

Monday – September 13, 2010

The Board of Embalmers and Funeral Directors met in regular session in the Riffe Center at 77 South High Street in Columbus, Ohio. Robert J. Wasko, President, called the meeting to order at 1:04 P.M. Board Members present were: Linda M. Betzer, Robert C. Carter, Thomas T. Fleming, Ty D. Marsh, Roger Primm, and Pamela Williams-Briggs. Staff members present were: Cheryl Hawkinson, Assistant Attorney General; Eric Anderson, Inspector; Lisa A. Bruns, 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 Mrs. Williams-Briggs, the Board approved, as amended, the minutes of the meeting held on August 16-17, 2010. Ayes: 7. Nays: 0. Motion approved.

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Executive Director's Report

The Executive Director reminded the Board that the next meeting will be held October 18-19.

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The meeting of the Crematory Review Board was postponed until October 18, and will begin at 3:30 pm or after the Board recesses on Monday.

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Ms. Betzer attended Ethics Training on September 2, 2010 in Akron, and she was paid per diem and reimbursed for allowable travel expenses.

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The Executive Director reported that Inspectors Anderson and Bruns along with Mrs. Baugess will attend the National Certified Investigators Training in Nashville, September 20 – 24 in Nashville..

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Inspector Bruns will attend the John Reid Investigator Training in Columbus, September 27-30.

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The Ohio Funeral Directors Association will offer their Apprentice Seminar on October 6, 2010, and Mr. Fleming will present the Board's information. Mr. Fleming will be paid per diem and reimbursed for allowable travel expenses.

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Mr. Carter will represent the Board at the October 21, 2010 meeting of District #10 in Jackson. Mr. Carter will be paid per diem and reimbursed for allowable travel expenses.

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Board Members received information and registration forms for the Auditor of State's Fiduciary Duties of Board and Commission Members Audio Conference on October 26, 2010. Board Members are to inform the Board Office if they participate in the Conference.

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The Executive Director reported that the Board Staff routinely answers questions concerning reciprocity and instructs individuals to pose their questions and requests in writing to the Board.

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The Executive Director gave Mr. Carter, Mr. Fleming, and Mr. Primm the Ethics Training for the remainder of the calendar year.

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The Board received contact information for the Board Members.

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Licensure

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

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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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Previously, the Board considered an application for a crematory facility license and approved issuance of a license provided the crematory operator submitted an occupancy permit and the facility passed a final inspection.

| <u>License No.</u> | <u>Facility</u> | <u>Location</u> | <u>Inspection</u> |
|--------------------|-----------------|-----------------|-------------------|
| CREM000136 | Tidd Crematory | Hilliard | 09/03/10 |

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

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

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

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There were no applications for funeral home license for existing facilities because of a change of location or ownership.

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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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There were no previously-approved applications, pending receipt of the occupancy permit, and the final inspection.

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On a motion by Ms. Betzer, seconded by Mr. Primm, the Board voted to grant embalmer and/or funeral director license to one qualified applicant. Ayes: 7. Nays: 0. Motion approved. [List attached]

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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 August 2010. [List attached]

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The Board reviewed a list of individuals who certified embalmer and/or funeral director apprenticeships during the month of August 2010. [List attached]

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The Board reviewed a chart of the number of registrations, certifications, apprenticeship reports, and new licenses issued in August 2010. [See attached chart]

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Fiscal

Ms. Wright reported on fiscal matters, and the Board Members reviewed the revenue journal, which indicated that the Board collected \$1,972.00 in August for a total of \$8,523.00 for Fiscal Year 2011. The Board reviewed a list of twenty-five vouchers for the month of August, and the Budget Overview chart of allotments and expenses. Ms. Wright reported that the Department of Administrative Services, Ohio Shared Services will adjust the meal per diem to match the Federal General Services Administration rates on October 1, 2010.

On a motion by Ms. Betzer, seconded by Mrs. Williams-Briggs, the Board voted to propose changes to R.C. 4717.07(A)(6), (7), (9) and (11) in the Board's Budget Request for Fiscal Years 2012-2013, specifically to insert a maximum amount of late renewal penalty. Roll Call Vote: Betzer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Primm, Aye; Wasko, Aye; Williams-Briggs, Aye. [Copy of proposed language attached]

The Board discussed the possibility of adding fees for continuing education and increasing the renewal fees because of a need for outside assistance to evaluate preneed contracts and additional staff to audit preneed and investigate complaints.

Ms. Betzer made a motion to approve the proposed language in R.C. 4717.07 (A)(13) to add an application fee of twenty-five dollars for approval of a continuing education activity. Mr. Primm seconded the motion.

