

Monday – April 19, 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 1:05 P.M. Other Board members present were: Linda M. Betzer, Ty D. Marsh, 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 Ms. Betzer, seconded by Mr. Marsh, the Board approved, as amended, the minutes of the meeting held on March 15-16, 2010. Ayes: 5. Nays: 0. Motion approved.

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Executive Director's Report

The Executive Director reported that she spoke with the Governor's Office about Board appointments, expressing concern over the current vacancy, illness of a Board Member and the upcoming reappointments or new appointments at the end of June.

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The Board Officers and the Executive Director conducted interviews for the position of Embalmer/Funeral Facility Inspector on Tuesday, March 16. Ms. Betzer will conduct second interviews after Board adjourns on Tuesday, April 20.

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The Executive Director reported that the application for special counsel to assist with promulgating the rules was submitted to the Attorney General's Office.

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Board Members and Staff received a copy of the budget for the International Conference of Funeral Service Examining Boards.

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Mr. Wasko, Mrs. Baugess, and Ms. Cunningham represented the Board at the Ohio Funeral Directors Association Legislative Reception on March 16. Mr. Wasko was paid per diem for the Board meeting which was conducted the same day as the reception, and reimbursed for allowable travel expenses.

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On March 18, President Hadley and Mrs. Baugess represented the Board at the Ohio Funeral Directors Apprentice Seminar. Mr. Hadley was paid per diem and reimbursed for allowable travel expense.

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The Board Members and Staff received a schedule for the Board's booth at the OFDA annual convention on April 27-28-29. Board Members will be paid per diem and reimbursed for allowable travel expenses.

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The Executive Director reported that the Strategic Planning [Synergy] Committee of the Boards and Commissions Management Group continues to meet and currently is researching methods for resolving the issue of biennial audits and the new costs related to the audits.

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After receiving instructions for Cost Savings Days [CSD] or furlough days, in Fiscal Year 2011, the Executive Director reported that she requested permission from the Department of Administrative Services [DAS] to close the Board's Office on Friday, November 26, 2010. All Staff will use one CSD on that Friday. The Executive Director reminded Board Members that they need to set the calendar through June 30, 2011, as the Staff is required to select nine [9] more CSD in Fiscal Year 2011.

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The Executive Director reported that the Staff was diligently processing the Annual Preneed Reports and identifying individual funeral homes that have yet to comply with the March 30th deadline.

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Board Members and Staff received a copy of HR 3655, the Bereaved Consumer's Bill of Rights Act of 2009. This is Federal legislation.

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The Board Members received news articles: "House Democrats want to Shut Down Good Chunk of Boards and Commissions," "Police Escort Fewer Funeral Processions," "Cremation Gaining Acceptance," "Shrinking State Government," "State Panels Prove Resilient to Budget Pruning," "Should You follow a Decedent's Wishes or the Survivors," "Clearing the Air," and "Unions Take Fire at Bill to Revamp Health Care Oversight."

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Licensure

On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board approved the following applications for crematory facility for an existing crematory facility because of change of location and/or change of ownership.

<u>License No.</u>	<u>Crematory Facility</u>	<u>Location</u>	<u>Inspection</u>
CREM000133	S & S Crematory	Holgate	11/14/09
CREM000134	Tobias	Beavercreek	12/03/08

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

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There were no previously-approved applications for crematory facility license that submitted an occupancy permit and had a final inspection.

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There were no applications for an embalming facility license for an existing embalming facility with a change of location or ownership.

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

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There were no previously approved applications for an embalming facility that submitted an occupancy permit and had a final inspection.

