095	Smith-Ogle FH	Oxford	01/20/09

On a motion by Mr. Marsh, seconded by Mr. Primm, the Board voted to deny the application for funeral home license submitted for Wonderly-Horvath-Hanes Funeral Home in Green Springs, specifically for an incorrect and/or noncompliant firm title. The title was not supported by signatures of the same names serving as funeral director actually in charge of and ultimately responsible for the funeral home. Ayes: 4. Nays: 0. Abstain: 1. Motion approved.

On a motion by Mr. Primm, seconded by Mr. Marsh, the Board voted to deny the application for funeral home license submitted for Sibley-Murray Funeral Home in Alliance, specifically for an incorrect and/or noncompliant firm title. The title was not supported by signatures of the same names serving as funeral director actually in charge of and ultimately responsible for the funeral home. Ayes: 4. Nays: 0. Abstain: 1. Motion approved.

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There were no applications for funeral home license pending receipt of an occupancy permit and final inspection by the Board.

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Previously, the Board approved the issuance of a funeral home license to the following after approval of the application, receipt of the occupancy permit, and the final inspection. The funeral home license no. was issued the date of the final inspection..

License No.	Funeral Home	Location	Issue Date
FH 003094	Werner-Gompf FS	Mansfield	01/04/2010

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Mrs. Clark reported on registrations, apprenticeships, and initial licenses to the Board.

On a motion by Mr. Wasko, seconded by Mr. Primm, the Board issued embalmer and/or funeral director licenses to qualified applicants. Ayes: 5. Nays: 0. Motion approved. [See attached list]

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The Board received a list of individuals, who were issued embalmer and/or funeral director registration numbers during the month of December 2009. [See attached list]

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The Board reviewed a list of individuals who certified embalmer and/or funeral director apprenticeships during the month of December 2009. [See attached list]

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The Board reviewed a compilation of apprentice quarterly reports, master quarterly reports and Board apprentice interviews submitted during the month of December 2009. [See attached list]

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Fiscal

Ms. Wright reported on fiscal matters. The Board Members reviewed the revenue journal which shows that the Board collected \$3,097.00 in December for a total of \$19,567.27 for Fiscal Year 2010. Also, the Board reviewed the journal of 25 vouchers and encumbrances for December, and the Budget Overview chart of allotments and expenses.

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Committee Report

There were no Committee reports.

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The Continuing Education Committee will meet on Tuesday morning prior to the Board Meeting to review applications for continuing education programs.

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Compliance

Inspector Anderson presented former Inspector Lyme's final monthly report for the period of December 6, 2009 to December 31, 2009, and the report is attached.

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Inspector Anderson presented his monthly report for the period of December 6, 2009 to January 2, 2010, and the report is attached.

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Mrs. Baugess reported that there are nineteen pending complaints; fifteen charged complaints, pending hearing, settlements or Board-Ordered Compliance.

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There were no forfeitures.

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The Board has six hearings to be scheduled.

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The Hearing Officer has no outstanding Report and Recommendations.

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In December 2009, the Board received the amendments to change the manager and/or the funeral director actually in charge of and ultimately responsible for the funeral home. [See attached list]

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Compliance Mail No. 1

The Board reviewed a letter from Jerry Biedenharn, Bill Harnischfeger, and Richard J. Farley concerning a change of firm title. The Board accepted the change from "Kevin F. Jennings Funeral Home" to "Jennings Farley Funeral Home." Secretary to notify the above that all advertisements and signage must reflect the new firm title. The Board's records will be amended to indicate the new firm title.

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Mrs. Hawkinson, Assistant Attorney General, reiterated the Board's procedure for considering motions involving alleged violations and issuance of the Board's orders.

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The Board meeting recessed at 3:40 P.M.

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Tuesday – January 12, 2010

The Board reconvened at 9:02 A.M. in the Riffe Center in Columbus, Ohio. President John J. Hadley presided. Present were: Ty D. Marsh, Roger Primm, Robert J. Wasko, Pamela Williams-Briggs, Cheryl R. Hawkinson, Jennifer Baugess, Eric E. Anderson, and Ann Cunningham.

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Ms. Cunningham reported that the Office of Budget and Management approved the Board's request to hire a replacement for Inspector Lyme.

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On a motion by Mr. Wasko, seconded by Mr. Primm, the Board voted to reconsider applications for funeral home license submitted for Sibley-Murray Funeral Home and Wonderly-Horvath-Hanes Funeral Home. Ayes: 5. Nays: 0. Motion approved.