On a motion by Mr. Marsh, seconded by Mrs. Williams-Briggs, the Board voted to table the previous motion to add a fee for continuing education. Roll Call Vote: Betzer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Primm, Aye; Wasko, Aye; Williams-Briggs, Aye.

The Board decided that the Preneed Committee should recommend any changes or increases.

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Persons Before the Board

Jeff Edwards, Edwards Funeral Service, offered a presentation on Alkaline Hydrolysis along with proposed language changes to the Board. [See attached] Mrs. Hawkinson stated that the proposal would require statutory changes, and that all state agencies involved would need to agree. Mr. Fleming will contact states that have enacted similar legislation.

Scott K. Hanes, Wonderly Horvath Hanes Funeral Home, offered his view on funeral home names and challenged the Board's interpretation of R.C. 4717.06(B)(3). Mrs.

Hawkinson stated that the Board did not have the authority to allow an exception and that proposal would require a change to R.C. 4717.

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Compliance

Inspector Anderson read his report for the period of August 15, 2010 through September 11, 2010. [See attached report]

Inspector Bruns read her report for the period of August 15, 2010 through September 11, 2010. [See attached report]

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

The Board received a forfeiture from Sibley Murray Wellington Funeral Home.

The Board Staff conducted two hearings, has scheduled six hearings with two hearings yet to be scheduled. In addition the Assistant Attorney General is working on possible settlements. There are three outstanding Reports and Recommendations. Mrs. Baugess gave the Board a compilation of compliance issues for Fiscal Year 2010.

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The Board reviewed a list of amendments to change the manager and/or the funeral director actually in charge of and ultimately responsible for the funeral home for the month of August. [see attached list]

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Compliance Motion No. 1

On a motion by Ms. Betzer, seconded by Mr. Carter, the Board voted to close nine investigatory files. Roll Call Vote: Betzer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Primm, Aye; Wasko, Aye; Williams-Briggs, Aye.

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Compliance Motion No. 2

On a motion by Mr. Marsh, seconded by Mr. Carter, the Board voted to accept the settlement agreement negotiated by Mrs. Hawkinson, Assistant Attorney General and Thomas R. Lucchesi, attorney for William F. Boyd and the E.F. Boyd & Son Funeral Home in which the respondents acknowledge that they unknowingly permitted an unlicensed person to engage in the profession of funeral directing.. Betzer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Primm, Aye; Wasko, Aye; Williams-Briggs, Aye.

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Compliance Motion No. 3

On a motion by Mr. Fleming, seconded by Ms. Betzer, the Board voted to accept the settlement agreement negotiated by Mrs. Hawkinson, Assistant Attorney General and Jasper L. Lippins, attorney for Rocco V. Wellington and the Sibley-Murray-Wellington Funeral Home in which the respondents acknowledge that they unknowingly permitted two unlicensed persons to engage in the profession of funeral directing.. Betzer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Primm, Aye; Wasko, Aye; Williams-Briggs, Aye.



Compliance Mail No. 1

The Board reviewed a letter from Chas. A. Miller, Busse, Borgmann and Dunn Funeral Home concerning operation of the funeral home after the death of Herbert C. Dunn. On a motion by Mr. Marsh, seconded by Mr. Primm, the Board voted to approve the continued operation of the Busse, Borgmann and Dunn Funeral Home until June 3, 2011. Prior to June 3, 2011, Mr. Miller may request another twelve months of operation or submit a new application for funeral home license. Ayes: 7. Nays: 0. Motion approved.



The Board discussed its policy concerning Persons Before the Board. Mr. Fleming made a motion to allow the President of the Board to use his/her discretion when deciding which person could speak to the Board during its meeting. The motion failed for lack of a second. A discussion followed as the Board offered the reason for the written policy, the restrictions of the Open Meeting Act, time control of the meeting's agenda, public comment, and information gathering as long as it pertains to the current topic. The Board decided to clarify the policy at a later date.



President Wasko offered Board Members a draft of the reclassification of the Executive Director's position. The Board will discuss the reclassification on Tuesday.

On a motion by Mr. Fleming, seconded by Mrs. Williams-Briggs, the Board went 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; Carter, Aye; Fleming, Aye; Marsh, Aye; Primm, Aye; Wasko, Aye; Williams-Briggs, Aye.

The President declared the Board out of executive session.



The Board recessed at 4:55 P.M.