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

License No.	Firm Title	Location	Inspection
003105	Bailey-Zechar FH	Versailles	07/09/09
003106	Blanchard-Strabler FH	Toledo	12/21/09
003107	Crouse-Kauber-Sammons FH	Johnstown	09/08/09
003108	Gebhart-Schmidt-Parramore FH	Miamisburg	12/04/08
003109	Given-Dawson FH	West Lafayette	04/17/09
003110	Given-Dawson FH	Coshocton	04/27/09
003111	Hoeflinger-Bolander FH	Oregon	02/11/09
003112	Kauber-Sammons FH	Pataskala	02/05/10
003113	Keller-Ochs-Koch-Mason FH	Fremont	03/26/09
003114	Lindsey-Foos-Kocher FH	Attica	03/12/09
003115	Lindsey-Kocher FFS	Willard	09/15/09
003116	Neville FH	Toledo	10/21/09
003117	Neville FH	Holland	01/06/09
003118	Showalter-Blackwell FH	College Corner	10/02/08
003119	Snyder FH	Holgate	11/04/09
003120	Snyder-Wesche	Napoleon	11/04/09
003121	Tobias FH	Englewood	12/31/08
003122	Tobias FH	Dayton	11/19/09
003123	Tobias FH	Beavercreek	07/24/09
003124	Tobias FH	Dayton	12/03/09
003125	Walker Mortuary	Napoleon	11/04/09
003126	Webb Noonan FH	Hamilton	03/19/09
003127	Witzler-Shank FH	Walbridge	01/06/09
003128	Witzler-Shank FH	Perrysburg	02/25/09

003129	Wright-Habegger FH	Grand Rapids	10/22/08
003130	Wright-Habegger FH	Liberty Center	10/22/08
003131	Zechar-Bailey FH	Greenville	09/04/09

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There were no applications for a funeral home license for a new facility pending receipt of the occupancy permit and a final inspection.

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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.

<u>License No.</u>	<u>Funeral Home</u>	<u>Location</u>	<u>Issue Date</u>
FH 003104	Higgins-Reardon FH	North Jackson	04/01/10

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On a motion by Mrs. Williams-Briggs, seconded by Ms. Betzer, the Board voted to rescind the March 15, 2010 motion to deny the application for funeral director registration submitted by Tina W. Brandon because the violation 18.666 Theft from Program Receiving Federal Funds is not included in R. C. 4717.05(A)(2). Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board voted to deny the application for funeral director registration submitted by Tina W. Brandon for failure to comply with R.C. 4717.05(A)(1) good moral character and R.C. 4717.05(A)(C)(1) any person who desires to be licensed as a funeral director shall meet all the requirements for an embalmer's license as described in divisions (A)(1) to (4) of this section. Specifically the applicant stole monies from a federal program that she administered as part of her employment, and converted the funds for her personal use. Applicant was found guilty of Title 18 US Code 666 Theft from Programs Receiving Federal Funds, and applicant was ordered to pay restitution of \$73,310.14. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

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On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board removed from the table, applications for registration as an embalmer and a funeral director submitted by Clarence Josef McLin, III. Ayes: 5. Nays: 0. Motion approved.

On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board voted to accept applications for registration as an embalmer and a funeral director submitted by Clarence Josef McLin, III. Ayes: 5. Nays: 0. Motion approved. Mr. McLin will serve embalmer and funeral director apprenticeships concurrently and take the Ohio Laws examination.

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

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The Board reviewed a list of individuals, who were issued embalmer and/or funeral director registration numbers during the month of March 2010. [See attached list]

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The Board reviewed a list of individuals who certified embalmer and/or funeral director apprenticeship during the month of March 2010. [See attached list]

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Fiscal

Ms. Wright reported on fiscal matters. The Board Members reviewed the revenue journal that reflected that the Board collected \$3,803.00 in March for a total of \$28,993.47. The Board reviewed a list of twenty vouchers and encumbrances for March, and the Budget Overview chart of allotments and expenses.

On a motion by Mr. Wasko, seconded by Ms. Betzer, the Board voted to secure Special Counsel through the Attorney General's Office to assist with the promulgation of rules. Ayes: 5. Nays: 0. Motion approved.

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Committees

Ms. Betzer reported that preneed laws need authoritative interpretation, Attorney General's Opinion. In particular, does the new law affect preneed contracts written prior to July 6, 2009, including portability.

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Compliance

Inspector Anderson presented his monthly report for the period of March 13, 2010 to April 10, 2010, and the report is attached.

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Mrs. Baugess reported that there are nine pending complaints, twenty charged complaints pending hearings, settlements or Board-Ordered compliance.