On a motion by Mr. Primm, seconded by Mrs. Williams-Briggs, the Board voted to rescind the motion to deny the application for funeral home license submitted for Sibley-Murray Funeral Home in Alliance because the reasons for denial were corrected. Ayes: 5. Nays: 0. Motion approved.

On a motion by Mrs. Williams-Briggs, seconded by Mr. Primm, the Board voted to approve the application for funeral home license for Sibley-Murray-Wellington Funeral Home in Alliance and issue a funeral home license number.

On a motion by Mrs. Williams-Briggs, seconded Mr. Primm, the Board voted to amend the motion to read “amended: application. Ayes: 5. Nays: 0. Motion approved.

On a motion by Mr. Marsh, seconded by Mr. Primm, the Board voted to rescind the motion to deny the application for funeral home license submitted for Wonderly-Horvath-Hanes Funeral Home in Green Springs because the reasons for denial were corrected. Ayes: 5. Nays: 0. Motion approved.

On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board voted to approve the amended application for funeral home license for Horvath-Hanes Funeral Home in Green Springs, and issue a funeral home license number. Ayes: 5. Nays: 0. Motion approved.

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Continuing Education

The following motions involve the continuing education programs considered by the Board during the January 2010 meeting, and are posted on the Board’s website under Continuing Education.

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On a motion by Mr. Marsh, seconded by Mrs. Williams-Briggs, the Board approved, and where indicated denied, the Prior Approval continuing education programs. Ayes: 5. Nays: 0. Motion approved.

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On a motion by Mrs. Williams-Briggs, seconded by Mr. Marsh, the Board acknowledged, the Blanket with date continuing education programs that were previously approved. Ayes: 5. Nays: 0. Motion approved.

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On a motion by Mrs. Williams-Briggs seconded by Mr. Marsh, the Board approved, and where indicated denied, the Blanket continuing education programs. Ayes: 5. Nays: 0. Motion approved.

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On a motion by Mrs. Williams-Briggs, seconded by Mr. Marsh, the Board approved, and where indicated denied, the individual continuing education programs. Ayes: 5. Nays: 0. Motion approved.

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On a motion by Mr. Marsh, seconded by Mrs. Williams-Briggs, the Board approved the following exemption. Aye: 5. Nays: 0. Motion approved.

<u>Waiver</u>	<u>Exemption</u>	<u>Licensee</u>	<u>Granted/denied</u>
	X	Lewis, Michael R.	granted

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There were no requests for an exemption from continuing education for licensees who have been licensed for fifty years.

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On a motion by Mr. Wasko, seconded by Mr. Marsh, the Board meeting adjourned at 9:32 A.M. Ayes: 5. Nays: 0. Motion approved.

Initial Licenses To Be Granted By Motion Of The Board - January 2010

License Number	Name	City	Effective Date
FD-9399	Best, Stephen R.	Ashtabula	01/11/10

The Following Individuals Were Issued Registration Numbers
During The Month of December '09

Registration Number	Name	City	Effective Date
FD 0492	Caliman, Lori R.	Pickerington	12/16/09
EMB 0322	Kershaw, Joan M.	Cleveland	12/03/09
FD 0493	Mancari, J. Michael	Wadsworth	12/21/09

Certifications

Apprenticeships Certified During The Month Of December 2009

License Number	Apprentice Name	Funeral Home	City	Effective Date
EMB-0322 FD-0456	Kershaw, Joan M.	Bodnar-Mahoney FH	Cleveland	12/03/09