Tuesday – September 14, 2010

The Board reconvened at 9:08 A.M. in the Riffe Center in Columbus, Ohio. President Robert J. Wasko presided. Present were: Linda M. Betzer, Robert C. Carter, Thomas T. Fleming, Ty D. Marsh, Roger Primm, Pamela Williams-Briggs, Cheryl Hawkinson, Eric Anderson, Lisa A. Bruns, Jennifer L. Baugess, and Ann Cunningham.



Committees

The Preneed Committee did not meet prior to the meeting.

The Apprenticeship Committee will meet after the Board adjourns on Tuesday, to review rules governing apprentices. Seth Gasche will address the Committee about his experience as a mortuary science student and apprentice.



Continuing Education

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



On a motion by Ms. Betzer, seconded by Mrs. Williams-Briggs, the Board approved, and where indicated denied, the applications for Prior Approval continuing education programs. Ayes: 7. Nays: 0. Motion approved.



On a motion by Mrs. Williams-Briggs, seconded by Ms. Betzer, the Board approved, and where indicated denied, the applications for Blanket with Date continuing education programs. Ayes: 7. Nays: 0. Motion approved.



On a motion by Mr. Fleming, seconded by Ms. Betzer, the Board approved, and where indicated denied, the applications for Blanket continuing education programs. Ayes: 7. Nays: 0. Motion approved.



On a motion by Ms. Betzer, seconded by Mr. Fleming, the Board approved, and where indicated denied, the applications for Individual continuing education programs. Ayes: 7. Nays: 0. Motion approved.



On a motion by Mrs. Williams-Briggs, seconded by Ms. Betzer, the Board approved the following applications for exemption and/or waiver. Ayes: 7. Nays: 0. Motion approved.

| <u>Waiver</u> | <u>Exemption</u> | <u>Licensee</u> | <u>Granted/denied</u> |
|---------------|------------------|----------------------|-----------------------|
| X | | Bowman, Clarence Jr. | Granted |
| X | | Sweeney, Donald H | Granted |
| | X | Sikkema, Yuri J. | Granted |

On a motion by Ms. Betzer, seconded by Mr. Carter, the Board approved the following application for a 50-year exemption for continuing education. Ayes: 7. Nays: 0. Motion approved.

| <u>Date received</u> | <u>Licensee</u> | <u>License No.</u> |
|----------------------|------------------|--------------------|
| 9/08/10 | Noonan, James R. | DUAL 006200 |

Continuing Education Mail No. 1

The Board reviewed a request for reconsideration of the program Arusi Marriage Institute – Lyke Conference Workshops submitted by Hardin and Rosary Martin. On a motion by Mr. Fleming, seconded by Mrs. Williams-Briggs, the Board voted to affirm its previous denial. Ayes: 7. Nays: 0. Motion approved.



Board Members offered changes to the reclassification of the position of Executive Director. On a motion by Ms. Betzer, seconded by Mr. Primm, the Board voted to

reclassify the position from Board/Commission Secretary 2 to Executive Director 1. Roll Call Vote: Betzer, Aye; Carter, Aye; Fleming, Aye; Marsh, Aye; Primm, Aye; Wasko, Aye; Williams-Briggs, Aye. Motion approved. The changes will be given to the Central Service Agency for further processing and forwarded the Department of Administrative Services.

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On a motion by Mr. Marsh, seconded by Mr. Carter, the Board went 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; Carter, Aye; Fleming, Aye; Marsh, Aye; Primm, Aye; Wasko, Aye; Williams-Briggs, Aye.

The President declared the Board out of executive session.

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On a motion by Mr. Fleming, seconded by Mr. Primm, the Board meeting adjourned at 10:25 A.M.

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Robert J. Wasko, President

Attest: _____
Pamela Williams-Briggs, Secretary-Treasurer

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

| License Number | Name | City | Effective Date |
|-----------------------|-------------------------|-------------|-----------------------|
| EMB-9416 A FD-9441 | Wellman, Christopher A. | Circleville | 09/13/10 |

The Following Individuals Were Issued Registration Numbers
During The Month of August '2010

| Registration Number | Name | City | Effective Date |
|----------------------------|-------------------|---------------|-----------------------|
| FD-0543 | Brammer, Shawn A. | Ironton | 08/11/10 |
| FD-0540 | Brown, Richard | Maumee | 08/16/10 |
| EMB-0360 FD-0541 | DeVore, Drew C. | Bowling Green | 08/17/10 |
| EMB-0361 FD-0542 | Dixon, Matthew S. | Canton | 08/02/10 |