There was one forfeiture received from Coreno Funeral Home.

The Board held one hearing, and has three scheduled hearings with possible settlements pending. There are two Reports and Recommendations pending.

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The Board mailed 1,171 annual preneed contract report forms to funeral homes on February 9, 2010. As of April 14, 2010, thirty funeral homes have not submitted reports. The Board Members and Staff briefly discussed the procedure for notifying delinquent funeral homes, along with the related costs.

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Mrs. Baugess will participate in Master Training held the day before OFDA Annual Convention.

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In March 2010, the Board received 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 Motion No. 1

On a motion by Mr. Wasko, seconded by Mrs. Williams-Briggs, the Board voted to close two investigatory files. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

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Compliance Motion No. 2

On a motion by Ms. Betzer, seconded by Mr. Marsh, the Board voted to charge Tad G. Cowling and Cowling Funeral Home for violation of R.C. 4717.14(A)(4) for unprofessional conduct, specifically for failing to deposit \$600.00 paid for professional services as part of an irrevocable preneed funeral contract within thirty days with the designated trustee and for not forwarding the \$600.00 to the servicing funeral home. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

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Compliance Motion No. 3

On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board voted to close the complaint against Jason H. Lucas and the Lucas Memorial Chapel with violation of R.C. 4717.14(A)(4) unprofessional conduct, specifically for failure to promptly submit payment to an out of state funeral home for services and shipping on behalf of a family in 2008. Payment was finally sent in March 2010. While the dispute has been settled, and the account closed, the Secretary is to send a letter to Mr. Lucas to cease such delays. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

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Compliance Motion No. 4

On a motion by Mrs. Williams-Briggs, seconded by Ms. Betzer, the Board voted to charge Rocco V. Wellington and the Sibley-Murray-Wellington Funeral Home with violation of R.C. 4717.14(A)(4) for unprofessional conduct and R.C. 4717.14(A)(5) for knowingly permitting an unlicensed person, other than a person serving an apprenticeship, to engage in the profession or business of embalming and funeral directing. Specifically, for allowing Nancy Murray and James Boyd to meet with the representatives responsible for making funeral arrangements for James Martin. Discussions were held regarding types of services, vital statistic information and pricing. Nancy Murray and James Boyd are not licensed funeral directors in the State of Ohio. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

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Compliance Motion No. 5

On a motion by Ms. Betzer, seconded by Mrs. Williams-Briggs, the Board voted to accept the settlement agreement negotiated by Cheryl Hawkinson, Assistant Attorney General, and Scott Gilligan, attorney for Robert O. Tate, Jr. and the Tate Funeral Service concerning the failure to file a death certificate for Augusta Martin until approximately five months after the death. The Board will issue a reprimand in this matter. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

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Compliance Motion No. 6

On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board voted to accept the settlement agreement negotiated by Cheryl Hawkinson, Assistant Attorney General, and Richard C. Armstrong and the Armstrong-Waite Funeral Home for failure to respond to

non-compliance items within thirty days of being notified of the violation discovered during a routine inspection by the Board's Inspector. Mr. Armstrong will remit a the maximum sanction of one thousand dollars. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

Compliance Motion No. 10

On a motion by Ms. Betzer, seconded by Mrs. Williams Briggs, the Board voted to accept the settlement agreement negotiated by Cheryl Hawkinson, Assistant Attorney General, and A. L. Rogers and the A.L. Rogers Funeral Home for knowingly permitting an unlicensed person to act as a funeral director. The Board imposed a fine of \$2,500 and three years suspension of Mr. Rogers' licenses. The three-year suspension is stayed provided Mr. Rogers has no further violation of R. C. Chapter 4717 or the rules promulgated thereunder. Mr. Roger will remit the fine within ninety days. If Mr. Rogers fails to pay the fine, his licenses shall be automatically suspended until the fine is paid in full. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.