Board meeting: 12-Jan-10 FY2010

<i>Board Meeting</i>	<i>JUL</i>	<i>AUG</i>	<i>SEP</i>	<i>OCT</i>	<i>NOV</i>	<i>DEC</i>	<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>MAY</i>	<i>JUN</i>	<i>Fiscal Year</i>
<i>registrations</i>													<i>total</i>
embalmer	6	none	1	3	2	1	0	0	0	0	0	0	13
funeral director	10	none	5	6	4	1	0	0	0	0	0	0	26
total	16	none	6	9	6	2	0	0	0	0	0	0	39
<i>certified apprentices</i>													<i>total</i>
embalmer	5	2	1	1	3	2	0	0	0	0	0	0	14
funeral director	7	3	3	5	4	2	0	0	0	0	0	0	24
total	12	5	4	6	7	4	0	0	0	0	0	0	38
<i>Embalmer apprentice Reports</i>													<i>total</i>
quarterly reports	97	115	43	109	49	56	0	0	0	0	0	0	469
master reports	16	19	7	18	8	9	0	0	0	0	0	0	77
Board Member interview	2	9	5	2	4	0	0	0	0	0	0	0	22
total	115	143	55	129	61	65	0	0	0	0	0	0	568
<i>Funeral Director apprentice Reports</i>													<i>total</i>
quarterly reports	246	206	104	252	135	87	0	0	0	0	0	0	1030
master reports	41	34	17	42	22	14	0	0	0	0	0	0	170
Board Member interview	7	15	6	6	10	5	0	0	0	0	0	0	49
total	294	255	127	300	167	106	0	0	0	0	0	0	1249
<i>new license issued</i>													<i>total</i>
embalmer	7	5	5	3	3	5	0	0	0	0	0	0	28
funeral director	9	8	7	4	3	5	0	0	0	0	0	0	36
total	16	13	12	7	6	10	0	0	0	0	0	0	64

Numbers represent actual documents received by Board office in designated month.

Time period start: 12/6/2009 end: 1/2/2010 Board Meeting 11-Jan-2010 FY 2010

<i>Board Meeting</i>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year total	
mileage	4,327	2,263	2,879	2,974	2,794	1,652	2,190						19,079	
apprentices	1	2	5	1	1	3	2						15	
<i>Inspections - Annual</i>													<i>completed</i>	<i>remaining</i>
Crem Fac 48	6	2	2	4	4	1	4						23	25
Emb Fac 3	1	0	0	0	0		1						2	1
FH 611	81	39	42	52	56	30	28						328	283
Total 662	88	41	44	56	60	31	33	0	0	0	0	0	353	309
<i>Inspections - Follow-up</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0					1							1	
FH	0												0	
Total	0	0	0	0	0	1	0	0	0	0	0	0	1	
<i>Inspections - New Facility</i>													<i>completed</i>	
Crem Fac	0					1							1	
Emb Fac	0												0	
FH	0												0	
Total	0	0	0	0	0	1	0	0	0	0	0	0	1	
Investigations	5	3	9	1	1	1	7						27	
Violations	7	8	4	2	5	1	1						28	
Bd meetings days	2		2	2	2	2	2						12	
Bd office days	2		2	2	2		2						10	
Hearings days	0												0	
Training days	0												0	

There are twenty-six pay periods each Fiscal Year.

Inspectors submit one travel expense report every pay period [two weeks.]

This Inspector's report covers two 2-week expense report periods prior to Board Meeting.

Twice each Fiscal Year, the report covers three 2-week expense report periods.

Apprentices = number of apprentices the inspector talked with during a facility inspection.

Inspections - number of facilities inspected, number may include times when facility is not opened or no one is present.

Investigations = number of tasks; interviews with consumers/licenseses, procurement of court records/death certificates, meeting with other state/law enforcement agencies, etc.

Violations - number of violations noted on inspection reports.

Board meeting = number of days spent in Board Meeting.

Board Office = number of days spent in Board Office for AAG/Inspectors meetings, review of complaints, hearings, etc.

Training = number of days spent in class/training

Time period start: 12/6/2009 end: 1/2/2010 Board Meeting 1/11-12/2010 FY 2010

<i>Board Meeting</i>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year total	
mileage	3,041	2,303	1,576	2,494	1,862	2,041	1,061						14,378	
apprentices	1	1	1	1	5	3	1						13	
<i>Inspections - Annual</i>													<i>completed</i>	<i>remaining</i>
Crem Fac	50	2	1	1	4	3	3	6					20	30
Emb Fac	1	0	0	0	1	0							1	0
FH	560	51	35	31	49	37	40	23					266	294
Total	611	53	36	32	54	40	43	29	0	0	0	0	287	324
<i>Inspections - Follow-up</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0												0	
FH	0				1								1	
Total	0	0	0	0	1	0	0	0	0	0	0	0	1	
<i>Inspections - New Facility</i>													<i>completed</i>	
Crem Fac	0					1							1	
Emb Fac	0												0	
FH	0		1			1							2	
Total	0	0	1	0	2	0	0	0	0	0	0	0	3	
Investigations	4	5	5	2	7	3	6						32	
Violations	2	1		0	0	1	0						4	
Bd meetings	days	2	2	2	2	2	2						14	
Bd office	days	3	2	3	2	2	2						16	
Hearings	days	0											0	
Training	days	0											0	

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