Certifications

Apprenticeships Certified During The Month Of August 2010

| Regis. Number | Apprentice Name | Funeral Home | City | Effective Date |
|--------------------------|------------------------|-----------------------|-------------|---------------------------|
| FD-0543 | Brammer, Shawn A. | Phillips Funeral Home | Ironton | 08/11/10 |
| FD-0540 | Brown, Richard | Tate Funeral Home LLC | Toledo | 08/16/10 |
| EMB-0360 FD-0541 | DeVore, Drew C. | Deck-Hanneman FH | Bowling Grn | 08/17/10 |
| EMB-0361 FD-0542 | Dixon, Matthew S. | Reed Funeral Home | Canton | 08/30/10 |
| EMB-0358 FD-0538 | Hill, Belinda R. | Fares J. Radel FH | Cincinnati | 08/23/10 |
| EMB-0359 FD-0539 | Smith, Rebecca L. | Schneider-Griffin FH | Chesapeake | 08/06/10 |

Board meeting: 9/13/2010 FY 2011

| <i>Actual month collected</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 | 3 | 3 | | | | | | | | | | | 6 |
| funeral director | 0 | 5 | | | | | | | | | | | 5 |
| total | 3 | 8 | | | | | | | | | | | 11 |
| <i>certified apprentices</i> | | | | | | | | | | | | | <i>total</i> |
| embalmer | 6 | 4 | | | | | | | | | | | 10 |
| funeral director | 3 | 6 | | | | | | | | | | | 9 |
| total | 9 | 10 | | | | | | | | | | | 19 |
| <i>Embalmer apprentice Reports</i> | | | | | | | | | | | | | <i>total</i> |
| quarterly reports | 84 | 37 | | | | | | | | | | | 121 |
| master reports | 14 | 6 | | | | | | | | | | | 20 |
| Board Member interview | 4 | 1 | | | | | | | | | | | 5 |
| total | 102 | 44 | | | | | | | | | | | 146 |
| <i>Funeral Director apprentice Reports</i> | | | | | | | | | | | | | <i>total</i> |
| quarterly reports | 131 | 56 | | | | | | | | | | | 187 |
| master reports | 20 | 8 | | | | | | | | | | | 28 |
| Board Member interview | 6 | 4 | | | | | | | | | | | 10 |
| total | 157 | 68 | | | | | | | | | | | 225 |
| <i>new license issued</i> | | | | | | | | | | | | | <i>total</i> |
| embalmer | 8 | 8 | | | | | | | | | | | 16 |
| funeral director | 6 | 8 | | | | | | | | | | | 14 |
| total | 14 | 16 | | | | | | | | | | | 30 |

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

SECTION 4717.07 FEES.

- (A) The board of embalmers and funeral directors shall charge and collect the following fees:
- (1) For the initial issuance or biennial renewal of an embalmer's or funeral director's license, one hundred forty dollars;
 - (2) For the issuance of an embalmer or funeral director registration, twenty-five dollars;
 - (3) For filing an embalmer or funeral director certificate of apprenticeship, ten dollars;
 - (4) For the application to take the examination for a license to practice as an embalmer or funeral director, or to retake a section of the examination, thirty-five dollars;
 - (5) For the initial issuance of a license to operate a funeral home, two hundred fifty dollars and biennial renewal of a license to operate a funeral home, two hundred fifty dollars;
 - (6) For the reinstatement of a lapsed embalmer's or funeral director's license, the renewal fee prescribed in division (A)(1) of this section plus a lapsed license penalty of fifty dollars for each month or portion of a month the license is lapsed until reinstatement up to a maximum penalty of two thousand five hundred dollars per license and a total of five thousand for both licenses;
 - (7) For the reinstatement of a lapsed license to operate a funeral home, the renewal fee prescribed in division (A)(5) of this section plus a lapsed license penalty of fifty dollars for each month or portion of a month the license is lapsed until reinstatement up to a maximum penalty of two thousand five hundred dollars per license;
 - (8) For the initial issuance of a license to operate an embalming facility, two hundred dollars and biennial renewal of a license to operate an embalming facility, two hundred dollars;
 - (9) For the reinstatement of a lapsed license to operate an embalming facility, the renewal fee prescribed in division (A)(8) of this section plus a lapsed license penalty of fifty dollars for each month or portion of a month the license is lapsed until reinstatement up to a maximum penalty of two thousand five hundred dollars;

- (10) For the initial issuance of a license to operate a crematory facility, two hundred dollars and biennial renewal of a license to operate a crematory facility, two hundred dollars;
 - (11) For the reinstatement of a lapsed license to operate a crematory facility, the renewal fee prescribed in division (A)(10) of this section plus a lapsed license penalty of fifty dollars for each month or portion of a month the license is lapsed until reinstatement up to a maximum penalty of two thousand five hundred dollars;
 - (12) For the issuance of a duplicate of a license issued under this chapter, four dollars.
- (B) In addition to the fees set forth in division (A) of this section, an applicant shall pay the examination fee assessed by any examining agency the board uses for any section of an examination required under this chapter.
- (C) Subject to the approval of the controlling board, the board of embalmers and funeral directors may establish fees in excess of the amounts set forth in this section, provided that these fees do not exceed the amounts set forth in this section by more than fifty per cent.