Compliance Motion No. 11

On a motion by Mrs. Williams-Briggs, seconded by Mr. Betzer, the Board voted to accept the settlement agreement negotiated by Cheryl Hawkinson, Assistant Attorney General, and Nancy L. Coreno and the Coreno Funeral Home for failure to respond to non-compliance items within thirty days of being notified of the violation discovered during a routine inspection by the Board's Inspector. Ms. Coreno will remit a the sanction of five hundred dollars. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.



Compliance Motion No. 7

On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board voted to grant an extension to pay the two thousand dollar fine from the settlement agreement, and if the fine is not received by the Board by 4:30 P.M. on April 30, 2010, the Board voted to charge Rebecca L. Alli and the Smith Mortuary with violation of R.C. 4717.14(A)(4) for unprofessional conduct, specifically for failure to pay the two thousand dollar fine as agreed to in the settlement agreement. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.



Compliance Motion No. 8

On a motion by Mrs. Williams-Briggs, seconded by Ms. Betzer, the Board voted to accept the settlement agreement negotiated by Cheryl Hawkinson, Assistant Attorney General, and Cole Gerstner, attorney for Patricia A. Wiley and the Chute-Wiley Funeral Home for failure to respond to non-compliance items within thirty days of being notified of the violation discovered during a routine inspection by the Board's Inspector. Specifically, Inspector Anderson noted the absence of an eye-wash kit in September 2008 and September 2009. Ms. Wiley will remit a sanction of one thousand dollars. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye



Compliance Mail No. 1

The Board reviewed a letter from Judi Lawrence owner of the Stroud-Lawrence-Rotenbor Funeral Home concerning firm title. The Board accepted the firm title change from “Stroud-Lawrence-Rotenbor Funeral Home” to “Stroud-Lawrence Funeral Home” in Chagrin Falls. Secretary to instruct Mrs. Lawrence that all advertisements and signage must reflect the new firm title.

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Compliance Mail No. 2

The Board reviewed a letter from William E. Hoekstra and the McPeek-Hoekstra Funeral Home concerning a monument sales office and arrangement center for preplanning and possibly at-need arrangements. Secretary to inform Mr. Hoekstra that R.C. Chapter 4717 requires such a location to have a funeral home license.

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Compliance Mail No. 3

The Board reviewed a letter from Philip C. Mercado and the Bauer-Laubenthal-Mercado Funeral Home concerning firm title. The Board accepted the firm title change from “Bauer-Laubenthal-Mercado Funeral Home” to “Laubenthal-Mercado Funeral Home” in Elyria. Secretary to instruct Mr. Mercado that all advertisements and signage must reflect the new firm title.

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Compliance Mail No. 4

The Board Office received an inquiry concerning a funeral home advertising on a casket store website. Secretary to reply, the Board does not approve advertisements but refers licensees and facilities to R.C. Chapter 4717 and instructs them that an advertisement should not be false or misleading.

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On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board entered into Executive Session pursuant to R.C. 121.22(G)(3) to confer with the Board’s counsel to discuss pending litigation. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

The President declared the Board out of Executive Session, and there was no action to report.

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On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board voted to withdraw charges relative to complaint numbers 0908018, 0909031 and 0912051 against Deborah Weaver, Herbert T. Walker, III and the Walker Funeral Home on the advice of the Board’s legal counsel. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

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The Board meeting recessed at 4:28 P.M.

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Tuesday – April 20, 2010

The Board reconvened at 9:03 A.M. in the Riffe Center in Columbus, Ohio. President John J. Hadley presided. Present were: Linda M. Betzer, Ty D. Marsh, Robert J. Wasko, Pamela Williams-Briggs, Cheryl R. Hawkinson, Jennifer Baugess, Eric E. Anderson, and

Ann Cunningham.

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Continuing Education

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

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On a motion by Mr. Wasko, seconded by Mr. Marsh,, 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 Mr. Marsh, seconded by Ms. Betzer, 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 Mr. Marsh, seconded by Ms. Betzer, 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 Mr. Marsh, seconded by Ms. Betzer, 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 Ms. Betzer, the Board approved the following application for exemption. Aye: 5. Nays: 0. Motion approved.