Time period start: 8/16/2010 end: 9/11/2010 Board Meeting 13-Sept.-2010 FY 2011

| Board Meeting | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | Year total | |
|-----------------------------------|-------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------------|------------------|
| mileage | 3,910 | 2,165 | 2,944 | | | | | | | | | | 9,019 | |
| apprentices | 2 | 1 | 1 | | | | | | | | | | 4 | |
| Inspections - Annual | | | | | | | | | | | | | <i>completed</i> | <i>remaining</i> |
| Crem Fac | 50 | 5 | 3 | | | | | | | | | | 11 | 39 |
| Emb Fac | 3 | 0 | 0 | | | | | | | | | | 0 | 3 |
| FH | 613 | 58 | 31 | | | | | | | | | | 118 | 495 |
| Total | 666 | 63 | 34 | 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 129 | 537 |
| Inspections - Follow-up | | | | | | | | | | | | | <i>completed</i> | |
| Crem Fac | 0 | 0 | | | | | | | | | | | 0 | |
| Emb Fac | 0 | 0 | | | | | | | | | | | 0 | |
| FH | 0 | 0 | | | | | | | | | | | 0 | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Inspections - New Facility | | | | | | | | | | | | | <i>completed</i> | |
| Crem Fac | 0 | 0 | | | | | | | | | | | 0 | |
| Emb Fac | 0 | 0 | | | | | | | | | | | 0 | |
| FH | 1 | 1 | | | | | | | | | | | 2 | |
| Total | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | |
| Investigations | 2 | 10 | 18 | | | | | | | | | | 30 | |
| Violations | 3 | 2 | 0 | | | | | | | | | | 5 | |
| Bd meetings | days | 2 | 0 | 2 | | | | | | | | | 4 | |
| Bd office | days | 2 | 2 | 2 | | | | | | | | | 6 | |
| Hearings | days | | | | | | | | | | | | 0 | |
| Training | days | | | | | | | | | | | | 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: **8/15/2010** end: **9/11/2010** Board Meeting **13-Sep-2010** FY 2011

| <i>Board Meeting</i> | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | Year total | |
|-----------------------------------|------------|-----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|------------------|------------------|
| mileage | 2,288 | 2,147 | 1,625 | | | | | | | | | | 6,060 | |
| apprentices | 1 | 2 | 3 | | | | | | | | | | 6 | |
| <i>Inspections - Annual</i> | | | | | | | | | | | | | <i>completed</i> | <i>remaining</i> |
| Crem Fac | 51 | 1 | 4 | 5 | | | | | | | | | 10 | 41 |
| Emb Fac | 2 | 1 | 0 | 0 | | | | | | | | | 1 | 1 |
| FH | 561 | 37 | 60 | 43 | | | | | | | | | 140 | 421 |
| Total | 614 | 39 | 64 | 48 | 0 | 151 | 463 |
| <i>Inspections - Follow-up</i> | | | | | | | | | | | | | <i>completed</i> | |
| Crem Fac | 0 | 0 | 0 | | | | | | | | | | 0 | |
| Emb Fac | 0 | 0 | 0 | | | | | | | | | | 0 | |
| FH | 0 | 0 | 1 | | | | | | | | | | 1 | |
| Total | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| <i>Inspections - New Facility</i> | | | | | | | | | | | | | <i>completed</i> | |
| Crem Fac | 1 | 0 | 1 | | | | | | | | | | 2 | |
| Emb Fac | 0 | 0 | 0 | | | | | | | | | | 0 | |
| FH | 0 | 1 | 0 | | | | | | | | | | 1 | |
| Total | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | |
| Investigations | 6 | 11 | 18 | | | | | | | | | | 35 | |
| Violations | 1 | 1 | 0 | | | | | | | | | | 2 | |
| Bd meetings | days | 2 | 2 | 2 | | | | | | | | | 6 | |
| Bd office | days | 2 | 2 | 2 | | | | | | | | | 6 | |
| Hearings | days | 1 | 0 | 0 | | | | | | | | | 1 | |
| Training | days | 1 | 0 | 0 | | | | | | | | | 1 | |

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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