<u>Waiver</u>	<u>Exemption</u>	<u>Licensee</u>	<u>Granted/denied</u>
	X	Dugger, Larry H	Granted

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On a motion by Mr. Marsh, seconded by Mr. Betzer, the Board approved the following applications for 50-year exemption for continuing education. Ayes: 5. Nays: 0. Motion approved.

<u>License No.</u>	<u>Licensee</u>	<u>Granted/Denied</u>
DUAL 006065	Holt, Marilyn E.	Granted
DUAL 006199	Kohl, Robert J	Granted

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On a motion by Mr. Wasko, seconded by Ms. Betzer, the Board voted to go into Executive Session pursuant to R.C. 121.22(G)(3) to confer with the Board's Counsel to discuss pending litigation. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.

The President declared the Board out of Executive Session.

On a motion by Ms. Betzer, seconded by Mr. Wasko, the Board voted to move forward with civil litigation in Complaint No. 1004063. Roll Call Vote: Betzer, Aye; Hadley, Aye; Marsh, Aye; Wasko, Aye; Williams-Briggs, Aye.



On a motion by Mr. Wasko, seconded by Ms. Betzer, the Board meeting adjourned at 9:46 A.M.

Board meeting: 4/19/2010 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	1	11	1	0	0	0	26
funeral director	10	none	5	6	4	1	2	11	3	0	0	0	42
total	16	none	6	9	6	2	3	22	4	0	0	0	68
<i>certified apprentices</i>													<i>total</i>
embalmer	5	2	1	1	3	2	1	8	3	0	0	0	26
funeral director	7	3	3	5	4	2	1	9	4	0	0	0	38
total	12	5	4	6	7	4	2	17	7	0	0	0	64
<i>Embalmer apprentice Reports</i>													<i>total</i>
quarterly reports	97	115	43	109	49	56	98	96	43	0	0	0	706
master reports	16	19	7	18	8	9	16	16	7	0	0	0	116
Board Member interview	2	9	5	2	4	0	2	7	6	0	0	0	37
total	115	143	55	129	61	65	116	119	56	0	0	0	859
<i>Funeral Director apprentice Reports</i>													<i>total</i>
quarterly reports	246	206	104	252	135	87	240	165	88	0	0	0	1523
master reports	41	34	17	42	22	14	40	27	14	0	0	0	251
Board Member interview	7	15	6	6	10	5	6	9	7	0	0	0	71
total	294	255	127	300	167	106	286	201	109	0	0	0	1845
<i>new license issued</i>													<i>total</i>
embalmer	7	5	5	3	3	5	0	7	6	0	0	0	41
funeral director	9	8	7	4	3	5	1	8	8	0	0	0	53
total	16	13	12	7	6	10	1	15	14	0	0	0	94

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

Time period start: 3/14/2010 end: 4/10/2010 Board Meeting 19-Apr-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	2,359	4,662	2,952			29,052	
apprentices	1	2	5	1	1	3	2	1	6	2			24	
<i>Inspections - Annual</i>													<i>completed</i>	<i>remaining</i>
Crem Fac 48	6	2	2	4	4	1	4	2	7	4			36	12
Emb Fac 3	1	0	0	0	0		1			1			3	0
FH 611	81	39	42	52	56	30	28	35	77	38			478	133
Total 662	88	41	44	56	60	31	33	37	84	43	0	0	517	145
<i>Inspections - Follow-up</i>													<i>completed</i>	
Crem Fac	0												0	
Emb Fac	0					1							1	
FH	0							1		2			3	
Total	0	0	0	0	0	1	0	1	0	2	0	0	4	
<i>Inspections - New Facility</i>													<i>completed</i>	
Crem Fac	0					1			1				2	
Emb Fac	0												0	
FH	0							1	1	1			3	
Total	0	0	0	0	0	1	0	1	2	1	0	0	5	
Investigations	5	3	9	1	1	1	7	8	8	2			45	
Violations	7	8	4	2	5	1	1	0	6	1			35	
Bd meetings days	2		2	2	2	2	2	2	2	2			18	
Bd office days	2		2	2	2		2	2	2	4			18	
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/licensees, 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